

Tri-borough Music Hub Service Level Agreement

This document outlines the offer to all state-maintained schools (including Free schools, and Academies) in Hammersmith & Fulham, Kensington & Chelsea, and Westminster. The Tri-borough Music Hub (TBMH) can also provide services to Independent Schools; however, charges are higher and reflect the differences from LA status.

Key things to note for all schools about the TBMH 2018-19 SLA:

Offering a professional service to our schools

As a reflective learning organisation we are aware that there are areas of our service that can be further developed, and this revised SLA contains new services offered. We are committed to offering a professional service to our schools in all that we do. In order for schools and pupils to receive the very best service, there is a need for schools and the Music Hub to work more closely together in the planning and organisation of all provision, starting in the new academic year.

For this reason, we are moving the timescale forward for schools to submit requests to the Music Hub by **29th March 2018** (Easter), to allow accurate timetabling to be completed by July ready for tuition to start in September 2019. Having all timetabling/resource arrangements secured in this manner will result in better outcomes for pupils, schools, and music teachers and we hope that schools recognise the reasons for the changes being introduced.

We fully acknowledge that school staffing can change during the summer term, having an impact on timetabling resulting in the need to submit a late request. Please note that late requests made after the 29th March will be considered but cannot be guaranteed. If a school is unsure of exact hours, then we ask that they provide an estimated request to be confirmed in the Summer term.

Duration of Agreement

All SLAs are effective for **three terms** between 1st September until 31st July unless agreed otherwise between TBMH and school; and there will be 10 lessons taught per term. Any additional teaching hours or weeks above the agreed service provision must be arranged in advance between schools and Tri-borough Music Hub Managers. Schools must not engage Hub tutors in private arrangements.

Schools working with the TBMH

Schools are asked to work positively with the TBMH by:

- a) Maintaining regular communication with Tutors and Managers.
- b) Confirming all teaching dates, and avoiding any known INSET days/school trips etc.
- c) Honouring the agreement between the school and the Tri-borough Music Hub for the provision of rigorously selected, skilled tutors (e.g. not inappropriately seek to employ the same TBMH tutors by private agreement to work directly for the school within an 18-month period of the tutor(s) working in the school).
- d) Providing the required pupil details relating to all performance events in order to comply with all Child Licensing legislation (e.g. School Performance Event Agreements; and Body of Person Approval).

***The TBMH looks forward to working with your school, your pupils,
and your teaching staff in the 2018-19 academic year.***

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Please submit requests by *Thurs 29th March 2018*

Supporting schools to embed music

The TBMH delivers a comprehensive programme of strategic support open to every school, each academic year. This comprises:

- advice for the reviewing, planning, and embedding of music within your school curriculum through our bespoke [guidance](#) on creating your own school music plan, and self-assessing your provision.
- termly continuing professional development for all school phases, specific to music teachers and those with music leadership responsibilities.
- music-making performance events linked to curriculum, and in-school music development.
- extension activities for pupils with an enjoyment and/or aptitude for music.
- links to opportunities from our quality-assured partner organisations.

Using core funding from the Department for Education and Arts Council England, we offer all activity at subsidised rates, and in addition we also provide further discounts to schools/pupils to encourage deeper music engagement. There are some charges made to schools for the range of opportunities we offer and this document outlines these costs.

School Music Partner Offer: £100 per annum

For just £100 per annum, schools (or £200 for Independent Schools) can benefit from:

- our full CPD programme (for unlimited teachers from each school),
- 1/3 discount off all charged for performance events,
- school membership of [Music Mark](#), and
- priority access to partner events.

CPD for all schools

CPD for the entire music workforce remains an essential part of the role of the TBMH and we are committed to offering the very best training which covers the depth and breadth of musical learning for pupils. CPD is charged as follows:

- Half-day/twilight = £40 (£60 to Independent Schools)
- Full day = £80 (£120 to Independent Schools)
- Or all CPD below is **FREE to School Music Partners**

The annual programme of CPD will be delivered as follows:

Autumn term:

- TBMH Tutors (full day)
- Primary Music Teachers (twilight)
- Secondary Music Teachers (twilight)
- SEND Teachers (half-day)
- All schools' music/arts conference in partnership with Lyric Hammersmith (half-day)
- Christmas Festival inset (twilight)

Spring term:

- TBMH Tutors (full day)
- Primary Music Teachers (full day)
- Secondary Music Teachers (twilight)
- SEND Teachers (half-day)
- Infant Voices Festival inset (twilight)

Summer term:

- TBMH Tutors (full day)
- Primary and SEN/D Music Teachers (full day)
- Secondary Music Teachers (twilight)

Traded Service

Our traded offer to schools is split into seven main areas:

1. Small Group or Individual teaching
2. Whole-class Instrumental learning (plus resources)
3. *New* Play-on Scheme (supporting PPG pupils)
4. *New* 1-day Music Teaching Offer
5. Ensemble Leadership
6. Instrument Hire
7. Quality and Standards Bespoke School Strategic Advice

This sits alongside our CPD programme and Performance programme.

