

Lancashire
music
service

Schools

2019 - 2020





Contents

Delivery in your school...

Instrumental and vocal tuition (All Key Stages)	3
Whole Class Ensemble Tuition (KS2 & KS3)	4
Curriculum Delivery (KS1, KS2 & KS3)	6
Lancashire Rocks (KS3)	7
Workshops and Performances (All Key Stages)	8
Singing (All Key Stages)	9

Resources and support for your staff...

Training and Consultancy	10
Charanga (All Key Stages)	11
Recorder World (KS1)	12
Early Years & Foundation Stage Resources	13

Other useful information...

Music Centres	14
County Ensembles	15
Lancashire Music Hub	16
Terms and Conditions	17
Price List	19
Calendar	20
Contacts	21

www.lancashiremusichub.co.uk

“

Learning the guitar my son has found an activity where he is encouraged and can switch off for a while - it is of real benefit to children in this day and age.

”





Instrumental and Vocal Tuition

All Key Stages



High-quality tuition for individuals, groups and musical ensembles in your school

We offer pupils the chance to learn **woodwind, brass, strings, guitar, ukulele, singing, percussion, drums, keyboard and piano*** with our experienced and inspiring teachers and we can lead ensembles in your school. **piano individual lesson only*
Our work integrates with and supports the National Curriculum and enriches the wider cultural life of the school.

The easiest and cheapest way to buy in tuition and ensemble leadership is through a Service Level Agreement (SLA).

The SLA includes loan and maintenance of instruments and access to **Charanga online resources**. For full details of the SLA including all Terms and Conditions see page 17.

What you need to provide:

- A suitable space
- A designated contact person for the visiting teacher(s)
- Access to Wi-Fi if possible
- Appropriate storage space for instruments
- Music stands (if required)

You can also arrange tuition in school through our Parental Direct Payment Scheme (PDP)

- PDP can be used for small group and individual tuition
- Invoices go directly to parents
- Commitment to one term at a time
- Lessons can be cancelled at the end of a full term with 6 weeks advance notice in writing
- Students provide their own instrument (rental available if required)
- Schools provide space and support for visiting teachers and assist with communication to parents
- Tuition may be cancelled by LMS with half a terms notice if group numbers become non-viable

Cost: (per teacher, per visit)

Small Group (34 weeks)

30 minutes	£20.50
1 – 3 hours	£33.50 p/h
3 hours +	£31.50 p/h

Small Group (less than 34 weeks)

Only applicable to secondary schools

30 minutes	£22.50
1 – 3 hours	£35.00 p/h
3 hours +	£34.00 p/h

Large Group (10+ students)

£35.00 p/h

PDP Scheme (per student)

Group (max 4 students)	£6.50 p/lesson
20 minute individual	£10.50 p/lesson
30 minute individual	£12.50 p/lesson

Schools have different ways of covering tuition costs:

- Charging full or part of the cost on to parents
- Using Pupil Premium
- Fundraising from PTA or concerts, events etc



Whole Class Ensemble Tuition (WCET)

Key Stages 2 & 3

Your whole class learning to play together and instruments are provided

A specialist teacher will work with your pupils alongside the class teacher and teaching assistants. This inclusive and fun approach to music making provides pupils (and participating staff!) with a positive experience of learning an instrument, playing together in an ensemble and developing wider musical skills.

Designed to complement and support the wider school music curriculum, progress is recognised through performance opportunities and an informal end of year assessment. WCET also includes loan of instruments, certificates and access to Music World for pupils.

Through WCET, your pupils...

- Learn basic instrumental skills
- Develop their musical skills and knowledge, including reading notation
- Play together in an ensemble
- Sing together to support their learning
- Are encouraged to use ICT
- Improvise and compose
- Take part in performances
- Experience different musical styles

What you need to provide:

- A suitable space with access to a screen and projector, preferably linked to a sound system
- The time for the class teacher (or music coordinator) and teaching assistants to support the lessons (**WCET cannot be used as PPA cover**)
- Storage for the instruments
- Access to Wi-Fi is also helpful

For full details of the Service Level Agreement including all Terms and Conditions see page 17

Cost:

£1487.50 per year
(1 hour 15 minutes x 34 weeks)

