

Music Education Hub Funding to Schools Terms, Conditions and Guidelines April 2021 – March 2022



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.

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

Useful definitions and acronyms

ACE: Arts Council England

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

CPD: Continuing Professional Development.

DfE: Department for Education

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

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. The programme incorporates whole class instrumental teaching, an annual CPD offer and Quality Assurance.

MusicPlus Digital: Kent Music's online Ukulele resource for whole class KS2 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 and teacher specific programme linking to relevant training and peer mentoring.

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GENERAL GUIDANCE FOR ALL STATE SCHOOLS

1 Coronavirus (COVID-19)

Carrying forward unspent Music Education funding from the financial year 2020/21 to 2021/22.

We are aware that, due to the coronavirus (COVID-19) outbreak, some schools may not have been able to use last year's funding and we ask that schools with unspent funds carry this forward into the 2021/2022 financial year.

Carried over funds must be used to support one-off investments that will help with the long-term development of music in your school. In particular:

- To purchase resources such as musical instruments, music, technology, or books that will help you deliver the national curriculum and/or support ensembles and choirs.
- To fund professional development for classroom teachers to help them deliver music in the school. This includes attendance at courses, professional development events or time out of the school to shadow teachers in other schools.

As this is one-off funding, it cannot be used for activities that do not have a way of being sustained once the funding has been used. This includes:

- supporting the costs of instrumental and vocal lessons
- school trips and associated merchandise.

It is important that this funding is ring-fenced in your school or multi-academy trust accounts for use in the school to which was originally allocated. The funding must be allocated for music.

2 General Funding Information

2.1 Where funding is provided to schools, it is to assist in enabling the first two of [the four core roles](#) 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 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.

2.2 Funding received by the school from the Music Education Hub should be listed as restricted funds in the bank account of the school.

2.3 Between April 2021 and March 2022, as per the financial year, Kent Music will administer the funds to schools as follows:

KS1, KS2 & KS3/4: September to March, 7 monthly instalments

SEND schools: May to March, 11 monthly instalments (a double payment in May)

All payments will reach schools on or around the 20th of each month.

2.4 As we continued to send funds to schools whilst they were closed between January and March 2021, we will again stop payments for KS1,3&4 during the period April 2021 – August 2021. This measure occurred originally in 2020 and we will be replicating it this financial year to safeguard the Music Hub, its activities, and employees during a time of national crisis.

Therefore, KS1,3&4 funding for this financial year will be administered in the same way and with reduced amounts as last year.

2.5 Kent Music should be notified of any changes to bank account details so that allocated funding can continue unhindered. This can be done by contacting cbaines@kent-music.com or via our website: <https://www.kent-music.com/app/uploads/Funding-to-Schools-Bank-Details-Form.pdf>

2.6 The action of funding schools is a choice by Kent Music and not a directive from the Arts Council England (ACE). Every Music Education Hub will engage with their schools differently.

2.7 Kent schools in receipt of funds must adhere to these terms and conditions for each Key Stage to ensure they are using money correctly. Kent Music reserves the right to stop or withdraw funding at any point in the year in any school and at any key stage if these Terms and Conditions are not met.

3 Monitoring and Reporting

3.1 Kent Music is required by ACE to provide annual data showing how this ring-fenced funding is being spent. 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 ANY FUNDING BEING STOPPED.

4 Quality Assurance

4.1 The 2013 Ofsted report “[Music in Schools: what hubs must do](#)” stated that music education hubs 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.

4.2 Kent Schools in receipt of funding 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.

5 Crediting

5.1 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>

5.2 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 receiving funding at KS1,2, 3 or 4. The logo is only required to be used for public events which have been funded using ACE funding received from Kent Music.

6 Kent Music Teachers

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

7 KS1 Funding contribution for mainstream schools

Please see [point 1](#) for information on carrying over unspent funding from the financial year 2019/20.

