

# The Tri-borough Music Hub

## Service Level Agreement 2019–20

### “The Handbook”

For state-maintained schools in Hammersmith & Fulham;  
Kensington and Chelsea; and Westminster.

Copies of all documentation related to this Service Level Agreement can be found [here](#):

<https://www.triboroughmusichub.org/school-services/service-level-agreement-school-partners-2019-20/>

#### **This Handbook is to be read in conjunction with:-**

- The online Booking Form [here](#)
- the SLA Terms and Conditions document downloadable [here](#)

#### **The Handbook: Contents**

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## Section A - The Importance of Music Education

### A1 – The national view

#### **All children should have access to a high-quality music education.**

Studying music builds cultural knowledge and creative skills. It improves children's health, wellbeing and wider educational attainment. The creative industries, now worth more than £100 billion to the UK economy, rely heavily on the pipeline of creative talent from schools which has been essential in creating the UK's world-renowned music industry. Music also enables young children to develop the sheer love of expressing themselves through music, discovering their own inner self and being able to develop emotional intelligence and empathy through music.

(from [State of the Nation](#), a report by the All-Party Parliamentary Group for Music Education, January 2019)

#### **Music as stress relief**

The therapeutic benefits of music and arts had been considered a bit of a flaky, hippy theory until recently, but it is becoming more mainstream all the time. [Dr Robert Myers](#), assistant clinical professor of psychiatry and human behavior at the University of California, Irvine School of Medicine, says: "Having a little bit of music in your life every day can be good for reducing stress and anxiety. Research and experience has shown that calming music can provide stress relief for children and adults."

Professor Susan Hallam, Emerita Professor of Education and Music Psychology at University College London, is among leading academics and researchers who have [published papers](#) on the impact of music on the intellectual, social and personal development of children, showing exposure to music enhances their perceptual, language and literacy skills.

Now schools are turning all this research to their own advantage, including Bradford's Feversham primary academy, which made [national newspaper headlines](#) in October when it said its newfound Sats success was down to giving all children up to six hours of music a week. Seven years ago it was in special measures and making headlines for all the wrong reasons, but is now rated "good" by Ofsted and in the top 10 per cent nationally for pupil progress in reading, writing and maths.

(from ['Music is an invaluable resource when it comes to children's mental health – and yet it's under attack'](#), February 2018)

#### **Ofsted**

Ofsted has announced a new inspection framework that will see it downgrade the importance of exam results in favour of assessing whether **schools are offering a "broad, rich and deep" curriculum**. Ofsted's Chief Executive Amanda Spielman said: "We know that focusing too narrowly on test and exam results can often leave little time or energy for hard thinking about the curriculum, and in fact can sometimes end up making a casualty of it." She added that based on curriculum research and education sector feedback, Ofsted now believes that "a focus on performance data is coming at the expense of what is taught in schools". Spielman said the new priorities will bring the conversation "back to the substance of young people's learning and treating teachers as experts in their field, not just data managers".

(from [Ofsted to refocus on 'broad curriculum'](#), a report in Arts Professional, October 2018)

## A2 - Benefits of working with the Tri-borough Music Hub

### Benefits of working with the Tri-borough Music Hub

The TBMH offers a high-quality and inclusive music education service with a proven track-record over the past 7-years since its formation in August 2012. The TBMH supports the strategic development of music education in, and out, of schools through a range of world-class partnerships that offer an extensive programme of musical learning working with schools, pupils, the workforce and the community.

The TBMH works with schools:

- By supporting the curation of the school's own curriculum through a varied programme of termly workforce development and bespoke advice on in-school programmes;
- By providing a varied programme of large-scale performance and playing/singing events;
- By providing links to quality-assured partner organisation opportunities;
- By providing pupil progression pathways beyond school;
- By offering a traded service for instrumental, vocal, curriculum or ensemble tuition;
- By facilitating peer to peer learning networks between schools.

