

Music Education Hub Funded Opportunities for Schools

Terms, Conditions and Guidelines

April 2022 - March 2023



Introduction

In 2012 Kent Music became the lead organisation for the Music Education Hub for Kent. The KENT Hub works with nearly 600 state schools and a range of partners to deliver services that fulfil the four core roles of Music Education Hubs, as outlined by Arts Council England.

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.

Useful definitions and acronyms

ACE: Arts Council England

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

CPD: continuing professional development

DfE: Department for Education

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, responding to local need and fulfilling the objectives of the hub as set out in the national plan for music education.

MusicPlus: is the name for the funded KS2 Whole Class Instrumental Tuition (WCIT) programme in Kent provided by Kent Music and other music education providers. The programme incorporates whole class instrumental teaching, CPD offer and Quality Assurance.

MusicPlus Digital: Kent Music's online resource for whole class KS2 ukulele tuition.

National Plan for Music Education (NPME): a government document published in November 2011 which sets out the four core roles and three extension roles which, locally, Music Education Hubs are responsible for delivering with schools. They outline how hubs should provide access, opportunities and excellence in music education for all children and young people.

Quality Assurance: Kent Music's supportive programme for assuring the quality of music provision.

Contacts

School Support Team

If you have further questions about Kent Music's funded opportunities for schools, we ask that you contact the School Support Team where they will be able to answer your questions about MusicPlus provision and providers, ensemble leaders, CPD, bespoke support and resource access. Find the School Support team and how to get in touch with them on our website at: <https://www.kent-music.com/meet-the-team/>

Area Managers

Your Area Manager is on hand to support with funded opportunities and can advise you directly about the needs of your school. Find your local Area Manager and how to get in touch with them on our website at: www.kent-music.com/area-managers/

Customer Services

The Customer Services team are available to discuss funded opportunities with schools, including MusicPlus provision and set up, engaging an ensemble leader and continuation customerservices@kent-music.com

GENERAL GUIDANCE FOR ALL STATE SCHOOLS

1. General Information on Funded Opportunities

- 1.1. Where funded opportunities are provided to schools, it is to assist in the enabling of core roles one and two and extension role one of Music Education Hubs as outlined by Arts Council England. These are:
 - **Whole Class Instrumental Tuition (WCIT):** Ensure that every child aged 5-18 has the opportunity to learn a music 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 age.
 - **Professional Development:** Offer Continuous Professional Development (CPD) to school staff, particularly in supporting schools to deliver music in the curriculum.
- 1.2. The action of providing funded opportunities to schools is a choice made by Kent Music and not a directive from the Arts Council England (ACE). Every Music Education Hub will engage with their schools differently.
- 1.3. Kent schools engaging in funded opportunities must adhere to the terms and conditions for each key stage in order to access funded opportunities with Kent Music. Kent Music reserves the right to stop funded projects and opportunities at any point in the year in any school and at any key stage if the Terms and Conditions are not adhered to.

2. Kent Music Annual Survey, Monitoring and Reporting

- 2.1. Kent Music is required by ACE to provide annual data showing the impact of the funded opportunities they provide. It is therefore a requirement of the receipt of funded projects and opportunities that schools complete the annual survey from Kent Music, the results of which are fed back to ACE.

NON-COMPLETION OF THIS SURVEY WILL RESULT IN FUNDED OPPORTUNITIES BEING LIMITED

3. Quality Assurance

- 3.1. The 2013 Ofsted report 'Music in Schools; what hubs must do' stated that music education hubs should 'have regular supportive, challenging conversations with each of their school about the quality of music education'. Because of this, Kent Music reserves the right to quality assure any of its funded opportunities at any time.
- 3.2. Kent schools in receipt of funded projects and opportunities must agree to work with and meet Kent Music staff when necessary, to ensure that all funded activities are of a high standard and quality.

4. Crediting

- 4.1. Funding comes 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 <https://www.artscouncil.org.uk/advice-and-guidance-library/logo-and-guidelines#section-5>
- 4.2. The ACE logo MUST be used on all printed material used 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 in receipt of projects and opportunities funded by the hub. 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 Teachers

Our commitment to Schools and Education Providers:

- Kent Music and their partnership providers offer experienced teachers, without the school incurring employment costs or overheads
- Our teachers and the teachers of our partnership providers are subject to a monitoring (quality assurance) system and are supported with a training programme throughout the year, including mandatory Child Protection training.

