# **Music Hub Service Level Agreement, 2020-21 Academic Year**

This document contains details of our updated SLA to schools for the 2020-21 academic year. We ask that all requests are made by **Monday 8th June 2020.**

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## Funding for Music Education

The Department for Education (DfE) funds Music Education Hubs (MEHs) in England, with the Arts Council England (ACE) acting as the fund holder. The DfE/ACE specify that the funding for MEHs **augments and support schools’ music curriculum** provision. It is for each school to devise a broad, balanced and relevant music curriculum that meets the needs of all its learners. Therefore, MEHs and schools should work together to offer a joined up and positive musical learning experience.

## NEW School membership programme

We are introducing a new School Membership programme from September 2020 as a pilot. The rationale for this new approach is to more clearly articulate to schools how the Music Hub supports all schools. This is an opt-out model meaning all schools in LBHF, RBKC, & WCC are automatically Bronze Members of the TBMH, unless they actively inform us that they would like to opt-out.

The Bronze membership brings many free opportunities. Beyond that, there are Silver and Gold Member levels that do have an additional annual charge, the benefits of which are articulated on the following page. Some services are only accessed through Silver or Gold membership. This is a pilot and will be reviewed with feedback from schools considered a crucial aspect of our future development.

## Increasing Initial Musical Experiences – FREE Licence for Whole Class Learning

A new offer for every school is that the TBMH will provide one FREE Whole Class lifetime licence for ONE groove’n’play programme (to be delivered by the school), plus free CPD for one teacher at a centralised venue, and the programme resource. This is worth £200 to the school - £150 for the license, and £50 for the CPD. The resource will only be provided following attendance at CPD.

## Traded Services Offered – Summary (See pages 4-7 for more details)

**Instrumental/Vocal teaching in-school:**

* £44 per hour – individual, paired, small group teaching, and./or ensemble leadership

**Whole Class Instrumental learning (**Programmes covering Yr 1-Yr 7):

* Charged at £44 per hour, plus additional 30 mins PPA for Lead teacher, and 15 mins for support tutor

**One day Music teaching programme:**

* £300 per day – (any additional hours at standard tutor hourly rate of £44)
* Accessed via Silver/Gold membership

**Strategic Consultancy for Music provision:**

* Daily rate or pro rata, £600 Bronze; £500 Silver; £400 Gold
* Can include - School Music Quality Assurance; Audit of Provision; Deep Dive advice

**Professional Development:**

* All CPD charged at £40 half-day/twilight; £80 full-day unless discounted through membership benefits. We deliver a large programme of CPD from EY to Secondary, and tutor training.

**Performance Opportunities:**

* All events charged at £50 per event unless discounted through membership benefits

**Instrument Hire:**

* Options available (see page 7 for details)

