

2021-2022

Community Music Service





the lead
organisation for



Works in partnership with schools, academics, free schools and other settings to provide opportunities for every young person in Barking & Dagenham to develop through music and benefit from high quality musical experiences.

The CMS aims to inspire and enable all learners including those who are disadvantaged, those with disabilities and those with special educational needs to make music with others, to sing and to have the opportunity to progress to the highest levels if they wish to.

We are committed to providing equality and reflecting the full diversity of the community. An integral component of success for the CMS is working in partnership throughout Barking and Dagenham.

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WHOLE CLASS ENSEMBLE TEACHING (WCET)

WCET aims to ensure that every child between the ages of 5 – 18 is given the opportunity to play a musical instrument – a core requirement of the National Plan for Music Education.

In this exciting programme, children will learn an instrument together as a whole class. The Community Music Service (CMS) provides the instrumental teachers, all instruments and music resources needed. This is the first access to a musical instrument for an increasing number of pupils. There is a wide choice of instruments available, both orchestral and percussion, and in some settings where two CMS tutors are used two different instruments can be taught together. Instruments may be taken home by pupils to practise and after two terms of learning all students are invited to join a borough ensemble that rehearses weekly and performs throughout the year.

PROGRAMME 1 WCET

- The programme is for teaching delivered between September 2021 – July 2022.
- 1 class x 1 hour WCET.
- One or two tutors for 35 weeks per annum, a range of orchestral and percussion instruments are offered. With two teachers there is the option of two different instruments being taught together, e.g., clarinets and trumpets.
- Delivery, insurance and hire of all instruments (in the unlikely event of serious damage or loss of an instrument the school will be required to pay a £50 excess fee, providing this is more than the replacement value, if the instrument replacement value is lower the full amount is to be paid).
- Invitation and membership of a beginner ensemble in summer term 2022.
- All teaching resources and online pupil practice books provided by the CMS.
- At least one performance per year for the school and parents/carers.
- Whole school membership of Charanga.
- Music Mark membership following completion of school self-evaluation form.

PROGRAMME 2 WCET INSTRUMENTAL CONTINUATION INCLUDING CORE

After a year of learning as part of a whole class, pupils are encouraged to continue learning their instrument in small group lessons. Each school is provided one or two hours of core provision (depending on size of school). The cost of the lessons can be paid for by the school or the school may choose to pass the cost on to parents/carers.

Additional hours of provision can also be purchased.

All pupils are provided with a 'continuation pack' which includes a tutor book and hire and insurance of the instrument for a year.

- This programme runs for 35 weeks.
- All teaching provided by the CMS.
- Lessons can be of 15, 20 or 30 minutes duration.
- A 'continuation pack' is payable separately by the family.
- Membership of a CMS ensemble according to ability, including public performances and enhanced opportunities through partnerships with professional orchestras/institutions.

PROGRAMME 3 EXTRA CURRICULA ACTIVITIES

- 1 x 30, 45 or 60 minutes, lunch time or after school session for 35 weeks. Target learners: pupils, staff, family, intergenerational or age specific.
- Tuition may include: school instrumental ensembles, musicianship, recorder, drumming, vocal work or choir, percussion, guitar, keyboard, composition/improvisation.
- Hire of instruments is negotiable.

PROGRAMME 4 CLASSROOM CURRICULUM SUPPORT

The CMS can also provide curriculum and vocal support in school settings.

PROGRAMME 5 PRIMARY SUPPORT OR BESPOKE

A bespoke face to face consultancy is available to support in the delivery and management of high-quality music throughout the school. Consultancy options and support to include:

- EYFS
- Music Audit
- Lesson observation and peer moderation
- Preparing for an Ofsted deep dive - Intent, Implementation, and Impact.
- Assistance with the development of Primary music technology and resources.
- The CMS would be pleased to support any request for assistance with entering festivals, school productions, heritage projects or art awards.

SECONDARY

SECTION

2

INSTRUMENTAL AND VOCAL TUITION PROVISION

CMS supports all KS2 Instrumental pupils through Transition and encourages them to continue learning through into KS3 and beyond. All CMS teachers are monitored regularly by their Line Manager.