- All staff working with children and young people have a current enhanced disclosure through Disclosure & Barring Service

FUNDED OPPORTUNITIES FOR SCHOOLS

6. Funded Opportunities

The options for funded opportunities that Kent Music provide will differ slightly based on the type of school accessing them. The diagram below demonstrates what is on offer for different schools.

- 6.1. Each school will be able to access free CPD opportunities and will then be able to select one other funded opportunity that will be funded by Kent Music.
- 6.2. Schools may wish to engage in more than one funded opportunity per school year. In this case, schools would be required to financially contribute towards additional support.
- 6.3. Schools will be asked to apply for their funded opportunity in the summer term ahead of the academic year they wish to access it in. Kent Music will endeavour to allocate schools their first choice of funded opportunity where possible.
- 6.4. Schools will be required to complete the Kent Music annual survey to access funded opportunities
- 6.5. Funding cannot be used to:
 - subsidise the costs of 1-1 or small group tuition*
 - buy, hire, or mend instruments*
 - pay for performance licenses
 - pay for one-off events and workshops
 - purchase stationery
 - pay for salaried staff

**Students can apply to the Kent Music bursary fund to support the costs of their tuition. Information on this can be found on our website. In addition, if students need financial support to help with costs of instrumental and vocal tuition, we encourage schools to consider the use of Pupil Premium funding to support their costs.*

	Infants schools	Junior and primary schools	Secondary schools	SEND schools
Funded by hub	Free CPD	Free CPD	Free CPD	Free CPD
Choice of one funded by hub, additional choices funded by school	Ensemble leader	MusicPlus externally led Ensemble leader	Ensemble leader	MusicPlus externally led Ensemble Leader
	Bespoke support	Bespoke support	Bespoke support	Bespoke support

7. Continuing Professional Development

- 7.1. All schools will have access to a free CPD programme provided by Kent Music.
- 7.2. CPD sessions that are part of our annual offer will be provided free of charge to all schoolteachers and providers of music education in Kent schools.

- 7.3. Any teacher or music educator teaching outside of Kent (including Medway) will incur a small charge to attend a CPD event hosted by Kent Music.
- 7.4. Any person registered for a CPD session who does not attend, or provide 48 hours' notice of cancelling their place, will be charged for the missed session. The charge will be detailed on each event listed on our website, and visible when signing up for an event.

8. Funded Opportunity – Ensemble Leader

- 8.1. All school types can opt for an ensemble leader to provide extracurricular ensemble provision at any level or key stage within their school. The school will receive an amount of funding to support ensemble provision for 20 weeks. The funding amounts for ensemble leaders have been calculated using [The Musicians Union](#) suggested hourly rate of £36 per hour, meaning schools will be provided with £720 support the running of ensembles.
- 8.2. In the instances where the funding amount does not fully subsidise the cost for running the ensemble the school is expected to financially contribute towards the running of the ensemble.
- 8.3. Where Kent Music provides the ensemble leader to the schools, the funding for this provision will be directed to Kent Music.
- 8.4. Where schools source their ensemble provision through one of our recognised partners we will send funding straight to the partner. A list of partner organisations will be available on our website.
- 8.5. Where schools source a private instrumental or vocal teacher to deliver their ensemble provision we will require evidence of invoices from the provider to the school and will reimburse the school's payment each term.
- 8.6. Where needed, the hire of instruments is at an additional cost. Prices can be found on our website: www.kent-music.com/musical-instrument-hire/
- 8.7. If schools decide to access an ensemble leader as an additional opportunity outside of the one funded by Kent Music per year, they will be responsible for the additional cost.
- 8.8. Funding for ensemble leaders cannot be used to subsidise the running of whole class instrumental projects in KS3 or curriculum teaching at any keystage.

9. Funded Opportunity – Bespoke Support

- 9.1. All school types can opt for bespoke support to aid their curriculum development and support improvement of music provision in their school.
- 9.2. Schools will be required to go through an auditing process with Kent Music to best allocate the funding towards support mechanisms.
- 9.3. Bespoke support will be tailored to each school. Kent Music and the school will work together to plan towards the school's vision for music.
- 9.4. The bespoke support offer is designed to take place within an academic year to best embed the practice into the school's approach to delivering curriculum music and other musical activities. Funded opportunities cannot be carried over.
- 9.5. Only schools requesting their support and training needs from Kent Music can request a funded opportunity for bespoke support.

