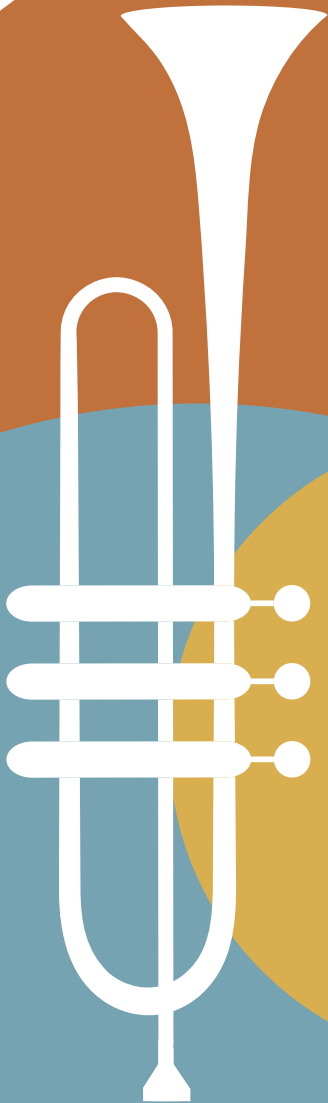


Lancashire
music
service

Schools

2021 - 2022





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www.lancashiremusichub.co.uk

“

We should never underestimate the power of music, it knows no boundaries of language, race or background. It is the universal language – everyone has a soundtrack to their lives.

”

*Julian Lloyd Webber,
Cellist and Conductor*

“

The Model Music Curriculum's expectation of a minimum of one hour's classroom music per week from Year 1 to Year 9 - with first access instrumental tuition, and musical ensembles in addition to that one hour – could make a substantial difference to the musical lives of our children and young people, and to the country at large.

”

*Simon Toyne,
President of the Music
Teachers' Association*

“

The importance of arts and culture in children's education cannot be overstated. Music has helped many of us through the challenges of the past year in how it connects, inspires and entertains.

”

*Caroline Dinenage,
Culture Minister*





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 free access to **Charanga online resources**, for schools who buy in for 34+ weeks. For full details of the SLA including all Terms and Conditions see page 16.

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
- Online lessons available

Cost: (per teacher, per visit)

Small Group (34 weeks)

1 – 3 hours	£33.60 p/h
3 hours +	£31.50 p/h

Small Group (less than 34 weeks)

Only applicable to secondary schools

1 – 3 hours	£36.00 p/h
3 hours +	£33.60 p/h

Large Group (10+ students)

£35.00 p/h

PDP Scheme (per student) Including online

Group (max 4 students)	£7.50 p/lesson
20 minute individual	£12.00 p/lesson
30 minute individual	£14.00 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 Instrumental Tuition (WCIT)

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. WCIT also includes loan of instruments, certificates and access to Music World for pupils.

Cost:

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

Additional weeks £43.75

One term option available

Through WCIT, 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 **(WCIT 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 16.