One term option available

Additional weeks £43.75

Maximum 34 pupils per class

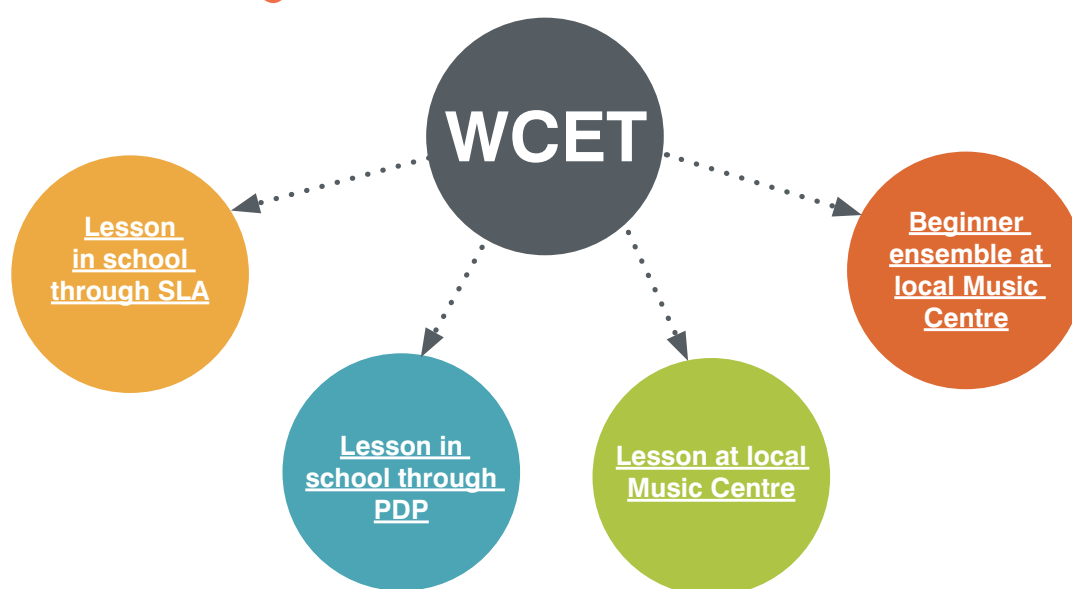


Typical delivery pattern is usually 1 hour contact time with 15 minutes planning/set up. There are 34 sessions over the year with a minimum of 32 teaching sessions and any remaining are used for performances, planning and evaluation, checking instruments.

Maximum group size for WCET is 34 pupils. For larger groups additional time can be purchased (please contact us for more details).



Progression from WCET



WCET Instruments

- Strings (violin, cello, double bass)
- Brass (trumpet, cornet, tenor horn, euphonium, trombone)
- Woodwind (flute, clarinet, saxophone*)
- Percussion (samba drums, African drumming, classroom percussion)
- Guitar and Ukulele
- Keyboard

**saxophone from year 5*

All schools buying in tuition (through an SLA) get free access to [Charanga Musical School](#) worth £180 per year.





“

The music team provide an excellent service. They enrich our provision of music and work flexibly with staff and organisational problems that often arise. They have excellent relationships with the children and deliver an excellent event at the end of the year.

”

Curriculum Delivery All Key Stages



Curriculum lessons delivered by a qualified classroom teacher

Our experienced team, all with Qualified Teacher Status, are specialists in delivering curriculum music in Primary, Secondary, Special and Short Stay Schools, which can be used to cover PPA time. We can work with your SLT and Music Coordinator to design and deliver short and long term units or work.

For further information please contact your Regional Manager (see page 21 for contact details)

Cost

£51.00 per hour
(minimum 2 hours)

Training and Support

We can provide bespoke training and support for your school, working with individual teachers or a group of staff. We also offer all schools a **free School Music Education Plan visit**. Full details on page 10.



“

My girls love it - not only are they learning to play an instrument they are also building a love of different styles of music. The teachers are friendly and helpful, knowledgeable and caring

”

Lancashire Rocks



Key Stage 3

A practical approach which builds upon your students' existing passion for music

Through inclusive and engaging sessions, jointly delivered by a visiting teacher alongside your staff, we create a cooperative and supportive environment for pupils with whole-group composing and improvising, workshoping ideas and small-group instrumental skill building to band work.