Service Provided	Charges Made			
	School Music Partner	Non-School Music Partner	School Music Partner	Non-School Music Partner
	State Maintained schools		Independent schools	
School Music Partner	£100 per annum		£200 per annum	
Small Group or Individual teaching	£39 per hour	£39 per hour	£45 per hour	£45 per hour
Whole-class Instrumental learning	£39 per hour; plus eligible for <i>3rd term free offer</i>	£39 per hour	£45 per hour	£45 per hour
	See later section for details of purchasing Whole Class Instrumental Learning licenses			
<i>New</i> Play-on Scheme	£19.50 for eligible Pupil Premium Grant students, if school bought in TBMH Whole Class Instrumental Learning in 2017-18		n/a	n/a
<i>New</i> 1-day Music Teaching Offer	£225 per day (6 hours contact, 30 weeks of year)	n/a	£260 per day (6 hours contact, 30 weeks of year)	n/a
Ensemble Leadership	£39 per hour	£39 per hour	£45 per hour	£45 per hour
Instrument Hire	<i>See later section</i>	<i>See later section</i>	<i>See later section</i>	<i>See later section</i>
Quality & Standards Bespoke School Strategic Advice	£400 per day (or pro rata)	£500 per day (or pro rata)	£550 per day (or pro rata)	£650 per day (or pro rata)
CPD programme	FREE	- £40, Half-day / twilight - £80, Full day	FREE	- £60, Half-day / twilight - £120, Full day
Performance programme	1/3 discount off all charged for performance events	Full Price (see later section)	n/a	n/a

Benefits of Having an SLA with the Music hub

Schools that buy-in TBMH tutors to deliver in-school traded work benefit from:

Experience

- All tutors have been through a rigorous interview process and have demonstrated understanding of teaching and learning principles as well as being highly-skilled musicians
- Many of our tutors hold QTS

Training

- Tutors are provided with a programme of termly continuing professional development
- Tutors receive Safeguarding and Child Protection training including annual updates

Value

- Large discounts available on three terms of bought-in whole class instrumental tuition
- Discounted rates available for buying in a whole day of music provision
- Tutors are provided with resources, including practice books for pupils to use

Convenience

- Tutors are paid directly by the Hub: schools do not have to deal with invoices and payments
- All potential on costs (tax, NI, pension) are dealt with and paid for by the Hub
- No IR35 tax legislation implications for schools with Hub tutors
- Schools and tutors have access to the support of Hub managers in dealing with any issues should they arise
- The Hub will provide a deputy from the tutor pool if the tutor is ill for an extended period
- All tutors are enhanced DBS checked by the Local Authority
- Schools and their pupils will have the benefit of very close links to the TBMH network of ensembles, after school provision and our partner projects with world-class partners

Quality Assurance

- Qualified and experienced education professionals provide QA monitoring on a regular basis
- Detailed reports are provided to the school for distribution to pupils on an annual basis

Schools that become School Music Partners benefit from:

- our full CPD programme (for unlimited teachers from each school),
- 1/3 discount off all charged for performance events,
- school membership of [Music Mark](#), and
- priority access to partner events.

Traded Services to schools

1. Small Group / Individual Lessons in school @ £39ph

(£45 Independent schools/Schools outside TB area)

Schools can purchase instrumental and vocal tuition for **£39 per hour** delivered by TBMH Tutors.

This tuition is:

- Small group (up to 4 pupils), paired or one-to-one lessons depending on the needs of the school, usually in 30-minute lesson slots
- In school curriculum time, or in some cases after school
- 10 lessons per term (additional lessons available on request)

NOTE:

- Schools must provide adequate and appropriate teaching spaces for the TBMH Tutors.
- It is at the discretion of each school if charges are passed to parents/carers

2. Whole Class Instrumental Learning Programmes – groove'n'play

Summary Overview

The TBMH's **Whole Class Instrumental Learning (WCIL)** Programmes offer schools a progressive series of **First-Access musical learning resources** from **Year 1** through to **Year 9**.

- These **groove'n'play** resources have been commissioned by the TBMH by composer Sally Greaves to provide schools and their pupils with a comprehensive approach to the initial stages of learning to play an instrument.
- This is the starting point of a **long-term progression route** and access to pathways beyond the programmes.
- Both the **groove'n'play class ensemble series** and the **Rock Steady Reggae School (Rastamouse)** programme, devised and composed by Sally Greaves, give children the opportunity to develop their **music skills, knowledge, language and understanding**, as well as developing **instrumental technique**.



Each resource package includes high quality visual and audio resources with a **teaching book** including **session plans, teaching notes and learning outcomes**. The resources are flexible and can be used according to the skill and experience of the person(s) delivering the programme.

The **school's** selected programme **choice(s)** should **reflect** the **musical experience of the pupils** and **needs of each school**. The most appropriate programme can be discussed with managers at the TBMH.

KS2 Incentive for Mixed Wind, Mixed Brass, Mixed Strings, Guitars Programmes

The TBMH wants to support schools in developing their provision of KS2 whole class *instrumental* learning and offers a financial incentive. School Music Partners will be able to apply for a proportion of **FREE** provision for **one Year group (KS2 only)**, based on the number of terms the school buys in from the TBMH (agreed in advance, and according to the needs of the school):

- SIGN UP TO 3 term programme – purchase 2 terms get 1 TERM FREE* (33% discount)

Programme Delivery Options

Programmes can be delivered in three different ways (with exception of KS2 instrumental programmes*):-

1. by two TBMH tutors; or
2. by one TBMH tutor (working alongside a school-based adult); or
3. the resource can be purchased from the TBMH and delivered 'in house' by the school.

Programme Costs for delivery with Tri-borough Music Hub Tutors

- 1 tutor delivery model for 1 class = †£487.50 (per term – 10 sessions)
- 2 tutor delivery model for 1 class = †£877.50 (per term – 10 sessions)

NOTE: Costings are based on a standard †45-minute lesson plus set-up.

- There is no additional license cost for schools buying-in Tri-borough Music Hub tutors to deliver the programmes. The license would expire at the end of the TBMH delivery period. If, at a later date, a school chooses to move the delivery to their own in-house teachers, they would be charged £150 per lifetime license in accordance with 'programme costs for in-house delivery' – see next section for more information.

Programme Costs for in-house school delivery

Schools can purchase a **groove'n'play** lifetime license for each programme as a one-off cost and deliver it in-house. The cost of **each license is £150**, plus £50 for CPD.