**School membership programme** (See table for full details)**:**

* Bronze = FREE
* Silver = £250
* Gold = £500

## Pilot - Music Hub School Membership 2020-21

The TBMH aims for all schools to become Bronze members unless they opt out.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of work** | **Bronze**  **FREE to all schools** | **Silver**  **£250 per annum** | **Gold**  **£500 per annum** |
|  | Real cost:   * **Primary up to £570** * **Secondary up to £620** | Real cost:   * **Primary up to \*£1250** * **Secondary up to \*£1010**   \*These figures include Bronze costs | Real cost:   * **Primary up to \*£2815** * **Secondary up to \*£2355**   \*These figures include Silver costs |
| **Professional Development for the workforce** | FREE unlimited staff access to:  specialist termly Music Good Practice **Network** twilight meetings:   * 3x Primary phase   Real cost £120.   * 3x Secondary phase. Real cost £120.   **NB:**   * All TBMH CPD charged at £40/£80. * All groove’n’play CPD charged at £50. | **As bronze, plus**:   * FREE unlimited staff access to at least 3x days of TBMH **Schools’ CPD** programme (excluding groove’n’play CPD).  Saving up to £240 per person * FREE access for 1 staff member to 3x days of **Early Years CPD.** Saving up to £240. | **As silver, plus:**   * FREE staff access for up to 3 sessions to **groove’n’play CPD.** Saving £150. * FREE access for unlimited staff to c.6 days **Early Years CPD.** Saving up to £480 per person * FREE access for school-employed instrumental/vocal teachers to 3x ½ day termly TBMH **Instrumental/vocal tutor CPD**.   **-** Primary up to 3 staffSaving up to £360 (£120pp)  **-** Secondary up to 6 staff  Saving up to £720 (£120pp) |
| **Activities and Events for schools**  ***NB****: All events are via application process.* | FREE access to participate in the following:   * 3x Playing days, Grades 1-4 (KS2/3)  Real cost £150. * Big Sing Day (KS2/3). Real cost £50. * Future Sounds (KS3/4/5). Saving £50.   **NB:** All events charged at £50 | **As bronze, plus** access to participate in at least one of:   * \*Infant Voices Festival (KS1) Saving £50. * \*Christmas Festival (KS2) Saving £50. * Secondary Choirs’ Showcase (KS3-5).   Saving £50.  **NB: \***Optional support visit charged at £50 for Infant Voices and Christmas Festival. | **As silver, plus:**   * FREE support visit for Infant Voices Festival   Saving £50   * FREE support visit for Christmas Festival   Saving £50 |
| **Whole Class Instrumental Learning** | FREE Whole Class lifetime licence for ONE **groove’n’play** programme (for school’s own delivery), plus free centralised CPD for 1 teacher, and programme resource.  Real cost £200  **NB**: this excludes Rastamouse | **As Bronze, plus:**   * access to buy-in the traded whole day music curriculum teaching package with TBMH tutor | **As Silver, plus:**   * 50% off 1 TBMH tutor in the third term for one KS2 Year group.   Saving at least £275 |
| **Quality & Standards**  School Music Quality Assurance; Consultancy Support; Provision Audit; Deep Dive advice | £600 per day or pro rata. | £500 per day or pro rata.  Saving £100. | £400 per day or pro rata.  Saving £200 |
| **TBMH Certificate** | Certificate of TBMH Bronze School Membership | Certificate of TBMH  Silver School membership | Certificate of TBMH  Gold School membership |
| **Traded Service** | All schools can access the TBMH traded services. £44ph music teaching:   * Individual, Paired, Small Group Teaching; Whole Class Instrumental Teaching; Ensemble Leadership | | |
| **Membership of Music Mark** | FREE Membership of [Music Mark](https://www.musicmark.org.uk/join/schools/) the national School Association for Music Education. Real cost £50 | | |
| **Partner Opportunities** | Access to a range of opportunities from Quality assured TBMH Partners | | |
| **E-newsletter** | Termly updates about all Hub activities | | |
| **Guidance documents** | Access to TBMH specific Teaching and Learning music resources and guidance documents via our website schools’ section | | |
| **Curriculum advice** | One hour’s free guidance and discussion about school music curriculum | | |

# **Services offered**

**To discuss new SLA requests please email** [**MusicSLA@triboroughmusichub.org**](mailto:musicsla@triboroughmusichub.org)**.** All requests need to be made by **Monday 8th June 2020.**

1. **FREE Whole Class Instrumental Learning (WCIL) GnP licence**(for state-maintained schools)

Over many years, the TBMH has developed its own Whole Class Instrumental Learning (WCIL) resources through the commission of bespoke programmes from composer Sally Greaves. The ***groove‘n’play*** (<https://www.groovenplay.com/>) class ensemble series give pupils the opportunity to develop their music skills, knowledge, language and understanding, as well as developing instrumental technique.

The TBMH will provide one FREE Whole Class lifetimelicence for ONE **groove’n’play** programme (to be delivered by the school), plus free CPD for one teacher at a centralised venue, and the programme resource. This is worth £200 to the school - £150 for the license, and £50 for the CPD. The resource will only be provided following attendance at CPD. Please note that due to licensing agreements, the Rastamouse programme does not form part of this offer.

The programmes:

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **Year Group** | **Delivery Focus** | **Minimum Tutors** |
| Ukulele, Sticks and Songs | 2/3 | Curriculum / Instrumental and voice | 1 |
| 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 in C (mixed) | 4/5/6/7 | Multi-instrumental | 2 |

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

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

N.B. \* for programmes asterisked above, a minimum of two staff members with the required instrumental skills is required

**To redeem your free programme:**

1. Complete the service request sheet indicating which programme your school chooses
2. Provide name and email details of contact person that will be attending the centralised training
3. Check that you have the requisite instrument resources to deliver the programme. More details about this can be found here: <https://www.triboroughmusichub.org/school-services/whole-class-instrumental-learning-programmes/>