Lancashire Rocks is inspired by the Musical Futures band skills project.

Lancashire Rocks includes a 1 hour weekly visit from a specialist teacher and the loan of instruments and equipment.

Cost

£1190.00
per year (34 weeks)

Additional weeks £35.00

Maximum 34 pupils per class

What you need to provide:

- A suitable space with access to a screen and projector, linked to a sound system if possible
- The time for the teacher to co-deliver the lessons (Lancashire Rocks cannot be used as PPA cover)
- Storage and care for the instruments
- Access to Wi-Fi would be helpful

Full details of the Service Level Agreement including all Terms and Conditions are on page 17.

Progression...

We can work with you to support pupils to continue their musical journey. We can provide instrumental tuition in your school through an SLA or through our Parent Direct Payment Scheme (page 3). We also provide opportunities out of school through Music Centres (page 14) which provide accessible ensembles and sessions for musicians at all levels, and our County Ensembles (page 15) for young musicians with more experience.



Live Music and Workshops

All Key Stages

Inspiring and creative opportunities to work with professional musicians

We have two exciting ensembles delivering hands-on workshops and interactive performances. Both groups are made up of professional musicians who are also experienced teachers with Lancashire Music Service.

Cost

Lazy Mondays & Upbeats
1 hour Concert £175.00
2 ½ hour Workshop £250.00

Host an interactive concert for your whole school, or book a creative workshop for a more hands-on experience for a smaller group (up to 90 pupils) or why not combine the two! Both groups can design workshops around a theme which complements your current topic or scheme of work. Please contact the group leaders to discuss your requirements.

Lazy Mondays - a real pop band in your school hall

Sing a long and rock out to some of the best tunes performed live in concert by our fabulous five-piece band. We can also present a performance specifically designed for EYFS and KS1.

“Hit Factory” workshops give pupils the chance to write, perform and record their own school song, perfect for Year 6 Leavers, Christmas or any other special school occasion, or, alternatively, book a themed workshop to explore cross-curricular links with science, history, literacy, art and design, IT, geography and more...

Lazy Mondays visits take place on **Monday mornings**. For more information or to book the please contact Nick Powlesland **07887 831564** or nicholas.powlesland@lancashire.gov.uk

UpBeats - a musical adventure!

Explore the incredible sounds of brass, strings and woodwind with our dynamic trio. Discover the different instrument families, see the instruments up close and perhaps even inspire your pupils to learn an instrument.

Dynamic workshops give pupils the chance to invent and perform their own music alongside the trio, and can be designed to complement your current topic or scheme of work. We can also offer a opportunity to try out an instrument.

Upbeats visits take place on **Wednesday mornings**. For more information or to book the UpBeats please contact Gayle Coleman on **07887 830991** or email gayle.coleman@lancashire.gov.uk





Singing

All Key Stages

Flexible options to inspire your pupils and support your staff

The benefits of regular singing in schools, both academic and social, are widely recognised and, while there are many great resources available, sometimes you may need a little extra support.

Our singing leader for Lancashire, Emma Williams, can offer advice on developing singing in your school, from how to get started to building up choirs, and we can signpost pathways and progression routes. Email emma.williams@lancashire.gov.uk

Six-week Sing

A weekly, 1-hour visit from a specialist for 6 weeks to kick-start singing in your school, perhaps in the lead-up to a festival or school production. A fantastic experience for pupils but also a great way to give staff more confidence to lead singing. We can work with groups of any size and can either provide appropriate repertoire or work on material provided by your school.

Visiting Singing Teacher

Our specialist singing teachers can work with whole classes or year groups, or run your school choir. You can also arrange individual or group singing lessons for your pupils. (see page 3 for costs)

Cost

Six-week Sing £210.00

One-off Workshop
Up to 2 hours £70.00

Large Group
(10+ students)
£35.00 p/h

“

I am so pleased that my daughter is involved in the Music Service. Her singing is fantastic and she has grown in self-confidence. Thank you to everyone involved for all your hard work and support.

