Dear Parent/Guardian

**EA WESTERN REGION DERRY/LIMAVADY INTERMEDIATE STRING ORCHESTRA 2024/2025**

EA Music Service are delighted to announce that orchestra rehearsals will recommence on Tuesday 17th September, 4.15 – 5.15pm and will be held in St Mary’s College, 35 Northland Rd, BT48 0AN.

**We request that children are dropped at the door of the building where EA staff will meet them and are collected there again promptly at 5.15pm. We appreciate your co-operation in this matter. There will be no access to the building before 4pm , and no waiting area is available.**

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| Rehearsal Dates | September  17, 24 | October  1, 8, 22 | November  5, 12, 19, 26 | December  3, 9(concert) |
| January  7, 14, 21, 28 | February  4, 18, 25 | March  4, 11, 25 | April  1 (concert) |

In line with current Music Service policy, we wish to use this opportunity to raise certain matters in relation to Health and Safety and Data Protection.

1. **Activity**

Your son/daughter will be involved in ensemble rehearsals (i.e. in a group setting) on a weekly basis during the term. More detailed information concerning all Music Service activities may be accessed by visiting the website https://musicservice.eani.org.uk/ or by e-mailing [MusicService.Omagh@eani.org.uk](mailto:MusicService.Omagh@eani.org.uk)

**Photos / Video recording**

Occasions may arise where photos and / or video recordings will be taken during rehearsals or concert performances. We may use these for publication, training purposes, or on our website. If, for any reason, you do not wish your son/daughter to be included in photos or recordings, then please let us know in writing at the address below. **Please see reverse for Data Protection Statement.**

1. **Medical**

In the interest of health and safety, please provide any information you consider relevant in relation to medical conditions or medication, e.g. allergies, asthma, diabetes, epilepsy, etc. This information may be important in the unlikely event of an emergency arising at a Music Service event (see attached registration form).

**4 Membership Fees**

The annual membership fee is **£48.40** for the academic year 24/25.  Family discounts apply – 2 children 10%, 3 or more children 15%. Those families in receipt of Free School Meals are exempt from payment.  As outlined below please arrange to make the appropriate payment.

**Card payments via phone to Omagh Music Centre** 028 8225 6858 or Derry Music Centre 028 7186 1116.

Cheques/Postal Orders should be made payable to EA Western Region Music Service and returned with this form to the **Omagh Music Centre, Technology Education Centre, 2 Spillar’s Place, Omagh,** BT78 1FA**.**  Cash must not be sent by post.

Thank you for your co-operation on these matters. If you have any further questions or comments please do not hesitate to contact me on 02882 256858.

**Please note the EA Western Region Music Service Christmas Concert will be held Monday 9th December at 6.00 pm in St Mary’s College. Ticket information will be communicated closer to the time.**

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**Naoimh Simpson |** Area Coordinator Derry/Limavady | Music Service

**Data Protection Statement**

The information provided by you to the Education Authority Music Service is required by us to communicate with parents and schools, to keep track of resources, to collect fees, to monitor assessments and to be aware of medical conditions**.** EA is obliged to comply with the General Data Protection Regulation (GDPR) when we process your personal information.

We will process your personal information on the legal basis that it is part of our public task to do so. We will not share the personal information you provide to us on this form with any third party, and it will not be shared or processed for any other purpose without your express consent.

We have published detailed **Privacy Notices** on our website <http://www.eani.org.uk/privacy> which provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions. Please read our Privacy Notices carefully before completing this form.