7.1 Due to the effects of the coronavirus (COVID-19) outbreak we will again stop payments during the period April 2021 – August 2021. This measure occurred originally in 2020 and we have taken this measure to safeguard the Music Hub, its activities, and employees during a time of national crisis.

7.2 How funding should be used:

ALLOWED	NOT ALLOWED
To contribute towards payment/membership of online and paper-based teaching resources e.g., Charanga, Sing Up or Music Express	To subsidise 1-1 or small group tuition*
To employ a peripatetic music specialist to guide your KS1 music offer or lead KS1 music lessons including whole class instrumental lessons	To buy, hire or mend instruments**
Engagement of an ensemble/club leader (non-staff)	To pay for staff CPD sessions
Engage a singing leader for weekly singing assemblies	Travel or trips
	To pay for performance licenses
	To pay for one off events/workshops
	To purchase stationary
	To 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 the costs of instrumental and vocal tuition, we encourage schools to consider the use of Pupil Premium funding to support these costs.

**This DfE funding cannot be used for the purchase of musical instruments. There are 3 reasons for this: firstly, purchasing instruments could be unnecessary and may leave the school with surplus instruments if 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 Manager](#).

This funding must not be used to subsidise costs for heads of music or music teachers in music departments to lead 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.

- 7.3 The base funding calculation for Key Stage 1 are as follows:
£2.50 per head in KS1 with a minimum allocation of £100 per school. This is based on 2017 KCC school census numbers. For schools opening after this date calculations will be based on the current intake with maximum levels not exceeding the Published Admission Number (PAN).
- 7.4 Where a funding contribution is provided for Key Stage 1, it will be paid directly to schools on the 20th of each month, commencing September 2021.
- 7.5 It is a requirement of the receipt of this funding that schools complete the annual schools survey from Kent Music, the results of which are fed back to ACE.
NON-COMPLETION OF THIS SURVEY BY ANY SCHOOL WILL RESULT IN FUNDING BEING STOPPED.
- 7.6 If a salaried member of staff leads all your KS1 music then you must either: use this funding to provide additional activities led by an additional non salaried person; pay the salaried teacher for leading musical activities as an addition to the salaried teachers' pay; choose to use the funding for one of the other areas outlined in the table above.
- 7.7 Kent Music requires you to account for both past spending and proposed future spending in the annual survey which is released in the summer term. We also reserve the right to ask schools to account for their spending at any point in the academic year.

KS2 MAINSTREAM SCHOOLS

8 KS2 Funding contribution for mainstream schools

Please see [point 1](#) for information on carrying over unspent funding from the financial year 2020/21.

- 8.1 All mainstream schools in receipt of funding at KS2 are required to use this funding to engage a competent music teacher to provide a *MusicPlus* project in one KS2 year group or mixed year group if a smaller school. If the school is already funding this provision themselves then the funding can be used to enable continuation projects by sourcing an additional competent musician, see point 8.11. If your school has a specific request for the way the funding is used, we will deal with this on a case-by-case basis. This does not apply to carry over funding. See [point 1](#).
- 8.2 Where a funding contribution is provided for Key Stage 2, it will be paid directly to schools on the 20th of each month, commencing September 2021 (unless a school employs a Kent Music teacher, see point 8.21).
- 8.3 The base funding calculation for Key Stage 2 are as follows:
£6.00 per head in KS2 with a minimum allocation of £600 per school. This is based on 2017 KCC school census numbers. For schools opening after this date calculations will be based on the current intake with maximum levels not exceeding the Published Admission Number (PAN).
- 8.4 It is a requirement of the receipt of this funding that schools complete the annual schools survey from Kent Music. This survey shows accountability for the spending and the results are fed back to ACE.
NON-COMPLETION OF THIS SURVEY BY ANY SCHOOL WILL RESULT IN FUNDING BEING STOPPED. For schools engaging a Kent Music teacher, non-completion of the annual school's survey will mean that discounted provision will not be available.
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.

- 8.5 Kent Music reserves the right to ask schools providing music at KS2 to account for their spending at any time.

