

**Music Education Hub Funding to Schools
Terms, Conditions and Guidelines
April 2017 – March 2018**



Introduction

In 2012 Kent Music became the lead organisation for the Music Education Hub for Kent. Kent is the second largest Music Education Hub in England working with nearly 600 state schools and a range of partners to deliver services that fulfil the four core roles of Music Education Hubs.

The following are Terms, Conditions and Guidelines for the usage of funds allocated to schools through Kent Music in its role as the lead organisation for Music Education in Kent.

If any of these conditions are not met Kent Music has the right to cease funding at any time.

Useful terms and definitions:

Annual survey: Kent Music's annual online survey which is sent out in the summer term.

CPD: Continuing Professional Development.

Music Education Hub: groups of organisations – such as local authorities, schools, other hubs, art organisations, community or voluntary organisations – working together to create joined-up music education provision, respond to local need and fulfil the objectives of the hub as set out in the national plan for music education.

MusicPlus: is the name for KS2 Whole Class Instrumental Tuition (WCIT) in Kent. This should be delivered over 30 weeks for the duration of 1 hour a week.

MusicPlus Digital: Kent Music's online Ukulele resource for KS2.

Quality Assurance: Kent Music's supportive and teacher specific programme linking to relevant training and peer mentoring.

Summary of actions needed to secure funding

Key Stage 1

- ✓ Your school completes the annual survey
- ✓ Your music activity fulfils the applicable core roles of the Music Education Hub as stated in 1.1.

Key Stage 2

- ✓ Your school completes the annual survey
- ✓ You send/ensure that your *MusicPlus* practitioner attends one Kent Music KS2 CPD course per academic year OR a relevant external CPD course
- ✓ You provide whole class instrumental tuition to at least one year group for the minimum of one full term as stated in 1.1.
- ✓ You take part in the Quality Assurance programme

Key Stage 3/4

- ✓ Your school completes the annual survey
- ✓ Your music activity fulfils the applicable core roles of the Music Education Hub as stated in 1.1.

SEN/D Schools

- ✓ Your school completes the annual survey
- ✓ Your music activity fulfils the applicable core roles of the Music Education Hub as stated in 1.1.

ALL SCHOOLS

1. General Funding information

- 1.1 Where funding is provided to schools, it is to assist in enabling the four core roles of Music Education Hubs as outlined by Arts Council England:
- **First Access:** Ensure that every child aged 5-18 has the opportunity to learn a musical instrument through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term).
 - **Ensembles:** Provide opportunities to play in ensembles and to perform from an early stage.
 - **Progression Routes:** Ensure that clear progression routes are available and affordable to all young people.
 - **Singing:** Develop a singing strategy to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area.
- 1.2 Funding received by the school from the Music Education Hub must be listed as restricted funds in the accounts of the school.
- 1.3 The school acknowledges that the grant comes from public funds, ring-fenced for music, and will not use the grant for any purpose other than to support the delivery of the four core roles.
- 1.4 Funding runs from April to March as per the financial year. Kent Music administers the funds to schools as follows:
KS1, 3 and SEND schools, May to March, 11 monthly instalments (including a double payment in May)
KS2, September to March, 7 monthly instalments
- 1.5 **Funding from the Music Education Hub is not a direct entitlement and schools need to adhere to these terms and conditions for each Key Stage in order to ensure they continue to receive funds.**

2. Monitoring and Reporting

- 2.1 Kent Music is required by the Arts Council England (ACE) to provide details every year on how this ring-fenced funding is being spent in schools. It is therefore a requirement of the receipt of this funding that schools complete an annual survey from Kent Music, the results of which are fed back to ACE. **NON COMPLETION OF THIS SURVEY WILL RESULT IN FUNDING BEING STOPPED.**
- 2.2 The school agrees to work with and meet Kent Music administration staff when necessary in order to ensure that music activities that are funded are being delivered.

3. Crediting

- 3.1 Funding for Kent Music is from the Department for Education, managed by Arts Council England. Arts Council England has produced a logo to be used when crediting funding from Music Education Hubs. The logo is available at <http://www.artscouncil.org.uk/document/brand-guidelines-module-one-appendix>
- 3.2 The ACE logo MUST be used on all printed material used to for public events that are funded by the Music Education Hub. Schools do not have to use this logo on their website if they are receiving funding for KS1, KS2 or KS3 tuition. The logo is only required to be used for public events which have been funded using ACE funding received from Kent Music.

