



THE FRIENDS' GUIDE

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Introduction

The *CYM Friends' Guide* is intended for anyone with a student at CYM and particularly for the use of new students and their parents or guardians, to whom the Friends extend a very warm welcome.

Every parent or guardian of a CYM student is automatically a member of the Friends. The work of the Friends is totally dependent on the goodwill of its members and accordingly new volunteers are always most welcome (see page 14).

Do remember that the existing Friends of CYM were themselves once new parents, and we are therefore well aware that newcomers often arrive with a host of questions and concerns. CYM staff are of course always willing to help in every way possible, but the busy Saturday timetable means that their time is a scarce and precious commodity.

This is where the Friends' Guide may help as an informal supplement to the *CYM Handbook and Practice Record* which is issued to every student at the start of the school year. This handbook contains essential information, including the CYM's rules and regulations, the practice record sheets, and the student's own individual timetable.

We hope that this Guide will answer most of your questions but if you have any further queries or concerns please do not hesitate to contact the CYM staff or the Friends who will be happy to help you.

CYM affords great opportunities for our students and we hope that this will be your experience too.

I look forward to meeting many of you in the coming months and especially at the AGM in November.

Nicy Roberts, Chair of FCYM

Email: proberts8@toucansurf.com or tel: 01737 552152

About CYM

London's Centre for Young Musicians (CYM) brings the excitement and rewards of music making to 2,500 of the capital's school age children. Twelve satellite Local Junior Centres and an extensive holiday course programme (including the highly acclaimed London Schools Symphony Orchestra and recently formed London Youth Wind Band) in addition to the Main Saturday Centre at Morley College, provide opportunities and experience for children across the full spectrum of musical styles, from beginners to the most advanced students.

CYM was established in 1970 and is part of a provision going back to 1951. CYM combines excellence with equal access through a policy that seeks never to turn down students on financial grounds. Former students range from the star jazz musicians Django Bates and Jason Rebello to classical artists such as Julian Lloyd Webber and Christopher Warren Green.

CYM is currently administered by the City of Westminster on behalf of all subscribing London Boroughs and is supported by its own fund raising organisation, the Foundation for Young Musicians (FYM), as well as parents and other individuals through the Friends of CYM.

Section A : Main Centre Activity

The Main CYM Centre

The Main Centre runs on Saturdays (9am - 5pm) during term-time (32 weeks a year) in Morley College, Westminster Bridge Road (close to Waterloo and the South Bank Centre) and two satellite annexes - Notre Dame High School and Johanna Primary School (percussion faculty) - both a few minutes walk away from Morley College.

(see map inside back cover)

The CYM Office is situated on the first floor of Morley College in Room B10.

Helen Edwards (CYM Administrator and PA to the Management Team) or Chrissy Kinsella (Projects & Finance Administrator and PA to the Artistic Director, LSSO) will be happy to advise you according to the nature of your enquiry.

Tel: 020 7928 3844 or Email: helen@cym.org.uk or chrissy@cym.org.uk

Around 450 students attend CYM each Saturday. Each student has a personalised timetable that includes individual lessons, choir, ensembles and general musicianship, taught by a team of nearly 100 leading professional musicians.

Student Progress

On being awarded a place at CYM all students are assigned to a department, depending on which instrument they play. These departments are:

Strings, Woodwind, Brass, Percussion, Piano, Guitar, Recorder, Singing, Musicianship, and Jazz.

Each is run by a Head of Department (see list in inside cover) who is responsible for building an individual timetable for successful applicants.

Section A : Main Centre Activity

N.B. If a student has individual tuition at *CYM* they may not have additional tuition on this study elsewhere. E.g. if they have singing lessons at *CYM*, they may not have singing lessons at school.

The Heads of Department assign students to an appropriate teacher, organise the ensembles within the department and check the progress of all students.

Students meet in Department Meetings twice a term. These meetings devote special attention to particular aspects of playing and technique and give further opportunities for informal performances.

The progress of all students at *CYM* is carefully monitored throughout the time that they are at the Centre. Heads of Department are kept informed of students' work and frequently discuss progress with students, tutors and parents alike. Tutors write an Annual Report on each student which is distributed to parents, schools and funding bodies.

