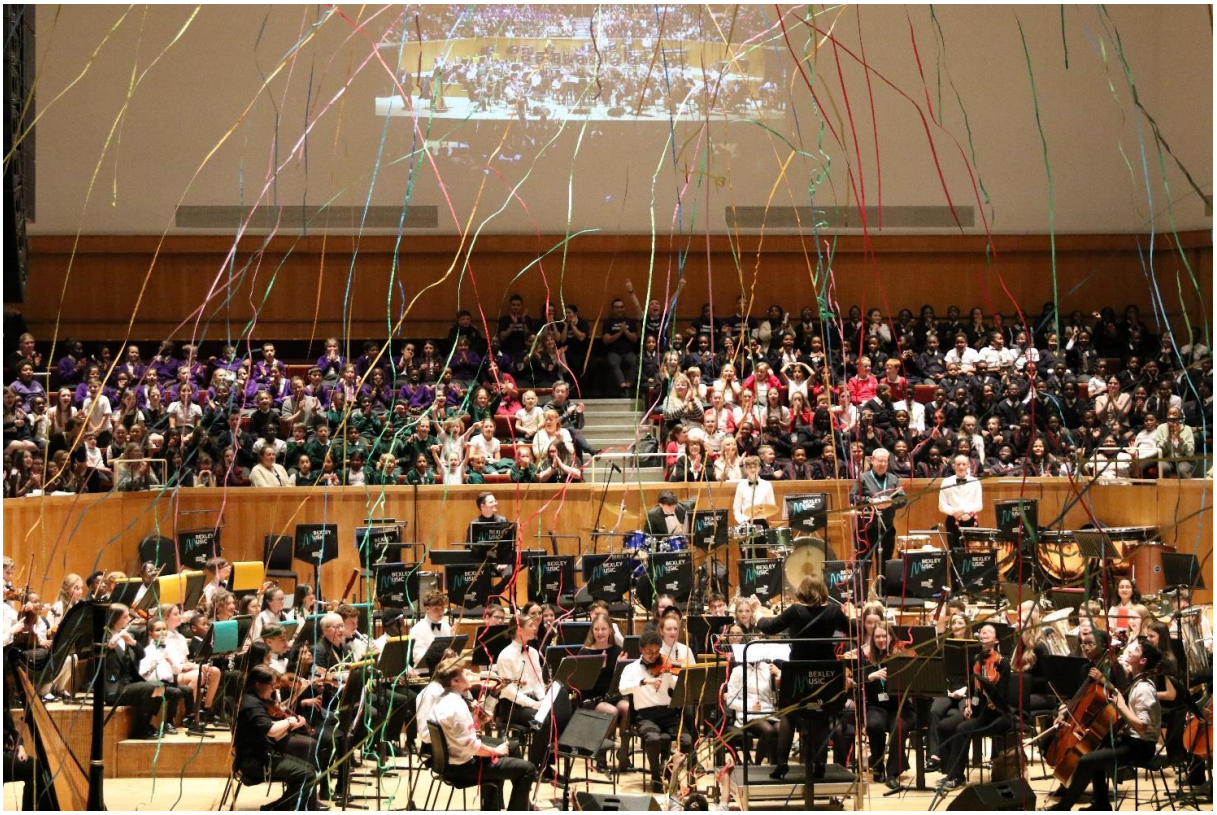
Part of London South East Academies Trust

BEXLEY MUSIC

Service Level Agreement

2024-2025

Official Provider of Music to the London Borough of Bexley

Bexley Music Education Hub

Bexley Music aims to enrich the lives of young people within the Borough of Bexley by providing opportunities for them to become actively involved in a wide variety of music activities.

Bexley Music is the lead organisation for the Bexley Music Education Hub which aims to ensure that all pupils have equal access to high quality music education.

We employ a team of specialised instrumental and class music teachers to deliver a wide range of musical activities who are all DBS checked and regularly monitored to ensure that delivery is of the highest standard.

We recognise and embrace the wealth of important skills and attributes that music can deliver to our young learners such as:

- Music boosts pupils' social development
- Music improves learning skills
- Music fosters team working
- Music builds life skills
- Music underpins better behaviour
- Music encourages creativity
- Music is for life
- Music is an educational building block
- Music is fun
- Music is for everyone

Music supports learners with special educational needs to develop confidence, improve coordination, develop fine motor skills and to engage in positive activities.

Principles of Bexley Music

A broad and balanced music education for all young people in school.

Music combines intellect and feeling to enable personal expression, reflection and emotional development. The need to encourage and develop musical feeling, thinking and enjoyment through participation in composing, performing and appraising (listening to and talking about) is fundamental to the work of the Bexley Music.

The provision of a high-quality instrumental teaching service that promotes the value and importance of instrumental tuition. Bexley Music seeks to work in close partnership with all Bexley schools to provide a service that matches their individual needs.

The provision of a broad and balanced programme of music making opportunities for young people in Bexley.

Participation in bands, ensembles, orchestras, choirs, and other music making activities supports the development of pupils' sense of achievement, self-worth, self-discipline, self-confidence and social awareness.

