



Leicester-Shire Schools  
**Music Service**

Eastern Annexe, County Hall, Glenfield, Leicester, LE3 8SA  
Tel: 0116 305 0400 • Email: lsms@leics.gov.uk

# Whole Class Ensemble Tuition

## Terms & Conditions

# Academic Year 2016/17

[www.leicestershiremusicshub.org](http://www.leicestershiremusicshub.org)

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**



# Introduction

Leicester-Shire Schools Music Service is the lead partner for the Leicester-Shire Music Education Hub and serves both Leicester City and Leicestershire local authority areas. The Leicester-Shire Music Education Hub is a dynamic partnership of over 30 local and national music organisations all working together to improve the quality and opportunities for Music making in Leicester and Leicestershire.

The Department for Education's National Plan for Music Education contains four core roles for Music Education Hubs to deliver. Core role one states that Hubs must, "Ensure that every child aged 5-18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument".

The Whole Class Ensemble teaching programme is subsidised through the funding that the Hub receives from the DfE enabling Leicester-Shire Schools Music Service to keep the cost of the programme to a minimum.

## Terms of reference

- "WCET" refers to Whole Class Ensemble Tuition
- "LSMS" refers to Leicester-Shire Schools Music Service
- The "School" refers to the establishment where the WCET project is being delivered
- "Music Leader" refers to the member of LSMS staff delivering the instrumental tuition

## Contact Details



0116 305 0400



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# Terms and Conditions

## 1. LSMS will:

- 1.1. Provide weekly instrument tuition to the whole class for a minimum of 33 weeks (maximum of 36) of the Academic Year, referred to as a WCET. In most cases more than 33 weeks of lessons will be delivered. Any additional lessons above 33 that are delivered will not be charged for. Alternatively if we fail to deliver 33 weeks a discount will be applied for each of the weeks below the 33 week threshold that have not been delivered. Each weekly lesson will last for 45 minutes unless notified otherwise.
- 1.2. Provide the School with a teaching calendar showing the dates where teaching will take place. There will be times during the Academic Year when LSMS will not deliver any tuition due to staff training or Concert performances etc.
- 1.3. Where possible, provide an alternative Music Leader to cover lessons when the regular Music Leader is unable to deliver a lesson through illness, for example. If cover is not available LSMS will contact the School as soon as possible to inform them of the missed lesson(s) for that day. The Music Leader will contact the first School on their timetable for that day to notify them of the cancellation. LSMS will then contact any subsequent schools on the Music Leaders timetable to notify them by 9.30 a.m. (or as soon as they are made aware), that there will be cancellations later that day.
- 1.4. Loan instruments to the School to enable each child in the class to participate in the WCET. LSMS will also loan additional instruments to allow the classroom teacher to learn alongside the children for the duration of the project. Note, separate terms and conditions apply to the free loan of instruments and these will be issued at the same time as the instruments are delivered. All loaned instruments remain the property of LSMS.
- 1.5. Ensure that all members of staff are appropriately trained in safeguarding procedures and also carry out regular DBS checks on staff working with pupils.
- 1.6. Provide free access to an online resource tool called Charanga to each School participating in a WCET upon request.
- 1.7. Provide opportunities for the children learning a WCET to perform to others wherever possible.
- 1.8. Invoice the School either in full on one invoice, or where requested via the booking form invoice in two instalments. Where invoicing in two instalments, the first invoice will be for 7/12<sup>ths</sup> of the total cost, invoiced in the first financial year and the second invoice will be for the final 5/12<sup>ths</sup> in the following financial year.

## 2. The LSMS Music Leader will not:

- 2.1. Provide break time cover or any other classroom/school based tasks other than delivery of a music lesson.

## 3. The School will:

- 3.1. Provide a suitable room for the lesson to take place, and move any furniture as required prior to the lesson starting so that the children are able to fully participate for the entire lesson.
- 3.2. Where available provide an interactive white board for the Music Leader to use or alternatively a projector as well as sound equipment to allow the Music Leader to play sounds and tracks during the lesson.
- 3.3. Provide classroom support from a member of teaching staff to assist the Music Leader with classroom management during each WCET lesson and also to learn alongside the children as a positive role model.
- 3.4. Notify LSMS as soon as possible if lessons are unable to take place any week, for example due to school trips or SATS exams etc. Note, where possible LSMS will try to rearrange missed lessons; however this may not always be possible. If we are unable to rearrange lessons and the number of lessons fall below 33 because of this LSMS are not be obliged to provide a discount for the missed lesson(s).
- 3.5. Allow Music Leaders access to the Schools facilities, including toilets and staff room, particularly if there are multiple lessons taking place at the School before and after break times.
- 3.6. Encourage all participating pupils to practice playing their instrument in between WCET sessions and at the end of the first year promote continuation classes for pupils so that the children have the opportunity to continue learning the instrument into a second year if they so wish.

- 3.7. Allow LSMS access to collect any instruments that are to be returned at the end of the year, and will provide LSMS with a direct contact number for the Premises Officer to allow for a collection to take place outside of term time.
- 3.8. Publicise on their own website a link to the Leicester-Shire Music Education Hub website so that parents can access [www.leicestershiremusicclub.org](http://www.leicestershiremusicclub.org) to find out further information on music education opportunities for their child.
- 3.9. Adhere to separate Terms and Conditions in relation to the instrument loan, which are issued at the time of instrument delivery. For example, maintaining accurate records of any instruments that are taken home by pupils, so that any missing instruments at the end of the year can be easily traced and returned to LSMS. Note it is the Schools responsibility to ensure that all loaned instruments are returned to the School at the end of the academic year and any missing instruments must be paid for by the School.
- 3.10. Comply with any reasonable requests to share data with LSMS for such purposes as completing the Department for Education annual survey on Music Education. LSMS are required to report to the DfE through the Arts Council England annually. Arts Council England distributes funds to Music Education Hubs on behalf of the DfE and in return Music Education hubs are required to complete a statutory annual survey on music provision in their area, including all activities that take place within all schools within that area.

#### **4. Cancellation Notice:**

- 4.1 If either party wishes to terminate this agreement before the end of the academic year written notice must be given at least half a term in advance indicating their intention to end the contract early.
- 4.2 Where a contract is ended early by the school an invoice will be raised for the entire length of the term. If, however LSMS cancel the contract early LSMS will raise an invoice for the number of weeks that lessons had been delivered for only.