Students are issued with a *CYM* Handbook and Practice Record at the start of the school year which contains important information, (including the Fire Drill), so it is vital that both students and parents take time to read it through. Students need to bring the *CYM* Handbook with them each week as it contains the Practice Record Sheets for their individual lessons.

You may find that on your student's timetable one session ends at the same time as the next one starts. The general principle is that a pupil should leave the first session sufficiently early to arrive on time for the one which follows. However, individual tuition always takes priority, so in this instance the student should arrive late to the next session.

Section A : Main Centre Activity

Instruments

A music stand is also required which, together with instrument cases, should be clearly marked with the student's name and telephone number. Please remember that personal instruments and belongings are brought to CYM at the owner's risk so do make sure that they are adequately insured. If an instrument is not insured we would recommend that you contact Allianz-Cornhill who specialise in musical instrument insurance.

Large instruments can be left with CYM staff at the entrance to Morley College or with CYM staff in reception at Notre Dame School. Instruments should not be left unattended in any building.

CYM owns a large collection of instruments for use by students. New instruments are constantly being added to the collection and CYM are responsible for their upkeep. Therefore students are asked to pay a maintenance fee each term for instruments lent to them.

Accompanists

Two accompanists, Peter Croser at Morley College and Robin Bigwood at Notre Dame, are available to students throughout the day. Students are encouraged to use this valuable opportunity to practice with an accompanist on a regular basis. When it comes to exam times students are expected to organise specific rehearsal times with one or other of the accompanists prior to the event and this can be done directly with them.

Section A : Main Centre Activity

Pastoral Staff

There are pastoral staff based at each of the three buildings used by CYM. They are responsible for the welfare of students and for the smooth-running of CYM on Saturdays. They are the point of contact for routine, non-musical, enquiries (e.g. lost property).

Lunchtime Activities

Lunchtime activities happen every week and are part of every student's timetable and therefore compulsory. In the event of clashing commitments, the order of priority is as follows:

- performing in a concert
- attending Theory or Aural classes in preparation for an exam
- attending a Departmental Meeting
- attending a CYM concert at either Morley or Notre Dame

What about food?

There is a canteen at both Morley and Notre Dame sites. The Morley Canteen is a commercial enterprise and serves drinks, snacks and hot meals.

The Notre Dame canteen is organised by the Friends of CYM and staffed by volunteers. Food on offer each week includes:

A selection of sandwiches, fresh bagels, homemade cakes, flapjack, crisps and nuts, pot noodles, samosas, fruit, sweets and chocolate. Drinks include a variety of teas and coffee, hot chocolate, cartons of fruit juice, smoothies, energy drinks, and bottles of water. Students may also bring their own food to eat in the Notre Dame Canteen.

Section A : Main Centre Activity

External Examinations

It is likely that students will be entered for graded exams during their time at CYM. Students can only be entered for external exams when the tutor decides it is appropriate. No CYM student can enter themselves privately without the full consent of their tutor and Head of Department.

Both Associated Board and Trinity Guildhall Board exams are offered and exams are taken during each half-term holiday. The full payment for the exam entry fee must be paid before the end of the previous term.

All students entering external exams are given help with aural and theory requirements and are informed of the times of these extra classes. The Friends of CYM have 3 sets of the Aural books and CDs which students can borrow - 50p per week plus a £10 refundable deposit. CYM provides an accompanist when needed.

Students are encouraged to perform in lunchtime concerts as part of their preparation for an exam as this can help to develop performance skills and confidence about playing in public.

Exam results normally take up to 6 weeks to appear and are forwarded to CYM. Both Associated Board and Trinity Guildhall forward a detailed report and also a certificate. Details of the syllabus for the various exams can be obtained from the Friends.

Section A : Main Centre Activity

Communication

There are *CYM* noticeboards in the foyer of each building and it is vitally important that students (and parents) make a habit of checking the noticeboards immediately they arrive. Any changes to lesson times, venues, or tutors will be displayed along with weekly notices about lunchtime concerts, exam information and forthcoming events.

Upbeat is *CYM*'s termly newsletter produced jointly by the Friends and *CYM* giving you up to date news and information on *CYM* activities.

