

LANCASHIRE MUSIC SERVICE

SERVICES FOR  
**Schools**

PRICE LIST 2024-2025



**LANCASHIRE  
MUSIC SERVICE**



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[www.lancashiremusichub.co.uk](http://www.lancashiremusichub.co.uk)



*Excellent music education opens opportunities, but it is not simply a means to an end: it is also an end in itself. It gives children and young people an opportunity to express themselves, to explore their creativity, to work hard at something, persevere and shine. These experiences and achievements stay with them and shape their lives*



*National Plan for Music Education  
2022*



For full details of all our services visit

[www.lancashiremusichub.co.uk/site/schools/home](http://www.lancashiremusichub.co.uk/site/schools/home)

## Instrumental and Vocal Tuition

### All Key Stages

The easiest way to buy in tuition is through a Service Level Agreement (SLA). All SLAs include a subscription to Charanga Musical School or Charanga Secondary

#### Small Group

1 – 3 hours **£39 p/h**  
3 hours + **£37 p/h**  
(per teacher,  
per visit)

**Ensemble and  
After School Groups**  
(10+ students)  
(20 max)  
**£41 p/h**

**Parent  
Direct Payment  
including online  
Group** (max 4 students)

**£9**

20 min individual **£14**  
30 min individual **£16**  
(per student per  
lesson)

## Whole Class Instrumental Tuition WCIT

Key Stages 1, 2 & 3



**£1,398**  
per year  
(45 minutes teaching  
+ 15 minutes setup)  
for 34 weeks  
Additional weeks  
**£41**  
One term option  
available

**£60 per hour**  
(minimum 2 hours)

## Curriculum Delivery

All Key Stages

## Lancashire Rocks

Key Stage 3

**£1,398**  
per year (34 weeks)  
Additional weeks  
**£41**  
One term option  
available



One-off workshop  
**£41 p/h**  
 Ensemble and  
 After School Club  
 (10+ students)  
**£41 p/h**

## Singing

All Key Stages



## Staff CPD and Support

All Key Stages

Training  
and Consultancy  
**£176** per session  
 Supportive  
 Visit **FREE**



**£1,398**  
per year  
 (45 minutes teaching  
 + 15 minutes setup)  
 for 34 weeks  
 Additional weeks  
**£41**  
 One term option  
 available

## Garageband and yuStudio

Key Stages 2  
 & Ableton Key Stage 3 & onwards

GarageBand  
Project  
**£617**  
 (one term)

Musical School  
 & Music World  
**£228\*** per year

## Charanga Licences

All Key Stages

Charanga  
Secondary  
**£463\***

First term  
**£193\***  
 Subsequent terms  
**£76\***

## Charanga Licence

All Key Stages

# SLA and Ts & Cs

## SERVICE LEVEL AGREEMENT 2024/2025

The purpose of this SLA is to clarify the responsibilities of client and provider and to establish the terms and conditions under which the service is delivered. This will enable both parties to move forward with trust and mutual respect for each other's point of view.

### 1. CONTEXT

- 1.1 This agreement is made between the Governing Body of the school (the client) and Lancashire Music Service, Lancashire County Council (the service provider). It is not made with any individual teacher employed by that service.
- 1.2 The purpose of this agreement is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

### 2. DESCRIPTION OF SERVICES

- 2.1 The range of services covered by charges to all schools is:
- Instrumental and Vocal Tuition
  - Whole Class Instrumental Tuition
  - Curriculum Delivery
  - Lancashire Rocks
  - Singing
  - Workshops and Performances
  - Consultancy
  - Online Resources Recorder World
  - Direction of ensembles in schools

#### Instrumental/vocal teaching

- 2.2 Our tuition can be delivered in a variety of ways including; whole class, large group, small group or individual tuition. All tuition is by specialist instrumental teachers who take part in regular training.
- 2.3 The group size and the duration of lessons will be determined in consultation with the school in partnership with the Music Service. Ensemble tuition is based on 10 pupils or more in one hour and LMS recommends that small group lessons should be of 30 minutes length with a group size of no more than four pupils. Flexibility with this figure is desirable when there is a wide range of standards and/or instruments to be taught in the allocated time. Teaching time for any instrumental/vocal lesson should be no less than 20 minutes.
- 2.4 All schools a minimum of 34 weeks of instrumental tuition is to be delivered during the year unless by prior written agreement.