The TBMH provides a professional service:

- By ensuring that all tutors are quality-assured; undergo a rigorous interview and selection process and enhanced DBS checks; receive termly bespoke continuing professional development; receive annually updated Safeguarding and Child Protection training; and are part of a quality, high-profile music network.
- By co-ordinating all aspects of management in relation to tutor employment (administration of pay claims, payment, tax, National Insurance, pension, IR35).
- By managing and administrating all instrumental stock.
- By providing discounts including those available through the **School Music Partner** programme, giving access to a wide range of services provided by the TBMH. Discounted services, using core-funding from DfE and Arts Council, include access to a full CPD programme, performance opportunities, pupil premium subsidies, and whole class instrumental programme offers.

## Section B - Services for schools accessible without an SLA

### B1 – Summary of services that may be accessed on an ad hoc basis

The Tri-borough Music Hub 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 online [guidance](#) on creating your own school music plan, and self-assessing your provision.
- termly continuing professional development for all school phases (see Section B2), specific to music teachers and those with music leadership responsibilities (cost is included for School Music Partners (see Section C2).
- music-making performance events linked to curriculum, and in-school music development (see Section B3)
- 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.

### B2 – Our outstanding Continuing Professional Development programme

CPD for the entire music workforce remains an essential part of the role of the Tri-borough Music Hub and we are committed to offering the very best training to support musical learning for pupils.

**Cost for School Music Partners** (see C2): **FREE** for the entire CPD programme

**Cost for other schools:** Half day / twilight **£40 (Independent Schools £60)**, full day **£80 (Independent Schools £120)**

#### 2019 CPD Programme for school-based staff

Phase	Autumn 2019	Spring 2020	Summer 2020
<b>Primary Schools / SEND / Alternative Provision</b>	<ul style="list-style-type: none"> <li>• Music and Arts Conference (half day)</li> <li>• Christmas Festival repertoire INSET (twilight)</li> <li>• Primary Music Teachers Network (twilight)</li> <li>• SEND Teachers CPD Network (twilight)</li> </ul>	<ul style="list-style-type: none"> <li>• Infant Voices Festival repertoire INSET (twilight)</li> <li>• Primary Music Teachers CPD Day (full day)</li> <li>• Primary Music Teachers Network (twilight)</li> <li>• SEND Teachers CPD Network (twilight)</li> </ul>	<ul style="list-style-type: none"> <li>• All schools CPD Day (full day)</li> <li>• Primary Music Teachers Network (twilight)</li> <li>• All schools network (twilight)</li> <li>• SEND Teachers CPD Network (twilight)</li> </ul>
<b>Secondary Schools / SEND / Alternative Provision</b>	<ul style="list-style-type: none"> <li>• Music and Arts Conference (half day)</li> <li>• Secondary Music Teachers Network (twilight)</li> <li>• SEND Teachers CPD Network (twilight)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Music Teachers Network (twilight)</li> <li>• SEND Teachers CPD Network (twilight)</li> </ul>	<ul style="list-style-type: none"> <li>• All schools CPD Day (full day)</li> <li>• Secondary Music Teachers Network (twilight)</li> <li>• SEND Teachers CPD Network (twilight)</li> </ul>

### B3 –Events for state-maintained schools in the Tri-borough area

The Tri-borough Music Hub stages instrumental and vocal events that bring schools together. We have the networks to devise, deliver, and produce high-quality events which no school could produce alone. Often these events are delivered alongside our world-class partners. Participation by schools in some events is subject to a signed School Performance Event Agreement (SPEA) from the Headteacher.

