

# Croydon Music and Arts

## **Schools Handbook 2011-2012**

# **Service Level Agreement**

Croydon Music and Arts, Oasis Academy Shirley Park, Shirley Road, Croydon CR9 7AL  
Tel: 020 8681 0909; Fax: 020 8654 7024  
Email: [musicandarts.education@croydon.gov.uk](mailto:musicandarts.education@croydon.gov.uk)  
Web: [croydonmusicandarts.co.uk](http://croydonmusicandarts.co.uk)

## Introduction

The Service Level Agreement with schools provides a summary of the services Croydon Music and Arts (CMA) offers to schools, and the commitment from schools for the successful delivery of any activity.

The CMA offer is based on the Croydon Music and Arts Education Strategy which has been developed by a partnership including schools, the local authority and key local cultural organisations. The partnership is led by a Strategy Board with 14 headteachers representing infant, junior, primary, special and secondary schools, including all the music and arts specialist schools in Croydon. The Strategy Board decides on the use of funding, including the DfE Music Education Grant, to meet national and local priorities.

To ensure we meet the needs of schools all our programmes are developed in partnership with schools. We are very grateful for the many teachers in Croydon schools who work with us to continually develop and improve our programmes.

The other parts of the Schools Handbook are:

- **Schools Handbook: Whole Class Music Programmes**  
(includes details of CMA whole class music programmes for schools)
- **Schools Handbook: Instrumental / Vocal Teaching**  
(includes details of CMA small group and individual tuition available for schools)

Other related information is available in:

- **Croydon Music and Arts Education Strategy**
- **Croydon School Improvement Traded Service Offer**

For more information or for a discussion to see how we can support your school's aspirations for music please contact Croydon Music and Arts.



Graeme Smith  
Head of Croydon Music and Arts  
Department for Children, Families and Learning

## Contacts

For general enquiries please contact:

Croydon Music and Arts, Oasis Academy Shirley Park, Shirley Road, Croydon CR9 7AL

Tel: 020 8681 0909; Fax: 020 8654 7024

Email: [musicandarts.education@croydon.gov.uk](mailto:musicandarts.education@croydon.gov.uk)

Web: [croydonmusicandarts.co.uk](http://croydonmusicandarts.co.uk)

For specific queries please contact one of us:

**Graeme Smith, Head of Croydon Music and Arts**

[graeme.smith@croydon.gov.uk](mailto:graeme.smith@croydon.gov.uk)

Mob: 07816 894 619

- Secondary curriculum support in the arts
- Secondary Advanced Skills Teachers in the Arts
- Artsmark for schools

**Helen Bretherick, Assistant Head of Croydon Music and Arts (Creative Arts)**

[helen.bretherick@croydon.gov.uk](mailto:helen.bretherick@croydon.gov.uk)

Mob: 07976 272 751

- Early Years Foundation Stage and primary curriculum support in the arts
- **Sound Foundation, Mini Music Makers, SoundStart Debut, Sound Progress**
- Primary Advanced Skills Teachers in the Arts
- Singing in Schools including **Singing School** and **Song Time**
- Arts Projects in Schools

**Bronia Parry, Assistant Head of Croydon Music and Arts (Instrumental Music)**

[bronia.parry@croydon.gov.uk](mailto:bronia.parry@croydon.gov.uk)

Mob: 07816 894 651

- Violin, Viola, Cello, Bass, Guitar and Voice
- **SoundStart Strings, SoundStart Keyboard and Guitar, SoundStart Ukulele**
- **MiniStrings**
- **Sound Experience** projects in school
- Instrumental music projects out of school

**David Rompani, Assistant Head of Croydon Music and Arts (Instrumental Music)**

[david.rompani@croydon.gov.uk](mailto:david.rompani@croydon.gov.uk)

Mob: 07974 369 318

- Flute, Clarinet, Saxophone, Oboe, Bassoon, Recorder, Brass, Keyboard, Piano and Percussion
- **SoundStart Winds, SoundStart Percussion, SoundStart Recorder**
- **High School Band**
- Extended school music centres and **SoundMix**
- Special school instrumental programmes

# Services for Schools

## Continuing Professional Development for teachers in schools

- Primary and secondary network meetings for music and art and design
- Support for dance and drama
- Training for delivery of the music curriculum in primary schools, including **Sound Foundation, Mini Music Makers, SoundStart Debut** and **Sound Progress**
- Support for instrumental teaching in schools
- Support for using singing, music and the arts generally across the curriculum
- Support through team of Advanced Skills Teachers in music and art and design