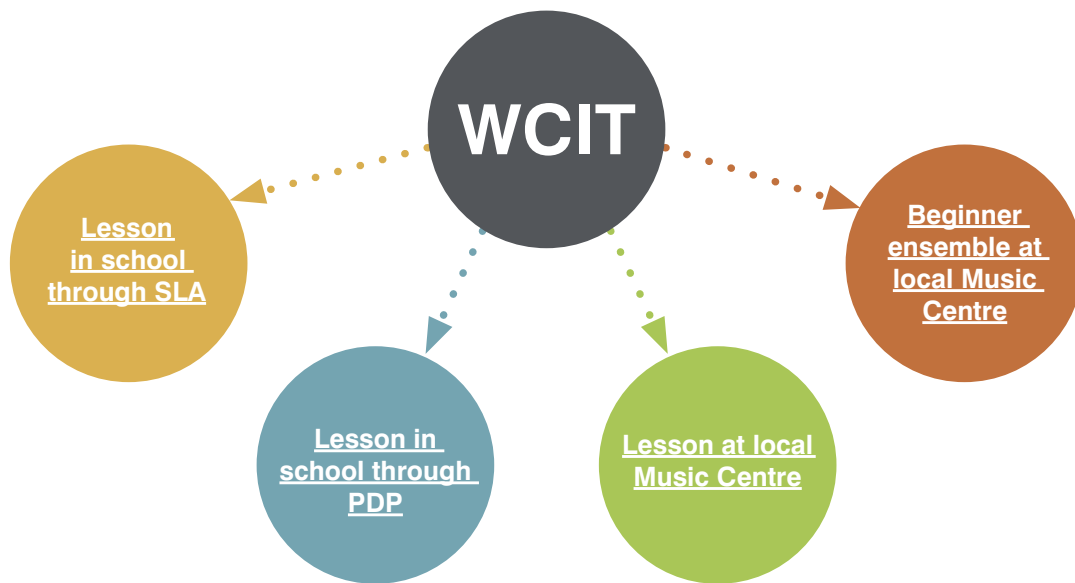


Typical delivery pattern is usually 1 hour contact time with 15 minutes planning/set up. There are 34 sessions over the year with a minimum of 32 teaching sessions and any remaining are used for performances, planning and evaluation, checking instruments.

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



Progression from WCIT



WCIT 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 for the academic year) get free access to **Charanga Musical School** worth £195 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 20 for contact details)

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 9.

Ofsted's expectation is that:

- Schools and academies have clear, well-sequenced plans for the music curriculum that at least match the ambition set out in the National Curriculum
- These plans are delivered with sufficient time and resources, and good teaching, with teachers supported well through quality CPD
- This all has good impact as seen by secure and incremental learning of the technical, constructive and expressive knowledge that pupils need for their future participation in and enjoyment of music.

Cost

£51.00 per hour
(minimum 2 hours)



“

Lancashire Rocks is a creative and engaging approach to learning that my students absolutely love. It's a journey of getting the chance to try out and play a range of rock band instruments to performing in a band that we simply couldn't provide without this initiative provided by Lancashire Music Service.

”

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 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 which includes various rock band instruments and amps
- Access to Wi-Fi would be helpful

Full details of the Service Level Agreement including all Terms and Conditions are on page 16.

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 13) which provide accessible ensembles and sessions for musicians at all levels, and our County Ensembles (page 14) for young musicians with more experience.



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 £127.50

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.lancashiremusichub.co.uk/site/#newsletter>

These half-termly emails have details of 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.

The Model Music Curriculum is now available

<https://www.gov.uk/government/publications/teaching-music-in-schools>

The SMEP Team are happy to offer support and guidance on this document.

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. We hold annual Primary and Secondary Teacher conferences.

For further information please contact your Regional Manager (see page 20 for contact details)

Cost

Training and Consultancy
£150.00 per session

SMEP Visits FREE

GarageBand Project £525
(one term)

The aim of the Model Music Curriculum is to ensure a universal provision of music education, for all pupils in all schools. Recommendations include:

- At Key Stages 1 and 2, pupils should receive a minimum of one hour of teaching a week, with access to both rhythmic and melodic instruments.
- In Years 3 or 4, each class should start a whole-class instrumental programme lasting a minimum of one term. Opportunities for development should continue beyond the mandatory term, supported by Music Hubs.
- Music should have a minimum of one weekly period the whole way through Key Stage 3.

GarageBand Project KS2

We have a term-long project available for schools with iPads using the free app GarageBand. 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





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. With a new 'Adapted for Covid' scheme and many other new resources, teachers will be able to offer adapted and blended lessons at any time.

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

***NEW* Charanga Secondary (KS3-KS4)**

Charanga Secondary is a specialist learning platform for music with a suite of high quality interactive content modules and creative apps for use in the classroom and at home.

