

TERMS and CONDITIONS for SERVICES to SCHOOLS WHOLE CLASS INSTRUMENTAL TUITION / FIRST ACCESS FUNDED PROGRAMME

Applicable Services

These terms and conditions are for services titled 'First Access Funded Programme' in the activity description on your paperwork. Different terms and conditions apply to other services, which are available on the music service website or from our office.

Summary of Service

This service provides for each class in at least one year group to learn to play a musical instrument and develop their musicianship skills. This service is provided to enable your school to meet the DfE pledge that 'all pupils will have the opportunity to play a musical instrument'. OfSTED will be looking at how schools meet the National Plan for Music Education and access the funding that is attached to it; First Access is the primary core role of this funding, which this services provides in full. (This service is sometimes referred to as Whole Class Instrumental Tuition (WCIVT, WCET) or Wider Opportunities)

We will provide 30 lessons per year. Further performances organised and offered by the music service, in and out of school, may also be provided without charge where funding allows.

Length of each lesson: Up to 45 minutes per class

Number of classes: We normally provide for every class in one year group

Termly charge per class:

| | |
|------------|---|
| 1 class: | £250.00 |
| 2 classes: | £500.00 |
| 3 classes: | £700.00 |
| 4 classes: | £950.00 for the 2016 / 2017 academic year |

Instruments: Included (see instrument hire agreement for full details)

To enable us to work at high standards in partnership with your school and pupils, please read Appendix A - 'Achieving Outstanding Music' at the end of this agreement.

Schedule of Delivery

We will provide a up to 45 minute lesson for each class in the agreed year group for 30 weeks per year. Our normal teaching weeks will be advertised at the start of each year. Alterations to these weeks may be possible in negotiation with the music service or directly with the teaching staff. Schools are asked to inform us as early as possible where pupils are not available on a given week. **Please note that when services are cancelled with less than 7 days notice, the lesson will count as one of the 30 annual sessions.**

In addition to these teaching weeks, we will where funding allows offer additional performance opportunities in and out of school at no extra cost. Should your school request a performance (eg assembly) which does not coincide with the normal teaching time, any additional cost we incur in providing the teacher may be passed on to you.

Classes will be scheduled as they are currently provided. Please note that it is very difficult to change the times of these lessons year on year as the impact on other schools across the borough is considerable.

Service Standards

Safeguarding: Please see www.sloughmusicservice.co.uk/docs/policies/safeguarding.pdf for a copy of our safeguarding policy which confirms the checks we carry out on our staff. This satisfies the OFSTED requirement for visiting staff in schools.

Slough Music Service will:

- Ensure all staff satisfy the required safeguarding checks
- Carry out quality assurance visits
- Liaise between school and teacher where required, including dealing with grievances and complaints
- Invoice termly for this provision
- Maintain a register of staff attendance
- Give one half term's notice of changes to this agreement

In the event of the unavailability of our teacher (sickness etc) we will endeavour to find a replacement but this cannot be guaranteed, especially at short notice. Where a scheduled lesson cannot be delivered, the lesson will be made up later in the term/year.

Schools' Responsibilities

The school is responsible for:

- Providing suitable accommodation which must meet adequate and appropriate health & safety and safeguarding guidelines
- Arranging the timetable so that these lessons run concurrently, without a break where possible. If an excessive break is imposed, we reserve the right to charge for this time
- Ensuring all pupils in every class are available and punctual for lessons. These lessons should be considered a compulsory part of a child's curriculum and not something they can opt out of, or be withdrawn from for other reasons.
- Providing an adult to participate in the lessons (see appendix); ideally the same person each week, who should be fully included in the lesson
- Notifying SMS of days where teaching cannot take place. Cancellations notified less than 7 days in advance will count as one of the allocation of sessions and will be charged for.
- Safely storing (in accordance with our advice) instruments loaned as part of this service
- The cost of consumables (strings, reeds etc) and the repair/replacement of lost or damaged instruments. There is a separate instrument hire agreement which includes full details of this obligation.
- Support us to ensure there are opportunities for pupils to continue to learn their instrument at the end of the 'first access' year.