#### KS2 Whole Class Instrumental Tuition (WCIT)

##### This programme cannot be used as PPA cover.

- 2.5 For the specific purposes of the delivery of WCIT the following terms and conditions apply.
- This programme will be planned to fit in with the school scheme of work to support the delivery of the national curriculum. The involvement of the music co-ordinator in the initial planning stages is essential.
  - This is a team-teaching situation and the participation of the class teacher or music co-ordinator in the delivery of the programme is recommended. The designated person will be involved in planning, evaluation and follow up activities.
  - This is a whole class activity involving the use of musical instruments and a suitable teaching space is required with access to WIFI, screen and projector linked to a sound system is required. The school will provide storage for the instruments loaned and supply enough music stands for use with the whole group. All instruments will be set up and ready to play, ongoing consumables such as reeds and strings will be the responsibility of the school. The school may be required to provide music stands (in consultation with the LMS teacher).
- 2.6 The typical delivery pattern based on a maximum of 34 children in the classroom is a minimum of 45 minute contact time with 15 minutes planning/set up. There are 34 sessions over the academic year with a minimum of 32 teaching sessions and any remaining are used for, planning, evaluation, performances and instrument maintenance check. Additional weeks may be purchased and a Termly option is available.

#### Curriculum delivery

- 2.7 Lancashire Music Service can provide subject to availability a suitably qualified class room teacher to work in schools. They will work on a regular basis with single classes, engaging pupils in practical music making to ensure progression and continuity in the National Curriculum. During sessions any support staff timetabled to be with a pupil must remain in the lesson with that pupil.

- 2.8 Curriculum delivery is delivered for a minimum 2 hours per visit – this includes time for liaison with the class teacher, the organisation of resources and reasonable breaks where appropriate. Curriculum delivery typically follows a 38 week delivery pattern.

#### Direction of Music Ensembles in School

- 2.9 The Music Service can provide teachers to lead ensembles in schools

#### KS3 Lancashire Rocks

- 2.10 This programme has a practical approach towards music making and sessions are co-delivered a teacher from Lancashire Music Service alongside a school member of staff. Musical instruments loaned to the school as part of this programme and equipment are the responsibility of the school. A suitable teaching space is required with access to WIFI, screen and projector linked to a sound system is required.

#### Workshops & Performances

- 2.11 The hall or other suitable large space will be required to deliver the workshops/ performances. Access to WIFI and interactive whiteboards or screen and projector linked to a sound system may be required. Teachers and Teaching Assistants are to be in attendance during the workshop/performance activities.

#### Training & Consultancy

- 2.12 Training and consultancy will be delivered as per agreed with individual schools.

#### IT resources

- 2.13 The use of IT resources is embedded throughout the teaching delivered by Lancashire Music Service, access will be required to the schools WIFI network for teaching, performances and assessments.

#### Recorder World KS1

- 2.14 Schools need to purchase own recorders. The resource requires access to WIFI an interactive whiteboard or screen and projector linked to a sound system. The programme is designed for your KS1 teacher to deliver the WCIT Recorder World Programme to fit in with the school scheme work to support the delivery of the National Curriculum.

## 3. SERVICE STANDARDS

### Lancashire Music Service Responsibilities

- 3.1 ALL Lancashire Music Service teachers are:
- Appropriately qualified and appointed in line with the Safer Recruitment guidelines after interview, audition, Right to work in the UK, Disclosure and Barring Service (DBS) enhanced checks.
  - Updated with new developments through a programme of annual training, including Child Protection, Lancashire Safeguarding Children Board (LSCB), Child Sexual Exploitation, and Disqualification by Association, Information Governance and Health & Safety. This training and guidance is regularly reviewed and updated.
- 3.2 Teachers employed by LMS DO NOT need to provide their full details to schools for the Single Central Record (SCR). The only details the school must complete on the SCR for LMS teacher(s) is their full name – all other columns are to be filled in as LCC.
- 3.3 Teaching quality is monitored and evaluated by senior managers within the Service. Responsibility for all aspects of the Quality Assurance of LMS teachers lies with the Service, rather than with individual schools.
- 3.4 All work undertaken will be in liaison with the school in order to match its own programmes of work and assessment policy.
- 3.5 LMS teachers will provide regular feedback on progress and achievement via YuMu, access to the online Charanga platform and signposting to further LMS opportunities.