WCIL Programme Delivery

Programmes	Year Group Focus	Delivery Focus	Minimum Number Tutors
Rastamouse	1/2	Curriculum / Instrumental and voice	1
Ukulele, Sticks and Songs	2/3	Curriculum / Instrumental and voice	1
<i>New</i> Fiddle, Sticks and Songs	2/3	Curriculum / Instrumental and voice	1
Recorder, Sticks and Songs	3/4	Curriculum / Instrumental and voice	1
FIFTHS	4/5	Curriculum/ multi-instrumental and voice	1
FIFTHS 2	5/6	Curriculum / multi-instrumental and voice	1
*Brass (mixed)	4/5/6/7/8/9	Multi-instrumental	2
*Guitar and Mini Bass	4/5/6/7/8/9	Multi-instrumental	2
*Strings (mixed)	4/5/6/7/8/9	Multi-instrumental	2
*Woodwind (mixed)	4/5/6/7/8/9	Multi-instrumental	2

*NOTE: there must be a minimum of two tutors (or 2 fixed adults with the required instrumental skills) working on any of the KS2 instrumental programmes (Strings, Wind, Brass, Guitars)

This tuition is:

- In school curriculum time
- 10 lessons per term

Key Messages for Schools re WCIL delivery:

The most successful outcome for pupils will be when the Class/Music Teacher is present and active with the learning process, to support the progression and development of the pupils. If a Class Teacher is not able to be involved in this learning, then a permanent other school-based adult (e.g. TA with the required instrumental skills) will be expected to actively participate in all learning alongside the pupils, and assist with behaviour management. Schools should also encourage pupils to be able to take their instruments home, where possible and appropriate.

Practical requirements for WCIL programmes:-

- An **interactive whiteboard** (or computer linked to projector) and good quality **sound system** is needed for all programmes;
- An **appropriate* teaching space** with room for pupils to play and handle instruments and where the sound will not disturb other pupils and staff;

**The teaching space set-up prior to a session is a school responsibility. If multiple whole-class lessons are taking place within one day, considerations in this regard will need to be made when timetabling and using teaching space(s).*

- A space where instruments can be safely stored between sessions, if instruments are not going home with pupils.

3. New Play-on Scheme (supporting PPG pupils)

From September 2018 the Tri-borough Music Hub is introducing a new pilot support programme aimed at widening access for Pupil Premium Grant (PPG) pupils who attend Primary Schools that have bought TBMH WCIL programme within the last academic year (2017-18).

The Play-on scheme is for schools who would like to offer their Pupil Premium Grant (PPG) pupils the opportunity to progress with their instrument in a small group (max 4 pupils per 30 mins) lesson having previously learnt as a whole class.

The programme provides schools the opportunity to offer this tuition free of charge to PPG students, as the TBMH will provide a 50% subsidy for every hour of small group tuition requested. The Play-on scheme will work as follows:

- Eligible schools are those who have bought WCIL from the TBMH within the last 12 Months.
- Schools that identify PPG pupils as having enjoyed and/or shown aptitude for the instrument are to be supported in receiving small group lessons in school time.
- The normal cost to the school for 1 hour of provision would be £39; however, the TBMH will provide a 50% remission of **£19.50 per hour** for eligible pupils. Schools can then decide if they will match the remaining 50% or pass on a charge to pupils/families.
- Pupils benefitting from the Play-on scheme will also be signposted to participate in the First Access Continuation Ensemble centrally delivered by the TBMH after-school. See Page 18 for more information about Out of School ensembles.

Schools are requested to work with the TBMH on embedding this pilot scheme to ensure that eligible and suitable pupils are identified. This pilot scheme will be reviewed during the Autumn and Spring terms for effectiveness and impact.

4. New 1-day Music Teaching Offer

Schools may buy-in senior music tutors from the TBMH to deliver a bespoke package of school music delivery. The TBMH tutor(s) provided will hold QTS, where possible.

This may cover Whole Class Curriculum lessons and/or WCIL, including ensemble tuition and choir and singing assemblies where requested for up to 7 hours, including a 45-minute lunch break and 15-minute morning break throughout the day. Teaching resources to include our TBMH **groove'n'play** Programmes and the loan of TBMH instruments, where available. This offer is based on a 30 week teaching year.

- Basic Full day rate: **£225** to include 6 hours teaching, PPA, Resources and Instrument Loans (where possible).
- Additional Tutor hours may be requested at the standard £39 per hour SLA rate

Note that this offer is subject to precise agreement in advance surrounding bespoke requirements and expectations; and that more than one tutor may fulfil the 1-day offer. An example timetable is below:

8.30	-	Choir/Ensemble option 1
9.00	-	KS1 Singing Assembly
9.30	-	Reception/Year 1 Music
10.15		Break
10.30	-	Year 2 Music
11.15	-	Year 3 Music
12.00	-	KS2 Singing Assembly
12.30		Lunch break
1.15	-	Year 4 Music
2.00	-	Year 5 Music
2.45	-	Year 6 Music
3.30	-	Choir/ Ensemble option 2

Costs to Independent Schools are £260 per day, and then £45 for additional hours.

5. Ensemble Leadership

Schools can request TBMH tutors to lead and/or support their own in-house ensembles. Note that if asked to lead an ensemble there will be an additional 30 mins PPA time charged per week to reflect the planning, organising and delivery by that tutor.

Schools can purchase ensemble support for **£39 per hour** delivered by TBMH Tutors.

Costs to Independent Schools are £45 per hour.

6. Instrument Hire

The TBMH has a stock of instruments that it uses to deliver the varied programmes of musical learning. These can be loaned/hired by schools as follows:

Schools buying in a TBMH SLA with TBMH tutors delivering provision:

- can hire a class set (30 pupils) at **£100 per term** (subject to availability) for WCIL programmes
- can hire individual instruments at a charge of **£10 per term** (subject to availability) for small group, paired or individual teaching

Schools who have their own instrumental tutors/provision:

- can hire a class set (30 pupils) at **£300 per term** (subject to availability) for WCIL programmes
- can hire individual instruments at a charge of **£20 per term** (subject to availability) for small group, paired or individual teaching

These charges are made to cover upkeep and maintenance. Instruments loaned to schools through the TBMH can be sub-loaned to pupils at each school's discretion; however, schools are responsible for any loss/damage/theft of TBMH resources and will be invoiced accordingly.