INSTRUMENTS OFFERED

WOODWIND - Flute, Clarinet, Oboe, Bassoon, Saxophone

BRASS -Trumpet/Cornet, French Horn, Baritone/Euphonium, Trombone, Tuba

STRINGS - Violin, Viola, Cello and Double Bass

VOICE – Vocal & Singing

OTHER - Piano, Acoustic and Electric Guitars, Drum Kit and Percussion

PROVISION

- Targets are set for all students who are assessed termly with attainment documented.
- CMS encourages all students to engage with one of our ensembles appropriate to their ability. Ensembles meet weekly and concerts are given each term.
- CMS provides 2 Internal Exams at approx. Grade 1 and 2 Level; more advanced students are prepared for and encouraged to take external exams such as those provided by ABRSM and Trinity.
- CMS provides regular performance opportunities at termly recital evenings, and will assist students in preparing for school performances in concerts and assemblies etc.
- Students are encouraged to continue learning beyond KS3. CMS teachers will choose suitable repertoire and prepare students taking GCSE and 'A' Level Music for the performance elements of the exams.
- CMS works closely and in partnership with the LSO, Barbican & GSM&D and TRY Orchestra, providing opportunities for selected students to perform with other students from other East London Boroughs.

Programme 2 INSTRUMENTAL AND VOCAL TUITION

Schools are allocated core provision hours according to pupil population. Additional hours can be purchased, discount for multiple hours purchased is given. The cost of the lessons can be paid for by the school or the school may choose to pass the cost

on to parents/carers.

Students are taught in small groups and individually, dependent on instrument numbers and attainment. Lessons are of 15, 20 or 30 minutes duration.

15 mins – 1 student

20 mins – up to 3 students

30 mins – up to 6 students

Students are grouped according to the instrument they play and their level or ability. Students who reach grade 6 standard are allocated a 30 minute individual lesson.

Lessons will be taught on weekly rotas organised in conjunction with the teacher and the school. Lessons can be timetabled both during and after school to suit the students and the school.

Programme 3 ENSEMBLE TUITION

CMS will provide bespoke onsite Ensemble Tuition on request. This could be in the form of weekly 30 minute rehearsals for a Wind Band, Brass Group, String Orchestra, Orchestra etc. Rehearsals will take place across 35 weeks per academic year. Repertoire will be sourced and arranged for the students at the school, and performance opportunities in school concerts can be included within the 35 weeks in collaboration with the teacher/ensemble leader.

COMMUNITY MUSIC SERVICE

SERVICE LEVEL AGREEMENT

Music SLA Contract

For Services between 1st September 2021 to 31st July 2022

School: _____

DfE No: _____

We accept the terms of this agreement and will agree with the Community Music Service (CMS) the specific tuition required by this school, as set out on the order summary.

School to sign:

Name: _____

Signed: _____

Date: _____

Headteacher/Chair of Governors *(please delete as appropriate)*

Name of School Contact Person for music: _____

CMS to sign:

Name: _____

Signed: _____

Date: _____

CMS

Please note

Once signed the original copy of this form should be sent to the Deputy Head at the CMS office who will countersign it and return it to the school.

Terms and Conditions for
SERVICE LEVEL AGREEMENT
for schools engaged with the
Community Music Service (CMS)
September 2021 to July 2022

Section

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1. Parties

This agreement is made between the Headteacher/Governing Body of the school (the client) and the Community Music Service (the service provider). It is not made with any individual teacher employed by that service.

2. Duration

This agreement will run from September 2021-July 2022. It is subject to annual review and may be extended or varied by agreement between the parties.

3. Intent

The intent is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

4. Service Overview

CMS is a service for music specifically designed for supporting all schools in Barking and Dagenham and is committed to excellence.

CMS is part of Service Development and Integration.