## Whole Class Music Programmes

CMA staff to deliver whole class music programmes which include the music curriculum:

- **Mini Strings** (Key Stage 1)
  - Musical and physical development programme for year 1 pupils
  - One year programme of violin and cello tuition for 30 children in year 2, with performance projects in partnership with the London Mozart Players
  - Support for schools wishing to harness the power of music to help vulnerable children and families, in partnership with Family Learning
- **SoundStart** (Key Stage 2)
  - Initial one year programme using percussion, tin whistle, ukulele, voice and ICT to develop the key concepts of rhythm, melody, harmony, form and expression
  - Menu of one year ensemble and single instrument programmes developing instrumental skills alongside delivery of the music curriculum
- **Sound Progress** (Key Stage 2)
  - Classroom music building on the knowledge and concepts learnt in SoundStart
  - Incorporates pupils having additional specialist instrumental tuition
  - Integrates with school curriculum
- **High School Band** (Key Stage 3)
  - Programme for year 7 building on the whole class instrumental teaching approach
  - Part of the Musical Futures strategy

## Sound Experience

- Music workshops in schools linked to the school's curriculum

## Instrumental and Vocal Tuition in Schools

For all orchestral and band instruments, keyboard, piano, guitar, drum kit and voice, from beginner level and continuing after a whole class programme through to university and music college entrance, developed to meet the needs of schools:

- Free recruitment demonstration and recital by instrumental teachers
- Menu of options including low cost introduction to learning through group teaching and opportunities for pupils to access individual lessons
- Performance opportunities for pupils in and out of school
- Instruments for beginners to hire at low cost
- VAT free scheme for assisted purchase of instruments
- Charging policy meeting legal requirements including:
  - free tuition and instrument for looked after children
  - 80% remission of fees for pupils eligible for Free School Meals
  - support for other low income families on recommendation of headteachers
- CMA can invoice schools for tuition or invoice parents / carers directly.

## Quality Standards

CMA activity is based on international research demonstrating the benefits of arts education and the quality characteristics which create greatest impact. CMA follows the *Learning Without Boundaries* quality standards for CPD support. Our music programmes meet the highest national standards for child safeguarding and quality of teaching and learning.

As a member of the Federation of Music Services (FMS), CMA is subject to peer review through the FMS Music Service Evaluation Partner (MSEP) programme and is required to submit a local music education plan and a range of performance indicators annually to the DfE. CMA has been judged as outstanding in the last two MSEP reviews.

### Child safeguarding

- **Recruitment:** safe recruitment procedures are followed for all CMA staff, including checking professional and academic qualifications and right to work in the UK
- **CRB:** all CMA staff are required to have an enhanced Criminal Records Bureau check, updated every three years
- **Child Protection:** council child protection procedures are followed, including that all CMA teaching staff undergo child safeguarding training every three years
- **Communication:** when a new teacher starts at a school, CMA will notify the school in writing of the name, CRB disclosure number and date of disclosure.
- **Identity:** teachers are required to carry with them their Croydon LA photo ID, which includes their employee number, at all times
- **Code of Conduct:** CMA has a code of conduct for instrumental / vocal teachers when teaching in schools. CMA staff are bound by the Council Code of Conduct

### Quality of Teaching and Learning

- **Recruitment:** during the selection process, all instrumental / vocal teaching staff are required to demonstrate appropriate performing and teaching skills to be placed on the panel of CMA teachers
- **Federation of Music Services standards:** through induction and continuing professional development, all teachers are required to demonstrate meeting the Federation of Music Services (FMS) standards for instrumental / vocal teachers
- **Continuing Professional Development:** all teachers have access to continuing professional development through Performance Management by senior staff, including observation of lessons, and regular Development Days and other forms of training and development
- **Schemes of Work:** staff follow the CMA schemes of work and planning documentation for lesson delivery based on the FMS 'A Common Approach'. CMA instrumental / vocal tuition:
  - supports learning in other areas of the curriculum
  - contributes to children's personal development: confidence, self esteem, identity, emotional development, physical development and enjoyment of learning
  - develops skills transferable to other situations in school and in the work place
- **Practice Guidelines:** pupils receive written instructions for their practice and other musical development during the week
- **Report:** an annual report for parents / carers is written for each pupil taught
- **Cultural Life:** CMA teachers and their students contribute to the cultural life of schools, families and their communities

