



MusicPlus Tuition Agreement

Terms, Conditions and Expectations for Schools

September 2020 - August 2021

Definitions:

MusicPlus: is the name for the part funded KS2 Whole Class Instrumental Tuition (WCIT) in Kent which takes place in one year group in KS2

MusicPlus Digital: Kent Music's streamable blended learning resource for teaching MusicPlus Ukulele programmes in KS2

Quality Assurance: Kent Music's supportive and teacher specific programme involving lesson observations, relevant training and peer mentoring

School 'term': in this document refers to 'long' terms, i.e. autumn, spring or summer (3 per year)

Abbreviations:

ACE: Arts Council England

SLA: Service Level Agreement – a separate document outlining the provision that Kent Music will provide for you

The SLA and these terms and conditions will take effect once teaching has begun.

Expectations

By engaging Kent Music for *MusicPlus* tuition the school agrees to:

- provide a class teacher or teaching assistant who will be present during the *MusicPlus* lesson to support the visiting teacher and help with classroom management and Health and Safety issues (see Lesson Support section below)
- provide suitable teaching accommodation for the class size and the type of instrument being taught
- an anonymised or verbal list should be given to all visiting peripatetic teachers delivering *MusicPlus* at the start of the academic year. This list can 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. give sufficient notice of planned missed sessions as detailed below
- adhere to the term and conditions as detailed below
- provide contact details of the school music lead to our teacher ensuring that conversations about delivery, content and any H&S issues are discussed prior to the project starting
- Abide by the instrument hire terms and conditions.

In addition to the above, if using the *MusicPlus Digital* resource the school agrees to:

- organise training, if applicable (dependent on resource usage) for classroom teachers
- communicate regularly with the Kent Music teacher to ensure transition between digital and non-digital lessons is coherent

By partnering with the school Kent Music agrees to:

- provide the school with a teacher who has undergone enhanced DBS checks, annual safeguarding training, and *MusicPlus* CPD
- regularly quality assure all *MusicPlus* teachers
- ensure that all Kent Music teachers attend relevant CPD on an annual basis

Terms and Conditions

Funding

Kent Music *MusicPlus* projects are designed to be 30 weeks in length with one hour per class of teaching time. *MusicPlus* provision is part funded by ACE through a grant to Kent Music. This funding covers a substantial part of the cost of the programme and schools are expected to make up the difference which amounts to £150 per class/project (£50 per term) for an academic year.

Projects that differ from 30 weeks in length or one hour (either shorter or longer) in will be calculated on a pro rata basis:

3 TERMS/ 30 WEEKS	Number of Forms/Projects	1	2	3	4
	Lesson time (minutes)				
30		£150.00	£300.00	£450.00	£600.00
60		£150.00	£300.00	£450.00	£600.00
75		£187.50	£375.00	£562.50	£750.00
90		£225.00	£450.00	£675.00	£900.00

Kent Music Annual Survey

In order for Kent Music to access the ACE funds that subsidise *MusicPlus* it is a requirement that schools complete an annual survey from Kent Music, the results of which are fed back to ACE. **NON COMPLETION OF THIS SURVEY WILL MEAN THAT DISCOUNTED PROVISION WILL NOT BE AVAILABLE.** This means that the school will then be charged the full amount for their *MusicPlus* provision which is currently a charge of £36 per hour.

The nature of the questions in the survey are such that it has to be completed by the school and cannot be delegated to the Kent Music tutor who is delivering the *MusicPlus* teaching.

Lesson support for Kent Music Staff

A teacher/TA from the school must be present at all *MusicPlus* lessons. This is to assist our teacher with Health and Safety issues, behaviour management, pupil information and support. If in addition to this a Kent Music teacher delivering a *MusicPlus* session within a school is in need of further teaching support this should be provided by the school when requested. Kent Music reserves the right to contact any school to ensure that classroom support is present during music lessons (see expectations above). Should measures not be put in place for our teacher Kent Music reserves the right to withdraw teaching with immediate effect. It is our aim in the first instance to work with schools to create the best learning environment for students to enable progress.

Quality Assurance visits

These can take place at any time during the academic year and schools should allow our mentors access to the lesson to observe our teacher. If a Kent Music teacher works in multiple schools, they will not be observed in every school setting they work in unless specifically requested by a particular school.

To discuss Quality Assurance please contact our Senior Manager (Tuition & Centres), Trevor James:

tjames@kent-music.com

Instruments

Under this *MusicPlus* agreement, the School and/or pupils are entitled to free instruments from Kent Music for the duration of the project. Please contact our Musical Instruments team on 01622 358442 or musicresources@kent-music.com for more details.

Kent Music Staff Absence

In the event of staff absence due to illness or other unforeseen circumstances, Kent Music reserves the right to deploy substitute teachers to complete the tuition arranged under the Service Level Agreement. This will be done in consultation with the school.

Missed sessions

Schools must let the Kent Music customer services team know (customerservices@kent-music.com) at the start of this agreement about any trips, closures or dates when teaching cannot take place. A minimum of four weeks' notice should be given of any cancelled teaching session. However, if closures are unforeseen, please endeavour to give at least a week's written notice (email is acceptable).

Changes to scheduled provision including cancellation

Schools can only make significant changes to their provision (teacher, instrument or timetabling) at the end of an academic year.

All communication regarding changes for the new academic year should be through Kent Music Customer Services and not with the teacher. Schools will be contacted directly by Kent Music and via the Kent Music Annual Schools Survey in the summer term to confirm or make changes to the next year's *MusicPlus* provision.

If Kent Music are unable to meet a school's needs, details on how to source an alternative provider for *MusicPlus* tuition will be provided.

See "[Music Education Hub Funding to Schools Terms, Conditions and Guidelines](#)" document for arrangements regarding funding in this situation.

Kent Music cannot take responsibility for lessons cancelled by the school but does agree to re-arrange lessons by mutual agreement provided advance notice has been given provided there is enough time left in the academic year. Missed sessions will not be carried over into subsequent academic years.

Kent Music will only change or cancel teaching in the following circumstances:

KM teacher maternity cover, KM teacher resignation, upheld complaints by the school or KM teacher, long-term Kent Music teacher sickness or by mutual agreement of both parties. If a school decides to not accept any alternative offer made to them, they will need to source alternative provision and cancel their SLA with Kent Music.

Please see below for information on refunds.

Complaints

If a school would like to raise any concerns or complaints about the *MusicPlus* programme or a Kent Music teacher deployed to them for *MusicPlus* provision they can do so by emailing the details to our customer services department: customerservices@kent-music.com. All complaints/issues must be submitted in writing.

If any issue or complaint brought by the school leads to a Kent Music teacher withdrawing from the provision Kent Music will work with the school to reschedule the teaching. However, if a school chooses to cancel their SLA with Kent Music, we will provide details on how to source an alternative provider for *MusicPlus* tuition.

See "[Music Education Hub Funding to Schools Term, Conditions and Guidelines](#)" document for arrangements regarding funding in this situation.

Refunds

Full or pro rata refunds of a school's contribution can be given providing that there has not been a breach of these Terms and Conditions.

Payments

The School agrees to make prompt payment within 14 days on receipt of Kent Music invoices.