

# Music Education Hub Funding to Schools Terms, Conditions and Guidelines April 2020 – March 2021



## 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 terms and definitions:

ACE: Arts Council England (ACE)

Annual survey: Kent Music's annual online 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.

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.

## Area Manager contact details:

### Malling and Maidstone

Sami Mason

[SMason@kent-music.com](mailto:SMason@kent-music.com)

### Folkestone and Hythe

Mark Mortimer

[mmortimer@kent-music.com](mailto:mmortimer@kent-music.com)

### Swale and Ashford

Lucy Duff

[lduff@kent-music.com](mailto:lduff@kent-music.com)

### Canterbury and Thanet

Richard Davies

[RDavies@kent-music.com](mailto:RDavies@kent-music.com)

### Tonbridge, Tunbridge Wells and Sevenoaks

Steph Godwin

[sgodwin@kent-music.com](mailto:sgodwin@kent-music.com)

### Dartford and Gravesham

Cara McCormick

[CMcCormick@kent-music.com](mailto:CMcCormick@kent-music.com)

**For all queries relating to special schools please contact our Education Manager for SEND:**

Luke Crook

[lcrook@kent-music.com](mailto:lcrook@kent-music.com)

## Other useful contacts:

### Music Resources at Aylesham

Felicity Redworth

[musicresources@kent-music.com](mailto:musicresources@kent-music.com)

01622 358442

### Kent Music Customer Services

[customerservices@kent-music.com](mailto:customerservices@kent-music.com)

01622 691212

# 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 should 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, KS3 and special schools: May to March, 11 monthly instalments (including a double payment in May)  
KS2 schools: September to March, 7 monthly instalments.  
All payments will reach schools on or around the 20th of each month.
- 1.4 Kent Music should be notified of any changes to bank account details so that funding can continue unhindered. This can be done by contacting [cbaines@kent-music.com](mailto:cbaines@kent-music.com) or via our website: <https://www.kent-music.com/app/uploads/Funding-to-Schools-Bank-Details-Form.pdf>
- 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. Kent Music reserves the right to halt funding at any point in the year in any school and at any Key Stage.

## 2 Monitoring and Reporting

- 2.1 Kent Music is required by Arts Council England (ACE) to provide annual data showing 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 ANY FUNDING BEING STOPPED.**
- 2.2 The school agrees to work with and meet Kent Music staff when necessary in order to ensure that all funded activities are of a high standard and quality.

## 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 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 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 us 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.

## 5 Kent Music Teachers

- 5.1 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

Due to the effects of the Covid-19 pandemic, funding from April 2020 through to August 2020 will cease. This is one of a number of measures Kent Music will take to safeguard the organisation during a time of national crisis. Self-employed teachers providing work to schools should talk in the first instance to the school in question with regards to applying for any government support.

### 6.1 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 pay for staff CPD sessions
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)	Travel or trips
Engage a singing leader for weekly singing assemblies	Curriculum support
	To pay for performance licenses
	To pay for one off events/workshops
	To purchase stationary

#### Double funding:

This funding is not intended to subsidise costs for members of school staff who are paid a salary by the school 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.

- 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 September 2020. This will be followed by a further 6 equal payments until the end of the financial year.
- 6.3 Base funding levels for Key Stage 1 are set at £2.50 per head 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 PAN.
- 6.4 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 WILL RESULT IN ANY FUNDING BEING STOPPED.**
- 6.5 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)

- 6.6 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. This CPD is in general free to attend. As mentioned in 6.1 funding cannot be used to pay for staff CPD. Keep up to date with our offer at [www.kent-music.com/cpd](http://www.kent-music.com/cpd), contact your local Area Manager (details on Page 1) or come along to any network meeting [www.kent-music.com/local-network-meetings](http://www.kent-music.com/local-network-meetings).

# 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 to provide a MusicPlus project (funded whole class music project) in one year group. If the school is already funding this provision themselves then

the funding can be used to enable continuation projects, see point 7.11. If your school has a specific request for how the funding is used, we will deal with this on a case by case basis.

