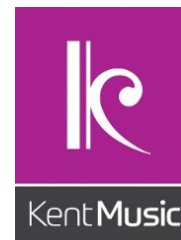


Music Education Hub Funding to Schools Terms, Conditions and Guidelines April 2018 – March 2019



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 state 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:

ACE: Arts Council England

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

CPD: Continuing Professional Development.

MEH/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.

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.

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ALL STATE 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:
- **Whole Class Instrumental Tuition (WCIT):** Ensure that every child aged 5-18 has the opportunity to learn a musical instrument through whole-class instrumental teaching programmes for ideally a year at KS2 (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 Between April and March, as per the financial year Kent Music will administer 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
- 1.4 **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 staff when necessary in order to ensure that music activities that are funded are being delivered.

3 Quality Assurance

- 3.1 The 2013 Ofsted report "Music in Schools: what hubs must do" stated that music education should "have regular supportive, challenging conversation with each of their schools about the quality of music education". Because of this Kent Music reserves the right to quality assure any of its funded activity at any time.

4 Crediting

- 4.1 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>
- 4.2 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.

5 Kent Music Teaching

Our Commitment to Schools and Education Providers:

- Kent Music offers experienced music teachers, without the school incurring employment costs or overheads (including new IR35 NI costs for schools engaging intermediaries)
- Our teachers are subject to a monitoring (quality assurance) system, and are supported with a training programme throughout the year, including mandatory and regular Child Protection training
- All staff working with children and young people have a current enhanced disclosure through the Disclosure & Barring Service

KS1 MAINSTREAM SCHOOLS

6 KS1 Funding contribution for mainstream schools

6.1 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.

6.2 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 2018 with a double payment. This will be followed by a further 10 equal payments.

6.3 Funding levels for Key Stage 1 are set at £2.50 per head with a minimum allocation of £100. This is based on 2017 KCC school census numbers.

6.4 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.

6.5 It is 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.**

6.6 Kent Music reserves the right to ask schools providing music at KS1 to account for their spending at any time.

KS1 Continuing Professional Development (CPD)

6.7 For any KS1 music teacher we would encourage engagement in on-going CPD. Kent Music provides KS1 CPD where there is need, particularly through network meetings. Keep up to date with our offer at www.kent-music.com/cpd, contact your local Area Leader (details on Page 1) or come along to any network meeting.

KS2 MAINSTREAM SCHOOLS

7 KS2 Funding contribution for mainstream schools

- 7.1 All mainstream schools in receipt of funding at KS2 are required to use this funding, in the first instance to provide a *MusicPlus* project (whole class music project). If the school is already funding this provision themselves then the funding can be used to enable continuation projects, see point 7.11
- 7.2 Where a funding contribution is provided to schools for Key Stage 2, it will be provided in seven equal instalments from September 2018 to March 2019. Funds will go directly to schools on the 20th of each month (unless a school employs a Kent Music teacher, see point 7.20).
- 7.3 Funding levels for Key Stage 2 are set at £6.00 per head with a minimum allocation of £600. This is based on 2017 KCC school census numbers.
- 7.4 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.
- 7.5 It is 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.**
- 7.6 Kent Music reserves the right to ask schools providing music at KS2 to account for their spending at any time.

KS2 provision: *MusicPlus*

- 7.7 At KS2, if the financial contribution does not cover all expenditure for the *MusicPlus* provision the school is expected to contribute to this funding.
- 7.8 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.
- 7.9 *MusicPlus* projects should be a minimum of 1 full term (at least 10 weeks) in length. *MusicPlus Digital* involves weekly teaching preferably taking place over 30 weeks.
- 7.10 Instruments are provided free of charge where needed for *MusicPlus* projects. More details on this can be found by contacting our instrument department. Contact details can be found on page 1.

KS2 provision: *MusicPlus* continuation projects

- 7.11 Schools that pay for their own whole class projects and lead these with a competent classroom teacher or employ an in-school specialist should ensure that their funding is spent on **continuation projects** i.e. further whole class provision in other year groups or continuation clubs. This will enable us as the music education hub to start addressing the drop off in musical learning that occurs after *MusicPlus*.

For help or guidance with this please contact your Area Leader. Contacts are on page 1 of this document.

KS2 provision: Continuing Professional Development (CPD)

- 7.12 It is expected that all *MusicPlus* teachers attend one session of professional development each year. This enables whole class music teachers in Kent to continue developing their own skills. CPD for Kent Music teachers is compulsory – all Kent Music *MusicPlus* teachers must attend CPD on an annual basis.

Kent Music provides a relevant and constantly updated CPD offer for KS2 teachers. All teachers are welcome to attend any of our CPD sessions and we also encourage teachers to attend external CPD events if they are relevant to whole class teaching. We will ask for CPD attendances to be detailed in the annual survey.