- 8.6 At KS2, if the financial contribution we make does not cover all expenditure for schools chosen *MusicPlus* provision the school is expected to contribute to/top up this funding.

KS2 provision: About *MusicPlus* and *MusicPlus Digital*

- 8.7 All teachers leading *MusicPlus* sessions should address the main aims and outcomes of the *MusicPlus* framework. These outcomes can also be achieved through delivering the *MusicPlus Digital (MPD)* programme in the recommended way.
The framework is available [here](#) on the Kent Music website and information about *MPD* can be found online: www.musicplusdigital.com
- 8.8 *MusicPlus* projects should be a minimum of 1 full term (at least 10 weeks) in length and taught in one year group (ideally Year 4) for an hour a week. Kent Music *MusicPlus* projects are designed to be 30 weeks in length with one hour per class of teaching time.
For guidelines on shorter non Kent Music led projects see point 8.23
MPD is a blended learning approach to teaching and the full programme takes place over 30 weeks for an hour a week.
- 8.9 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-specialists or *MusicPlus* projects delivered on Ocarina or Djembe. Whole class instrumental teaching on these instruments can take place in all other year groups paid for by the school.
- 8.10 Where needed, instruments are provided free of charge for *MusicPlus* projects. More details on this can be found by contacting our [instrument department](#).

KS2 provision: *MusicPlus* continuation projects

- 8.11 Schools that pay for their own *MusicPlus* projects but who are still in receipt of funding from Kent Music should ensure that their funding is spent on continuation projects i.e., additional whole class provision in year groups following the *MusicPlus* year, small group teaching or continuation clubs to feed learners into.

The funding we provide should not be used to subsidise costs/salaries for music specialists or competent classroom teachers 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.

For help or guidance with this please contact your [Area Manager](#).

KS2 provision: Continuing Professional Development (CPD)

- 8.12 It is expected that all *MusicPlus* teachers attend at least one session of professional development each year relevant to their music teaching. This enables whole class music teachers in Kent to continue developing their skills. It is compulsory for Kent Music *MusicPlus* teachers to 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 music teaching.
- 8.13 For all teachers, CPD is an additional requirement on top of any teaching that takes place.
- 8.14 The cost of CPD attendance for *MusicPlus*:
Non-Kent Music teachers will need to pay for the cost of any external CPD they attend (where applicable) whereas attendance at any twilight Kent Music CPD session is free. Kent Music conferences may incur a small charge.
Kent Music teachers need to consult their contract or line manager for information on claiming for the cost of CPD.
- 8.15 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 can 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. The Kent Music CPD offer is planned in advance to provide you with time to reschedule.

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 chosen to attend CPD.

Quality Assurance and planning

- 8.16 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 process to ensure the continuation of funding.
- 8.17 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.
- 8.18 Schools who engage with a Kent Music teacher to deliver their MusicPlus provision should regularly communicate with them about their music curriculum and topics being covered during curriculum music sessions to enable our peripatetic teachers to plan effectively and provide links to curriculum learning.

Lesson Support

- 8.19 Where *MusicPlus* is led by a visiting peripatetic teacher, a class teacher or teaching assistant must be present during the *MusicPlus* lesson. This is to assist our teacher with Health and Safety issues, behaviour management, pupil information and support. The presence of the teacher can also help with upskilling/CPD needs if applicable.
- 8.20 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.

Kent Music *MusicPlus* delivery and funding

- 8.21 If a school has chosen to engage a Kent Music tutor to deliver their *MusicPlus* provision at KS2, funds for that provision will be directed to Kent Music instead of coming directly to the school's bank account. 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. Schools should contact the [Customer Services Department](#) at Kent Music if they have queries about their Kent Music provision.

Example of Kent Music charges to schools:

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

Terms and Conditions for Kent Music *MusicPlus* projects are sent to schools on set up. Please refer to these and your Service Level Agreement for detailed Terms and Conditions on your project. T&C's can also be found on our [website](#).