FREE Twilight Charanga Musical School Training

All schools are invited to send staff (music specialists and non-specialist teachers) along to a full programme of webinar events and face-to-face workshop sessions held in local schools and Music Centres. Additionally, the CPD & Training Centre within the Charanga platform offers live and recorded webinars focusing on a wide range of topics. These are free to access.

Charanga Training in your School

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

Contact Charanga directly for more information:
info@charanga.com or 01273 823900.

Charanga Licences

Musical School & Music World
£195 per year

VIP Studio Sessions £354 per year

FREE if purchasing LMS tuition for
34+ weeks



Charanga Recorder World

Key Stage 1

A great way to introduce instrumental learning in your school

KS1 Recorder World is a one-term programme to introduce young children to instrumental learning. An ideal lead in to Whole-Class Instrumental Tuition at Key Stage 2.

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

KS1 Recorder World is a rolling programme which can be extended on a term by term basis.

KS1 Recorder World includes:

- Step-by-step teaching resources for use in the classroom
- Access to Recorder World for every pupil to use at home
- 33 high-quality recorders
- Access to training, online support and help
- **FREE Twilight KS1 Recorder World Training**

To book please visit

<https://www.lancashiremusichub.co.uk/site/ks1-recorder-world-course>

Cost

First term (including 33 recorders)
£165.00 (+£22 P&P)

Subsequent terms £65.00
(also first term without recorders)



Music Playtime

Early Years in Key Stage 1



Music Playtime is a complete, topic-based music scheme for teachers of Early Years & Reception (age 3-5) and Key Stage 1 (age 5-7) children. It's endorsed by Lancashire Music Hub, education experts, nursery teachers, Key Stage 1 teachers and former OFSTED inspectors. Music Playtime is ideal for non-specialists - you'll learn exactly what to do in music, why it's important and how to do it, with friendly advice, videos, audios, and help with planning. If you are a music specialist or school music lead, you'll find fantastic ideas.

Lancashire schools contact:

music-playtime@e-musicmaestro.com
to receive a 50% discount on subscriptions.

Subscribe at:

<https://www.music-playtime.com/about/music-playtime/all-about-music-playtime#go>.

Cost

Early Years £70.00
(50% discount £35.00)

Early Years & KS1 £120.00
(50% discount £60.00)



Early Music Makers

A comprehensive Early Years music resource

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

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.

This digital resource is designed to be used both by **music specialists and teachers with little or no musical experience**.

To purchase Early Music Makers please email LMSSLA@lancashire.gov.uk

Cost

Digital resource

£35.00

Assessment in Primary Music

This document was designed by teachers for teachers. It provides a simple, effective and flexible guide to accessing the music curriculum.

<https://lpds.lancashire.gov.uk/publications.asp?q=music>



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

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

Lytham (Thursday) - Lytham St Annes Technology and Performing Arts College, Worsley Road, Lytham St Annes FY8 4DG
Head of Lytham Music Centre – Amy Campbell

St Bede's Lytham (Tuesday) - St Bede's Catholic High School, Talbot Road, Lytham FY8 4JL
Head of St Bede's Music Centre – Amy Campbell

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

Preston (Tuesday and Thursday) - Fulwood Academy, Black Bull Lane, Preston PR2 9YR
Head of Preston Music Centre – Chris Cull

Ormskirk (Wednesday) - Ormskirk School, Wigan Road, Ormskirk L39 2AT
Head of Ormskirk Music Centre – Chris Cull

Chorley (Monday) - Southlands School, Clover Road, Chorley PR7 2NJ
Head of Chorley Music Centre – TBA

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

Pendle (Thursday) - Pendle Vale College, Oxford Road, Nelson BB9 8JG
Head of Pendle Music Centre – David Parkins

For up to date details and times of activities at each centre please visit:
www.lancashiremusichub.co.uk

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
lsmc@lancashire.gov.uk

Cost

Ensemble Membership Fee
 (Access to all Ensembles)
 £25.00 per term

Tuition Charges Small Group
 (Max 4 pupils per group) £7.50 p/lesson
 20 minute individual £12.00 p/lesson
 30 minute individual £14.00 p/lesson
 40 minute individual £18.00 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.