- 3.6 Online teaching will be via a secure platform and will comply with safeguarding recommendations.
- 3.7 LMS teaching does not necessarily cover the requirements of external graded music examinations and no specific training for such exams is guaranteed in lessons.
- 3.8 The Music Service endeavours to inform schools of LMS staff absence as quickly as possible. Every effort is made to provide supply cover for a teacher's absence due to longer term illness or maternity leave. It is not always possible however to provide cover and in such cases refunds will be made if LMS are unable to provide a teacher.
- 3.9 Teaching locations and conditions should be suitable for the purpose of music teaching. Teaching rooms should have:  
Sufficient space, appropriate to the size of the teaching group.  
Visual access, through a window or glass panelled door.  
Chairs and tables as required.  
Adequate heating, lighting and ventilation.  
A clear notice describing emergency exit routes and procedures.
- 3.10 The school has a joint responsibility with the Music Service for the organisation of lessons and pupils attendance. The school should identify a named contact person, through whom the visiting teacher can exchange information, including that on pupil attendance and progress. Times of lessons should be known by both pupils and all relevant school staff.
- 3.11 On-site responsibility for the children remains with the school, both during normal teaching hours and out of normal teaching hours. LMS staff are not available for break or lunch duty or to cover for absent members of staff.
- 3.12 At the start of each academic year, schools should provide all visiting LMS teachers with information on health and safety procedures. This will include signing in and out, fire, first aid, evacuation and other emergency procedures; lone working advice and security measures.
- 3.13 The LMS teachers should be told in confidence of any medical, behavioural and academic information or other relevant issues that may affect their pupils learning.
- 3.14 During the Summer Term, LMS will send details to enable requests to be made for the following academic year. It is to the mutual advantage of schools and Music Service that schools are asked to submit their request by a specified date. Whilst LMS welcomes specific requests regarding the teacher provided and the timings of visits, schools are asked to remain as flexible as possible. Any requested adjustments to timetables will take place from the following September.
- 3.15 LMS provides a calendar of standard teaching weeks for the academic year. Any variation to the schedule must be in agreement with school and LMS teacher.
- 3.16 Annual data collation of musical engagement is a statutory requirement by the Department for Education. This ensures the continued subsidy of services offered by LMS. Schools are required to provide data to LMS for subsequent reporting.
- 3.17 Once submitted, the service order represents a binding request from the school for the required teaching for the academic year. Any reduction in teaching time can only be implemented at the end of a term, with 6 weeks notice in writing to:  
**lancs.music@lancashire.gov.uk**  
**Notice deadlines are 31st October, 15th February and 31st May**
- 3.18 Where a school passes on any element of the cost of tuition to parents, the governing body is responsible for ensuring compliance.
- 3.19 The school should inform LMS immediately of any unexpected absence of LMS staff.

#### Charges

- 3.21 The charge for weekly timetabled teaching and ensemble directing will be based on an hourly rate. Charges for teaching will be set to cover the cost of providing that service and do not relate to an individual teacher. Different charges will however be made for instrumental and class teaching, to reflect the cost of providing these different services.
- 3.22 If LMS is unable to provide an agreed service, its liability is limited to the cost of that service and the school will not be invoiced for service not delivered.

#### Discontinuation of Services

- 3.23 Where a teacher has been introduced to a school by LMS to deliver services and is then subsequently offered similar work by this school on an independent basis within 12 months of the end of this teacher's present contract, an introduction charge of £1800 will be applied and an invoice/ journal raised to the school.