CMS will provide a wide range of activities for schools. The services covered by charges to schools are:

- a) Whole Class Ensemble Teaching (WCET) (**Programme 1**)
- b) Core and additional hours for instrumental and vocal tuition (**Programme 2**)
- c) Group/ensemble instrumental and vocal tuition including after school clubs (**Programme 3**)
- d) Curriculum support (**Programme 4**)
- e) Primary Advisory Support and bespoke (**Programme 5**)

5. Service Specification

All charged services are offered in support of both the National Curriculum and school music programmes. These charged services are outlined below.

a) Additional Core Instrumental and Vocal Music Tuition

- Instrumental Tuition in units of 15, 20 or 30 minutes for 35 weeks per year (in groups, or individual if pupil has reached grade 6 standard).
- The annual hire and insurance of the instrument is payable separately by the family (£38.00).
- Membership of a CMS ensemble according to ability, including public performances and enhanced opportunities through partnerships with professional orchestras/institutions. Membership of Grade 5 theory class when appropriate standard reached (Charged per pupil)

b) Whole Class Ensemble Teaching

- Whole class ensemble teaching at KS2 offering pupils first access for all to learning an instrument
- Professional development opportunities for class teachers who learn alongside the pupils.
- Advice regarding the instruments on offer and lesson duration.
- Depending on the instrument one or two CMS tutors deliver this work.

c) Small group instrumental and vocal tuition

- The range of instruments taught includes orchestral instruments, world music instruments, and contemporary instruments. Singing teaching is also offered.
- At the early stages of learning, pupils are taught in groups for most instruments. The group size and duration of the lessons will be determined by CMS in partnership with the school.
- Lessons are taught in units of 15 minutes minimum, other lesson lengths in negotiation with CMS.

d) Secondary Ensemble tuition

CMS can provide experienced tutors to help schools develop music-making opportunities for pupils, providing advice and leadership with ensembles. This could range from directing bands, orchestras, vocal groups, or world music groups such as African drumming and Samba. This is negotiated individually with each school.

6. Academic Year

- a) Tutors are expected to arrange their teaching for the term within these weeks.
- b) However, if a school is closed for any reason during the term sufficient notice of at least half a term should be given. In this instance wherever possible CMS will endeavour to rearrange dates by mutual agreement between the school and the tutor.
- c) All teaching is provided for 35 weeks of the 39 week academic year. The 35 week delivery dates will be circulated to all schools prior to September 1st.

7. CMS Responsibilities and Quality Assurance

- a) CMS is a member of the **Music Mark** and the Service adheres to the national standards promoted by Music Mark as well as DfE guidelines.
- b) The CMS is required to comply with and make returns on all DfE and Arts Council England (ACE) surveys.
 - All CMS tutors are:
 - i. Subject to DBS clearance in line with Barking and Dagenham policies and other pre-employment clearances.
 - ii. Required to have mandatory annual training on Safeguarding & Health and Safety.
 - iii. Trained musicians and music educators.
 - iv. Kept up to date through a full programme of in-service training.
 - v. Monitored by managers within CMS as part of the service's Performance Management system.
 - vi. Required to attend or receive via email regular virtual/in person staff briefings in order to co-ordinate and develop their work.
 - vii. Required to provide termly updates on pupil progress and annual reports for all pupils involved in instrumental and vocal teaching.
 - viii. Engaged to work for CMS for the whole academic year.
- c) CMS has arrangements in place in line with Council guidelines to insure against its liability as may reasonably be required.
- d) All teaching is carried out in accordance with guidelines for tutors set by CMS.
 - All tutors are required to complete and provide a CMS timetable showing lesson times, dates and names of pupils. These should be clearly displayed in school for pupils and school-based staff to refer to. Lessons will be taught on weekly rotas organised in conjunction with the teacher and the school. Lessons can be timetabled both during and after school to suit the students and the school.
- e) All tutors will use Lesson Planning and Recording Sheets. CMS tutors teach from published or CMS produced Schemes of Work. They will also keep a record of pupil progress and provide each pupil with a Pupil Practice Book.
- f) CMS will provide pupils with instruments; this is subject to a fee for the hire and insurance. Extra charges will be levied for accessories.
- g) All tutors are required to report to the School Office or Reception when arriving at a school. CMS tutors are required to wear their CMS identity badges.
- h) CMS absence procedure requires all tutors who are sick, or unable to teach, to contact the CMS office prior to 8.30am to record their absence. In turn the CMS office will then contact the schools that the tutor is due to attend to inform them of any absences.
- i) CMS will not disclose to any other party any information relating to the provision of individual schools unless agreed in compliance with GDPR 2018
- j) Pupils' achievements can be recognised through the awarding of a certificate for the CMS Junior Music Exam (JME) and Senior Music Exam (SME) as well as through external graded music examinations e.g., Associated Board, Trinity Guildhall

- k) During the spring term the CMS in Schools document will be sent to every school to enable requests for teaching the following academic term. It is important that schools return their requests by the date specified.