7. Quality and Standards Bespoke School Strategic Advice

Schools can buy-in management support to cover:

- Hub-led review of the quality and standards of in-house music curriculum/provision/delivery
- Hub-led support and advice, and/or; quality-assurance of non-TBMH music provision
- Schools can also buy-in Hub-led bespoke projects based on individual needs - negotiated with each school as a bespoke package of support.

Daily rate of:

- **£400** (or pro rata) to School Music Partners.
- **£500** (or pro rata) to non-School Music Partners.
- **£550** (or pro rata) to Independent School Music Partners.
- **£650** (or pro rata) to Independent non-School Music Partners.

Performance Events & Playing/Singing Events with/for Schools

The TBMH prides itself on offering instrumental and vocal events which no one school could produce on their own. We have the networks to devise, deliver, and produce high-quality events which add value to all schools. Our performances are either directly delivered by the TBMH itself or with our partner organisations. Some of these opportunities are free of charge and some have a cost attached to them to reflect the scale of project and/or event. Schools participating in these events will be required to provide pupil information to comply with child licensing legislation – full pupil name, date of birth, borough of residence, medical/additional needs; and a signed School Performance Event Agreement by the Headteacher.

Term	Event	Who For	Costs for School Music Partners	Costs for non-School Music Partners
Autumn 18	Christmas Singing Festivals x 3	Primary/SEND schools	£50	£75
Spring 19	Battle of the Bands	Secondary schools	Free	Free
	Year 10 Day	Secondary schools	£50	£75
	* <i>Convo</i> at RAH (major event)	Primary/SEND/Secondary schools	Free	Free
	New TBC Groove'n'Play Day	Primary	Free	£25
Summer 19	Wind, Brass & Percussion day	Primary/Secondary Schools	Free	£25
	Strings day	Primary/Secondary Schools	Free	£25
	Guitars day	Primary/Secondary Schools	Free	£25
	Primary Vocal Showcase	Primary Schools	Free	£25
	Infant Voices	Primary/Infant/SEND schools	£50	£75

*Convo

“From our Earth’s beginnings, to the connected world we live in today, music has always been a universal means of communication. Bird songs to love songs, ancient scores to film scores, Morse code to coding, ‘CONVO’ explores how music gives us all a voice and our lives a soundtrack.”

In March 2017, the TBMH, along with its Strategic Partners at the Royal Albert Hall and Royal College of Music [announced](#) details of their next large-scale project and performance event, ‘*Convo*’. Thanks to core-funding from John Lyon’s Charity, this ambitious project will see young musicians from schools across Hammersmith and Fulham, Kensington and Chelsea, and Westminster working together on a new musical work which will be premiered at the Royal Albert Hall on 7th March 2019. A massed instrumental ensemble of c.120 TBMH young musicians will play side-by-side with professional musicians, supporting a massed chorus of c.1000 primary, secondary and special school pupils. The performance will be the culmination of an extensive two-year project of creative music-making and development across the TBMH which aims to embed best musical practice as an essential part of school life, giving invaluable musical opportunities to all pupils in the area irrespective of their background.

The piece will be c.60-70 mins, written for massed instrumental and vocal forces by [Charlotte Harding](#). This performance event will feature huge numbers of performers representing the reach of the work of the Tri-borough Music Hub.

This is an opportunity for 45 schools across the three LAs to participate.

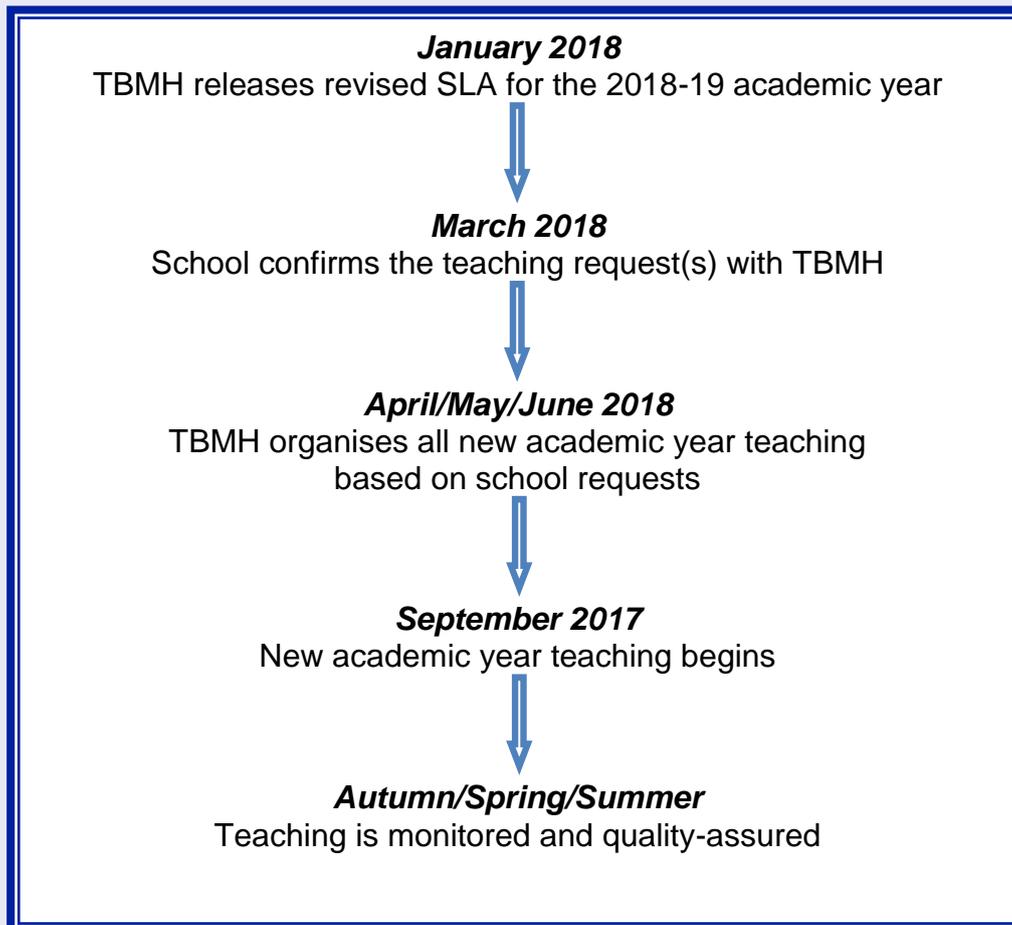
- **LBHF**: 8x Primary Schools; 5x Secondary Schools; 2x SEN/D Schools
- **RBKC**: 8x Primary Schools; 5x Secondary Schools; 2x SEN/D Schools
- **WCC**: 8x Primary Schools; 5x Secondary Schools; 2x SEN/D Schools