Term	Event	Description	School Music Partners (see C2)	Non-School Music Partners
Autumn	Christmas Singing Festival	Multi-school singing festival for Year 4 to 6 primary and SEND schools	£55	£80
Spring	Battle of the Bands	Band showcase for secondary schools	Free	Free
Spring	Secondary Showcase	Celebration of ensembles from secondary schools	£55	£80
Spring TBC	New TBC Groove'n'Play Day	For primary schools engaged with our WCIL programmes	Free	£30
Summer	Wind, Brass & Percussion day	Playing day for pupils of Grade 1-4 standard from primary / secondary schools	Free	£30
Summer	Strings day	Playing day for pupils of Grade 1-4 standard from primary / secondary schools	Free	£30
Summer	Guitars day	Playing day for pupils of Grade 1-4 standard from primary / secondary schools	Free	£30
Summer	Primary Vocal Showcase	Celebration of primary school singing	Free	£30
Summer	Infant Voices Festival	Multi-school singing festival for Years 1 to 3 pupils from primary and SEND schools	£55	£80

## Section C - Traded Services under our Service Level Agreement

### Note and rationale about increased charges to schools from September 2019

Due to significant increases in employer contributions to the Teachers' Pension Scheme, and after a single 2.5% increase in the previous seven years, the Tri-borough Music Hub (TBMH) is reluctantly increasing its charges to schools for each hour booked to £44ph from September 2019.

The TBMH will still be subsidising costs to schools by using its DfE/Arts Council funding. The new hourly rate excludes the tens of thousands of pounds spent each year training, observing and administering the pool of Tutors and the SLAs with schools. It does not cover the purchasing and maintaining the instrument stock. We understand that this is still a real cost increase to schools, and have kept the increase as low as possible.

This is not a decision taken lightly, however, it is important to ensure that the Music Hub remains able to offer subsidised rates to schools in the future by maintaining its financial viability now.

The Music Hub remains strongly committed to working with schools to provide high-quality music education.

### C1 – Booking Process: Service Level Agreement 2019-20 (deadline: 5<sup>th</sup> April 2019)

This Handbook is to be used in conjunction with the [online booking form](#) and Terms and Conditions document [here](#).

For the 2019-20 academic year please submit the form by **Friday 5<sup>th</sup> April 2019**. This will allow us time to plan over summer term for the provision of the necessary resources and hub tutors in September. The booking form is at <https://www.surveymonkey.co.uk/r/TBMH-SLA-2019-20>

N.B. If you are unsure of exact provision requests by Easter 2019, but are anticipating engaging in a Tri-borough Music Hub SLA, then please use the online form to outline what you are most sure of, and contact us on [musicSLA@triboroughmusicclub.org](mailto:musicSLA@triboroughmusicclub.org) with any requests that are not yet confirmed.

### C2 – Become a School Music Partner for enhanced access to our services

**Cost per annum: £150.** You will receive a **£50 rebate/credit note for our services** upon completion of the 2018-19 Arts Council data return. Independent Schools: **£300**

- Our full curriculum CPD programme for **free** (unlimited number of teachers from your school)
- **No charge** to participate in some events (See Section B3 - e.g. Strings Day, Guitar Day, Vocal Showcase)
- **Discounted participation** in performance events (e.g. Christmas Festivals, Secondary Showcase, Infant Voices – see B3)
- **Priority** access to partner events
- Entitlement to discounted tutor provision under the **Pupil Premium Access Scheme (C6(b))** and **KS2 Whole Class Discount Scheme (C5)**
- Discounted access to **Quality and Standards** advice (C3)
- School membership of [Music Mark](#) which usually costs £50 and includes benefits such as discounted Music Mark CPD, music sector updates and access to a library of resources
- By becoming a School Music Partner, this is also a pledge that your school supports the work of the Music Hub and the values access to high quality music education for your pupils
- [Book School Music Partner membership here](#)

### C3 - Quality and Standards: Strategic advice on music provision in your school

Buy in the expertise of senior Tri-borough Music Hub staff to offer guidance on enhancing your music provision, e.g.

- Review of the quality and standards of school music curriculum and delivery;
- Support and advice on, or quality-assurance of, non-TBMH music provision; or
- A bespoke package of support based on your school's needs.