Whilst CMS is sympathetic to specific requests regarding the timing of CMS tutors' visits, schools are asked to remain as flexible as possible. Timetabling CMS tutors is a complex process and whilst every effort will be made to accommodate schools' wishes, it may not always be possible to do so.

8. Client Responsibilities

- a) Visiting CMS tutors should be helped to feel as much a part of the school as other staff.
- b) All issues relating to the employment of tutors and their hours are directly negotiated with CMS managers and not with individual tutors.
- c) Any additional sessions must be agreed in advance with CMS managers.
- d) Teaching location and conditions should be suitable for the task, e.g., sufficient space; visual access, through a window or glass-panelled door; heated room. This space should also conform to Health & Safety; Fire Regulations; and Safeguarding guidelines.
- e) Basic equipment should be provided by the school, e.g., piano (or keyboard if necessary), music stands, sheet music, access to audio equipment, a photo-copying facility for teachers' own worksheets, practice exercises, registers and other materials as necessary.
- f) The school has a joint responsibility with CMS for the organisation of lessons and pupil attendance. A member of school-based staff should be designated as the named coordinator of instrumental/vocal teaching in the school. It is expected that they provide suitable channels of communication between the CMS tutor and the school.
- g) The school should inform CMS immediately of any unexpected non-attendance of CMS tutors.
- h) The school should give tutors adequate notice of key dates e.g., events, school inspections, school closures or GCSE/A level performance dates.
- i) If appropriate, the school should inform CMS tutors of any relevant SEND or medical conditions that a pupil may have and what procedures are in place in case of emergency.
- j) Any CMS staffing issues should be reported to the Deputy Head of CMS as soon as possible. CMS will then respond in accordance with procedures.
- k) The Headteacher or their representative is responsible for ensuring that school-based staff release pupils for their instrumental lessons as a matter of school policy.
- l) At the start of each academic year, schools should provide all visiting CMS tutors with detailed information on health & safety procedures. This will include signing in and out, fire, first aid, evacuation and other emergency procedures, child protection advice and any other security measures or protocols.
- m) It is the role of the school to ensure that a pupil is attending regularly. Each CMS tutor maintains a Weekly Attendance Register. Schools can ask to see these at any time. It is not the role of the CMS tutor to search for pupils who are missing from a lesson as this will take time away from other pupils.
- n) Once SLA request forms are submitted and received by CMS, this form represents a binding contract from the school for the required teaching for the whole of the following academic year. It is not possible to reduce teaching provision during an academic year.
- o) Schools can increase their teaching provision by giving notice in writing following negotiation with the Deputy Head of CMS. Any increase in provision is subject to staff availability.
- p) The client will not disclose to any other party any information relating to the provision of CMS unless agreed in compliance with GDPR 2018.

Schools are required to provide CMS with the relevant data and statistics of pupils who are learning with CMS. This is to ensure that progression and development of learners can be actively monitored and tracked.

9. Charges and Invoicing

- a) All requests for services are to be made by submitting SLA request form to cmsoffice@lbbd.gov.uk by 30th April 2021.
- b) Schools will be charged for allocated core regular instrumental, vocal and class teaching at a rate of £37 per hour plus management fee (1% Maintained schools, 2.5% Academies) as agreed. Additional instrumental teaching and vocal hours can be provided at the discounted rates appendix 2. Charges will be levied for direction of ensembles and curriculum support appendix 1. There will be additional charges for any extra hours worked by CMS staff when requested for school concerts etc.
- c) *Note: The Service Level Agreement runs from September 2021 to July 2022. Adjustments to the hourly rate are made in September annually (subject to local agreements on pay).*
- d) Whilst every endeavour will be made to provide supply cover for long-term tutor absence due to illness or maternity leave, if a tutor is absent due to illness the school will be expected to pay. Schools should note that CMS has an obligation to pay staff and therefore the school will be invoiced for tutors' time. Following an absence of two weeks, refunds may be negotiated for subsequent absences due to ill health.
- e) When pupils are not available for teaching (due to school closures, school visits, INSET days etc) then the school will be charged for the hours timetabled, unless they have negotiated a changed date with CMS and the tutor. At least ten days' notice must be given. Schools should note that CMS has an obligation to pay staff and therefore the school will be invoiced for tutors' time.
- f) Ad hoc work delivered by the tutor (for example music concerts and half or one-day music workshops, INSET, school reviews etc) will be invoiced either monthly in arrears following the end of the calendar month or added to the following term's invoice.
- g) Charges will be payable via internal transfers or invoices for the amount(s) negotiated. Transfer and invoice dates will be as follows:

Autumn Term	September 2021
Spring Term	January 2022
Summer Term	April 2022

10. Review Procedures

- a) A feedback form will be available towards the end of the summer term 2022 which will provide an opportunity to evaluate the service provided. Contact with a senior manager can be arranged if required.
- b) Responses to urgent enquiries will normally be within one working day. All other enquiries will be answered as soon as possible and within one week.

11. Compliments, Queries, Concerns and Complaints Procedure

- a) Any compliments, letters of thanks or similar regarding the work of staff and/or of provision are always welcome and will be passed onto the appropriate member of staff.
- b) Any queries, concerns or complaints should be made in writing to a named manager at CMS (marked as an Urgent Enquiry). Clients should note that where these issues relate to staff competency, CMS has an obligation to follow HR procedures in line with London Borough of Barking and Dagenham corporate policy.
- c) Clients who feel that they have not received an adequate response from the Head or Deputy Head of the Community Music Service can appeal in writing to the Principal Adviser, Service Development and Integration whose decision will be final and binding on both parties.

12. Music Service Contacts

Matters arising from this agreement should be referred to:

Community Music Service (CMS),
Fanshawe Crescent,
Dagenham
Essex RM9 5QA

Telephone: 020 8270 6690 (Office Number)
Email: cmsoffice@lbbd.gov.uk
Websites: www.lbbd.gov.uk/music www.bandmusichub.co.uk

Office hours: 9.00am – 4.00pm Monday to Thursday
9.00am – 2.30pm Friday

For further information relating to the SLA contact: Deputy Head of CMS: digby.hunt@lbbd.gov.uk

Head of CMS and Advisor for Music: graham.bland@lbbd.gov.uk

Finance Administration: maree.knight@lbbd.gov.uk

Appendix 1

CMS Programme charges September 2021 – July 2022

Programme 1	2 teachers	£4120 per class per annum less 1/3 Music Education Hub subsidy (£2747)
	1 teacher	£2335 per class per annum less 1/3 Music Education Hub subsidy (£1557)
Programme 2	Core hours	£37, additional hours £41, bulk purchase reductions see appendix 2
Programme 3	1 teacher	30 minute lesson £1103 per annum
	1 teacher	45 minute lesson £1654 per annum
	1 teacher	60 minute lesson £2205 per annum
Programme 4	1 teacher	30 minute lesson £1103 per annum
	1 teacher	45 minute lesson £1654 per annum
	1 teacher	60 minute lesson £2205 per annum
Programme 5	1 teacher	£63 per hour

Appendix 2

Discounted charges rates for additional hours purchased above core allocated hours.

Hours	Charge (£) per hour
One	41
One – Two	39
Two - Three	37
Three - Four	35
Four – Five	30

SLA REQUEST FORM 2021-2022

Programme 1	2 teachers	1 teacher
No. of Classes		

Programme 2							
Additional time required (15/20/30 mins)							
Instrument type							

Programme 3	Ensemble	Choir	Club	Other
Duration of lesson				

Programme 4	Curriculum provision	Other
Duration of lesson		
Number of lessons		

Programme 5	Primary Advisory	INSET delivery	Other
Duration required			

School: _____

Name: _____

Signed: _____ Date: _____

Headteacher/Chair of Governors *(please delete as appropriate)*

Name of School Contact Person for music: _____

Completed form must be returned to cmsoffice@lbbd.gov.uk by 30th April 2021.