# **Agreement with Schools for CMA Tuition**

## **Whole Class Music Programmes and Instrumental / Vocal Teaching**

### **Administrative Commitment from Schools**

- **Named Contact:** although CMA staff will need to liaise with a number of different staff at a school, there should be a named contact (usually the Head of Music in a secondary school or Headteacher in a primary school) who is responsible for the arrangement of the teaching in the school
- **Information needed by Parents / Carers:**
  - Schools need to keep a list of instruments taught at the school in the school office and music department and pass on to parents / carers with general information from CMA concerning availability of lessons and instruments when recruiting new pupils.
  - Lesson dates and times are arranged between the instrumental / vocal teacher and the school. Schools will need to pass on details to parents / carers.
- **Information needed by Instrumental / Vocal Teachers:**
  - Schools should pass on relevant information about students which may affect their tuition from CMA, for example special educational needs.
  - Instrumental / vocal teachers will also need relevant information about school policies and procedure, for example fire drill procedures and details of Designated Safeguarding Officer, the DSO team and the methods of making referrals.
  - Schools should give instrumental / vocal teachers adequate warning of any dates when lessons cannot take place. It is helpful if teachers can be given a copy of the school calendar or diary at the beginning of every term. (See **Postponing Teaching Sessions** below).
- **Authorisation Signatures:**
  - Teachers need a school signature to verify requests for ensemble teaching and other additional hours at the beginning of term.
  - Where CMA invoices the school, teachers will need a school signature on a copy of the register to authorise any additional pupils.
  - Teachers need a school signature (on registers for small group / individual teaching and on the Additional Hours form for ensemble teaching, concert support and other additional hours) to verify that work has been completed at the end of term. Schools may wish to keep a copy of the registers showing pupil attendance.

### **Notice Periods for Pupil Enrolment, Withdrawal or Other Changes**

- **New Lessons:** For new tuition, schools should notify CMA by:
  - **15th November** to start in Spring Term
  - **15th March** to start in Summer Term
  - **15th July** to start in Autumn TermWhere CMA receives notification after these dates we may need to create a waiting list for tuition.
- **Withdrawal (where CMA invoices parents and carers):** Notice to stop lessons to be given in writing to the CMA office by:
  - **1st November** to stop at the end of the Autumn Term.
  - **1st March** to stop at the end of the Spring Term
  - **1st July** to stop at the end of the Summer TermIf parents and carers withdraw pupils after these dates a whole term's fees will be charged in lieu of notice. If pupils are withdrawn by the school after these dates (for example, if the school wishes to cease CMA teaching on that instrument) the school will be charged a whole term's fees in lieu of notice.

- **Withdrawal (where CMA invoices schools):** Notification of withdrawal of pupils for small group / individual teaching or other regular teaching should be given in writing to the CMA office by:
  - **15th November** to stop at the end of Autumn Term
  - **15th March** to stop at the end of Spring Term
  - **15th July** to stop at the end of Summer Term
 If tuition is withdrawn after these dates a whole term's fees are payable in lieu of notice. CMA recommends schools include the same notice period as CMA for parents and carers to give time to pass on the information
- **Changing Tuition Option:** The same notice dates apply if a school wishes to change a tuition option for a pupil, for example changing from a group lesson to a paired lesson. CMA will provide a pupil list for schools to mark withdrawals and amendments.
- **Substituting Pupils:** Where a pupil leaves without giving the school the required notice it is possible to substitute another pupil after these dates provided that any new grouping of pupils is educationally sound (e.g. a teacher should not place a beginner with another pupil who has been learning for some time) and the substitution does **not** involve a **change** in teaching time at the school.
- **Changing Charging Option:** If a school wishes to change from CMA invoicing the school to CMA invoicing parents and carers directly, a full term's notice is required to allow time for parents and carers to complete application forms.

### **Accommodation for CMA Teachers**

Appropriate space and facilities for tuition, conforming to health and safety regulations are required. An ideal teaching environment might include:

- Clean room with good environment and viewing window, appropriate to size of group
- Room isolated from noise and interruptions
- Adequate heating
- Music stands
- Chairs of appropriate size
- Good lighting, ideally with natural daylight
- CD player and connection for laptop to speakers
- Connection for laptop to whiteboard / data projector for whole class teaching
- Piano/keyboard
- Cupboard for locking away pupils instruments securely
- Access to photocopier
- Access to staff facilities
- Access to IT
- Car Parking with good access

### **Health and Safety**

Schools and CMA have a shared responsibility to ensure:

- Promotion of good technique as a preventative measure for RSI and other associated injuries
- Teachers and pupils do not carry out any inappropriate lifting of heavy instruments or equipment
- Electrical equipment is tested on an annual basis
- Sensible levels of volume are used to prevent hearing loss
- Electronic instruments are set up without trailing leads
- Circuit breakers are used
- Safe cleaning and lubricating fluids for instruments are used