Cost

Membership Fee
£40.00 per term

Membership also
includes access to
ensembles at your local
Music Centre

Lancashire Youth Symphony Orchestra

Lancashire Schools Symphony Orchestra

Lancashire Youth Brass Band

Lancashire Youth Jazz Orchestra

Lancashire Schools Jazz Orchestra

Lancashire Youth Concert Band

Jazz Youth Voice Ensemble

We accept new members throughout the year.

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





Lancashire Music Education Hub

The home for musical learning in Lancashire

Lancashire Music Education Hub (LMEH) 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

Secondary Upgrade Offer is available to all schools. To access this innovative initiative please visit:
<https://www.lancashiremusichub.co.uk/site/schools/secondary-school-music-upgrade/>

“

Working with Lancashire Music Education Hub has allowed our children to access specialised music teaching for a variety of instruments and to develop their creativity and musical skills. It complements the work we do with the wider music curriculum in school - allowing children to use skills learned with the LMS teachers to be used within class lessons and to support the work of our choir and band. It has also allowed us to access big musical events which the children love!
Paul Bowden Headteacher
 Slyne-with-Hest St Luke's Church of England Primary School

”

“

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 2021/2022

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. 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 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 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.

- 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.

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 WCIT 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 regular feedback on progress and achievement, 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 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 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.

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: Julie Bell, Head of Libraries, Museums, Culture and Archives
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 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
lancs.music@lancashire.gov.uk

Price list

Instrumental and Vocal Tuition

Small Group (34 weeks)

1 – 3 hours **£33.60 p/h**

3 hours + **£31.50 p/h**

Small Group (less than 34 weeks)

1 – 3 hours **£36.00 p/h**

3 hours + **£33.60 p/h**

Large Group (10+ students)

£35.00 p/h

Whole Class Instrumental Tuition (WCIT)

£1487.50 per academic year

1 hour 15 minutes x 34 weeks

Additional weeks £43.75

Maximum 34 pupils per class

One term option available

Curriculum Delivery

£51.00 p/h (minimum 2 hours)

Lancashire Rocks

£1190.00 per academic year

1 hour x 34 weeks

Maximum 34 pupils per class

Singing

Six-week Sing **£210.00**

One-off Workshop Up to 2 hours **£127.50**

Large Group (10+ students) **£35.00 p/h**

Resources and Support

Training and Consultancy

£150.00 per session

SMEP Visits **FREE**

GarageBand Project **£525.00** (one term)

Charanga Licences

Musical School & Music World **£195 per year**

VIP Studio Sessions **£354 per year**

FREE if purchasing LMS tuition for 34+ weeks

Charanga Recorder World Licence

First term

(including 33 recorders) **£165.00**

Subsequent terms **£65.00**

(also first term without recorders)



Calendar

34 week pattern for WCIT, 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)

September 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

February 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

May 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

34 Teaching Weeks

LMS Holidays

LMS Inset – Tutors unavailable

Floating week for rescheduled sessions

Bank Holidays

Term Start Date	Application Deadline	Nº of Teaching Weeks
13.09.2021	17.07.2021	12
01.11.2021 – mid term	04.10.2021	6
04.01.2022	01.12.2021	11
21.02.2022 – mid term	01.02.2022	5
25.04.2022	25.03.2022	11
06.06.2022 – mid term	09.05.2022	6

Contacts

For bookings call **01257 517116** lmssla@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
01257 517127 msinstruments@lancashire.gov.uk

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

PDP Billing Queries Cate Neary
01257 517138 lmispdp@lancashire.gov.uk

Music Centre Administration Pauline Franic
01257 517113 lmsmc@lancashire.gov.uk

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

For Head of Music Centre contacts please see page 13.