- 7.2 Where a funding contribution is provided to schools for Key Stage 2, it will be provided in seven equal instalments between September 2020 and March 2021. 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 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 PAN.
- 7.4 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 WILL RESULT IN ANY FUNDING BEING STOPPED.**
- 7.5 Kent Music reserves the right to ask schools providing music at KS2 to account for their spending at any time.

### **KS2 provision: *MusicPlus* and *MusicPlus Digital***

- 7.6 At KS2, if the financial contribution we make does not cover all expenditure for the *MusicPlus* provision the school is expected to contribute to this funding.
- 7.7 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* (Ukulele) programme. The framework is accessible on the Kent Music website: [www.kent-music.com/musicplus-schools/](http://www.kent-music.com/musicplus-schools/)  
Information about *MusicPlus Digital* can be found online: [www.musicplusdigital.com](http://www.musicplusdigital.com)
- 7.8 *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. *MusicPlus Digital* involves a blended learning approach to teaching taking place over 30 weeks for an hour a week. For guidelines on shorter projects see point 7.22
- 7.9 All *MusicPlus* teaching must be undertaken by a specialist music teacher, either: 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.
- 7.10 Where needed, instruments are provided free of charge 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 *MusicPlus* projects because they are led by a musically competent classroom teacher or an in-school music specialist should ensure that their funding is spent on continuation projects i.e. additional whole class provision in other year groups, small group teaching 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*.

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. Otherwise ACE would consider this to be double funding.

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

### **KS2 provision: Continuing Professional Development (CPD)**

- 7.12 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. Annual CPD for Kent Music *MusicPlus* teachers is compulsory.  
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.
- 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 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 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 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**

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 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. The presence of the teacher can also help with upskilling/CPD needs if applicable.

7.19 A class list or at least a verbal list should be given to all visiting peripatetic teachers delivering MusicPlus 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 *MusicPlus* delivery and funding**

7.20 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. All Kent Music *MusicPlus* projects are by default 30 weeks in length and each lesson an hour long. Schools will be invoiced a minimum of £150 per form entry for the year to help pay for this 30 weeks of provision. Projects over one hour in duration and either more or 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. Contacts are on page 1 of this document.

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

Detailed 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 particular project.

**Guidelines for mid-year changes in provider**

7.21 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 7.20 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 (not Kent Music)

- 7.22 Most MusicPlus projects will commence at the start of the academic year in September but due to individual circumstances some schools may require their MusicPlus project 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

### 8 Funding contribution for mainstream KS3 and KS4

Due to the effects of the Covid-19 pandemic, funding from April 2020 through to August 2020 will cease. This is one of a number of measures Kent Music will take to safeguard the organisation during a time of national crisis. Self-employed teachers providing work to schools should talk in the first instance to the school in question with regards to applying for any government support.

- 8.2 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
	Curriculum support
	To pay for performance licenses
	To pay for one off events/workshops
	Purchase of sheet music, 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 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 Manager (contact detail on page 1)

Double funding:

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 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 2020. This will be followed by a further 6 equal payments until the end of the financial year.
- 8.4 Where a funding contribution 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 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 ANY FUNDING BEING STOPPED.**
- 8.6 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

### 9 Funding for Special 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
- All funding should be used with a long-term investment in mind and NOT to pay for one-off events.
- 9.2 All funding to special schools (KS1, 2, 3, and 4) will be paid on the 20th of each month, commencing in May 2020 with a double payment followed by a further 10 equal payments.
- 9.3 Where a funding contribution is provided to special schools it is allocated at the level of £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.
- 9.4 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 WILL RESULT IN ANY FUNDING BEING STOPPED.**
- 9.5 Kent Music reserves the right to ask special Schools to account for their spending at any time.
- 9.6 For all information and guidance related to Special schools and students with SEN/D and additional needs, please contact our Education Manager (SEND). Contact details can be found on page 1.