



Information for schools and Service Level Agreement

September 2020 to July 2021



Wandsworth Music

Burntwood School

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Registered Charity No: 1186662

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Introduction – Wandsworth Music

Dear Wandsworth Schools,

I am delighted to announce the launch of **Wandsworth Music**.

From 1st April 2020, Wandsworth Schools' Music Service will begin life as a new charitable organisation called **Wandsworth Music**.

The launch of Wandsworth Music will mark an exciting new chapter for music in the borough. It will help to safeguard the long-term future of music provision in Wandsworth, as well as provide a platform for further growth and to develop new opportunities for future generations of children, young people and the wider community.

Wandsworth Music will build on the Music Service's proven track record and reputation of providing high quality music education. We will organise live concerts and music projects for children and young people both in Wandsworth schools, and for those attending Wandsworth Music Academy.

We are incredibly excited about the future and are confident that the change of status will provide a platform to further develop and enhance services for schools, children and parents.

All Wandsworth Schools' Music Service employees will transfer to the new charity, and we would like to reassure all schools that the day to day delivery of services will be maintained and enhanced.

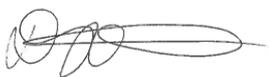
We are very much looking forward to supporting you to ensure that music remains a key part of school life, ensuring a broad and balanced curriculum and supporting the welfare and musical talents of all children and young people.

This document outlines the services and opportunities that we offer to all schools in Wandsworth for the 2020-21 academic year. It also gives an overview of the terms and conditions of any agreements between Wandsworth Music and schools.

You can request our services at any time, however some services may be limited and only run at certain times of year.

I hope you find this information helpful and we look forward to our ongoing partnership with you in 2020-21 and beyond.

Yours sincerely,



Dan White

CEO Wandsworth Music

Our Mission & vision

Wandsworth Music seeks to inspire enjoyment & excellence in music, in all its forms.

Our vision is a borough where everyone has access to high quality music making, enhancing and enriching the cultural life of the community and in particular, the aspirations of children and young people - especially those in financial need and living in challenging circumstances.

Through our high-quality, inclusive music programmes all children and young people will have the opportunity to progress on their musical journey and fulfil their musical potential.

We have a bold and confident vision for the musical future of our Children and Young People in Wandsworth. At the heart of our work are the following core values:

- **Excellence** we will promote high quality teaching and learning with a relentless drive for musical excellence
- **Aspiration** we will have the highest musical aspirations and place no limits on what can be achieved
- **Inspiration** we will lead by example, inspiring the next generation of musicians
- **Opportunity** we will provide a diverse range of musical opportunities
- **Inclusiveness** we will promote equality and ease of access for all

Service description

Wandsworth Music is the lead partner of the Wandsworth Music Education Hub. The music hub works in partnership with schools and other music organisations, including professional orchestras and ensembles. Our goal is to enable every child to enjoy a high-quality music education.

Wandsworth Music will continue to focus its work on the delivery of the Core and Extensions roles of the National Plan for Music Education:

Core Roles

- Ensure that every child aged 5 – 18 has the opportunity to learn a musical instrument through whole-class ensemble teaching programmes.
- Provide opportunities for children to play in ensembles and to perform from an early stage.
- Ensure that clear progression routes are available and affordable for all young people.
- Develop a singing strategy to ensure that every pupil sings regularly, and that choirs and other vocal ensembles are available in the area.

Extension Roles

- Offer CPD to school staff, particularly in supporting schools to deliver music in the curriculum.
- Provide an instrument loan service.
- Provide access to large scale and /or high-quality music experiences for pupils, working with professional musicians and/or venues.

Why use us?

- **Experience**

We have a proven track record, with more than 25 years' experience working in Wandsworth Schools and the local community. We currently deliver approximately 700 hours of music tuition each week.

- **Not for profit**

We are a charity! Our services are subsidised, and all income is reinvested into providing music services for schools and the local community.