## **Buy in instrumental and vocal tuition £44 per hour**

* Lessons can be delivered in school but a tutor
* Lessons can be delivered via online digital platform
* Small group (up to 4 pupils), paired or one-to-one lessons depending on the needs of the school,
* In 30-minute lesson slots
* In school curriculum time, or in some cases after school
* 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

## **Buy in our tutors for ensemble****/choir leadership, or enrichment £44 per hour**

* 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.
* Runs for 10 lessons per term (additional lessons available on request)

Cost for independent schools is £51 per hour

## **Whole Day Music Teacher for primary schools exclusive to Silver/Gold School members, £300 per day**

**Cost: £300 per day**, any additional hours at standard tutor hourly rate of **£44**

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

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, but this is not guaranteed.

* The teacher is in school for **eight hours**, but school only pays for seven
* Start at any time from 08:00 to 09:00, depending on the 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**)
* Runs for 10 lessons per term (additional lessons available on request)

**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 are **included when using our tutors**
* Ensemble tuition
* Choir and/or singing assemblies

Cost to Independent Schools: £350 per day, £51 for additional hours.

## **Whole Class Instrumental Learning (WCIL) programmes (Year 1 to Year 7) Buy in delivery from our tutors**

### **Cost: All costs are calculated** at the standard tutor hourly rate of **£44** plus additional 30 mins PPA for Lead teacher, and 15 mins for support tutor.

### Buying in TBMH tutors - indicative cost **per ten-week term**, per class

* 45 mins contact time:
  + \*£550 per ten-week term, per class – 1x tutor
  + \*\*£990 per ten-week term, per class – 2x tutor
* 60 mins contact time:
  + \*£660 per ten-week term, per class – 1x tutor
  + \*\*£1,210 per ten-week term, per class – 2x tutor

**\*** 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.

* Resource licence is free when buying in TBMH tutors for duration of SLA

### WCIL Programme Delivery Options

* Programmes run 10 weeks per term in school curriculum time
* can be delivered in three different ways
  + 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.
* Some programmes need a minimum of two hub tutors, or school staff with the required instrumental skills.

Delivery model (and class length):

* 30 mins – suitable for KS1 only
* 45 mins – for KS1 or KS2
* 60 mins – for KS2 or KS3

### 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 |
| 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 |

#two tutors or staff members needed

### **\*\*KS2 only\*\*** **50% Third-term discount**, exclusive to Gold School members

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).
2. For that Year Group only, any full-year WCIL programme marked # in the Programmes table will be charged as **buy two terms, get third term half-price for the first TBMH tutor**.

### **Buying a Programme License for in-house school delivery Cost: £150 per licence, plus £50 for centralised INSET**

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).   
**NB:** 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.

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

**Cost: Daily rate or pro rata, £600 Bronze; £500 Silver; £400 Gold**

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;
* Deep Dive advice; or
* A bespoke package of support based on your school’s needs.

Cost to Independent Schools: £600 per day or pro rata

## **Instrument Hire for schools**

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, is not guaranteed, and is not available to independent schools.

|  |  |  |
| --- | --- | --- |
| **Cost** | **Class set (25-30 pupils) for WCIL programmes** | **Individual instruments for individual or small group lessons** |
| When using TBMH tutors for delivery | **£100** per class set per term | **£10** per instrument per term |
| If not using TBMH tutors for delivery | **£300** per class set per term | **£20** per instrument per term |

## **Professional Development**

All CPD is charged at £40 half-day/twilight; £80 full-day unless discounted through membership benefits. We deliver a large programme of CPD from EY to Secondary, and tutor training. See TBMH Events <https://www.triboroughmusichub.org/events/> page. A standard academic year sees:

* A broad range of termly EYFS Music specific sessions
* Termly Good Practice Networks for Primary and Secondary Phases
* Specific Primary CPD and Secondary CPD
* All Phases CPD

Cost to Independent Schools: £60 half-day/twilight; £120 full-day.

## **Performance Events**

NOTE: Until further notice, our performance programme is on hold. We will only reinstate performances when it is safe to do so for all involved. This means that we may either shift some planned events to later in the academic year, move them online in a digital format, if appropriate, and/or suspend them for the 2020-21 academic year. We will keep schools updated.