The *CYM* Office will occasionally send out forms to be completed and returned. Please do this promptly! If at any time you or the student change your address, telephone number or move school, please inform the *CYM* Office immediately. Changes of address or school may affect your funding situation at *CYM* so it is a good idea to check with the *CYM* Office if you are unsure.

Students are expected to attend every *CYM* Saturday (even during exam time). When there is an unavoidable reason for absence you should notify the *CYM* Office in advance. If approval is given, students should advise all their tutors of their absence **IN ADVANCE**. If absence is due to illness, please telephone the *CYM* Office as soon as possible. Absence notified on a Saturday should only be as a result of sudden illness or emergency.

Good communication with your student's tutor is to be encouraged. The *CYM* Handbook is a good vehicle for two-way communication. An occasional appearance either at the start or end of a lesson is a good idea if a matter is best discussed face-to-face but do bear in mind that as they will still be teaching, a telephone conversation later in the day may be easier. Talk to the tutors themselves and see what they suggest.

Section A : Main Centre Activity

Generally a tutor will be very glad to prepare a piece to be played or sung in a school concert or similar event especially if given sufficient notice.

Concert dress is normally a combination of black and white but students are informed of the dress requirements before a concert.

Who do I talk to if there is a problem?

It is very important that problems/concerns are aired as they arise. If the problem is musical, and it cannot be solved by the instrumental tutor, please speak to the student's Head of Department. For all other matters speak to one of the pastoral staff or contact the CYM Office. If you are unhappy with the response to your query, please contact the Curriculum Managers or the CYM Director in writing to arrange an appointment.

If the problem is a financial one contact Robert Fisher CYM's Finance Manager, as soon as possible by email: robert@cym.org.uk or ring the CYM Office.

Please note that CYM requires half a term's written notice for students wishing to leave the Centre otherwise parents will be invoiced for half the terms fees, whether they are the principal funder or not.

General Information

There is no CYM car park but there are metered bays in the vicinity of Morley College or the Imperial War Museum. The metered spaces near Notre Dame School are free all day on Saturdays. The car park at Notre Dame School is reserved for CYM tutors only. There are cycle racks in front of Morley

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College and at Notre Dame bicycles can be chained to railings in the car park.

In the event of a fire or Fire Drill, please make your way quickly to the nearest Fire Assembly Point - see page 22.

In the event of an accident report the incident immediately to either one of the CYM Pastoral staff or to the CYM Office in Room B10 of Morley College.

Morley College is a college of Further Education. The CYM Office is located within Morley College and facilities are shared with Morley students on Saturdays, including the canteen.

Local Junior Centres for Young Musicians

The twelve Junior CYM's, in partnership with Inner London Local Education Authority, provide expert tuition for beginners and less advanced players from 7 - 13. Tuition is in groups and there are choirs and ensembles of all kinds. Many beginners progress from these Junior Centres to the Main Centre at Morley College.

The Junior Centres are not administered by the main CYM Office.

Foundation for Young Musicians

The Foundation for Young Musicians (FYM) is a registered charity (No: 100825) and was set up in 1990 to help raise funds for CYM, so that CYM can continue to offer talented London school children first-class musical training and education irrespective of ability to pay.

FYM also raises money for the London Schools Symphony Orchestra (LSSO) and the London Youth Wind Band (LYWB). Every year FYM plays a vital role in meeting commitments such as:

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- bursaries to pay the tuition fees of gifted students whose families do not have the means to meet those costs
- the repair and purchase of musical instruments
- special projects such as commissions, master classes and composer-in-residence schemes.

Donations may be made to FYM at any time so if you know of any individual or company who feels inspired to raise money for the Foundation , or you need advice and support from the Foundation please ring 020 7928 3844 or email: info@fymlondon.co.uk

Friends of CYM (FCYM)

The unique sense of community that is generated at CYM has much to do with the involvement of parents. The Friends of CYM, whose main constitutional aim is to support CYM, offer parents and carers the chance to express their views and to volunteer help.

The Friends produce a termly newsletter, UPBEAT, that shares news items and pupils successes. UPBEAT is distributed to all those with an interest in the work of the Centre including students and parents, schools, local authorities and other funding bodies.

