

C | Y | M CENTRE FOR
YOUNG MUSICIANS
a division of the Guildhall School

THE FRIENDS' GUIDE

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Friends of CYM

Based in Notre Dame Canteen on a Saturday or by post to the CYM Office

friends@cym.org.uk

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Introduction

The Centre for Young Musicians (CYM) Friends' Guide is intended for anyone with a student at CYM. It is particularly useful for new students and their parents or carers, to whom the Friends extend a very warm welcome, whether attending the Saturday Centre and/or the London Schools Symphony Orchestra (LSSO) or the London Youth Wind Band (LYWB).

Every parent or carer of a current CYM student (Saturday Centre/ LSSO/LYWB) 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, containing 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 Annual Meeting and Concert in October.

Nicy Roberts, Chair of FCYM

Email: friends@cym.org.uk or call or text me on: 07871 462208

About CYM

London's Centre for Young Musicians (CYM) brings the excitement and rewards of music making to over 400 of the capital's school age students at the main Saturday Centre based at Morley College. In addition, the extensive holiday course programme including the highly acclaimed London Schools Symphony Orchestra (LSSO) and the London Youth Wind Band (LYWB), provides opportunities and experience for students across the full spectrum of musical styles from beginners to the most advanced students. In 2007 CYM's standard of excellence was recognised and it was awarded the status of a Centre for Advanced Training, joining the ranks of the junior London conservatoires and specialist music schools like the Menuhin and Purcell schools.

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 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 (FCYM).

In the autumn of 2009 CYM became a division of the Guildhall School of Music and Drama, itself part of an exciting campus which includes the Barbican Centre, the Corporation of London, the London Symphony Orchestra as well as the Guildhall School (Junior and Senior). CYM retains its autonomy and mission within the Guildhall School, and remains based at Morley College for the foreseeable future. CYM now has the opportunity to prosper within a new and vibrant Campus framework and in particular will complement the provision at Junior Guildhall. The City of London Corporation is already the very generous supporter of the LSSO, managed by CYM, which now being a division of the Guildhall School adds considerably to the Corporation's growing stature as a provider of high quality education and outreach among under-represented groups of young people in London. All information

Section A : Main Centre Activity

about the workings of CYM and current news, projects and activities can be found on the CYM website and we would encourage you to take the time to browse and then use the CYM website regularly to keep yourself up to date—www.cym.org.uk.

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 Innes (CYM/LSSO/LYWB Administrator and PA to the Management team) or Chrissy Kinsella Finance Officer and PA to the Director of Fundraising, FYM) will be happy to advise you according to the nature of your enquiry.

CYM Office Tel: 020 7928 3844

Email: helen@cym.org.uk or chrissy@cym.org.uk

Over 400 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.

Section A : Main Centre Activity

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 and Singing.

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 in April/May.

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 strongly recommend that you contact Allianz Insurance plc who specialise in musical instrument insurance. Their website is:

www.allianzmusicalinsurance.co.uk

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 which can be hired 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 Erik Dippenaar at Notre Dame, are available to students throughout the day, usually without prior appointment. 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.

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

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smooth-running of *CYM* on Saturdays. They are the point of contact for routine and 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 and all profit goes to benefit the work of *CYM*.

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.

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.

Section A : Main Centre Activity

Exams are taken after the end of each CYM term. The entry fee must be received with the completed entry form by the due date, or the candidates will not be entered.

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 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 CYM office.

Communication

There are CYM noticeboards in the foyer of each building on Saturday 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 and can also be found on the CYM website—
www.cym.org.uk

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.

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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 an excellent 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. Write a note in the CYM Handbook or talk to the tutors themselves and see what they suggest.

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 Manager or the CYM Director in writing to arrange an appointment.

If the problem is a financial one contact Chrissy Kinsella CYM's Finance Officer, as soon as possible by email: chrissy@cym.org.uk or ring the CYM Office.

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If you withdraw your child from the course at any time during the year the full annual fee (or proportion of annual fees if your child started after the commencement of the academic year) will still be payable unless dispensation has been granted by the Director. In the first instance, you must send a letter to the Director stating when your child will be leaving giving full details of reasons. A full term's notice must be given, at least. Notification of any dispensation in fees offered by the Director will be given in writing.