All events are charged at £50 per event unless discounted through membership benefits. See TBMH Events <https://www.triboroughmusichub.org/events/> page. A standard academic year sees:

* KS1: Infant Voices Festival;
* KS2: Christmas Singing Festival, Instrumental Playing Days, Big Sing;
* KS3-5: Future Sounds, Secondary Choirs’ Showcase, Instrumental Playing Days, Big Sing

Due to capacity we are unable to invite Independent schools to access the performance programme, unless through a specific strategic agreement.

# **Additional Supporting Information**

## 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 eight-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; have 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 new **School Membership** programme, giving access to a wide range of services provided by the TBMH. Discounted services, using core-funding from DfE & Arts Council, include access to a full CPD programme, performance opportunities, and whole class instrumental programme offers.

## Enhancing Whole Class Instrumental learning (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 (i.e. TBMH tutors should not move hall/gym equipment). 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.

# **Terms & Conditions of the Music Hub Service Level Agreement**

PARTIESThis 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

**Flexibility within the SLA**

In order to give schools maximum flexibility over finances and the unknowns of the coming months, for the 2020-21 academic year:

* we are changing the notice period in our SLA when schools have booked instrumental, vocal or curriculum provision. Schools will now be able to book term by term, instead of signing up to a whole academic year. We ask that schools inform us by the end of each half~~-~~term if they wish to stop any activity the following term.
* we are extending the SLA submission date to **Monday 8th June**. We will do our very best to meet all requests within timeframes.
* we are giving schools the option to book musical SLA activity to start either in September, October, November (after half-term), or January 2021. This will allow for the potential of changeable guidance from Government

By signing to undertake this SLA with the TBMH, the school understands that tutors will be booked based on their requests, and must agree to honour the commitment.

When the TBMH receives requests from school they will undertake timetabling of tutors. If the TBMH is in a situation where they are unable to honour the SLA with available tutors, they will engage in conversation with the school to find a resolution.

* The duration of this SLA is effective for **one term** unless agreed otherwise between TBMH and school.
* The School must give notice by the half-term break to either cease the following term, or to continue
* 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.*

INTENTThe 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 8th June 2020 for guaranteed start of September 2020.
* 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.*

TRI-BOROUGH MUSIC HUB RESPONSIBILITIESThe Tri-borough Music Hub shall:

1. Ensure that all programmes will be planned and monitored.
2. Ensure that the agreement between the school and the service provider with regard to the programme required is fully understood.
3. 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.
4. 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.
5. Commission additional services/providers if required to meet the needs of the school.
6. Support rigorous self-evaluation and continuous improvement in each school.
7. Promote high quality teaching and learning.
8. Facilitate collaborative partnerships between schools which identify, build upon and disseminate excellent and effective practice.
9. Ensure that all staff have satisfied the required safeguarding checks for work with children and young people.
10. Ensure the school is notified, when a tutor is ill and unable to attend, by 9.30am on the named day.

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

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

1. 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.
2. Agree all teaching dates in advance with the TBMH tutors – please refer to recommended TBMH teaching dates.
3. 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).
4. Comply with any requests for information to enable the monitoring and evaluation of the service
5. Ensure that the requirements of the tutor are met so that the service can be delivered effectively and efficiently. These requirements are listed below:
6. 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
7. learning support assistants remain in the class during the session to support the music learning of their pupils
8. 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
9. the room provided to be consistent every week, with prior notice of any room changes, and suitable alternatives provided if strictly necessary
10. An interactive whiteboard (or computer linked to projector) and good quality sound system is needed for all programmes
11. 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.)
12. 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
13. the school will undertake to meet the cost of replacement accessories (e.g. clarinet reeds, violin strings) incurred during the course of tuition
14. the school will undertake to meet the cost of damage or repair to TBMH loan instruments caused by wilful neglect or inadequate storage arrangements during the period of the loan
15. use of school Wi-Fi to access online teaching resources
16. 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.
17. Honour the agreement between the school and the Tri-borough Music Hub for the provision of rigorously selected, skilled tutors.
18. 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 REVIEWSchools’ 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 to take on additional roles.

# 

# BILLING AND PAYMENT

* The school will be invoiced in advance on a termly basis.
* Invoices for additional services bought during the year, will be sent separately by the

TBMH.

CHARGING PRINCIPLESPlease note that Tri-borough Music Hub chargescover all personal on-costs involved with recruitment of staff and reflect the specialist training, experience and skill of the tutors.