KS1 MAINSTREAM SCHOOLS

4. KS1 Funding contribution for mainstream schools

- 4.1 Where a funding contribution is provided for Key Stage 1, it will be paid directly to schools on the 20th of each month, commencing May 2017 with a double payment. This will be followed by a further 10 equal payments.
- 4.2 Where funding is provided to schools at Key Stage 1 it is allocated at the level of £3 per head with a minimum allocation of £100. This is based on 2012 KCC school census numbers.
- 4.3 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.
- 4.4 Funding should be used to:
- enable schools to run early years programmes led by suitably skilled music practitioners
 - buy appropriate KS1 resources
- All funding should be used with a long term investment in mind and NOT to pay for one-off events.
- 4.5 Kent Music reserves the right to ask schools providing music at KS1 to account for their spending at any point.

KS1 Continuing Professional Development (CPD)

- 4.6 For any KS1 music teacher we would encourage engagement in the Kent Music KS1 CPD offer. KS1 music specialists will be available to work with your school and we can advise your department on relevant national resources and training opportunities that are available. Keep up to date on our offer at www.kent-music.com/cpd or contact your local area leader.

KS2 MAINSTREAM SCHOOLS

5. KS2 Funding contribution for mainstream schools

- 5.1 Where a funding contribution is provided to schools for Key Stage 2, it will be provided in seven equal instalments from September 2017 to March 2018. Funds will go directly to schools on the 20th of each month (unless a school employs a Kent Music teacher, see point 5.18).
- 5.2 Where a funding contribution is provided to schools at Key Stage 2 it is allocated at the level of £6.66 per head with a minimum allocation of £600. This is based on 2012 KCC school census numbers.
- 5.3 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.
- 5.4 At KS2, if the financial contribution does not cover all expenditure for the *MusicPlus* provision the school is expected to contribute to this funding.

KS2 provision: *MusicPlus*

- 5.5 All mainstream schools in receipt of funding at KS2 are required to use this contribution to deliver a whole class music programme, led by either a classroom teacher who is a competent musician or a specialist instrumental teacher. This will fulfil Core Role 1.
- 5.6 All whole class programmes should address the main aims and outcomes of the *MusicPlus* framework. These outcomes can also be achieved through delivering the *MusicPlus Digital* (Ukulele) programme.
- 5.7 *MusicPlus* and *MusicPlus Digital* involve weekly teaching preferably taking place over 30 weeks. All *MusicPlus* projects that Kent Music provides will automatically be 30 weeks (where there is teacher availability).

KS2 provision: Continuing Professional Development (CPD)

- 5.8 It is a **compulsory** part of the *MusicPlus* framework that, for reasons of Quality Assurance and to enable whole class music teachers in Kent to continue developing their own skills, *MusicPlus* teachers attend one session of professional development each academic year.
- 5.9 *MusicPlus* teachers **MUST** sign up to attend CPD **before 1st March 2018** (Kent Music CPD OR other relevant CPD) and Kent Music must be made aware of this attendance. It is imperative, should a teacher be unable to attend training after sign up that they contact Kent Music to arrange an alternative.
- 5.10 **If your *MusicPlus* teacher does not sign up to ANY whole class CPD before 1st March 2018 Kent Music will withhold the final KS2 March payment until sign up and attendance has been confirmed. Refunded payments will be made in September. If no confirmation is given of CPD attendance or sign up before 31st August this payment will not be refunded.**
- 5.11 Ideally, *MusicPlus* projects should run for 30 weeks across an academic year. Some schools may choose to run shorter projects due to timetabling constraints. CPD is an additional requirement.
- 5.12 The annual Kent Music CPD programme will be posted on our website in the Autumn term 2017 to enable all *MusicPlus* teachers to sign up to at least one course of their choice. Teachers can also sign up to external CPD (non Kent Music) and this can count as their CPD attendance providing it is relevant to whole class teaching. Teachers will need to pay for the cost of any external CPD attendance (where applicable) whereas the first attendance at a Kent Music CPD session is free. Kent Music needs to be provided with proof of attendance to any external CPD session.
- 5.13 CPD attendance and cover:
Classroom teachers:
- If attendance at CPD means that there is a need to be absent during school hours for any length of time, a proportion of the Music Education Hub funding contribution should be used by the school to pay for cover.
- Peripatetic teachers
- If your chosen CPD session clashes with any planned teaching, you are advised to give plenty of notice and rearrange sessions where possible, including any *MusicPlus* teaching.
 - Kent Music *MusicPlus* teachers: If the school you are teaching in has requested 30 weeks of *MusicPlus* teaching you should submit a travel claim for the CPD session detailing any travel over 20 miles, each way.
- Schools
- Music Education Hub funding should be used to pay for cover costs if your classroom teacher needs to attend external *MusicPlus* CPD. Schools should work with their visiting peripatetic teachers to set cover lesson content in any given week if the teacher has to attend CPD.