We are holding a launch event for all interested schools on **Weds 18th April 2018**, afternoon (exact times TBC), in the Elgar Room at the RAH. At this event, schools will be able to find out more information and then following this there will be a period when schools can register their Expression of Interest. To confirm your place at this launch event email info@triboroughmusichub.org by Mon 16th April.

TIMELINE AND PROCESS FOR BOOKING A 2018-19 MUSIC SLA

Schools will need to submit their requests by **Thursday 29th March 2018** to allow the TBMH time to plan for resources, arrange INSET, and discuss delivery in your schools with all key stakeholders – schools, teachers, Hub instrumental tutors.

If schools are unsure of exact provision requests by Easter 2018, but are anticipating engaging in a TBMH SLA, then please contact us to outline your initial thoughts as this will provide us with the necessary information to map and plan your needs.



To complete provision requests see pages 18-19

Terms & Conditions of the Music Provision Agreement

PARTIES

This Music Service Level Agreement (SLA) is made between the school (the Client) and the Tri-borough Music Hub (the service provider, TBMH). Both parties agree to act in good faith and in a reasonable and timely manner with regard to the operation of the Agreement.

DURATION

- The duration of this SLA is effective for **three terms** between 1st September until 31st July unless agreed otherwise between TBMH and school.
- There will be 10 lessons taught per term.

Note: any additional teaching hours or weeks above the agreed service provision must be arranged in advance between schools and Tri-borough Music Hub Managers. Schools must not engage Hub tutors in private arrangements.

INTENT

The purpose of this arrangement is to provide schools with the opportunity to purchase additional high quality instrumental/vocal tuition, support, training and/or advice on all aspects of music provision. The Tri-borough Music Hub will work collaboratively with schools to support the selection of instrumental tuition programmes that best meet the needs of the individual school.

SERVICES OFFERED TO THE CLIENT

- A full range of services offered to clients has been shown
- There is a Provision request sheet within this document which must be submitted by xxx
- The programme of tuition selected will be agreed between the school and the service.

Note: Provision may be dependent on the availability of tutors with the appropriate lead or support skills necessary for the specific roles, and instrument stock. Measures will be swiftly taken to recruit tutors for an area of need that is not covered by the current tutor pool.

TRI-BOROUGH MUSIC HUB RESPONSIBILITIES

The Tri-borough Music Hub shall:

- a) Ensure that all programmes will be planned and monitored.
- b) Ensure that the agreement between the school and the service provider with regard to the programme required is fully understood.
- c) Ensure that the school is kept fully informed of any changes or concerns that may arise in order that action can be taken as soon as possible. This is particularly important if it is perceived that additional support be needed.
- d) Provide the school with high quality instrumental tuition, support, advice and/ or training through the provision of a well trained, well informed and professional team.
- e) Commission additional services/ providers if required to meet the needs of the school.
- f) Support rigorous self-evaluation and continuous improvement in each school.
- g) Promote high quality teaching and learning.
- h) Facilitate collaborative partnerships between schools which identify, build upon and disseminate excellent and effective practice.
- i) Ensure that all staff have satisfied the required safeguarding checks for work with children and young people.
- j) Ensure the school is notified, when a tutor is ill and unable to attend, by 9.30am on the named day.

DELIVERING THE SERVICE

The services will be delivered by instrumental/vocal tutors from the Tri-borough Music Hub tutor pool, Lead Teachers, or Managers.

SCHOOL RESPONSIBILITIES

To enable the service provider to deliver a service of the highest quality, the Client shall:

- a) Ensure that the exact requirements of the service purchased are agreed in advance with the TBMH by, at least, the end of the term prior to the commencement of the provision.
- b) Agree all teaching dates in advance with the TBMH tutors – please refer to recommended TBMH teaching dates
- c) Ensure that agreed dates are honoured and that notification of essential cancellation is reported at least one week in advance via email to the TBMH and affected tutors. Schools will be charged for late cancellation (less than 7 calendar days).
- d) Comply with any requests for information to enable the monitoring and evaluation of the service
- e) Ensure that the requirements of the tutor are met so that the service can be delivered effectively and efficiently. These requirements are listed below:
 - i. a designated fixed school-adult (preferably a class teacher) [with the required instrumental skills](#) to be present at all times during delivery of whole class sessions and actively involved with the learning
 - ii. learning support assistants remain in the class during the session to support the music learning of their pupils
 - iii. a suitable room be provided for the delivery of the tuition, that is of adequate size for the activity, free from distraction and any obstacles, where it is appropriate to play music without disturbing other activities in school
 - iv. the room provided to be consistent every week, with prior notice of any room changes, and suitable alternatives provided if strictly necessary
 - v. equipment agreed to be in place for the efficient delivery of the tuition be present for the beginning of each session for which it is required: some examples may be: interactive whiteboard, overhead projector, CD player, instruments, sheet music resources and accessories
 - vi. a suitable space be provided where instruments can be stored safely away from any risk of damage through heat, damp and obstruction. (Schools will be expected to reimburse the cost of repairing or replacing loaned instruments or instrument parts that are either lost or damaged due to wilful neglect or poor handling by pupils, or inadequate storage arrangements.)
 - vii. follow-up tasks, as can be reasonably expected to be performed by the class teacher before the start of the next session, are completed on time to allow the smooth running of the next session. Some examples may be: labelling instruments; providing children's name stickers; copying of written resources
 - viii. the school will undertake to meet the cost of replacement accessories (e.g. clarinet reeds, violin strings) incurred during the course of tuition
 - ix. the school will undertake to meet the cost of damage or repair to Tri-borough Music Hub loan instruments caused by wilful neglect or inadequate storage arrangements during the period of the loan
 - x. use of school wifi to access online teaching resources
- f) Respond as may reasonably be expected, to requests for the submission of data required for the purposes of monitoring and self-evaluation of the service, and for Arts Council returns for which continued central funding depends.
- g) Honour the agreement between the school and the Tri-borough Music Hub for the provision of rigorously selected, skilled tutors
- h) Not inappropriately seek to employ the same TBMH tutors by private agreement to work directly for the school, within an 18-month period of the tutor(s) working in the school.

QUALITY AND REVIEW

Schools' feedback is actively sought and schools are encouraged to feedback directly to the Tri-borough Music Hub Leadership team.

CHANGE CONTROL

- This Service Level Agreement will be reviewed on an annual basis to ensure it remains appropriate for the service it provides and the requirements it places on the wider organisation.
- Further activities may be incorporated into the SLA as the needs of both parties develop, and the service has to adapt to accommodate changes in need, or take on additional roles.

BILLING AND PAYMENT

- The school will be invoiced on a termly basis.
- Invoices for additional services bought during the year, will be sent separately by the Tri-borough Music Hub.

CHARGING PRINCIPLES

Please note that Tri-borough Music Hub charges cover all personal on-costs involved with recruitment of staff and reflect the specialist training, experience and skill of the tutors

Costs Summary

- All TBMH provision is charged to schools at a cost of £39 per hour (or at £45 Independent schools/Schools outside Tri-borough area).
- Schools are only charged for the contact time TBMH tutors have with pupils (i.e. tutors are not paid for breaks - morning, lunch, afternoon).
- However, in whole-class/half-class teaching sessions, and those leading ensembles, TBMH tutors are paid additional planning, preparation, assessment and set-up/pack down time, which is charged to schools. See below for more information:
 - i. The Lead tutor is paid an additional 30 minutes each week to reflect their overall responsibility for: a) the planning of lessons; b) the preparation of resources; c) liaising with the school named contact, and other support tutor(s); and, d) delivery of lesson (including developing/coaching of Support tutor)
 - ii. The Support Tutor is paid an additional 15 minutes each week to reflect their responsibility for: a) the physical set-up/pack-down of instruments; and b) where appropriate, the simple maintenance of instruments

The TBMH has a stock of instruments that it uses to deliver the varied programmes of musical learning. These can be loaned/hired by schools as follows:

Schools buying in a TBMH SLA with TBMH tutors delivering provision:

- can hire a class set (30 pupils) at **£100 per term** (subject to availability) for WCIL programmes
- can hire individual instruments at a charge of **£10 per term** (subject to availability) for small group, paired or individual teaching

Schools who have their own instrumental tutors/provision:

- can hire a class set (30 pupils) at **£300 per term** (subject to availability) for WCIL programmes
- can hire individual instruments at a charge of **£20 per term** (subject to availability) for small group, paired or individual teaching

These charges are made to cover upkeep and maintenance. Instruments loaned to schools through the TBMH can be sub-loaned to pupils at each school's discretion; however, schools are responsible for any loss/damage/theft of TBMH resources and will be invoiced accordingly.

RESOLVING DISAGREEMENTS

Any concerns or complaints about the level or quality of the services should be made to:
Sarah Crompton, Tri-borough Music Hub Instrumental Provision Manager
Lyric Hammersmith, King Street, London, W6 0QL
Tel: 020 3745 6024
Email: sarah.crompton@rbkc.gov.uk

If the school wishes to take the matter further, they should appeal in writing to:
Jane Da Costa, Tri-borough Music Hub Deputy Head
Lyric Hammersmith, King Street, London, W6 0QL
Tel: 020 3745 6024
Email: Jane.DaCosta@rbkc.gov.uk

Any concerns or complaints by school staff or children and young people about treatment by Tri-borough Music Hub staff should be made in the first instance to the Headteacher of the school.

If mutual confidence in the continuation of the SLA cannot be restored, either party may terminate it by giving three months' notice.

CONTACT DETAILS

The Tri-borough Music Hub is based at the Lyric Theatre, Hammersmith and can be contacted as follows:

- 020 3745 6024
- [@TBMHmusic](https://www.instagram.com/TBMHmusic)
- www.triboroughmusicclub.org

To discuss new SLA requests please email MusicSLA@triboroughmusicclub.org

Our Team:

- Stuart Whatmore [Head](#)
- Jane Da Costa [Deputy Head](#)
- Sarah Crompton [Instrumental Provision Manager](#)
- Sara Feldman Brummer [Vocal Provision Manager](#)
- Alex Wood [Business Manager](#)
- Hana Wilford [Administrator](#)
- Joanna Francois [Administrator](#)

*Appendix***ABOUT MUSIC EDUCATION HUBS*****What is a Music Education Hub?***

As defined by the Arts Council England, "[Music Education Hubs \(MEHs\)](#) are groups of organisations – such as local authorities, schools, other hubs, art organisations, community or voluntary organisations – working together to create joined-up music education provision, respond to local need and fulfil the objectives of the hub as set out in the [national plan for Music Education](#)".