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 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.

The CYM Website www.cym.org.uk

The CYM website is a mine of information covering all aspects of CYM's work, the Foundation of Young Musicians, and the Friends of CYM, and it is well worth spending time finding out about the various activities and keeping up to date with events happening at the Saturday Centre, with holiday courses, LSSO and LYWB concerts and further afield.

Section A : Main Centre Activity

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:

- 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.

FYM is keen to build on development work at CYM and is consistently exploring new avenues for support in order to ensure that the Centre can continue with its excellent music provision to talented Londoners. Any offers of support would be most welcome at this time of financial strain and so if you know of any individual or company who feels inspired to support gifted and talented young musicians, or if you need advice and support yourselves from the Foundation, please email info@fymlondon.co.uk or ring 020 7983 3844.

Section B : More about CYM

Friends of CYM

The unique sense of community that is generated at CYM has much to do with the involvement of parents. The Friends of CYM (FCYM) is itself a registered charity (No. 297745) and supports all aspects of CYM's work, whether it be the Saturday Centre, LYWB or LSSO, offering 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, as well as subscribing Friends of CYM.

All parents and carers of students currently attending CYM (including LSSO and LYWB) 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 over 400 students and 100 tutors 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 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

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stewarding, chaperoning students to events, marketing, fundraising and 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 us at friends@cym.org.uk.

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:

- Repairing all seven of CYM's double basses
- 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
- assistance with travel costs to enable chamber and other ensembles to attend national music events
- the purchase of a full-size violin, and a new student trumpet and trombone for the LYWB
- undertaken a substantial programme of repairs to instruments in the CYM collection which will continue into the 2010/11 academic year

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!

If you know of friends and family who enjoy music and are encouraged by the excellent work of CYM and would like to support the musical education of young people in the capital please ask them to consider becoming a '**Subscribing Friend**'. Annual membership costs just £20 and Subscribing Friends receive copies of UPBEAT three times a year

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which keeps them abreast of news and activities, together with a free ticket and programme to for CYM's Annual Showcase concert at the end of the Spring term.

For more details about becoming a **Subscribing Friend** please contact Alberta Mills at friends@cym.org.uk or view the FCYM pages on the CYM website.

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 whether they attend CYM during term time.

With the exception of the London Schools Symphony Orchestra (LSSO) and the London Youth Wind Band (LYWB), these are unauditioned 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.

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

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

Holiday Course dates for the coming year and more details can be found on the CYM website and although bookings cannot be made online, you can print out a booking form. Holiday course fees are kept as low as possible and 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. Since its inception in 1951 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.

FYM is proud to be responsible for the excellent sponsorship of the LSSO by the City of London. Sponsors since 1997, the sponsorship has been invaluable to the orchestra and given it the confidence to build on its strengths. Relationships with renowned conductors and soloists are the hallmark of the orchestra's concerts at the Barbican and the LSSO presents three concerts there during the year in January, April and September. These are each preceded by intensive rehearsals during the school holidays and the orchestra often goes on tour during the summer break.

Entry to the LSSO is by audition during the Autumn term.

Applications are welcome from anyone still at school in London (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 or from the CYM website—www.cym.org.uk.

The London Youth Wind Band (LYWB)

The London Youth Wind Band (LYWB) is a more 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.

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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.

Geoffrey Harniess, 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

The Louis Watt Memorial Fund is a charity set up in 1997 to commemorate Glen Louis Watt, Headmaster of Tollington Park School in Islington from 1970 - 1981, who died in 1996. In his retirement he was a very keen supporter of CYM and the LSSO and was chair of the Friends for some time. The fund helps Louis' passion for classical music and opera to be transmitted to future generations of students and apart from the annual competition it supports other activities at CYM.

The 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.

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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.

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 tutors 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 *Grade V* Theory, and also the 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).