All parents and carers of students attending CYM are automatically members of the Friends and we invite you to help to further support your child at CYM by taking an active part in the various activities we undertake.

The Saturday Canteen, at Notre Dame School, is the FCYM's main fundraiser and is staffed entirely by parent volunteers. Inevitably, with around 450 students at CYM each Saturday, running this facility is a big undertaking. This is why the pool of volunteers who help run the canteen and provide sandwiches and

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cakes during term time is crucial to the smooth running of the operation.

In reality this means that if we have sufficient helpers, most people will only be asked to commit themselves to one Saturday morning or afternoon session each term.

There are many other tasks which members undertake from time to time:

selling or donating secondhand music, selling concert tickets, assisting on Open Days, serving refreshments at concerts/special events, setting up and clearing away at concerts, exam stewarding, chaperoning students to events, and the termly newsletter production.

In addition we are always looking for additional skills to help us with new projects:

graphic design, video/photographic, sound recording, marketing, and fundraising.

If you are able to assist with any of the above on a regular or occasional basis, please contact the Friends via the *CYM Office*.

All monies raised go directly to provide extra benefits for students, and recent examples of the support the friends have been able to give include:

- a digital camera for documenting the students' progress and for publicity
- a complete set of percussion storage boxes and a wide range of new percussion instruments
- sets of aural books for a loan scheme for students taking grade exams
- a complete set of orchestra music stands
- portable exhibition stands for use at concerts and events

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Getting involved with the Friends and helping in the canteen need not be a huge commitment, but is a great way to meet other parents and tutors and is also good fun!

CYM Holiday Courses

In addition to the Main Saturday Centre CYM organises a wide range of Holiday Courses which are open to all of London's young musicians regardless of attending CYM during term time.

With the exception of the London Schools Symphony Orchestra (LSSO) and the London Youth Wind Band (LYWB), these are un auditioned open access courses, which offer a stimulating, friendly, and highly enjoyable musical experience for children aged from 6 to 18

The courses are led by specialist tutors working alongside a caring team of pastoral staff and are designed to provide a progressive musical pathway for children, complimenting their regular term time activities both in and out of school. The courses culminate in an informal performance open to parents and friends. The LSSO and LYWB courses lead to public performances in the Barbican Hall (LSSO) and St James's, Piccadilly (LYWB).

Applicants are placed in appropriate groups according to age and ability.

- Junior Course (approx Grade 1-3)
- Senior Course (approx Grade 4-7)
- Jazz & Popular Music Course
- GCSE Music "Listening Skills" Revision Course

Holiday course fees are kept as low as possible as the Centre makes every effort to assist any gifted pupil to attend these courses who has difficulty in meeting the fees themselves. Please contact the CYM Office for details and costs.

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The London Schools Symphony Orchestra (LSSO)

The London Schools Symphony Orchestra (LSSO) is one of the most potent symbols of the talents and achievements of London's youth. Under the artistic guidance of Peter Ash, the orchestra is going from strength to strength, attracting generous tributes and ecstatic reviews. Now in its 56th season, it continues to offer young people the opportunity to study and perform major symphonic repertoire under the guidance of some of the finest professional musicians in the world. Many of its players have gone on to distinguished musical careers all over the world.

The LSSO presents three Barbican concerts every year in January, April and September. These are preceded by intensive rehearsals during the school holidays.

Entry to the LSSO is by audition during the Autumn term. Applications are welcome from anyone still at school (not just CYM students) who has reached Grade 7 standard. Players are invited to attend courses, both residential and non-residential, which are held in each school holiday. Further details, including the criteria for entry, are contained in the Holiday Courses brochure available from the CYM Office.

The London Youth Wind Band (LYWB)

The London Youth Wind Band (LYWB) is a recently formed companion ensemble to the LSSO, providing wider opportunities for wind, brass and percussion players to work at the high musical levels achieved by the LSSO and to perform in major venues.

The repertoire is eclectic and challenging, including traditional and contemporary works for band, and arrangements of all kinds of music from classical through to film, stage and big band.

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Geoffrey Harniess, Francesca Hanley, Anthony Maloney and Peter Ash work closely together to ensure the widest possible opportunity for players to be involved with the two ensembles, auditioning for both groups simultaneously in November each year.

