

# Saturday Music School (SMS)

## Handbook

**Latymer Upper School**

King Street, Hammersmith, London, W6 9LR

(closest tube is Ravenscourt Park; or a 10 minute walk from Hammersmith)

### Key SMS Contacts:

- Katie Stuffelbeam (SMS Manager)  
Katie.Stuffelbeam@rbkc.gov.uk  
mobile **07967 762114**
- Rory Wilson (SMS Administrator)  
Rory.Wilson@rbkc.gov.uk  
mobile **07817 095085**

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Welcome to the TBMH Saturday Music School. Please look through this key document for important information regarding SMS at Latymer. Please keep this in a safe place and refer to it as needed. If you have any questions, please contact Rory Wilson or Katie Stuffelbeam.

## Overview of Policies and Procedures

### Signing In and Out:

- (1) When arriving at Latymer Upper please enter through Security Lodge on King Street. Please walk through to the Arts Centre/Theatre building Atrium to **sign in** with Rory or a member of the team. After signing in, please wait in the Atrium or canteen for lessons to begin. **Please do not drop your child off at the school gate unless you have given permission.**
- (2) Once your child's lessons have finished, please collect them from the Atrium where they **must sign out** before leaving the building.

### Please note:

- Parents are not generally allowed to accompany students into the teaching rooms during lessons or ensembles, but may wait in the atrium or canteen, or outside on the benches on a nice day.
- If there is a reason why your child always needs to be accompanied throughout the day, please let us know.
- Any parents/carers found around Latymer will be asked by a member of the SMS Latymer Staff to return to the atrium/canteen where we will be happy to assist them. The only exception to this is if your child is in school year 3 or needs assistance.

### Unaccompanied Pupils:

If you have given your child permission to travel without an adult, they must come to the Atrium to sign in, and again to sign out at the end of their lessons before leaving the school.

### Moving from Lesson to Lesson:

At the end of each lesson, pupils make their way to their next classroom but **must not** go into empty classrooms without a tutor/adult present.

### Attendance Policy:

- The Tri-borough Team is expecting attendance at every Saturday Music School session.
- We are extremely proud of each pupil's progress throughout the term; regular attendance is crucial to continued progress, learning and musical excellence.
- We understand there can be other commitments or unexpected sickness.
- Please contact Rory via email if your child will be absent for any reason: [Rory.Wilson@rbkc.gov.uk](mailto:Rory.Wilson@rbkc.gov.uk).

### What To Bring to SMS:

- 1) Your instrument!
- 2) Music and practice diary.
- 3) Any musicianship home learning and pencil.
- 4) Water bottle.
- 6) Snack. (NO NUTS) (NO EATING in classrooms/practice rooms)
- 7) School homework, book, or other study materials for breaks or free periods.

### Pupil Toilets:

The pupil toilets are located on the ground floor of the Atrium and Main Classroom Building. There are also pupil toilets on the second floor of the Latymer Performing Arts Centre (LPAC).

### Adult/Staff/Guest Toilets:

Please use disabled toilets in Atrium near sign-in/out desk and near Recital Hall, or signed visitor toilet in main classroom building.

### Safeguarding:

- The TBMH Safeguarding Policy can be found here: <https://www.triboroughmusicclub.org/about-us/tbmh-key-documents/>
- We want you to learn and enjoy your music making whilst here at the TBMH, but more importantly we want you to be safe and feel happy while doing so.
- If you are unhappy and/or need to talk to someone and cannot talk to a family member or friend, please come and talk to any of the TBMH team. We are here to help.
- If you have tried to speak to somebody but felt that they didn't help you and you are still upset you can speak, or write if you prefer, to the Senior Service Lead (Hannah.Keohane@rbkc.gov.uk) or Head of the TBMH Stuart Whatmore (Stuart.Whatmore@rbkc.gov.uk) who will then make sure that the matter is dealt with appropriately.
- The Designated Safeguarding Lead for the TBMH is Katie Stufflebeam (Katie.Stufflebeam@rbkc.gov.uk) and the alternate designated leads are Stuart Whatmore ([Stuart.Whatmore@rbkc.gov.uk](mailto:Stuart.Whatmore@rbkc.gov.uk)) and Hannah Keohane (Hannah.Keohane@rbkc.gov.uk).

### Safety at Latymer Upper:

- First aiders at SMS: Larisa Sceadei, Katie Stufflebeam, Kerensa Briggs.
- A Fire Drill will be arranged at various times during the year so that all staff and children are aware of the evacuation procedures at the school in case of emergency.
- For safety reasons, pupils are required to stay on site at Latymer throughout the whole duration of their schedule. They will sign in upon arrival and sign out only after the completion of their lessons.
- For Safeguarding reasons, we kindly ask parents/carers to stay in the Atrium area at Latymer. **It is forbidden to utilise empty classrooms on site.**
- Packed lunches and snacks must not contain any nuts.
- There is no eating permitted in classrooms or practice rooms, only in Atrium and Cafeteria.