Cost: **£400** per day / pro-rata for School Music Partners (see C2), **£500** to non-School Music Partners, **£550** to Independent School Music Partners, **£650** to Independent Schools that are not School Music Partners. [Book here](#)

### C4 – Whole Day Music Teacher deployment for primary schools

Buy-in a senior music tutor from the Tri-borough Music Hub to deliver a bespoke package of school music. Where possible, the tutor(s) deployed will hold QTS.

- The teacher is in school for **eight hours**, but you only pay for seven
- Start at any time from 08:00 to 09:00, depending on your school day
- **Six hours** of contact time
- **One hour** non-contact time (to include set-up, pack down and PPA time)
- Must include a total of one hour of breaks with 45 min minimum lunch (at **no cost to school**)

**Contact time** is tailored to school requirements and can include:-

- Whole Class curriculum lessons
- Whole Class Instrumental Learning. N.B. Resources licences for our **groove 'n' play** and **Rastamouse** series (See Section C5 below) are **included when using our tutors**
- Ensemble tuition
- Choir and / or singing assemblies

**Cost: £294 per day**, any additional hours at standard tutor hourly rate of **£44**

**Cost to Independent Schools: £350 per day, £51** for additional hours. [Book here](#)

Note that this offer is subject to detailed agreement of a bespoke programme for your school. In some circumstances more than one tutor may fulfil this whole-day offer.

### C5 – Whole Class Instrumental Learning (WCIL) programmes (Year 1 to Year 7)

Buy in delivery from our tutors, or purchase a licence

The **groove'n'play** (<https://www.groovenplay.com/>) class ensemble series has been devised and composed by Sally Greaves; and the **Rocksteady** Reggae School (**Rastamouse**) programme was devised by Sally Greaves. All these programmes give pupils the opportunity to develop their **music skills, knowledge, language and understanding**, as well as developing **instrumental technique**.

- a progressive series of first-access musical learning resources from **Years 1 to 7**
- a comprehensive approach to the **initial stages of learning** to play an instrument
- the starting point of a long-term **progression route** and access to pathways beyond the programmes
- resource packages include **high quality visual and audio resources** with a teaching book including session plans, teaching notes and learning outcomes
- resources are **flexible** and can be used according to the skill and experience of the person(s) delivering the programme.

## Programmes

Programme	Year Group	Delivery Focus	Minimum Tutors
Rastamouse	1/2	Curriculum / Instrumental and voice	1
Ukulele, Sticks and Songs	2/3	Curriculum / Instrumental and voice	1
<b>New</b> Fiddle, Sticks & 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	Multi-instrumental	2
*Guitar and Mini Bass	4/5/6/7	Multi-instrumental	2
*Strings (mixed)	4/5/6/7	Multi-instrumental	2
*Woodwind (mixed)	4/5/6/7	Multi-instrumental	2

N.B. **Samples** of each of these outstanding resources may be reviewed at:-

<https://www.triboroughmusic hub.org/school-services/whole-class-instrumental-learning-programmes/>

## WCIL Programme Delivery Options

- Programmes run 10 weeks per term in school curriculum time
- can be delivered in three different ways (except when marked \* above)
  - by two TBMH tutors; or
  - by one TBMH tutor (working alongside a school-based adult); or
  - the resource licence can be purchased from the hub and delivered by the school.
- \* for programmes asterisked above, a minimum of two hub tutors or school staff with the required instrumental skills is required