”





Resources and Support

All Key Stages

A range of training, resources, online tools, networking opportunities and consultancy

Stay connected with the music education sector through our termly e-newsletters. Sign up here

<https://www.lancashiremusicclub.co.uk/site/#newsletter>

These half-termly emails have details of network meetings, training and conferences as well as opportunities for your pupils, interesting articles and the latest music education news.

School Music Education Plan (SMEP) Visit

All schools are entitled to this free opportunity to audit your music provision and plan for future development. This is designed to be a supportive conversation between an experienced consultant, the Headteacher and/or Music Coordinator to find out what is working well and where there are areas for further development. You don't have to be buying in tuition from Lancashire Music Service to benefit from a SMEP visit.

Training and Consultancy

Bespoke support designed to meet the needs of your individual school and staff including developing a scheme of work, assessment, using classroom instruments and school singing. We can also work with non-music specialist staff, building their confidence and skills through practical, engaging and non-threatening training sessions with lots of ideas to take back to the classroom.

For further information please contact your Regional Manager (see page 21 for contact details)

Garage Band Project KS2

We have a term-long project available for schools with iPads using the free app Garage Band. This is delivered by an LMS teacher for a class of up to 34 pupils (it can't be used to cover PPA time).

For more details contact

ben.rapp@lancashire.gov.uk

Cost

Training and Consultancy
£100.00 p/h + £50.00 prep charge

SMEP Visits and Network Meetings FREE

Garage Band Project £525 (one term)



Charanga



All Key Stages

Award-winning online programmes to support Primary and Secondary School Music and instrumental teaching and learning

Charanga Musical School (FS – KS2)

Help teach the primary music curriculum with this online resource containing a full Scheme of Work, Freestyle mode to create your own scheme, planning and assessment.

Charanga Music World (FS – KS2)

With avatars, musical games, quizzes and beginner instrumental courses it's a great way to encourage more practising outside of the classroom and accelerate children's progress. Included with Musical School and Music Pro.

Charanga VIP Studio Sessions (KS3 – KS4)

VIP provides everything young people need to create, produce and release their own music including 24/7 access to a complete online recording studio.

Charanga Training in your School

98% of teachers who attend training say they feel much more confident in their teaching as a result.

FREE Twilight Charanga Musical School Training

All schools are invited to send staff (music specialists and non-specialist teachers) along to these sessions held in local schools and Music Centres.

Contact info@charanga.com or 01273 823900.

Charanga Musical School & Music World

Musical School & Music World
£180 per year
(FREE if purchasing LMS tuition)

VIP Studio Sessions from £295 +VAT
for a 1-35 user licence

Costs

30 minute demo lesson £120.00
3 x 30 minute demo lessons
(on the same day) £210.00
1 ½ hour staff training £210.00



Charanga Recorder World

Key Stage 1

A great way to introduce instrumental learning in your school

Recorder World is a one-term programme to introduce young children to instrumental learning. An ideal lead in to Whole-Class Ensemble Tuition at Key Stage 2.

It's taught by your classroom teachers using an easy to follow, week by week online resources.

Recorder World is a rolling programme which can be extended on a term by term basis.

Recorder World includes:

- Step-by-step teaching resources for use in the classroom
- Access to Recorder World for every pupils to use at home
- 33 high-quality recorders
- Access to training, online support and help
- **FREE Twilight Recorder World Training**

To book please visit

www.lancashiremusicshub.co.uk/site/make-music/recorder-world/

Cost

First term (including 33 recorders)
£150.00

Subsequent terms £50.00
(also first term without recorders)



Early Music Makers

EYFS

A great way to introduce instrumental learning in your school

An easy-to-use and accessible resource for working with nursery and reception classes is packed with material including:

- songs, both well-known and original
- listening activities
- musical games
- ideas for using classroom instruments
- how to incorporate toys, puppets and props

Cost

Book and CD £50.00

It can also be used to develop your scheme of work with guidance on progression, assessment and building musical activities into other areas of the EYFS curriculum.

It includes a CD with demos and backing tracks and is designed to be used both by music specialists and teachers with little or no musical experience.