Entry to the LYWB is by audition during the Autumn term. Applications are welcome from anyone who has reached Grade 7 standard. Wind and brass players auditioning for the LSSO are automatically considered for LYWB. Further details are found in the Holiday Music Courses brochure - contact the CYM Office.

Louis Watt Memorial Competition

This annual competition is open to students aged 16 or over who attend Saturday CYM or Holiday Courses including LSSO and LYWB, and takes place toward the end of the summer term.

Prizes are awarded to help students to further their musical development. The winner receives a prize of £400, and the two other finalists each receive £150. For more details see the CYM website.

Practice

Students attending CYM are expected to maintain a regular practice routine throughout the year. Tutors will advise students of the recommended length and content of their daily practice, this will vary depending on age and experience and will be outlined within the Record Sheets in the student's CYM Handbook.

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Musicianship

Musicianship classes at CYM help students develop the skills they need to improve their music making. Performing with others requires musicians to do a number of things at the same time - listen to themselves and others, play in tune with other people and follow a conductor, as well as play the instrument and follow written scores. In musicianship classes we separate these activities and use a wider range of teaching styles to enable students to develop specific skills. Students are taught to hear music in their heads as they read it and shown how to internalise rhythms as well as consolidating their understanding of basic music theory. Musicianship classes are taught using practical work, reading and listening.

In addition students learn about the history of music and explore issues of style and culture. These supporting studies help students to understand the context of music that they hear around them as well as the different styles they learn to play on an instrument.

The Musicianship department also prepares students for the Theory and Aural requirements of grade exams.

Aural Test

Aural tests form part of any practical exam and test the ability to:

- recognise and sing back melodies
- recognise rhythms and clap them back
- recognise and describe intervals
- talk about music using the correct (mainly Italian) terms
- recognise musical styles (higher grades only)

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Because a piano is required to give aural tests it is not usually possible for a student's instrumental teacher to cover the material in lesson time. For this reason it is necessary to attend aural classes and the student should have started them well before taking a practical exam (probably a couple of terms before). There are separate lessons at CYM for both Associated Board and Trinity Guildhall syllabuses.

The CYM Music Library

The CYM Music Library is now owned and administered by Trinity College of Music and located at the Greenwich Commercial Centre, 49 Greenwich High Road. It holds a very large collection of choral, orchestral, band and wind chamber music scores available for use not only by CYM but also by schools, colleges, choral societies, youth and amateur orchestras and bands nationwide.

The Library originally comprised the collection built up by the London County Council and the Inner London Education Authority (ILEA). When ILEA was abolished, it became the CYM Library and major additions have been made since then notably the late Alan Cave's very large collection of band, orchestral and chamber music and a number of generous donations of choral music. Printed catalogues covering most of the Library's stocks are in the CYM Office or on-line at www.tcm.ac.uk. A modest hire charge is made for loans other than for use by CYM.

The Library is run by Tony Lynes (an ex-parent) who is usually there on Tuesday afternoons and Fridays. He can be contacted at the Library on 020 8691 9337, at home on 020 7733 7235, or by

email: tony.lynes@virgin.net. Tony would be delighted to hear from any potential uses of the Library.

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Equal Opportunities Policy

Young musicians are offered a high quality musical training irrespective of the means to pay. CYM will take appropriate measures to ensure that it does not operate in a way that discriminates amongst applicants, students or employees on grounds of race, gender, sexual orientation or disability. In addition CYM encourages the mutual respect of all students, tutors, directorate staff, the administration team, parents and all associated with the service.