### Supporting Practice and Musical Learning at Home:

- All pupils will be given practice diaries and home study notes from their tutors.
- Please encourage regular instrumental and music theory/musicianship practice at home – even 10 minutes each day makes all the difference in their learning!
  - o Note: As pupils progress, their practice should lengthen, so a student who is a beginner may only practice 10 minutes 3 or 4 times per week, where an intermediate student needs 25 minutes 5 times per week, grade 6 and above may be 45 minutes to an hour 5-6 times per week and so on.

### Exams:

- All pupils are encouraged to take exams with any exam board if they wish to. Nominations to exams are made by pupils' tutors only (Rock School, Trinity, ABRSM etc). Please discuss this with your tutor.
- Practice sessions will be available for those pupils who will be completing exams during the term.
- ABRSM exams are generally held each term at the Lyric Theatre Hammersmith.

## Frequently Asked Questions (FAQs):

- ***What do I do if I am lost?***

If you are lost at any time during the day, please make your way back to the front desk in the atrium, where a member of staff would be happy to take you to your lesson.

- ***What should I do if I feel unwell half way through the morning?***

If you are feeling unwell during your lesson, please let your tutor know how you are feeling. If you are feeling unwell while you are not in a lesson, please make your way back to the front desk in the atrium, where a member of staff will be happy help you.

- ***What should I do if I am upset or something is worrying me?***

Please speak to your tutor, or Rory Wilson, we are happy to listen and help where possible. If you have spoken to somebody and are still upset, please speak to Katie Stuffelbeam who is the SMS Manager, and she may contact Stuart Whatmore, the alternate Designated Safeguarding Lead and the Head of the Tri-borough Music Hub.

- ***What do I do if there is a problem with my instrument?***

Please contact Rory during the week via email: [Rory.Wilson@rbkc.gov.uk](mailto:Rory.Wilson@rbkc.gov.uk)

- ***What books do we need to buy?***

Tutors will write any required music/materials in practice books, or send an email via Speed Admin.

- ***How do I speak to my child's tutor or check their progress?***

As all tutors have full timetables at SMS, it will not always be possible to speak to tutors in person on the day. A meeting may be arranged with Katie Stuffelbeam, or more general questions can be directed to Rory. You may also add a brief note or question in a practice diary.

- ***Who do I ask about my invoice for SMS?***

Please direct all invoicing questions to Shannen Bassett (Shannen.Bassett@rbkc.gov.uk) or Katie Stuffelbeam via email (Katie.Stuffelbeam@rbkc.gov.uk).

- ***How do I add a second instrumental lesson?***

We are fully subscribed with a waiting list for most instruments (particularly piano and violin). If you would like to be added to the waiting list please email Rory.

| <b>Music Hub Tutors &amp; Staff</b> | <b>Principle Instrument / Role</b>    |
|-------------------------------------|---------------------------------------|
| Abby Lorimier                       | Cello / Strings                       |
| Agnes Pluta                         | Piano / Accompanist                   |
| Alan Gibson                         | Guitar                                |
| Andres Yauri Andoquia               | Bassoon                               |
| Avril Moore                         | Voice / choir                         |
| Carys Underwood                     | Cello                                 |
| Denis Cassidy                       | Violin                                |
| Edward Lun                          | Brass / Trombone                      |
| Ellie Leon                          | Oboe                                  |
| Fabiana Chavez                      | Musical Senses / Musicianship         |
| Gabriel Krchnavek                   | Guitar / Guitar Ensemble Lead         |
| Glenn Williams                      | Woodwind / Sax                        |
| Grace Chen                          | Cello / Piano                         |
| Harry Nim                           | Violin                                |
| Hoi Ming Ngan                       | Piano                                 |
| Joshua Cusworth                     | Brass/trumpet                         |
| Justin Pickett                      | Percussion                            |
| Katie Stuffelbeam                   | SMS Manager / Junior Choir Lead       |
| Katie Taunton                       | Flute / Musicianship                  |
| Kerensa Briggs                      | Access to work / Admin                |
| Larisa Sceadei                      | Percussion / piano                    |
| Natalie Dalcher                     | Voice / Senior Choir Lead             |
| Nesta Owen                          | Musicianship                          |
| Nick Patrick                        | Piano / accompanist                   |
| Paris Rizas Pintzopoulos            | Violin                                |
| Paula Chavez                        | Musical Senses / Musicianship         |
| Rhiannon Dimond                     | Viola / Violin / String Ensemble Lead |
| Rory Wilson                         | SMS Administrator / piano / organ     |
| Samuel Mallia                       | Saxophone / Wind & Brass Lead         |
| Tara McCarthy                       | Violin / Viola / Orchestra Lead       |
| Victoria Galer                      | Flute / Musicianship                  |
| Viktoria Zora                       | Violin                                |
| Wendy Hasegawa                      | Piano                                 |

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