RESOLVING DISAGREEMENTSAny concerns or complaints about the level or quality of the services should be made 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](mailto:Jane.DaCosta@rbkc.gov.uk)

If the school wishes to, they can contact:

Stuart Whatmore, Head, Tri-borough Music Hub

Lyric Hammersmith, King Street, London, W6 0QL

Tel: 020 3745 6027 Email: [stuart.whatmore@rbkc.gov.uk](mailto:stuart.whatmore@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 TBMH Head or Deputy Head by a Senior member of School staff. If mutual confidence in the continuation of the SLA cannot be restored, either party may terminate it by giving three months’ notice (or have given notice by the half-term break).   
CONTACT DETAILSThe Tri-borough Music Hub is based at the Lyric Theatre, Hammersmith and can be contacted as follows: 020 3745 6024, [@TBMHMusic](https://twitter.com/TBMHMusic), [www.triboroughmusichub.org](http://www.triboroughmusichub.org)

# **SLA Request Form**

**Return by Monday 8th June 2020 for a September 2020 start**

Please complete all boxes with an orange border to provide us with basic information we need

|  |  |
| --- | --- |
| **Name of School:** |  |

|  |  |
| --- | --- |
| **Your name:** |  |
| **Your position:** |  |

**Borough:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | LBHF |  | RBKC |  | WCC |

**Type of School:**

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

**School Phase:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Primary |  | EYFS |
|  | Secondary |  | 6th Form |
|  | SEND |  | Alternative Provision |

**If appropriate, please provide the same services we currently have in the 2019-20 academic year**

|  |  |
| --- | --- |
|  | Continue with same provision |
| Additional comments: | |

**School Membership Programme:** Please tick your chosen membership level

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bronze (Free) |  | Gold (£500) |
|  | Silver (£250) |  | None – opt out of the programme |

**1. FREE Whole Class Instrumental Learning (WCIL) *Groove’n’Play* licence**

Please indicate one programme you would like to select to for your own delivery in school, following CPD sessions in July (Book [**HERE**](https://www.eventbrite.co.uk/e/tbmh-groove-n-play-cpd-music-training-sessions-for-all-schools-online-tickets-104025101880)):

|  |  |  |
| --- | --- | --- |
| **Programme** | | **(For Year Groups)** |
|  | Ukulele, Sticks & Songs | 2 / 3 |
|  | Fiddle, Sticks & Songs | 2 / 3 |
|  | Recorder, Sticks & Songs | 3 / 4 |
|  | FIFTHS | 4 / 5 |
|  | FIFTHS 2 | 5 / 6 |
|  | Brass (mixed) | 4 / 5 / 6 / 7 |
|  | Guitar and Mini Bass | 4 / 5 / 6 / 7 |
|  | Strings (mixed) | 4 / 5 / 6 / 7 |
|  | Woodwind in C (mixed) | 4 / 5 / 6 / 7 |

**2. Instrumental/Vocal Tuition at £44 per hour** **(Small Group/Paired/Individual)**  
(£51 for independent schools)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Instrument | Small Group / Paired / Individual | Lesson  Length (30 mins is standard) | Number of  Lessons | Preferred  Day(s) | AM / PM  Preferred | Number  of Terms |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**3. Ensemble / Choir Leadership / enrichment at £44 per hour** (£51 for independent schools)

Plus 30 minutes PPA for Lead Tutors and 15 minutes PPA for Support Tutors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Ensemble | Lead or  Support | Session  Length | Number of  Sessions | Preferred  Day(s) | AM / PM  Preferred | Number  of Terms |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**4. Whole Day Music Teacher for Primary Schools at £300 per day**

Silver / Gold partners only. Please note this offer is subject to agreement of a bespoke programme for the school.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Days | Number of Teachers | Preferred Day(s) | Number of Terms |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please use the box below to tell us more about your request, including any information that will help us to match your request to teacher(s) i.e. the lessons, ensembles and / or choirs etc. you would like to be included in the offer.

