

## Accessing the Centre for Music

Please read carefully and ring the office if further clarification is needed. These instructions are for term-time activities. Open and closing times during school holidays may change.

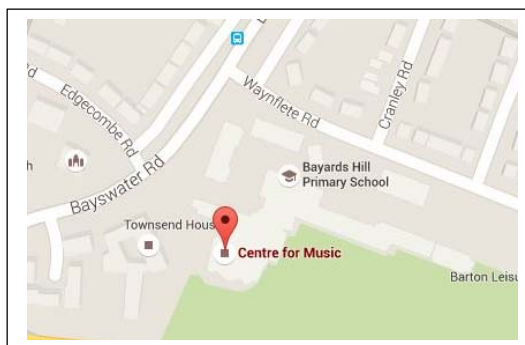
The Centre for Music shares its site with Bayards Hill School. The Music Service uses the school car park in the evenings and at weekends.

### **Centre for Music address:**

Bayswater Road  
Oxford OX3 9FF  
01865 816990

### **Bayards Hill School address:**

Waynflote Road  
Oxford OX3 8NU



## Hours of operation

### **Music Service reception and car park**

8.30am – 5.30pm Monday – Thursday  
8.30am – 6pm Friday

### **Out of hours entrance (from Bayards Hill School car park)**

5.30pm – end of last lesson or ensemble, Monday-Thursday and at weekends

### **Parking at the Centre for Music**

There is no visitor parking. If visiting during the day before 4.30pm, please park on side streets. If you require a disabled parking space please contact us in advance to reserve.

After 4.30pm (Monday-Thursday) and at weekends, parking is available in Bayards Hill School car park. You will need to walk to the Music Service reception around the road until 5.30pm or until the Site officer is in position by the out of hours entrance.

### **This is my first visit. What if my child's lesson or ensemble starts before 5.30pm and finishes after 5.30pm?**

Use the Music Service entrance before 5.30pm and meet your child at the out of hours entrance at the end time. The office staff will be pleased to show you and your child how the system works during your first visit. Please ask us.

### **What if the gates to the car park are not locked at 5.30pm?**

The gates should usually be locked at 5.30pm or shortly afterwards. Occasionally staff who lock the gates may be late leaving the building and the locking of the gates can be delayed. *Visitors must not enter this car park after 5.30pm even if the gates are open and there are still cars in the car park. You risk being locked into the car park.*

**What if I do get locked in the car park?**

The onsite security cameras may not immediately see you. The site officer has to remain by the out of hours entrance on the other side of the site. Please ring 07767 695181 to alert the site officer that you have been locked in and he will contact a member of onsite teaching staff to come and let you out. This will not be a quick procedure. Please be patient.