



Lancaster Community Music Trust

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

Website: www.lcmt.org.uk

Email: info@lcmt.org.uk

General Information

Opening times

The Centre is open on term time Saturday mornings from 8.45 a.m. to 1.30 p.m. The openings coincide as closely as possible with school terms.

Snack Bar

A coffee bar is open each week from 9.00 a.m. to 11.30 a.m. for the sale of hot and cold drinks and confectionery, at modest prices. No food or drink is to be consumed in the classrooms, and please place litter in the bins provided.

Office/Registration Desk

The Music Centre has an office in the New Building which is open during the morning, but it is not staffed. 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 coffee 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. If you are involved in activities in both buildings used by the Centre (the New Building and the Music Block) you must register on entering and departing each building.

Car Parking

As the site is used for other activities on a Saturday morning, there are only a limited number of spaces available. Permits are available for teaching staff and people with special needs. Application for a permit may be made by email to info@lcmt.org.uk or by leaving a message at the registration desk. The School has requested that nobody parks in Melrose Street which is behind the New Building. Car parking is available towards the lower end of East Road and in the surrounding streets.

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 has an agreement with Lancaster City Council under which the City Council will carry out, where deemed necessary, full checks, on behalf of the Trust, 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”.

Emergency Situations

We are anxious to ensure that, if the need arises, all members of the Music Centre are evacuated safely. The operation of evacuation procedures involves particular problems, and you are asked to ensure that you and your children are fully conversant with the procedures. These are publicised on the notice board in the reception area of the New Building and are outlined below.

Evacuation procedures

When you hear the fire alarm or you are instructed to vacate the building:

1. Leave the building by the nearest fire exit to your room. In the New Building there are four exits: from the Hall on to Melrose Street; from the Hall on to East Road; from the reception area via the main entrance on to East Road; and from the lower end of the New Building (go to the end of the lower corridor and descend the stairs to the right which go to the gents' toilet) on to East Road. In the Music Block there is just one exit from the building, through the front door. There are instructions (produced by LRGS) in some rooms which tell you where the nearest exit is located. Please familiarise yourself with these notices and the exit locations.
2. Do not take anything with you, including instruments.
3. Make your way to the assembly point. This is the car park by the Sports Hall, on the other side of East Road from the New Building.
4. Where required to carry people or lift them into wheelchairs, all available persons should assist as appropriate. It may not be possible to get every wheelchair if this means moving towards the fire. If all exit routes are blocked, or if wheelchairs are inaccessible, it might be necessary to lift them and pass them through windows to other staff.
5. Telephone contact will be made with the School Lettings Solutions (SLS) staff member on site (07709 600702). SLS will supervise the evacuation and will notify the emergency services if required. Even if a false alarm has occurred the evacuation procedures must continue.
6. (New Building) The trustees and/or other staff present will collect up the fire registers whilst the building is evacuated. Adults present will be nominated to hold up cards (these are attached to the backs of the register boards) showing particular letters of the alphabet and everyone should assemble with their surname alphabetical group. Visitors and tutors should assemble in separate groups. Those present in each group will be checked off against the registers distributed to the persons with the cards and any missing persons reported to SLS as soon as possible. (Music Block) On the way out of the Music Block one of the trustees/ensemble leaders/tutors present will collect the fire register located near the front door. Those present at the evacuation point will be checked off against the register and any missing persons reported to SLS as soon as possible.
7. The person on door duty in the New Building and one of the Music Block teachers will have the respective fire registers. In the case of the New Building assembly adults will be nominated to hold up cards showing particular letters of the alphabet and you should assemble with your surname alphabetical group. Visitors and tutors should assemble in separate groups. Those present in each group will then be

- checked off against the registers and any missing persons reported. In the case of the Music Block assembly the responsible teacher will check the fire register against those present and report any missing persons.
8. Do not return to the buildings until permission has been given.
 9. No cars are to be moved during an emergency evacuation until permission has been given.

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 and Contact Details

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.