All MEHs are funded by the Department for Education who passport the money to Arts Council England to be the fund-holder. There are 121 MEHs in England all of which started in August 2012.

In 2012 the Department for Education published the National Plan for Music Education (NPME). This document outlined the expectations of how music should be delivered in schools in collaboration with newly formed local Music Education Hubs.

As the lead organisation for Music Education in the Royal Borough of Kensington and Chelsea; the London Borough of Hammersmith and Fulham; and Westminster City Council, the Tri-borough Music Hub is responsible for delivering and supporting core and extension activities as outlined in the NPME:

National Plan for Music Education – Core Activities

1. Ensure that every child aged 5-18 has the opportunity to **learn a musical instrument** (other than voice) through whole-class ensemble teaching programme for ideally one year (but a minimum of one term) of weekly tuition on the same instrument.
2. Provide opportunities to **play in ensembles and to perform** from an early stage.
3. Ensure that clear **progression routes are available and affordable** to all young people.
4. Develop a **singing strategy** to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area.

National Plan for Music Education – Extension Activities

5. Offer **CPD to school staff**, particularly in **supporting schools to deliver music in the curriculum**.
6. Provide an **instrument loan service**, with discounts or free provision for those on low incomes.
7. Provide access to **large scale and/or high quality music experiences** for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students.

About the TRI-BOROUGH MUSIC HUB

Who we are

The award-winning [Tri-borough Music Hub](#) (TBMH) is the lead organisation that oversees the delivery of music education in three West London boroughs - the Royal Borough of Kensington and Chelsea; the London Borough of Hammersmith and Fulham; and City of Westminster - working with schools, pupils, the workforce, and the community. It is a centralised Local Authority service which receives core funding from the Department for Education via the Arts Council England.

The TBMH Strategic Partners are two internationally renowned organisations - The Royal Albert Hall and The Royal College of Music. In addition, a dedicated and quality-assured group of delivery partner organisations, with evidence of a successful track record, work to meet the TBMH's strategic aims

Mission Statement

The Tri-borough Music Hub aims to provide opportunities for all to develop a life-long love of music and realise their musical potential whilst developing their personal and social identity. A broad range of progressive musical pathways will be provided in partnership with outstanding music organisations that are committed to our ethos.

Our Aims

The overriding [strategic](#) purpose of the TBMH is three-fold:

- (1) to **engage with all schools** in the Tri-borough area, in order to reach all pupils and provide them with access to high-quality music education opportunities.
- (2) to **raise standards** and **support musical progression** for all pupils.
- (3) to ensure a **broad range of outstanding musical opportunities** for pupils, parents and the community.

Music Strategy Themes and Key Strands

The overarching themes of all TBMH provision, as stated in our Music Strategy:

Inclusive — Exceptional— Inspiring— Progressive — Sustainable.

The four key strands are:

1. Musical development of children and young people
2. Family and community engagement / events
3. Enhancing music provision in schools and settings
4. Developing the music workforce

To achieve this, the TBMH is committed to high-quality learning at all levels under-pinned by mutually beneficial partnerships which contribute to and support the music education within the three boroughs.

In order to better achieve our Strategic Aims the TBMH is looking to secure relationships with **all** schools as '**School Music Partners**'. This will help clarify the commitment from the TBMH to schools; and from schools to the TBMH. We hope that schools will recognise the support that the TBMH offers to schools and our role in championing school music as well as those that teach it, lead it, and advocate for it.

Out of School Ensembles for all pupils

The TBMH delivers a wide range of music-making activities outside of school which are open all pupils who live or go to school in of our three LAs. These activities happen either on weekday evenings, at weekend, or in holidays.

Title	Standard	Description
Keyboard Centre	Beginner	30 min small group lessons
Sonic Pi coding class (with Lyric and The Rhythm Studio)	Mixed	Music Technology development
New First Access Continuation Ensemble (FACE the Music)	Pre-Grade 1	New ensemble to address continuation ensemble playing from whole class learning
New Junior String Ensemble	Grade 1-4	New ensemble to address developing younger and early learners on string instruments
New Junior Wind & Brass Ensemble	Grade 1-4	New ensemble to address developing younger and early learners on wind & brass instruments
New Junior Guitar Ensemble	Grade 1-4	New ensemble to address developing younger and early learners on acoustic guitar instruments
Saturday Music Centre	Pre-Grade 1-Advanced	Small group lesson, ensemble, music theory, choir
Folk Ensemble	All abilities	Weekly ensemble (90 mins)
Little Singers	Beginner-Intermediate	Weekly choir (Yr 1-3 pupils) for 45 mins
The Young Singers	Intermediate-Advanced	Auditioned weekly choir (90 mins) Yr 4-7
AKA Singers (contemporary music focus)	Intermediate-Advanced	Auditioned weekly choir (90 mins), Yr 7-13
Chamber Choir (classical music focus)	Intermediate-Advanced	Auditioned weekly choir (90 mins), Yr 8-13
Youth Orchestra	Intermediate-Advanced	Auditioned weekly orchestra (120 mins)

More details about how your pupils can take part will be sent to schools in the summer term, or you can visit the [website](#).