To purchase Early Music Makers visit

www.lancashiremusicclub.co.uk/site/make-music/early-music-makers/

Lazy Mondays Early Music Makers Concert

An interactive workshop with this energetic and inspiring group of professional musicians with songs and activities specially designed for Early Years and Foundation Stage and KS1, linked to the Early Music Makers book. See pages 8 for details.





Music Centres

Opportunities to learn, play and perform together

Our network of centres across Lancashire provides regular, after-school opportunities for young musicians of all levels of experience to play together in bands and ensembles, offering an ideal progression route from Whole Class Ensemble Tuition alongside opportunities for more advanced students. We also offer group and individual tuition at all of our centres.

Lancaster (Thursday) - Lancaster Royal Grammar School, East Road, Lancaster LA1 3EF
Head of Lancaster Music Centre - David Shooter **07887 830989**

Poulton (Wednesday) - Hodgson School, Moorland Road, Poulton-le-Fylde FY6 7EU
Head of Poulton Music Centre - Rachel Hughes **07500 881431**

Lytham (Thursday) - Lytham St Annes Technology and Performing Arts College, Worsley Road, Lytham St Annes FY8 4DG

Lytham (Tuesday) St Bede's Catholic High School, Talbot Road, Lytham FY8 4JL
Head of Lytham Music Centres - Gary Fox **07887 830990**

Kirkham (Monday) - Kirkham and Wesham Primary School Nelson St, Kirkham, Preston PR4 2JP
Head of Kirkham Music Centre - Julie Rayton **07824 434282**

Preston (Tuesday and Thursday) - Fulwood Academy, Black Bull Lane, Preston PR2 9YR
Head of Preston Music Centre - Nick Powlesland **07887 831564**

Ormskirk (Wednesday) - Ormskirk School, Wigan Road, Ormskirk L39 2AT
Head of Ormskirk Music Centre - Keith Sagar **07850 025785**

Chorley (Monday) - Southlands School, Clover Road, Chorley PR7 2NJ
Head of Chorley Music Centre - Gayle Coleman **07887 830991**

Burnley (Tuesday) - Shuttleworth College, Burnley Road, Padiham BB12 8ST
Head of Burnley Music Centre - Abbey Blackledge **07825 755499**

Pendle (Thursday) - Pendle Vale College, Oxford Road, Nelson BB9 8JG
Head of Pendle Music Centre - Karen Hoyle **07887 830994**

For up to date details and times of activities at each centre please visit www.lancashiremusichub.co.uk or contact the Head of Centre. You can also contact Pauline Franic (Administration) **01257 517113** pauline.franic@lancashire.gov.uk

Cost

Annual Ensembles fee
(access to all ensembles) £60.00

Tuition Charges

Small Group
(Max 4 pupils per group) £6.50 p/lesson
20 minute individual £10.50 p/lesson
30 minute individual £12.50 p/lesson
40 minute individual £16.50 p/lesson



Lancashire's County Ensembles

Bringing together talented young musicians from across Lancashire

Our county ensembles enable committed young musicians to take their music making to an advanced level, working alongside professional musical directors and tutors. They meet regularly to rehearse, take part in residential courses and tours, and perform across the county and further afield.

The County Ensembles have developed partnerships with national organisations such as BBC Philharmonic Orchestra, Music for Youth, and the National Youth Jazz Orchestra and rehearse and perform with visiting professional artists. They also work regularly with Lancashire schools and Music Centres, inspiring younger musicians.

Lancashire Youth Symphony Orchestra
Lancashire Schools Symphony Orchestra
Lancashire Youth Brass Band
Lancashire Youth Jazz Orchestra
Lancashire Schools Jazz Orchestra
Lancashire Youth Concert Band

We accept new members throughout the year. As a guide, the standard required for county ensembles is grade 4/5 and above.

For more details about County Ensembles please contact Ann Connal (administration) **01257 517108** ann.connal@lancashire.gov.uk

Cost

Annual Membership
£115.00

Membership also
includes access to
ensembles at your
local Music Centre





Lancashire Music Hub

The home for musical learning in Lancashire

Lancashire Music Hub (LMH) is a group of diverse partner organisations working together to develop musical learning opportunities for children and young people in the county. The Hub aims to make it easy for young people, teachers, musicians, schools and the wider community to work together and find great ways to make music whilst developing their individual skills and talents.