Quality Assurance and planning

- 5.14 Every instrumental teacher delivering a *MusicPlus* project that is funded by the Music Education Hub may be subject to a Quality Assurance visit between September 2016 and July 2017. **The school is expected to comply with the entire mentoring process to ensure the continuation of funding.**
- 5.15 The teacher leading the *MusicPlus* programme should be able to produce a lesson plan for the observed lesson and this should have been created as part of ongoing planning. Kent Music reserves the right to look at this scheme of work as part of its quality assurance process.

Lesson Support

- 5.16 Where *MusicPlus* is led by a visiting peripatetic teacher, a class teacher or teaching assistant **MUST** be present during the *MusicPlus* lesson to support the visiting teacher and help with classroom management.
- 5.17 A class list should be given to all visiting peripatetic teachers at the start of the academic year. This list must include details of students' names, SEN/D and language (EAL) needs for the visiting teacher's reference. Learning can be significantly enhanced when such information is present and is compromised when not.

Kent Music

- 5.18 If a school has chosen a whole class teacher who is employed by Kent Music (KM) to deliver their music provision at KS2 funds for that provision will be directed to Kent Music instead of coming directly to the school's bank account. Schools will be invoiced a minimum of £150 per 1hr project for the year. Projects over 1hr and less than 30 weeks will be calculated on a pro rata basis. Schools should contact the Tuition and Registration Department of Kent Music if they have queries about this provision.

Guidelines for mid-year changes in provider

- 5.19 During an academic year, for a number of reasons it is possible that some KS2 projects may change providers from a Kent Music teacher to a private, non-Kent Music teacher and vice versa. In such circumstances the following outlines the ways that the Music Education Hub will deal with your funding:
- Non-KM to KM teacher – your direct-to-bank-account payments will cease and KM will invoice your school on a pro-rata basis depending on the length of your remaining project(s). (see point 5.18 for KM whole class provision charges)
 - KM teacher to Non-KM teacher – Your school will have been invoiced for your *MusicPlus* project at the start of the year. You will be refunded this payment on a pro rata basis depending on when your teacher changes. Your funding contribution from the Music Education Hub will be reinstated and backdated where applicable.

KS3/4 MAINSTREAM SCHOOLS

6. Funding contribution for mainstream KS3 and KS4

- 6.1 Funding to secondary schools will be paid directly to schools on the 20th of each month, commencing May 2016 with a double payment. This will be followed by a further 10 equal payments.

- 6.2 Where funding is provided to schools at Key Stage 3/4 it is allocated at the level of £3 per head. This is based on 2012 KCC school census numbers.
- 6.3 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.
- 6.4 Funding at KS3/4 must enable the school to deliver extra-curricular activities that support the 4 core roles of the Music Education Hub.
- 6.5 Kent Music reserves the right to ask Secondary Schools to account for their spending at any point.

SEN/D SCHOOLS

7. Funding for SEN/D Schools

- 7.1 All funding to SEN/D schools (KS1, 2, 3, and 4) will be paid on the 20th of each month, commencing in May 2016 with a double payment followed by a further 10 equal payments.
- 7.2 Where funding is provided to SEND schools it is allocated at the level of £3 per head with a minimum allocation of £100 for KS1, £6.66 per head with a minimum allocation of £500 for KS2 and £3 per head at KS3 (no minimum allocation). This is based on 2012 KCC school census numbers.
- 7.3 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.
- 7.4 Funding should be used to:
- enable schools to run music programmes led by suitably skilled music practitioners;
 - buy appropriate resources;
 - buy/hire instruments to enable instrumental learning including technology.
- 7.5 Kent Music reserves the right to ask SEN/D Schools to account for their spending at any point.