#### Staff cover/absence

- 3.24 Every effort is made to provide supply cover for LMS teacher absence due to longer term illness or maternity leave. Schools will not be charged if LMS do not deliver tuition due to LMS staff absence.

#### School closure

- 3.25 Arrangements should be made and agreed with the LMS teacher at the beginning of each Academic Year /Term to deliver the required amount of visits scheduled on the LMS Calendar. PLEASE CHECK and notify the LMS office of any variation to the dates listed.
- 3.26 When pupils are not available for teaching due to school closures, including adverse weather conditions, school visits, examination periods, school INSET days etc. then the school will be charged for the hours timetabled as Music Service staff will be available to teach on these days.

#### Instrument Loan Agreement

- 3.27 Lancashire Music Service instruments/equipment must be entered in the school asset register showing that they are on loan from the Music Service.
- 3.28 The Music Service will meet all service and repairs due to normal usage excluding replacement of consumables i.e. strings, reeds, Valve oil.
- 3.29 Consideration of plug sockets for keyboards and electronic instruments is the responsibility of the school.
- 3.30 Schools/parents will be charged the full replacement cost due to malicious damage.
- 3.31 Lost instruments/equipment will be charged at full replacement cost.
- 3.32 Electrical equipment supplied is PAT tested. Future PAT testing is the responsibility of the school.
- 3.33 Schools will be charged £25.00 or 10% of the cost whichever is greater for the repairs or replacement costs due to accidental damage.
- 3.34 A charge of £50.00 will be made to any school that refuses the scheduled delivery of instruments.

#### Billing and Payment Method

- 3.35 Charges for all activities/services will be payable in retrospect at the end of each term.

#### 4 CANCELLATION

- 4.1 This Service Level Agreement will run for the current academic year unless varied by agreement between the parties. A school can terminate this agreement by giving 12 weeks' notice in writing to the Head of Music Service.
- 4.2 Any schools who do not give the required notice will be charged at the rate of £25.00 per hour cancelled..

#### 5 CUSTOMER CARE

- 5.1 If any aspect of the service causes dissatisfaction this should be notified to the Head of Service as soon as possible so that actions to rectify the situation can be taken.
- 5.2 Any request for a change of teacher should be notified to the Head of Service and will be investigated by a senior manager over a maximum period of four working weeks.
- 5.3 Customers who feel they have not received an adequate response from the Head of Service may appeal in writing to: Julie Bell, Head of Cultural Services **julie.bell@lancashire.gov.uk**
- 5.4 If mutual confidence in the continuation of this Service Level Agreement cannot be restored, it may be terminated by six weeks' notice in writing to:  
**lancs.music@lancashire.gov.uk**  
**Notice deadlines are 31st October, 15th February and 31st May**
- 5.5 Responses to urgent requests will be made within one working day. It will be the responsibility of the school, in making the initial contact to explain the urgency for the response. These should be sent to **lancs.music@lancashire.gov.uk**
- 5.6 Non urgent requests will be dealt with within one week, or as agreed with the school.
- 5.7 Monitoring of all work and quality assurance is a continuous process undertaken by the Music Service in partnership with the school.
- 5.8 During each academic year there will be an annual school survey to review performance of the service.
- 5.9 The Music Service may undertake other forms of evaluation.
- 5.10 All matters arising from this agreement should be referred to:  
Tim Rogers, Head of Service  
Lancashire Music Service  
**lancs.music@lancashire.gov.uk**

# Contacts

For general enquiries **01257 234450** [play.music@lancashire.gov.uk](mailto:play.music@lancashire.gov.uk)

Head of Service Tim Rogers  
**07795 044620 • 01257 517150** [tim.rogers@lancashire.gov.uk](mailto:tim.rogers@lancashire.gov.uk)

Regional Manager (East) Helen Robertson  
**07584 217741 • 01772 533209** [helen.roberston@lancashire.gov.uk](mailto:helen.roberston@lancashire.gov.uk)

Regional Manager (South) Ben Rapp  
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**07890 899965 • 01772 533236** [rick.kershaw@lancashire.gov.uk](mailto:rick.kershaw@lancashire.gov.uk)

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