The Hub's lead organisation is Lancashire Music Service, working with core partners More Music and Charanga.

For more information visit www.lancashiremusichub.co.uk



“

My son is fortunate enough to be now studying at the Royal Academy of Music. If it hadn't been for the motivation and expert tuition he received from Lancashire Music Service he wouldn't have achieved nearly as much.

”

SLA and Ts & Cs

SERVICE LEVEL AGREEMENT 2019/2020

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 Ensemble 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. Large group 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 with the exception of secondary schools.

KS2 Whole Class Ensemble Tuition (WCET)

This programme cannot be used as PPA cover.

- 2.5 For the specific purposes of the delivery of WCET 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 desirable. 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 usually 1 hour 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. 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.

2.8

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 desirable

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 The resource includes 33 recorders which are the property of the school. Additional recorders may be purchased. 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 WCET Recorder World Programme to fit in with the school scheme of work to support the delivery of the Music 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 Staff 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 tutor(s) is their full name – all other columns are to be filled in as LCC their full name.
- 3.3 Teaching is monitored, evaluated and reported to 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 directly to pupils:
Practice Diary – to record practice, progression and a tool to communicate with parents
Access to Charanga (password and login details)
Information on LMS ensembles and concerts
Information on other opportunities, events and achievements.

- 3.6 Lancashire Music Service will provide each individual and small group pupil with a progress assessment in the Spring Term followed by a written report in the Summer Term. Assessments and reports will be accessed via the Lancashire Music Hub website with a unique login.
- 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 order forms to every school 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 return the forms 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 tutor.
- 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 whole of the following academic year. It is not possible to reduce teaching provision during an academic year without written notification being returned to LMS. The cancellation policy will be implemented if the schools do not give the required 12 weeks' notice.
- 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 Schools/parents will be charged the full replacement cost due to malicious damage.
- 3.30 Lost instruments/equipment will be charged at full replacement cost.
- 3.31 Electrical equipment supplied is PAT tested. Future PAT testing is the responsibility of the school.
- 3.32 Schools will be charged £25.00 or 10% of the cost whichever is greater for the repairs or replacement costs due to accidental damage.
- 3.33 A charge of £50.00 will be made to any school that refuses the scheduled delivery of instruments

Billing and Payment Method

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

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.

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: Mr Ajay Sethi, The Woodlands Centre, Southport Road, Chorley, PR7 1QR.
- 5.4 If mutual confidence in the continuation of this Service Level Agreement cannot be restored, it may be terminated by twelve weeks' notice in writing.
- 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.
- 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
The Woodlands Centre
Southport Road,
CHORLEY, PR7 1QR
lancs.music@lancashire.gov.uk

Price list

Instrumental and Vocal Tuition

Small Group (34 weeks)

30 minutes **£20.50**

1 – 3 hours **£33.50 p/h**

3 hours + **£31.50 p/h**

Small Group (less than 34 weeks)

30 minutes **£22.50**

1 – 3 hours **£35.00 p/h**

3 hours + **£34.00 p/h**

Large Group (10+ students)

£35.00 p/h

Whole Class Ensemble Tuition (WCET)

£1487.50 per academic year

1 hour 15 minutes x 34 weeks

One term option available

Additional weeks **£43.75**

Maximum 34 pupils per class

Curriculum Delivery

£51.00 per hour (minimum 2 hours)

Lancashire Rocks

£1190.00 per academic year

1 hour x 34 weeks

Maximum 34 pupils per class



Workshops and Concerts

1 hour Concert **£175.00**

2 ½ hour Workshop **250.00**

Singing

Six-week Sing **£210.00**

One-off Workshop

Up to 2 hours **£70.00**

Large Group (10+ students)

£35.00 p/h

Resources and Support

Training and Consultancy

£100.00 p/h + £50.00 prep charge

SMEP Visits and Network Meetings **FREE**

Garage Band Project **£525.00** (one term)

Charanga

Musical School & Music World

£180 per year (**FREE** with LMS tuition)

VIP Studio Sessions from **£295.00 +VAT**

for a 1-35 user licence

Charanga Recorder World

First term

(including 33 recorders) **£150.00**

Subsequent terms **£50.00**

(also first term without recorders)