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In case of fire

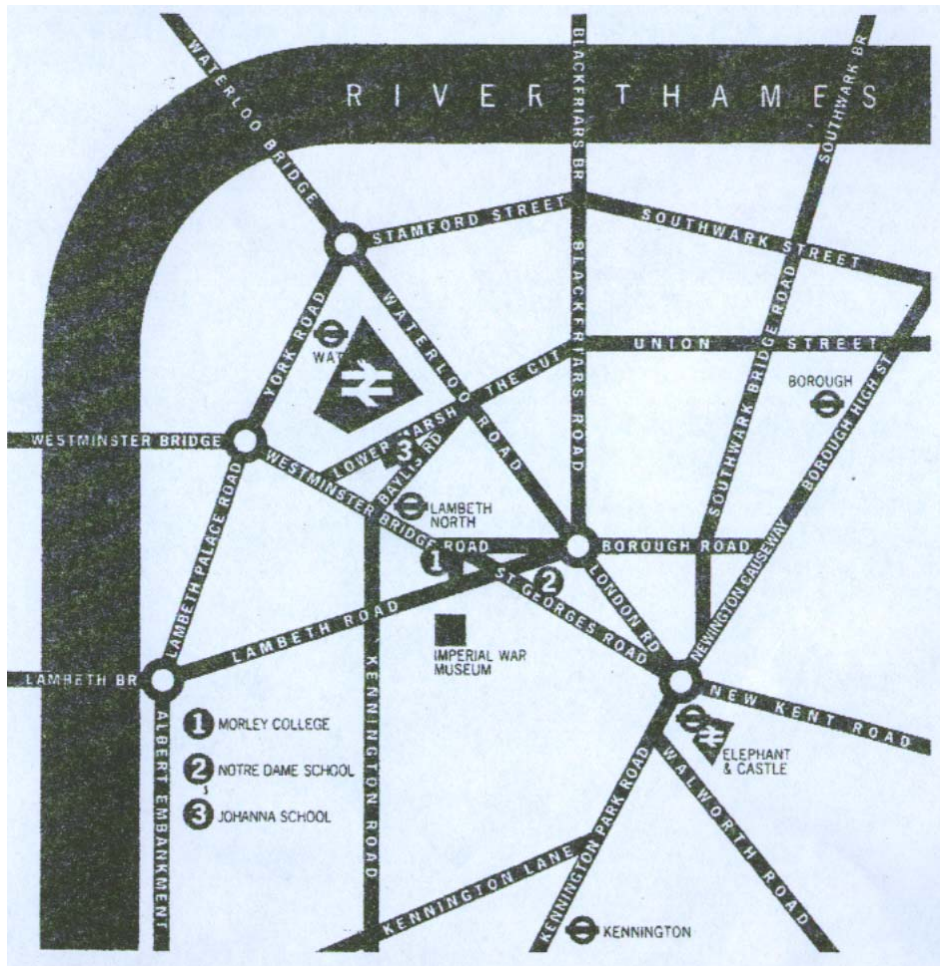
When a fire alarm sounds - leave the building by the **nearest** exit, (indicated in classrooms and corridors) and assemble with your department as follows:

Fire Assembly Points

Department	Morley College	Notre Dame
Brass	Pavement to the right of Morley steps (Morley Gallery)	Outside back gate of Notre Dame, Gladstone Street
Guitar	Pavement in front of the Yellow Building	Corner of Gladstone Street and St George's Road
Percussion	Pavement to the right of Morley steps (Morley Gallery)	Outside back gate of Notre Dame, Gladstone Street
Piano	Pavement in King Edward Walk, beside Emma Cons Hall	Corner of Gladstone Street and St George's Road
Recorder	Pavement in front of the Yellow Building	Corner of Gladstone Street and St George's Road
Strings	Pavement to the left of Morley steps (towards underground)	Outside back gate of Notre Dame, Gladstone Street
Voice	Pavement to the left of Morley steps (towards underground)	Corner of Gladstone Street and St George's Road
Woodwind	Pavement to the right of Morley steps (Morley Gallery)	By St Jude's playground, Gladstone Street
Johanna	All at Johanna School should assemble in the playground	

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Where are all the CYM sites?



- | | |
|----------------------------------|-----------------------------|
| 1. Morley College | 61 Westminster Bridge Road |
| 2. Notre Dame School | 118 St. George's Road |
| 3. Johanna Primary School | Johanna Street, Lower Marsh |

Bus Routes: 1, 3, C10, 12, 45, 53, 63, 68, 68, 109, 159, 168, 171, 172, 176, 188

We are 100 metres from Lambeth North tube station and approximately 7 minutes walk from Waterloo tube station or Waterloo International, Waterloo Mainline and Waterloo East

CYM Friends' Guide

London's Centre for Young Musicians

Morley College

61 Westminster Bridge Road

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