## Lesson Delivery

- **Minimum Tuition Visit:** A minimum of 1 hour of teaching is required for a teacher to visit a school. Where the time in a school falls below 1 hour CMA will endeavour to offer alternative tuition for continuing pupils at an evening or Saturday morning music centre.
- **Number of Lessons:** CMA offers 30 lessons in a year. Tuition is ordered and invoiced per term of 10 lessons. Teachers will liaise with schools to organise the term's teaching sessions at the beginning of term. Tuition will not be possible on certain dates in the year when staff have other duties, for example training days and festival / concert days and other projects.
- **Postponing Teaching Sessions:** Notice of at least one week is required if a teaching session is to be postponed by the school to another date. If there is no date available for the teacher to make up the session, the school will be invoiced for the lesson. This will be instead of charging the parent / carer where CMA invoices the parent / carer directly.
- **Unplanned School Closure:** Where the school has to be closed for circumstances beyond the school's control and the school is unable to give at least one week's notice, for example due to bad weather, CMA will endeavour to make up the lesson missed.
- **Transferring Teaching to Examinations and Concerts:** Teaching time can be transferred to an instrumental grade examination or to supporting pupils at concerts or other performances in school provided no other pupils miss lessons and the teacher is able to accommodate the change. Any additional hours required for the examination or performance will be charged for. Music Medal assessments take place during lessons.
- **Pupils Missing Lessons:** No credit or refund will be due for pupil absence, though teachers will try to rearrange lessons where possible if given plenty of notice of a pupil's planned absence (for example a school trip).
- **Pupils Temporary Absence:** Continuing lessons cannot be guaranteed if pupils are withdrawn from lessons for a temporary period, e.g. a pupil withdrawn for non payment of fees. Lessons are available during GCSE periods and pupils are expected to attend during study leave.
- **Teacher Absence:** CMA will try to provide cover where a teacher is absent for more than two consecutive weeks.
- **PPA Cover:** Where a CMA whole class programme is providing school PPA cover, CMA can provide a plan for a teaching assistant to deliver the lesson during the weeks when there is no CMA teacher present.

## Invoicing

- **Invoicing (Parents and Carers):** Where CMA invoices parents and carers directly, fees are payable in advance on receipt of an invoice. Where fees remain unpaid, tuition and / or instrument hire may be withdrawn. If tuition is reinstated any lessons missed will be charged for.
- **Invoicing (Schools):** Where CMA invoices the school, the invoice will be sent at half term based on the whole class teaching taking place, pupils registered for lessons, pre-booked additional hours and any tuition not invoiced the previous term.
- **Credit or Refund:** Where fewer than 30 lessons are offered a credit will be issued for the following year, or a refund if there is no tuition in the following year. For team taught whole class programmes, a partial refund will be due if more than three sessions in the year are taught with one teacher missing.

## **Charging and Remissions Regulations**

The Charges for Music Tuition (England) Regulations 2007 came into force on 1 September 2007. They apply to music tuition in state schools during the school day. This includes:

- schools which engage their own instrumental / vocal teachers
- schools where CMA charges the school and the school passes on charges to parents and carers
- schools where CMA charges the parents and carers directly

It is legal to charge for instrumental and vocal tuition during the school day, subject to the parent / carer requesting the tuition. There is no restriction on group size.

### **Exceptions**

Charges may not be made for:

- Tuition which is part of National Curriculum provision
- Tuition which is part of key stage 2 whole class wider opportunities provision
- Tuition for children in care

### **Restrictions**

- Remissions policies should make tuition, including incidental costs of instruments and music books affordable for all pupils. Schools are expected to review their remissions policies in relation to children who are in receipt of free school meals and also for siblings.
- Charges should not result in a surplus, i.e. a school should not buy in tuition at one rate and then charge parents and carers more.