## WCIL programmes: indicative cost per ten week term, per class [Book here](#)

Delivery model (and class length) • 30 mins – suitable for KS1 only • 45 mins – for KS1 or KS2 • 60 mins – for KS2 or KS3	One WCIL class	Two classes running <b>same</b> programme consecutively	Three classes running <b>same</b> programme consecutively
* 1 tutor (30 min KS1 lesson)	<b>£440</b> per class	<b>£330</b> per class	<b>£293.30</b> per class
**2 tutors (30 min KS1 lesson)	<b>£770</b> per class	<b>£605</b> per class	<b>£550</b> per class
*1 tutor (45 min KS1/2 lesson)	<b>£550</b> per class	<b>£440</b> per class	<b>£403.30</b> per class
**2 tutors (45 min KS1/2 lesson)	<b>£990</b> per class	<b>£825</b> per class	<b>£770</b> per class
*1 tutor (60 min KS2/3 lesson)	<b>£660</b> per class	<b>£550</b> per class	<b>£513.30</b> per class
**2 tutors (60 min KS2/3 lesson)	<b>£1,210</b> per class	<b>£1,045</b> per class	<b>£990</b> per class
Resource licence fee	<b>Free</b>	<b>Free</b>	<b>Free</b>

\* includes 30 mins per week for PPA, plus set-up/pack-down time for the Lead Tutor

\*\* includes 30 mins per week for PPA, plus set-up/pack-down time for the Lead Tutor; and 15 mins per week instrument maintenance and set-up/pack-down for the Support Tutor. All costs calculated on standard **£44** hourly tutor rate

See section C7 for Instrument hire

## Programme Licensing Costs for in-house school delivery

Schools can purchase a **groove'n'play/Rastamouse** lifetime licence for each programme as a one-off cost and deliver it in-house. The cost of each licence is **£150**, plus **£50** for the accompanying CPD session (highly recommended). There is **no licence cost for schools buying-in Tri-borough Music Hub tutors** to deliver the programmes. The licence expires at the end of the TBMH delivery period so if you choose to move to in-house delivery a charge of £150 per lifetime licence will be made.



### Enhancing WCIL in your school

WCIL is most successful when the class or school-based music teacher plays an active part alongside our tutors to support the progression and development of the pupils. This also builds capacity for your staff. If a class teacher is not able to be involved in this learning, then another 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 classroom management.

- The most appropriate programme for your school can be discussed with managers at the hub.
- Encourage pupils to take their instruments home, where possible and appropriate.
- An interactive whiteboard (or computer linked to projector) and good quality sound system is needed for all programmes;
- An appropriate teaching space is needed 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.

### **\*\*KS2 only\*\* 50% Third-term discount, exclusive to School Music Partners**

The Tri-borough Music Hub is committed to supporting schools in developing their provision of KS2 whole class instrumental learning and offers a financial incentive for this.

#### *How this discount works:*

- 1) Choose **one KS2 Year Group** (offer only available for one Year Group per year).
- 2) For that Year Group only, any full year WCIL programme marked \* in the Programmes table (p6) will be charged as **buy two terms, get third term half-price**. Choose \*3rd Term Discount\* in the "Which terms?" drop-down on the [booking form](#).

## C6 – Buy in our tutors for lessons, ensemble / choir leadership or enrichment

### *C6(a) Buy in instrumental and vocal tuition by experienced hub tutors for £44 per hour*

- 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
- Ordinarily runs for 10 lessons per term (additional lessons available on request)
- Schools must provide adequate and appropriate teaching spaces
- It is at the discretion of each school if charges are passed to parents/carers, but please note that schools should consider PPG funding to support students.
- Cost for independent schools is **£51** per hour
- [Book here](#)

### *C6(b) 50% subsidy scheme for Pupil Premium Grant pupils at School Music Partner schools to continue in Small Group lessons, following Whole Class Instrumental Learning*

- Aimed at widening access to music lessons for Pupil Premium Grant (PPG) pupils who have enjoyed and shown aptitude for an instrument during whole-class learning.
- For **primary schools** that bought a Tri-borough Music Hub WCIL programme within the last academic year (2018-19), and which can provide evidence that the PPG pupils learnt within those programmes.
- Offers 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.

- Schools are encouraged to use Pupil Premium Grant to absorb the discounted **£22 per hour** tutor cost for these lessons, but may choose to pass cost on to parents.
- You are requested to work with the hub 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.
- Pupils benefitting from the scheme will also be signposted to participate in the First Access Continuation Ensemble centrally delivered by the Tri-borough Music Hub after-school.