10. Funded Opportunity – MusicPlus

- 10.1. All *MusicPlus* teaching must be undertaken by a competent music teacher, either: a salaried music specialist employed by the school; a classroom teacher who is competent in whole class instrumental delivery; or a visiting music specialist. We will not fund *MusicPlus* projects led by non-specialist music teachers or *MusicPlus* projects delivered on Ocarina or Djembe. Whole class instrumental teaching on these instruments can take place in all other year groups and must be paid for by the school.
- 10.2. If a school has chosen to engage Kent Music, or one of its partners, to deliver their *MusicPlus* provision, funds for that provision will be directed to Kent Music or the provider. *MusicPlus* provision is part funded by ACE

through a grant to Kent Music. This funding covers two thirds of the cost of the programme and schools are expected to make up the difference which amounts to £360 per class/project.

- 10.3. Kent Music *MusicPlus* projects are designed to be 30 weeks in length for one year group, with one hour per class/project of teaching time. Funding from Kent Music will cover 20 weeks of the 30-week programme where the school will be expected to contribute the cost of a 10 week project which is £360.
- 10.4. An invoice for the MusicPlus cost payable by the school will be issued by email at the start of the academic year and will outline the payment methods available, including bank transfer and online card payment. Payment is due within 14 days from the date on your invoice. A reminder email will be issued if an invoice remains unpaid after 14 days. Kent Music reserves the right to discontinue teaching with immediate effect following an overdue invoice. Sessions cancelled due to non-payment will not be rescheduled or refunded.
- 10.5. MPD is a blended learning approach to teaching and the full programme takes place over 30 weeks for one hour per active school week.
- 10.6. Kent Music partnership providers may provide 20-week programmes to schools.
- 10.7. Schools who engage with Kent Music or one of their providers to deliver their *MusicPlus* provision should regularly communicate with them about their music curriculum and topics being covered during the curriculum music sessions to enable teachers to plan effectively and provide links to curriculum learning.
- 10.8. Where *MusicPlus* is being led by a visiting teacher from Kent Music or one of our providers, a class teacher or teaching assistant music be present during the *MusicPlus* lesson. This is to assist out teacher with Health and Safety issues, behaviour management, pupil information and support. The presence of the teacher can also support their upskilling or CPD.
- 10.9. Where a school chooses to hire a private peripatetic instrument teacher to deliver *MusicPlus* funds will be sent to the school on receipt of evidence of the termly invoice from the school's chosen provider. Kent Music will provide these schools with funding for a 20-week *MusicPlus* project, where 1 hour of provision is being provided per week to one year group up to the maximum value of £720 per academic year
- 10.10. Where schools deliver *MusicPlus* using a competent member of their own salaried staff, funding should be directed into one of the other offers.
- 10.11. Where needed, instruments are provided free of charge for *MusicPlus* projects. More details can be found by contacting our music resources department.
- 10.12. We ask schools to only make significant changes to their MusicPlus provision in the summer term in preparation for the next academic year. However, during an academic year, for a number of reasons it is possible that some *MusicPlus* projects may change providers from a Kent Music teacher to a partner provider, a private non-Kent Music teacher or vice versa. In such circumstances where a mid-year change is necessary require half a terms notice. The following notes outline the ways that the Music Education Hub will deal with your funding:
 - Non-KM to KM teacher/partner provider – your direct-to-bank payments will cease, and funds will be redirected to KM or to the partner provider.
 - KM teacher to non-KM teacher – your school will have been invoiced for your *MusicPlus* project at the start of the year. If a school chooses to change their provision mid-year the payment will not be refunded.
- 10.13 We ask that schools who have their MusicPlus provision provided by Kent Music to discuss MusicPlus teaching dates with your Kent Music teacher in advance of the project commencing to prevent a shortfall of delivery, including future sessions that will require rearranging, e.g., INSET days or school trips. Refunds will not be given for undelivered sessions of MusicPlus except for extraneous reasons such as prolonged Kent Music teacher illness (of at least 5 consecutive sessions) where this will be refunded at the end of the academic year upon application to customerservices@kent-music.com. In the event of sessions cancelled by a Kent Music teacher, these will be sought to be made up by the end of the academic year where possible.