# Charges for Croydon Maintained Schools and Academies

## Small Group and Individual Instrumental / Vocal Tuition

(charges per pupil, schools may opt for CMA to invoice parents / carers directly or for CMA to invoice the school; please note charging and remissions regulations for schools which invoice parents and carers)

Group Tuition (**G**) £56 per 10 lessons  
- 3 or 4 in 30 minutes, 2 in 20 minutes

Paired Tuition (**P**) £96 per 10 lessons  
- 2 in 30 minutes, individual 20 minute lesson if no suitable pair (see note 8 below)

Merit Award (**M20**) £96 per 10 lessons  
- Individual 20 minute lesson for talented pupils who are members of a CMA music centre

Merit Award (**M30**) £144 per 10 lessons  
- Individual 30 minute lesson for pupils playing at or above Grade 5 standard  
- Longer Merit Award lessons are available, pro rata, for more advanced pupils

Individual Tuition (**I20**) £115 per 10 lessons  
- Individual 20 minute lesson

Individual Tuition (**I30**) £172.50 per 10 lessons  
- Individual 30 minute lesson

### Notes

1. Remissions are available for **G**, **P** and **M** lessons:
  - Tuition is free for children in care
  - There is a reduction of 80% for pupils eligible for Free School Meals
  - A limited amount of grant funding is available for reducing fees where the pupil is not eligible for Free School Meals, but finance is a barrier to learning. Applications for help are considered by a panel of headteachers from the Strategy Board. School headteachers will be asked to support requests from parents and carers for a Grant Panel reduction.
2. All remissions are reviewed annually.
3. Remissions are not available for **I20** and **I30** lessons. Pupils may switch to a **P** lesson to access a remission.
4. For **G** lessons following a **SoundStart** at key stage 2, there is a reduction of 40% for the Autumn Term. Where appropriate the lessons may be in a large group (5 or 6 in 30 minutes, longer for larger group).
5. Where a pupil is left in the position of being the only one left in a group lesson because others in the group have either ceased lessons or moved school, and there is no other group for the student to join, then the student will need to progress to a **P** lesson. Where the additional cost would be difficult for the parent / carer to find they may apply for a Grant Panel reduction.
6. Where it is educationally desirable, an instrumental teacher may ask for approval from CMA for a pupil receiving a **P** lesson to have an individual 20 minute lesson instead of a paired 30 minute lesson. At least one pupil will have an individual 20 minute lesson where a teacher has an odd number of pupils registered for **P** lessons.

**Additional Hours** (charged to school) £34.50 per hour  
- For additional lessons, concert support

**Ensemble Tuition** (charged to school) £38.50 per hour  
- Suitable for ensemble and large group teaching not including National Curriculum

**Instrument Hire** (charged directly to parents / carers) £20 per term

- £5 for the first term or part term
- £10 per term for the rest of the school year
- £5 per term for pupils eligible for Free School Meals
- Free for children in care
- Free for 'endangered species' instruments for members of CMA music centres

**Whole Class Programmes** (charged to school)

**Team Taught Tuition and Tuition including National Curriculum (e.g. SoundStart)**

- One year (30 sessions of 1 hour) of whole class instrumental/vocal tuition

Number of CMA staff	Full Cost (per year)	Discounted Rate (per year)
Three	£4,113	£3,702
Two	£2,963	£2,666
One	£1,581	£1,423

**Notes**

1. For SoundStart CMA can advise on strategies for music during the weeks the CMA staff are not present. Where the school is using SoundStart for PPA cover CMA can provide the plan for a TA to deliver the lesson.
2. Charge includes pupil books, CDs and teacher's manual produced by CMA.
3. The discounted rate applies for the first year, and for subsequent years where the CMA staff are able to have continuing tuition immediately before or after the session to account for the saving in teacher travel time.
4. Government grants may be available to support the introduction of a new SoundStart Ensemble, including the purchase of instruments. Please contact CMA for more details.
5. The instruments for SoundStart are on long term loan to the school. CMA has guidance for schools on strategies for instrument hire to enable schools to repair and maintain instruments.
6. It is legal to make a charge to parents and carers for large group and whole class instrumental tuition except their first year of 'wider opportunities' SoundStart tuition.

**Consultancy**

The same fees as charged by School Improvement Traded Service will apply

Day Rate £450

Half / Part Day Rate £225

Discounted Day Rate £400

- for multiple purchases of 3 or more days all charged on one invoice

**CPD Courses**

Day Rate £180

Half Day Rate £90

Twilight £45

- where CPD is delivered on school or other premises, the consultancy rate will apply as a minimum



## **‘An Outstanding Service’**

(Music Service Evaluations 2010 and 2011)

**A Music Service** for children and young people:

- instrumental and vocal tuition in schools
- music centres with a range of groups to join
- performance opportunities for young musicians

**An Arts Service** supporting schools:

- developing the arts curriculum
- accessing arts projects
- developing out of school arts activities

## **Working to Achieve Croydon’s Vision**

- a **Creative City** – a place noted for its culture and creativity
- a **Learning City** – nurturing local talent, ambitious for children and young people
- a **Caring City** – fostering community spirit
- an **Enterprising City** – supporting the development of a skilled and adaptive workforce