



Lancaster Community Music Trust

c/o 4 Fairfield Close, Lancaster, LA1 5NT

Website: www.lcmt.org.uk

Email: info@lcmt.org.uk

General Information

September 2024

Opening times

The Centre is open on term time Saturday mornings from 8.45 a.m. to 1.00 p.m. The openings coincide as closely as possible with school terms.

Snack Bar

This is open each week from 09.15 to 12.00 for the sale of hot and cold drinks and confectionery, at modest prices. No food or drink is to be consumed outside of the classroom allocated for the Snack Bar, and please place litter in the bin provided. Please use your own re-usable cup if possible.

Registration Desk

Volunteers on the registration desk at the entrance will assist potential and new members, and will be able to help with other enquiries (by locating trustees, and by using the information file kept at the desk). Please email any other enquiries to info@lcmt.org.uk.

Attendance and Absences

We appreciate advance warning of any absence, preferably direct to the teacher or ensemble leader concerned. Regular attendance does help, of course, to minimise disruption to tuition and ensemble activities.

Involvement of Parents and Friends

The Centre is run by a volunteer management committee, appointed by the members of the Lancaster Community Music Trust, with the active support and assistance of teachers and other participants.

Assistance with the many chores of running the Centre is always appreciated; please make contact if you can help in any way. The principal tasks on Saturday mornings are the setting out of LCMC materials at open and close, operation of the Snack Bar, and the registration desk. Rotas operate for these tasks. Outside of Saturdays, new Trustees are always welcomed and there are several largely computer-based administrative tasks for which assistance is always appreciated.

Registration

Everyone must register on arrival and on departure: this information is used for checking off names in the event of an emergency.

Car Parking

There is some parking available in the playground of Dallas Road School, which is accessed from the large gates on Dallas Road. There is also a bike rack near the school entrance. **Can we please ask that you park sensibly in the playground, avoiding blocking anyone else in – and do not leave your car parked there once your own session has finished.**

Subscriptions

Full details of the current subscription rates are available upon request. Here is an outline:

1. A subscription, charged per family, is payable by online bank transfer, standing order, cheque or cash. This gives all members of the family unlimited access to all of the ensembles that meet each Saturday. The subscription is paid termly in advance or, in the case of new members, from the date of joining to the end of the term. This charge is compulsory and payment is a condition of participation in the Centre's activities, including individual tuition. However, exemptions and discounts apply in certain circumstances: details are available upon request. The money raised from these subscriptions is used to cover the costs of rental charges, ensemble leaders, and other musical and administrative expenses.
2. The Music Centre belongs to the Lancaster Community Music Trust. The involvement in the Trust of all who participate in the activities of the Centre is therefore essential. Membership of the Trust is automatic for all members and staff of the Music Centre, bringing with it entitlement to participate fully in the processes which determine the future policies and direction of the Music Centre. For persons who are not playing members of the Music Centre, there is a nominal annual subscription per family or individual, for membership.
3. Instrumental tuition is charged proportionately at the hourly rate charged by the teachers. The teachers at the Music Centre set their own rates. Payment for individual tuition is made directly to the teachers. The Music Centre maintains records of those taking individual tuition but is not involved in the financial aspects of individual tuition.
4. Loans of standard instruments are possible and further details are available upon request. Such loans are free to Centre members for the first six months of a first loan to a beginner. If the loan period is extended beyond six months, a weekly charge is levied. Loans to non-Centre members are permitted but are subject to different charges and conditions which are available upon request.

Disclosure and Barring Service

The Trust will carry out, where deemed necessary, full checks with the Disclosure and Barring Service on persons involved in Music Centre activities. The present policy of the Trust towards such checks is available on request or can be downloaded from the website at www.lcmt.org.uk.

Health and Safety

We make every effort to ensure a safe environment for all who attend the Centre. However, it is not possible to provide direct supervision at all times, and all participants have a responsibility to act safely in the interests of themselves and others. Particular attention is drawn to the hazards of motor vehicles outside the school, and to electrical and other equipment inside the school which should not be interfered with in any way. Parents in particular should ensure that their children are supervised at all times as the Music Centre does not act "in loco parentis". **This applies to children up to end of primary school age.**

Emergency Situations

We are anxious to ensure that, if the need arises, all members of the Music Centre are evacuated safely. Please follow the details as shown on notices on each classroom of Dallas Road School.

The Role of Lancaster Community Music Trust

The Centre is run by Lancaster Community Music Trust. This is a registered charity organised as a company limited by guarantee. Further information is available at the website which is at www.lcmt.org.uk, via email to info@lcmt.org.uk or at the Centre each open Saturday.