The CYM Music Library

The CYM Music Library, now an independent charitable organisation, is located in Kennington just 10 minutes walk away from Morley College. The Library is run by Tony Lynes (ex CYM parent) and Peter Smith and you will find the contact details below. The library holds a very large collection of choral, orchestral, band and wind chamber music scores available for hire not only by CYM but also by schools, colleges, choral societies, youth and amateur orchestras and bands nationwide. Some 10,000 amateur musicians benefit from its resources in the course of the year so do encourage any choirs, orchestras and bands in your area to contact the CYM Library.

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 copies covering most of the Library's stocks are in the CYM Office or can be obtained from the Library—see contact details below. A modest hire charge is made for loans other than for use by CYM and sets of scores are usually issued and returned by post.

If you are interested in hiring any of the music or wish to find out more please contact Tony Lynes direct on 020 7733 7235 or by email: tony.lynes@virgin.net.

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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

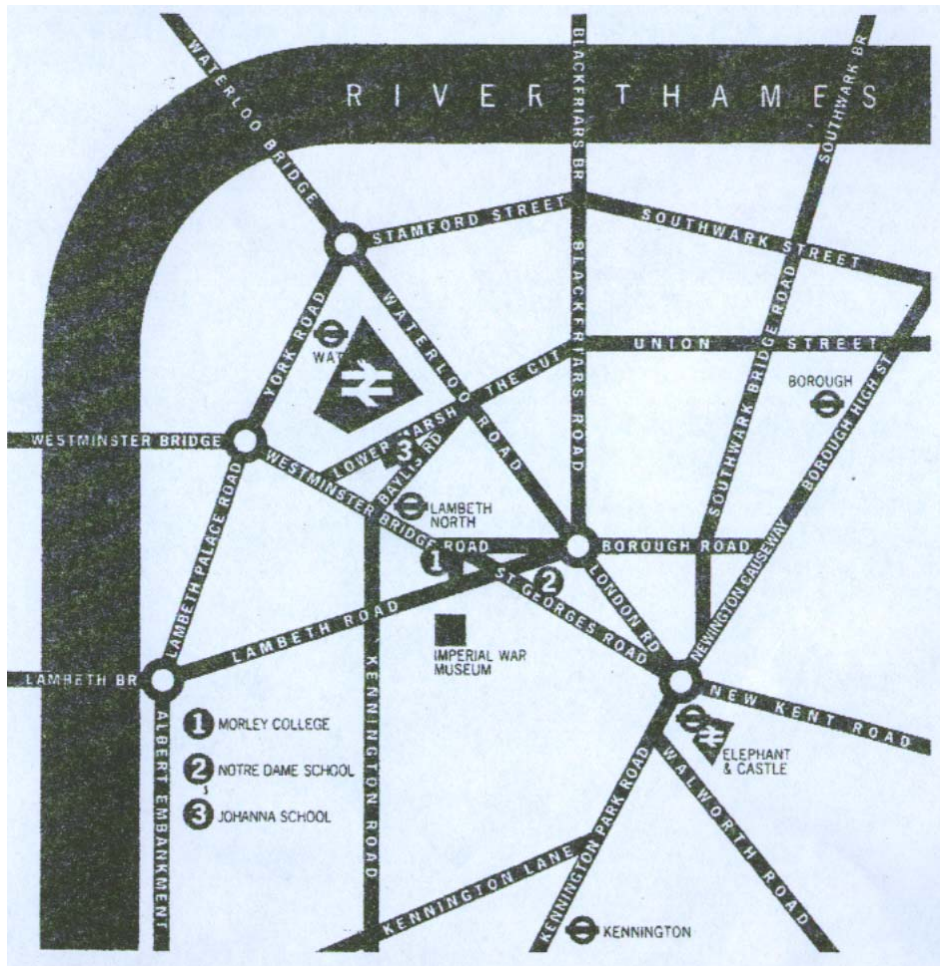
When a fire alarm sounds - leave the building by the **nearest** exit, (indicated in classrooms and corridors) and assemble with your department as follows:

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



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61 Westminster Bridge Road
London SE1 7HT

Tel: 020 7928 3844

Fax: 020 7928 3454

Email: info@cym.org.uk

Website: www.cym.org.uk