Pupils accessing 50% off TBMH Activity

The out of school hours' provision delivered by the TBMH offers remissions support for families. Previously we have offered 50% for pupils in receipt of Free School Meals; however, from September 2018 we will be widening the 50% discount to include:

- FSM
- Ever 6 FSM
- LAC
- Post LAC – (Children who have been adopted from care or left care)
- Service children (Ever 6 service child FTE or in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS))

THE SERVICES TO BE REQUESTED - Provision Request Sheet

Please note that provision will not be processed until this signed form has been received. This paperwork is essential in order for us to engage tutors and to deliver a professional service. Please return by Thurs 29th March 2018.

School Name:

Borough:

- State Maintained School
- Free School
- Academy
- Independent School

Number of classes per year group:

SLA Request Summary & Overview:

No.	Service Provided	Requested by school	Not Requested by School
1	Become a School Music Partner		
2	Small group / individual teaching		
3	Whole Class Instrumental learning		
4	New Play-on Scheme (PPG pupils)		
5	New 1-day Music Teaching Offer		
6	Ensemble Leadership		
7	Instrument Hire		
8	Quality & Standards Bespoke Strategic Advice		
9	CPD Programme		
10	Performances & Events Programme		

SCHOOL PREFERENCES

- My school is interested in receiving a visit from the TBMH to discuss how the hub can support the strategic vision for the development of music in our school.
- My school is interested in hosting activity
- My school is interested in piloting new initiatives
- My school is interested in using the newly commissioned and bespoke TBMH whole class instrumental learning programmes
- My school is interested in supporting other schools in developing their music provision, as a peer to peer support network
- My school is interested in becoming an Artsmark school under the new framework
- My school has a named lead person with responsibility for music education

Music Contact Details:

- The named person for music in my school is:
- Their email address is:

Business Contact Details:

- The named Business person in my schools is:
- Their email address is:

School Music Partners

	Yes	No
State Schools: I would like to be a School Music Partner for £100		
Independent Schools: I would like to be a School Music Partner for £200		

Small group instrumental/vocal lessons @ £39ph (or £45 for Independent Schools)

Instruments	Number of Hours	Number of terms of teaching	Requested Day(s) for Delivery	Requested Time slots (am/pm)	Lesson length (30 mins recommended)

Whole class instrumental learning groove 'n' play programmes

Programme	Year Group	Number of Classes	Number of terms of teaching (state which terms)	Number of Music Hub Tutors required	Purchase of package only (delivery in-house)	Requested Day(s) for Delivery	Requested Time slots	Length of lesson – contact time (30, 45, 60 minutes?)
Rastamouse								
Ukulele, Sticks, Songs								
New Fiddle, Sticks, Songs								
Recorder, Sticks, Songs								
FIFTHS 1								
FIFTHS 2								
Mixed Strings*								
Mixed Wind*								
Mixed Brass*								
Guitar*								

*NOTE: there must be a minimum of two tutors (or 2 fixed adults with the required instrumental skills) working on any of the KS2 instrumental programmes (Strings, Wind, Brass, Guitars)

New Play-on Scheme

(50% off hourly-rate for PPG pupils having previously learned within TBMH WCIL)

Instruments	Estimated Number of Eligible PPG Pupils	Number hours	Number of terms of teaching	Requested Day(s) for Delivery	Requested Time slots (am/pm)	Lesson length (30 mins recommended)

New 1-day Music Teaching Offer

Please outline the areas you would like to arrange to be included in this offer. All aspects of this offer are subject to prior agreement, confirmation in advance, and availability of appropriate tutor(s).

- | | | |
|---|------------------------------------|--------------------------------|
| <input type="checkbox"/> Choir | <input type="checkbox"/> Reception | <input type="checkbox"/> Yr 4 |
| <input type="checkbox"/> Ensemble | <input type="checkbox"/> Yr 1 | <input type="checkbox"/> Yr 5 |
| <input type="checkbox"/> Singing Assembly | <input type="checkbox"/> Yr 2 | <input type="checkbox"/> Yr 6 |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Yr 3 | <input type="checkbox"/> other |

Please use the box below to provide free text about your request, including any information that will help us to match your needs to tutor(s), e.g. instrumental programmes, or requests for multiple days.

Further Information:

Ensemble Leadership

<i>Type of Ensemble</i>	<i>Number of Hours</i>	<i>Number of terms of teaching</i>	<i>Requested Day(s) for Delivery</i>	<i>Requested Time slots (am/pm)</i>	<i>Leading or Supporting?</i>

Instrument Hire

<i>Type of Instrument</i>	<i>Class Set</i>	<i>Individual Instrument</i>	<i>How Many?</i>	<i>With TBMH Tutors SLA</i>	<i>With Private tutors engaged by school</i>

Quality & Standards Bespoke Strategic Advice

<i>Nature of Strategic Support Requested</i>	<i>Number of Days</i>

Expression of Interest in attending CPD

My school would like to register an expression of interest in staff members attending the following CPD in 2018-19.

CPD	Yes	No	Maybe
Primary (termly)			
Secondary (termly)			
SEN/D (termly)			
Annual Conference			

Expression of Interest for Events and Performances

My school would like to register an expression of interest in taking part in the following events in 2018-19. Please note that criteria will apply if events are oversubscribed.

Event	Yes	No	Maybe
Christmas Singing Festivals			
Secondary Battle of the Bands			
Convo (7 th March 2019)			
groove'n'play Day			
Yr 10 Music Day			
Infant Voices Singing Festival			
Wind and Brass Day			
Strings Day			
Guitar Day			
Primary Vocal Showcase			

I agree to the Terms and Conditions laid out within the TBMH SLA and confirm that my school will work together with the TBMH to ensure our pupils receive the best possible music education.

Signed:(authorised signatory on behalf of the school)
Please type name if no e-signature is available

Date:.....

PLEASE RETURN THE SIGNED AND COMPLETED FORM TO

MusicSLA@triboroughmusic hub.org

by Thurs 29th March 2018 with the subject title stating

“Music Hub SLA 2018-19 + [Your Schools Name]”