Calendar

34 week pattern for WCET, instrumental and vocal tuition and Music Centres

Any variation to the schedule needs to be in agreement with Lancashire Music Service (including due to different holiday patterns)

AUTUMN TERM 2019			
Sept	Oct	Nov	Dec
2	7	4	2
Inset Thur 5	14	11	9
9	Half term 21 Oct-25 Oct	18	16
16		25	Xmas/New Year 23 Dec - 3 Jan
23	28		
30			
SCHEDULED 13 WEEKS			

SPRING TERM 2020		
Jan	Feb	Mar
6*	2	4
Inset Tue 7	10	11
13	Half Term 17 Feb - 21 Feb	18
20		25
27	24	30
SCHEDULED 11 WEEKS		

SUMMER TERM 2020			
Apr	May	Jun	Jul
Easter Break 6 Apr - 17 Apr	May Day 4	1	6
	5*	8	13
20	11*	15	Summer Hols 20 Jul - 31 Aug
27	Inset Wed 13	22	
	18	29	
	Half Term 25 May - 29 May		
* indicates part weeks SCHEDULED 10 WEEKS			

Music Centres and PDP

Application Deadlines	Term Start Dates
19 August 19	09 September 19
07 October 19	28 October 19
09 December 19	06 January 20
03 February 20	24 February 20
23 March 20	20 April 20
11 May 20	01 June 20

Scheduled teaching week

Floating week for rescheduled sessions

LMS Holiday

LMS INSET

LMS staff are unavailable to teach on the following dates: INSET - Thursday 5 September 2019, Tuesday 7 January 2020 & Wednesday 13 May 2020 MAY DAY BANK HOLIDAY - Monday 4 May 2020 These sessions will be rescheduled with the LMS teacher to take place in the floating week at the end of each term. 38 week establishments - invoices will be adjusted accordingly.

38 Week teaching Pattern for Curriculum Delivery

AUTUMN TERM 2019			
Sept	Oct	Nov	Dec
2	7	4	2
Inset Thur 5	14	11	9
9	Half term 21 Oct-25 Oct	18	16
16		25	Xmas/New Year 23 Dec - 3 Jan
23	28		
30			
SCHEDULED 14 WEEKS			

SPRING TERM 2020		
Jan	Feb	Mar
6*	2	4
Inset Tue 7	10	11
13	Half Term 17 Feb - 21 Feb	18
20		25
27	24	30
SCHEDULED 12 WEEKS		

SUMMER TERM 2020			
Apr	May	Jun	Jul
Easter Break 6 Apr - 17 Apr	May Day 4	1	6
	5*	8	13
20	11*	15	Summer Hols 20 Jul - 31 Aug
27	Inset Wed 13	22	
	18	29	
	Half Term 25 May - 29 May		
SCHEDULED 12 WEEKS			

Contacts

For bookings call **01257 517116**
marilyn.wilson@lancashire.gov.uk

Head of Service Tim Rogers
07795 044620 • 01257 517150 tim.rogers@lancashire.gov.uk

Regional Manager (South) Bernardette Hill
07584 217741 • 01257 517119 bernardette.hill@lancashire.gov.uk

Regional Manager (East) Ben Rapp
07887 830835 • 01257 517141 ben.rapp@lancashire.gov.uk

Regional Manager (North) Cath Sewell
07850 025783 • 01257 517111 cath.sewell@lancashire.gov.uk

Office Manager Marilyn Wilson
01257 517116 marilyn.wilson@lancashire.gov.uk

Instrument Deliveries/Repairs Mark Richardson
Instrument Enquiries Helen Mercer
07825 755501 LMSinstruments@lancashire.gov.uk

School Billing Queries Julie Read
01257 516438 julie.read@lancashire.gov.uk

PDP Billing Queries Cate Neary
TBC 01257 517138 lancs.music@lancashire.gov.uk

Music Centre Admin Pauline Franic
01257 517113 pauline.franic@lancashire.gov.uk

County Ensembles Enquiries Ann Connal
01257 517108 ann.connal@lancashire.gov.uk

For Head of Music Centre contacts please see page 14

01257 517116
lancs.music@lancashire.gov.uk