- 7.13 For all teachers, CPD is an additional requirement on top of any teaching that takes place.
- 7.14 The cost of CPD attendance for *MusicPlus*:
Non KM teachers will need to pay for the cost of any external CPD attendance (where applicable) whereas attendance at any twilight Kent Music CPD session is free. Conferences will incur a small charge.
Kent Music teachers need to consult their contract for information on claiming for the cost of CPD.

- 7.15 Cover for *MusicPlus* CPD attendance:
Advice to 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 received by the school should be used to pay for cover.
Advice to 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.
Advice to schools:
Music Education Hub funding can be used to pay for cover costs when your classroom teacher attends CPD for *MusicPlus*. 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

- 7.16 Every instrumental teacher delivering a *MusicPlus* project that is funded by the Music Education Hub may be subject to a Quality Assurance visit at any time. **The school is expected to comply with the entire mentoring process to ensure the continuation of funding.**
- 7.17 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 planning as part of its quality assurance process.

Lesson Support

- 7.18 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.
- 7.19 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 delivery

- 7.20 If a school has chosen to engage a Kent Music tutor 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 form entry for the year to cover 30 weeks of provision. Projects over one hour in duration and less than 30 weeks in length will be calculated on a pro rata basis. Schools should contact the Customer Services Department at Kent Music if they have queries about their Kent Music provision.

Guidelines for mid-year changes in provider

- 7.21 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 7.20 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. If KM is unable to fulfil your requested provision due to teacher availability the payment can be refunded this payment on a pro rata basis. If a school chooses to change their provision mid-year

the payment will not be refunded. All other circumstances regarding a request for a refund will be dealt with on a case by case basis.

KS3/4 MAINSTREAM SCHOOLS

8 Funding contribution for mainstream KS3 and KS4

8.1 For KS3/4 mainstream schools funding is provided to meet the fees of visiting musicians who are proven to be competent at delivering the musical activity for which they are engaged. This can include:

Ensembles that enable students to progress with their music making

Choirs or other vocal groups.

Other programmes such as music technology clubs or song writing sessions that enable children and young people to learn creative skills and express themselves through music.

8.2 This funding **cannot** be used for the following:

Supporting the costs of instrumental and vocal tuition

Students can apply to the Kent Music bursary fund for up to 75% of the costs of their tuition. Information on this can be found on our website.

In addition, if students need financial support to help with the costs of instrumental and vocal tuition we encourage schools to consider the use of Pupil Premium funding to support these costs.

Purchase and hire of musical instruments

This DfE funding cannot be used for the purchase or hire of musical instruments. There are 3 reasons for this: firstly, purchasing instruments could be unnecessary and may leave the school with surplus instruments in the event that the student discontinues their tuition; secondly, Kent Music has a large stock of instruments and it is cheaper for a school to hire than purchase; thirdly, students accessing our bursary scheme will receive a free instrument.

Exceptions to this may be made where Kent Music does not have the required instrument(s) in stock. Any purchases or hires must be notified /discussed in advance with your Area Leader (contact detail on page 1)

An addition to a music teachers wage

This DfE funding is not intended to subsidise costs for heads of music or music teachers in music departments to undertake curricular or extra-curricular activities unless the school is able to demonstrate that the teacher(s) are not being paid to run activities in addition to their salary. Otherwise we would consider this to be double funding.

8.3 Funding to secondary schools will be paid directly to schools on the 20th of each month, commencing May 2018 with a double payment. This will be followed by a further 10 equal payments.

8.4 Where funding is provided to schools at Key Stage 3/4 it is allocated at the level of £2.50 per head. This is based on 2017 KCC school census numbers.

8.5 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered

8.6 It is 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.**

- 8.7 Kent Music requires you to account for both past spending and proposed future spending in the annual survey which is released in the spring term. We also reserve the right to ask schools to account for their spending at any point in the academic year.

SEN/D SCHOOLS

9 Funding for SEN/D Schools

- 9.1 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.
- 9.2 All funding to SEN/D schools (KS1, 2, 3, and 4) will be paid on the 20th of each month, commencing in May 2018 with a double payment followed by a further 10 equal payments.
- 9.3 Where funding is provided to SEND schools it is allocated at the level of £2.50 per head with a minimum allocation of £100 for KS1, £6.00 per head with a minimum allocation of £500 for KS2 and £2.50 per head at KS3 (no minimum allocation). This is based on 2017 KCC school census numbers.
- 9.4 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered.
- 9.5 It is 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.**
- 9.6 Kent Music reserves the right to ask SEN/D Schools to account for their spending at any time.