The ability and willingness to offer schools, pupils, parents and carers comprehensive advice about playing, maintaining and sustaining their instrumental programme.

Valuing pupils' understanding, skills, experience, and attitudes is fundamental to the work of Bexley Music.

Services that Bexley Music provides:

1. First Access Whole Class Instrumental Programmes
   Bexley Music will plan and deliver first access whole class instrumental tuition to each year 4 class (or to a mixed class where vertical streaming is in operation in the school) with one teacher from the school present and actively participating. Whole class instrumental programmes are heavily subsidised to give schools at least 10 free lessons an academic year in line with the Arts Council England's guidelines. This must be instrumental tuition (not vocal). The hour includes set-up/liaison time of up to 15 minutes and 45 minutes of contact.
   All instruments on loan remain the sole property of Bexley Music.

2. Clubs (Progression 2)
   Schools purchasing the First Access whole class provision can purchase a lunch time or after school club which will be on the instrument already being used in the classroom. This is 30 minutes or an hour in length.

3. Individual and Small Group Instrumental Tuition (Progression 1)
   Bexley Music will provide individual or small group instrumental tuition for 30 weeks across the academic year. Schools can charge parents for this service (but may choose not to). Schools can make a request to extend the amount of time purchased at any point during the academic year. Schools should be aware that where increased demand cannot be met from within existing staffing, there may be a delay to allow us to complete pre-employment checks for new Music Educators.

   The range of instruments currently taught includes:

   - Upper strings (violin and viola)
   - Lower strings (cello and double bass)
   - Woodwind (flute, oboe, clarinet*, bassoon*) *Reed allowance may be payable
   - Brass (trumpet, French horn, baritone, euphonium, trombone, tuba)
   - Guitar/ukulele
   - Piano/keyboard
   - Recorder
   - Percussion/drum kit

   Other instruments may be available on request – specific requirements should be discussed with Bexley Music.

4. Curriculum Teaching
   Bexley Music can provide a qualified teacher to provide curriculum music lessons for the full 38 weeks of the academic year. This can be used as PPA cover and the classroom teacher does not need to be present. (TAs need to be in place as per usual).

5. Specific whole class or small group projects planned in partnership with the school, paid for by the school.

6. All young people in the Borough of Bexley are welcome to access music groups and individual/paired lessons at Bexley Music (price list available on website: www.bexley-music.co.uk)

7. Where appropriate, instrumental teaching can lead to performance exams. Bexley Music offers external examinations which pupils receiving tuition with Bexley Music can take. This may be 'Music Medals' but Bexley Music also enters pupils for ABRSM and Trinity/Guildhall public examinations, for which parents will be required to pay an entry fee.

8. Bexley Music can provide experienced musicians to run or assist in the running of school bands, orchestras, and choirs. This can be done during lunchtimes or after school as well as during curriculum time.

9. Whichever option is purchased all pupils are encouraged to use the Music Service by becoming involved in one of the many musical groups available at Bexley Music. These ensembles are for a diverse range of instruments and are for all standards and abilities.

10. Bexley Music can provide instruments to pupils through their hire scheme (subject to availability). Bexley Music will charge parents directly for instrument hire – schools do not need to include this in their charges.

11. Continuing Professional Development: Bexley Music can provide trained and qualified teachers with considerable experience of the National Curriculum for Music, to lead whole-school and/or bespoke training. This may include mentoring new Music Coordinators, co-writing schemes of work and team-teaching, as well as providing whole-school staff training for non-specialist music teaching.

Responsibilities of Bexley Music to the School:

1. Provide suitably qualified staff to undertake music tuition.
2. Ensure that all Bexley Music staff have current enhanced DBS disclosures and undergo safeguarding training.
3. Link programmes to relevant school projects if required.
4. Develop progression pathways beyond first access tuition in partnership with the school.
5. Provide a link for each school for on-going communication.
6. Keep records of pupil progress and provide feedback, both to the school and to parents through annual reports.
7. Provide performances for the parents and other children of the school when requested.
8. Liaise with the music co-ordinator to discuss plans and options for tuition
9. Liaise with the school to plan timetables, keep registers and inform the school of any absences and endeavour to place a cover teacher into the school.
10. Liaise with the school in the selection of pupils for tuition.
11. Make every effort to accommodate all requests for tuition

Bexley Music's commitment to protecting your personal data:

Bexley Music is committed to protecting and securing any personal data that we collect and which we require to facilitate the services, transactional activities and support products that we provide to our schools. We take the protection of your personal data very seriously and adhere to current Data Protection regulations including the GDPR.

Where did we get your data from?

You provided us with the personal data we hold.

What is the legal basis and purpose for our holding your personal data?

The Personal Data we hold, and process is necessary for the performance of the employment contract to which you are party, and for Bexley Music to fulfil its responsibilities outlined in the section above (see 'Responsibilities of Bexley Music to the School').

