



The Leicester-Shire
Music and Cultural Trust

Registered Charity Number 1163682

ENSEMBLE RULES / PROCEDURES / INFORMATION

These rules, procedures and information are intended to ensure the safe and smooth operation of rehearsals, courses and performances. Parents / Carers and students are asked to read them carefully.

STUDENT SAFETY – LMCT has a commitment to safeguarding and promoting the welfare of children and young people, and has a Child Protection Policy and Guidelines.

- 1. MEDICAL INFORMATION.** Parents / Carers are asked to give relevant medical information when registering their child. **It is essential that this information is updated in writing by parents.** If your child has any special needs, please consider whether the written information you provide is sufficient to enable staff to meet needs effectively; we would welcome dialogue that would further our understanding.
- 2. DISABILITY MONITORING:** The county council is committed to “*making equality a reality for disabled people*” and a first step for LMCT is to monitor take up of performance groups by disabled children and young people. The Disability Act (1995) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities. **We would encourage you to complete the question about disability when registering your child.**
- 3. ATTENDANCE.** **Attendance at all rehearsals and concerts is vital.** Advance / Retrospective Apologies for absence due to illness or other unavoidable reasons should be made to LSMS. **Tel: 0116 3050400 or by email LSMSPerformance@leics.gov.uk .** Please quote **name, instrument** and **name of music ensemble** in any communication. Frequent or unexplained absences will lead to a review of your place. The LSMS Office is not open at weekends but emails will be passed to conductors on the following Monday.
- 4. ARRIVAL TIMES.** **Students must not arrive on site before 9:45 am.**
- 5. BEHAVIOUR.** Students are expected to behave in a responsible manner during rehearsals and breaks and to obey the instructions of staff and supervisors.
- 6. NO-SMOKING POLICY.** Students are reminded that LMCT operate a strict no-smoking policy. Students must not smoke either in the building or grounds of the site in compliance with national legislation.
- 7. DRUGS / SOLVENTS/ALCOHOL**
It is unacceptable for students to carry, purchase or use alcohol or any illegal substances or solvents whilst participating in LMCT activities.

- 8. STUDENT COLLECTION.** Parents/carers are requested to ensure they arrange for their child to be picked up promptly following rehearsals, courses and performances. Staff have a duty of care responsibility to remain with students until they are collected to ensure pupil safety. Please bear in mind that they may have other important commitments to meet.
- 9. PARENT SUPPORT.** LMCT welcomes and appreciates the active support of Parents / Carers. For obvious security reasons, parents/carers who wish to enter the building at one of our host schools during the year are asked to make prior arrangements with LMCT.
- 10. DAMAGE.** Students must not, under any circumstances, interfere with or damage buildings or property belonging to LMCT centres or to host schools. Neither should students interfere with or damage property belonging to other students. **In such an event suspension or expulsion from the Ensemble will be accompanied by a written report to the offending student's own school or college.**

ADVERSE WEATHER ARRANGEMENTS

If the weather is bad a decision to cancel LSMS **weekday evening activities** will be made by **12.00 noon**.

If there is a definite **forecast** of bad weather a decision to cancel ALL LSMS activities, whether weekday evenings or Saturday mornings, will be made by 4.00pm the previous day (by 4pm on a Friday for Saturday morning activities).

Providing LSMS staff can get into the office, a message advising that **activities** are cancelled will be recorded on the LSMS Voicemail, (0116 3050400). A message will also be placed on the Leicester-Shire Music Education Hub website www.leicestershiremusic.org and also relayed via the LMEH (Leicester-Shire Music Education Hub) Twitter / Facebook. We will also endeavour to send messages by text and/or email.

If the decision is made to cancel the following days' activities, Parents/Carers will be notified at the same time. The decision to cancel will not then be changed even if the weather improves overnight. It is therefore vital that parents check with LSMS and/or the website: www.leicestershiremusic.org if in doubt.

EMERGENCY ARRANGEMENTS

Where it becomes necessary to cancel **Saturday Groups** overnight, the following emergency procedures will operate.

Notice of cancellation will be placed on the Leicester-Shire Music Education Hub website www.leicestershiremusic.org and relayed via the LMEH (Leicester-Shire Music Education Hub) Twitter / Facebook. We will also endeavour to send messages by text and/or email

It is essential that in such emergency situations parents / carers check for any information about cancellation and ensure that students are not sent out in circumstances which may compromise their safety. Please do not leave your child in the car park at any venue without ensuring that groups are going to be held.