Period of agreement

This tuition programme runs for one full academic year, September to July, and should not be cancelled mid year. This agreement is ongoing and is assumed to continue year on year until cancelled by either party. We must receive notice by the last day of May in any year to end the agreement at the end of that academic year.

If notice of termination has not been received by this date, we will assume you wish to continue with this service for the following term and teachers will be booked accordingly.

Cost of Service

For the academic year 2016/16 our charges are £250 per class per term.

Changes to fees will be advertised at least one half term in advance

Invoices will be sent termly

Where the school requests breaks between sessions, we reserve the right to charge at our normal advertised hourly rate for this time.

Appendix A

Achieving Outstanding Music In Your School

Ethos of the whole class instrumental programme, ensuring best practice, and making the most of public funding.

The following are indicators of good practice in the delivery of whole class tuition, and are derived from our own experience in delivering whole class tuition for over 10 years, and DfE and OfSTED reports into successful whole class tuition and partnership working between schools and music services.

So that we can provide your school with the best possible service, we ask that you help us with the following aspects of delivery. This enables us to integrate our lessons with your whole-school curriculum, ensure the work is a genuine partnership between our organisations, and that we can work with your pupils in the most effective way.

OfSTED will observe these lessons during inspections, and we need to be sure we are able to deliver services of high quality and that we can support your school in feedback meetings with inspectors. So that we can continue to fund this work in your school year after year, we ask for your assistance in achieving these aims.

Participation

Effective whole class (wider opportunities/first access) tuition is a partnership between the school, pupils and the music service. We ask that an adult (preferably, but not necessarily their class teacher) be assigned to the class, who will actively take part in the lesson. We would like to plan, deliver and make decisions in collaboration with your staff. This enables cross-CPD for your and our staff who can learn from each other. We encourage all adults to take part in the lesson, whether learning alongside the children (which is a great model for the pupils) or delivering parts of the lesson as appropriate.

The wider opportunities ethos is very much one of inclusivity, where all pupils take part in the lessons in the same way they would for any other compulsory subject. Pupils should not be allowed to opt out of lessons except in extreme circumstances (please talk to us before allowing any pupil to withdraw), or be taken away for 1:1 support sessions. Those who may struggle with core curriculum subjects are usually those that benefit the most from music.

Efficacy

Performances, both in school and borough wide events, are important in celebrating pupils' achievements and sharing with their family. Please support performances to take place in your school throughout the year.

Please help us to identify talented pupils and those needing extension.

Where possible, offer support lessons during the week. This can be an 'orchestra' during lunchtime to reinforce work done in the lessons, encouraging pupils to join the school or music service choir, or offering supervised practice sessions for those that want to learn independently.

Integration

Please tell us about your school's system of rewards and sanctions so that we can work effectively with your pupils, and ask school staff to be proactive in helping us with pupil behaviour and reward.

It is very hard for our teachers to learn the names of all your pupils (they will teach in excess of 500 pupils every week). This means we need help with the assessment of individuals.

Please tell us about pupils with special needs, and how to best help them to learn.

We will ask at the start of each year about the classes. Who is their teacher/TA; what topics are they studying that we can integrate into our curriculum; are there any particular groups of pupils we should know about (eg EAL, LAC etc).

Continuation

The DfE have high expectations for the number of pupils who wish to engage with music after this initial first access year. To ensure as many of your pupils can benefit from playing a musical instrument:

Please support the recruitment and promotion of lessons for those that wish to continue. Have a procedure for doing this, which we will discuss with you in the last term of the first access year.

Help us to identify and encourage those that would benefit most from learning an instrument, but might not put themselves forward. This will typically include pupils with special needs, those lacking confidence, Looked After Children etc.