



SIPS Education Limited
Guardian House,
West Bromwich,
B70 8GS

September 2021

Dear Music centre members, parents and careers,

It is with great excitement we can confirm that face to face music centre rehearsals will resume from the week beginning Monday 27th September 2021. SIPS Music and Arts Service teachers, have valued the online zoom rehearsals over the pandemic but are looking forward to meeting their groups in person and making live music! We hope we continue to have your support during this new start.

In collaboration with SIPS Safety Management Services there are procedures in place to ensure we move forward safely rehearsing at Guardian House and Splinter Studios. We therefore ask you to read through the steps below, share them with your child/children attending ahead of returning to rehearsals.

1. Before arriving at Music Centre please ensure you sign up musicians who will be attending using the 'Autumn 2021 ensemble registration & consent form'. This will ensure we have all relevant information ahead of attendance at rehearsal. This can be found here: <https://sandwellmusic.org/musiccentre>
2. On arrival pupils/students are dropped off at the main entrance where they will be met and registered in the building by a SIPS Music and Arts member of staff. They will be given any information they need to know and asked to sanitise before continuing further into the building.
3. Entry to rehearsals will begin no earlier than 15 minutes before an ensemble is due to begin. All ensemble times are staggered entry and exit at 15 minute intervals to minimise the number of people moving around the building at any one time. We encourage anyone 16+ to wear a face covering when moving around Guardian House. Anyone under 16 can also do this if they wish to.
4. During rehearsal room windows will be tilted open to keep rooms well ventilated. We therefore remind you to consider the weather and what pupils/students wear so they are not cold.
5. Seating will be spaced appropriately giving all musicians space to play and minimise contact.
6. Initially there will not be a tuck shop although staff may choose to have a rehearsal/toilet break for their students. Students will remain in their chair to have their drink from home and be sent to the toilets on a rota basis. Their drink will need to be water and not juices or fizzy drinks.
7. At the end of rehearsal staff will again dismiss all pupils/students out of the main entrance of the building. For the time being we would ask anyone collecting children not to gather in the foyer of the building but wait outside on the paved area. Again, we would recommend keeping a close eye on the weather and for example have an umbrella to hand should it be raining.

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8. If a person planning to attend music centre is feeling unwell or showing symptoms please do not attend.

Membership fees - Last academic year while music centre was online, we were very grateful to the friend's group for enabling the programme to take place without membership fees. As music centre returns to in person rehearsal we ask that membership payment is completed. Membership remains at £45.00 per term, 50% discount for siblings for unlimited access to ensembles and 100% remission for pupils/students in receipt of free school meals. Membership payment can be made as in previous years via 'The Peoples Box Office.' Remission forms can be requested via the music and arts office. All webpage links, revised rehearsal times and contacts can be found at <https://sandwellmusic.org/musiccentre>

(For any new members starting a music centre ensemble we extend a trial period of 2 weeks before requesting membership payment to be completed).

We look forward to recommencing in person rehearsals and appreciate your support as we do this as safely as possible and don't forget to sign up using the link above!

Yours sincerely



Robert Hayward
Deputy Music and Arts Manager

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