To help us maintain a high quality of service, the school's responsibilities are to:

1. Provide a teacher to actively participate in whole class programmes (this would preferably be the class teacher for CPD purposes)

2. Provide a suitable room to undertake tuition, which should be available at the same time every week and which complies with Health and Safety regulations

3. Provide Bexley Music teachers with relevant information about pupils which may affect their tuition, such as special educational needs.

4. Provide Bexley Music teachers with relevant information about school policies and procedures, for example fire drill and safeguarding procedures and behaviour management strategies

5. Utilise and value pupils' musical skills in school and provide performance opportunities for children involved in whole class programmes and instrumental tuition.

6. Provide adequate safe storage for the instruments.

7. Provide information to Bexley Music about children receiving tuition to enable the completion of school reports and monitoring data returns to funding organisations (e.g. full names, Pupil Premium/Free School Meals/SEND status and ethnicity data)

8. Be responsible for collecting fees from parents where a decision has been taken to recharge parents for tuition.

9. Commit to a minimum amount of purchased time in advance (one term for Progression 1 and an academic year for First Access). Extra time can be purchased if there is an expansion of tuition in the school.

10. Give adequate notice should any event or circumstance prevent the delivery of the lesson. Failure to do this would incur a charge for the lesson (2 weeks' notice required). Every effort will be made to reschedule cancelled lessons if possible if required notice is given.

11. Ensure that since Bexley Music's teachers for PPA, First Access, Progression 1 and Progression 2 are supplied to teach music, they will not be used to cover any other subjects and activities.

12. Seek permission and pass on contact details of parents who have children learning an instrument in the Progression One provision. (Please see above for Data Protection)

IMPORTANT ADDITIONAL POINTS

- Reduction of teaching time: Notification of a reduction in teaching time for small group/individual teaching or other regular teaching, must be provided in writing to the Bexley Music office, giving notice of half a term (5 weeks). If Bexley Music is not notified of a reduction of time, 5 weeks' fees are payable in lieu of notice. Bexley Music recommends that schools set similar notice periods for parents when charging for tuition to ensure that costs are covered. Where a pupil leaves without giving the school the required notice it may be possible to substitute another pupil after these dates, provided that any new grouping of pupils is educationally sound, and the substitution does not result in a reduction of teaching time at the school.

- Unplanned school closure: Where the school has to be closed for circumstances that are out of the school's control and the school is unable to give at least 2 weeks' notice, for example due to bad weather, Bexley Music will endeavour to make up the lesson missed (First Access, Small Group Tuition, Clubs). Charges for contracted PPA cover lessons will still apply.

- Closures due to industrial action: Whole class provision (First Access/PPA) will remain in place and charges still applied. Progression One (small group tuition): If it is possible for our teachers to make up lessons missed due to industrial action, we will endeavour to do this.

Charges

School Provision

Tuition	Description	Cost
First Access	Whole class programme	£1485 (academic year of 30 weeks) If the school requires more than the allocated form entry this is charged at £49.50 per hour.
Progression 1	Individual and Small Group Instrumental Tuition	£49.50 (hourly for 30 weeks)
Progression 2	Clubs of 30 minutes or 60 minutes at lunchtimes or after school	£742.50 (half hour club) for 30 weeks £1485 (hour club) for 30 weeks
Curriculum Teaching/PPA Cover	Qualified teacher to provide curriculum music lessons for the full 38 weeks of the academic year	£49.50 per hour
Running School Bands, Orchestras or Choirs	Lunchtimes, after school, during curriculum time	£49.50 per hour
Music Workshops	Bespoke projects	Please contact Bexley Music for details
Continuing Professional Development (CPD)	e.g., Whole school staff training / SLT music assessment training / mentoring / team-teaching	Please contact Bexley Music for details
Extra Weeks	Over the allocated 30 weeks	£49.50 per class per hour contact time
External partnerships	Bespoke projects	Please contact Bexley Music for details

Instrument Hire (subject to availability)

Instrument	Pupils	Adults
ALL INSTRUMENTS*	**£90** per Academic Year	**£120** per Academic Year
CONCERT HARP	**£125** per Term	**£125** per Term
CELTIC HARP	**£115** per Academic Year	**£115** per Academic Year

*Excluding Celtic and concert harps

Charging, Remissions and Subsidy Policy

Our priority is to ensure that all children, young people, and other members of the community, regardless of background, can access high-quality, diverse music education and are encouraged to develop high aspirations for their musical engagement. Our *Charging, Remissions and Subsidy Policy* aims to ensure this is the case. We work flexibly with funders to help support as many families and young people as possible.

Bexley Music Bursary Awards: This is a fund financed by grants, awards and fundraising to ensure that the musical opportunities provided by Bexley Music Hub are accessible to all. Eligibility criteria and application forms are available from info@bexley-music.co.uk

For further details about our *Charging, Remissions and Subsidy Policy* please click on the following link:
https://bexley-music.co.uk/images/Policies/Bexley_Music_Hub_-_Charging_Remissions_and_Subsidy_Policy_-_Sept_2022.pdf

By booking Music tuition through Bexley Music, I agree to the terms of the Bexley Music Service Level agreement, as outlined in the above document:

X

Name of School (Print):
Name of Headteacher (Print):