|  |
| --- |
| Additional comments: |

**5. Whole Class Instrumental Learning Programmes (Year 1 to Year 7)**

£44 per hour plus 30 minutes PPA for Lead Tutors and 15 minutes PPA for Support Tutors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme | Year  Group(s) | Number of  Lessons | 1 or 2  Tutors\* | Preferred  Day(s) | AM / PM  Preferred | Number  of Terms |
| Rastamouse |  |  |  |  |  |  |
| Fiddle, Sticks & Songs |  |  |  |  |  |  |
| Recorder, Sticks & Songs |  |  |  |  |  |  |
| Ukulele, Sticks and Songs |  |  |  |  |  |  |
| FIFTHS |  |  |  |  |  |  |
| FIFTHS 2 |  |  |  |  |  |  |
| \*Brass (Mixed) |  |  |  |  |  |  |
| \*Guitar & Mini Bass |  |  |  |  |  |  |
| \*Strings (Mixed) |  |  |  |  |  |  |
| \*Woodwind in C (Mixed) |  |  |  |  |  |  |

\*Please note there must be 2 Tutors (2 Music Hub Tutors or 1 Hub Tutor plus 1 school staff with the required instrumental skills) for the KS2 Brass / Guitar / Strings / Woodwind programmes

**6. Buying Additional Programme License**

£150 per licence plus £50 for centralised INSET

|  |  |
| --- | --- |
| Programme *(From Whole Class Instrumental Learning List Above)* | Number of Licences |
|  |  |
|  |  |
|  |  |

**7. Quality and Standards: Bespoke Strategic Advice**

Daily Rate / Pro Rata at £600 for Bronze members, £500 for Silver and £400 for Gold

|  |  |
| --- | --- |
| Nature of Strategic Support Required | Number of Days |
|  |  |
|  |  |

**8. Instrument Hire**

|  |  |  |
| --- | --- | --- |
|  | ***Set of 30 Instruments***  ***For Whole-Class Teaching*** | ***Individual Instruments***  ***For Small Group Teaching*** |
| *When Buying in TBMH Provision* | *£100 Per Class Set Per Term* | *£10 Per Instrument Per Term* |
| *When Hiring Instruments Only* | *£300 Per Class Set Per Term* | *£20 Per Instrument Per Term* |
| **Instrument** | | **Number of Instruments** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

**9. Expression of Interest in Attending CPD**

My school would like to register an expression of interest in staff members attending the following CPD in the 2020-21 academic year (we will send you more details if you tick Yes)

|  |  |  |
| --- | --- | --- |
| CPD | Yes | No |
| Primary |  |  |
| Secondary |  |  |
| EYFS |  |  |

**10. Expression of Interest for Events and Performances**

My school would like to register an expression of interest in participating in the following events in the 2020-21 academic year (we will send you more details if you tick Yes)

|  |  |  |
| --- | --- | --- |
| Event | Yes | No |
| Big Sing |  |  |
| Christmas Festivals |  |  |
| Future Sounds |  |  |
| Guitar Day |  |  |
| Infant Voices Festival |  |  |
| Wind & Brass Day |  |  |
| Strings Day |  |  |
| Secondary Vocal Showcase |  |  |

1. **Virtual Music School**

Please tick to indicate if you would like to receive more details about the VMS to pass to your students.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

1. **Hybrid – In-school teaching or Online teaching**

My school would like our music teaching to be delivered:

|  |  |  |
| --- | --- | --- |
| **In-school, in person by a tutor** | **Via online digital platform** (my school will provide all details needed for TBMH to set this up) | **We are unclear and need to have a conversation with TBMH** |
| YES / NO | YES / NO | YES / NO |

1. **Start date**

Please tick to indicate when you would like the provision to start:

|  |  |  |  |
| --- | --- | --- | --- |
| September 2020 | October 2020 | November 2020 | January 2021 |
|  |  |  |  |

1. **Signed Request**

Please tick to indicate your commitment for us to proceed based on your requests:

|  |  |
| --- | --- |
|  | We have read and agree to the Terms and Conditions stated in the Tri-borough Music Hub SLA 2020-21, and confirm that my school will work together with the TBMH to ensure our pupils receive the best possible experience from this tuition. |
|  | We understand that tutors will be contracted on a per term basis and that we must give notice by the preceding half-term to make any provision changes for the following term. |

|  |  |  |  |
| --- | --- | --- | --- |
| **School Music Contact** | | **School Finance Contact** | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Email |  | Email |  |
| Signature |  | Signature |  |
| Date |  | Date |  |

Please return this completed form to: **MusicSLA@triboroughmusichub.org** by

**Monday 8th June 2020** with your school name in the subject line.