*C6(c) Buy in our tutors for ensemble or choir leadership, enrichment, etc.*

- Charged at the same hourly rate, but each separate ensemble must include an additional 30 minutes of paid non-contact time for the tutor to plan, set up and pack down. This applies to all provision where the tutor is working with five or more pupils. [Book here](#)

**C7 – Instrument Hire for schools** [Book here](#)

The Tri-borough Music Hub has a stock of instruments that can be hired by state-maintained schools in the Tri-borough area. This heavily subsidised scheme is subject to availability and is not available to independent schools.

Cost	Class set (30 pupils) for WCIL programmes	Individual instruments for individual or small group lessons
When using TBMH tutors for delivery	<b>£100</b> per class set per term	<b>£10</b> per instrument per term
If not using TBMH tutors for delivery	<b>£300</b> per class set per term	<b>£20</b> per instrument per term

## SUMMARY

Become a **School Music Partner** for enhanced access to our services

**Cost per annum: £150.**

You will receive a **£50 rebate/credit note for our services** upon completion of the 2018-19 Arts Council data return.

- Our full curriculum CPD programme for **free** (unlimited number of teachers from your school)
- **No charge** to participate in some events (e.g. Strings Day, Guitar Day, Vocal Showcase)
- **Discounted participation** in performance events (e.g. Christmas Festivals, Secondary Showcase, Infant Voices)
- **Priority** access to partner events
- Entitlement to discounted tutor provision under the **Pupil Premium Access Scheme** and **KS2 Whole Class Discount Scheme**
- Discounted access to **Quality and Standards** advice
- School membership of **Music Mark** which usually costs £50 and includes benefits such as discounted Music Mark CPD, music sector updates and access to a library of resources
- By becoming a School Music Partner, this is also a pledge that your school supports the work of the Music Hub and the values access to high quality music education for your pupils

Service	Cost to School Music Partners	Cost to all other schools
<b>Full CPD programme</b> <ul style="list-style-type: none"> <li>• Conferences</li> <li>• Twilights</li> <li>• Full-day</li> <li>• Primary, SEND, Secondary, All-through</li> </ul>	Free	<ul style="list-style-type: none"> <li>• Half day / twilight £40,</li> <li>• Full day £80</li> </ul>
<b>Performance events:</b> <ul style="list-style-type: none"> <li>• Christmas Festivals</li> <li>• Battle of Bands</li> <li>• Secondary Showcase</li> <li>• All Playing Days</li> <li>• Primary Vocal Showcase</li> <li>• Infant Voices Festival</li> <li>• TBC GnP Day</li> </ul>	1/3 discount charged-for events <ul style="list-style-type: none"> <li>• £55</li> <li>• Free</li> <li>• £55</li> <li>• Free</li> <li>• Free</li> <li>• £55</li> <li>• Free</li> </ul>	Full price for all charged-for events <ul style="list-style-type: none"> <li>• £80</li> <li>• Free</li> <li>• £80</li> <li>• £30</li> <li>• £30</li> <li>• £80</li> <li>• £30</li> </ul>
<b>Quality and Standards</b> bespoke school curriculum review	£400 per day (or pro rata)	£500 per day (or pro rata)
<b>Whole day Music Curriculum</b> Teaching	£294 per day	
<b>Traded Service</b> Instrumental, Vocal, Ensemble, Enrichment teaching	£44 per hour (individual, paired, small group teaching; whole class instrumental learning; ensemble and enrichment)	
<b>Whole Class Instrumental Learning</b>	50% discount off the third term for one year group (KS2 only)	No discount
<b>Pupil Premium subsidy</b>	50% discount for PPG pupils following WCIL learning the previous year	No discount
Instrument Hire: <b>When using TBMH tutors for delivery</b>	£10 per instrument per term £100 per class per set per term	
Instrument Hire: <b>If not using TBMH tutors for delivery</b>	£20 per instrument per term £300 per class set per term	