Guidelines for mid-year changes to a *MusicPlus* provider

- 8.22 During an academic year, for a number of reasons it is possible that some KS2 *MusicPlus* projects may change providers from a Kent Music (KM) teacher to a private, non-Kent Music teacher and vice versa. In such circumstances the following notes outline 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 8.21 for KM whole class provision charges). If a school has already received funding and no provision was being delivered, then Kent Music will request that this is repaid so that the funds can be used to pay for the requested Kent Music teacher.
 - 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. All other circumstances regarding a request for a refund will be dealt with on a case-by-case basis.

Guidelines for shorter projects (non Kent Music)

- 8.23 Most *MusicPlus* and *MPD* projects will commence in September but due to individual circumstances some schools may require their projects to start at a different point in the year and therefore be shorter in length. When we are aware of this occurring the funding will be started and calculated depending on how many weeks the provision will run for.

KS3/4 MAINSTREAM SCHOOLS

9 Funding contribution for mainstream KS3 and KS4

Please see [point 1](#) for information on carrying over unspent funding from the financial year 2020/21.

- 9.1 Due to the effects of the coronavirus (COVID-19) outbreak we will again stop payments during the period April 2021 – August 2021. This measure occurred originally in 2020 and we have taken this measure to safeguard the Music Hub, its activities, and employees during a time of national crisis.
- 9.2 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.

Further advice on funding usage:

ALLOWED	NOT ALLOWED
To employ a peripatetic music specialist to help enhance your school's music provision via extra ensembles or clubs	To subsidise 1-1 or small group tuition*
	To buy, hire or mend instruments**
	To pay for CPD staff sessions
	Travel or trips
	To pay for performance licenses
	To pay for one off events/workshops
	Purchase of sheet music, resources, subscriptions to apps, software and IT hardware.

*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 the costs of instrumental and vocal tuition, we encourage schools to consider the use of Pupil Premium funding to support these costs.

**This DfE funding cannot be used for the purchase of musical instruments. There are 3 reasons for this: firstly, purchasing instruments could be unnecessary and may leave the school with surplus instruments if 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 Manager](#).

This funding must not be used to subsidise costs for heads of music or music teachers in music departments to lead 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.

- 9.3 Where a funding contribution is provided for Key Stage 3/4, it will be paid directly to schools on the 20th of each month, commencing September 2021. This will be followed by a further 6 equal payments until the end of the financial year.
- 9.4 The base funding calculation for Key Stage 3/4 are as follows:
 £2.50 per head in KS3/4. This is based on 2017 KCC school census numbers. For schools opening after this date calculations will be based on the current intake with maximum levels not exceeding the Published Admission Number (PAN).

- 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 BY ANY SCHOOL WILL RESULT IN FUNDING BEING STOPPED.**
- 9.6 Kent Music requires you to account for both past spending and proposed future spending in the annual survey which is released in the summer term. We also reserve the right to ask schools to account for their spending at any point in the academic year.

SPECIAL SCHOOLS

10 Funding for Special Schools

Please see [point 1](#) for information on carrying over unspent funding from the financial year 2020/21.

10.1 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
- All funding should be used with a long-term investment in mind and NOT to pay for one-off events.

10.2 All funding to special schools (KS1, 2, 3, and 4) will be paid on the 20th of each month, commencing in May 2021 with a double payment followed by a further 10 equal payments.

10.3 The base funding calculation for special schools is as follows:

£2.50 per head with a minimum allocation of £100 for KS1, £6.00 per head, 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. For schools opening after this date calculations will be based on the current intake with maximum levels not exceeding the Published Admission Number (PAN).

10.4 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 BY ANY SCHOOL WILL RESULT IN FUNDING BEING STOPPED.

10.5 Kent Music reserves the right to ask special schools to account for their spending at any time.

10.6 For all information and guidance related to Special schools and students with SEN/D and additional needs, please contact our [Inclusion Development Manager](#).