- **Values**

We are committed to ensuring an inclusive and high-quality music education **for all**, regardless of background (and ability to pay).

- **High Quality**

All tutors are professionally qualified musicians, dedicated to inspiring the next generation of young musicians. Through continuous professional development and mentoring, along with regular observations and support; we ensure that our tutors deliver tuition of the highest quality.

- **Safeguarding**

All staff are subject to rigorous pre-employment checks, hold enhanced DBS checks and undergo regular safeguarding training.

- **Ease of use**

We manage payroll, insurance and all HR and legal compliance for all our staff so that you don't have to.

- **Instruments**

We have a large stock of high-quality instruments available to loan.

- **Governance**

Our work is overseen and supported by an expert board of dedicated trustees. We also report annually to Arts Council England.

Overview - Services available to schools

We support the strategic development of music education in, and out of schools through a range of high-quality partnerships and an extensive programme of musical learning - working with schools, pupils, and the community.

How we work with schools:

- offering a traded service for instrumental, vocal, curriculum and ensemble tuition;
- providing regular opportunities to participate in high quality and large-scale performance events at nationally recognised venues;
- providing progression opportunities for pupils beyond school;
- providing links to quality-assured partner organisation opportunities;
- supporting the development of the school's own curriculum through bespoke advice on in school programmes and support for reviewing, planning, and embedding of music within your school curriculum;
- offering bespoke CPD;
- offering an instrument hire service.

Music Programmes & Services available to schools

We offer a wide variety of tuition which can be catered to suit your schools' needs. Most of our services are bespoke programmes, which vary between schools. All programmes are subject to availability of staff, timetabling and availability of instrument stock. Further information about the range of services we offer can be found on this document (pages 7-10), as well as on our website: www.wandsworthmusic.co.uk

School Music Partner - Membership

All maintained, free and academy schools in Wandsworth are eligible for School Music Partner Membership (formerly Wandsworth Schools Music Service Trading Account)

Membership has the following benefits:

- discounted termly charges for all Wandsworth Music programmes, including Whole Class Ensemble Tuition, Singing Strategy and curriculum music;
- discounted instrument hire (minimum of 15%) on musical instruments loaned through the instrument hire scheme;
- free access to advice on instrument purchase, repairs and maintenance;
- discounted teaching rates for hourly paid peripatetic music teaching;
- 50% subsidy off the cost of transport for school parties to Wandsworth Music projects and events e.g. The annual Brighter Sounds concert (up to a maximum of £220 support per year).
- Music Mark Schools Membership (which includes benefits such as discounted Music Mark CPD, music sector updates and access to a library of resources).
- Free and/or discounted access to Music Hub CPD events.

By becoming a School Music Partner, this is also a pledge that your school supports the work of the Music Hub and values access to high quality music education for your pupils.

School Music Partner membership runs for the academic year, September - July, and is offered for renewal each Spring - in preparation for September – The costs are:

School Type	Cost
Nursery School	£300
Primary School (1 form entry)	£700
Primary School (2 form entry or more)	£780
Secondary School	£1,100
Special School	£550

To sign up for School Music Partner Membership for the academic year 2020-21 please [click here](#).

Whole Class Ensemble Tuition (WCET)

Whole Class Ensemble Tuition (WCET) provides children with the opportunity to learn a musical instrument during curriculum time, free of charge at the point of access for a full academic year.

We believe that through the programme of WCET we can encourage, nurture and develop the next generation of musicians, many of whom would not have considered taking up a musical instrument without this opportunity.

WCET lessons embrace multiple aspects of musical learning, which both support instrumental learning and enhance musical development. Aspects of musical learning may include; musically relevant warm-ups, exploring pitch, rhythm and pulse, listening and appraising, singing, notation, and technical and practical aspects appropriate to the chosen instrument.

Regular performance opportunities are an integral part of the programme and provide an opportunity for pupils to showcase their learning. Implicit in all programmes is the vision to build continuation beyond the first year - where all pupils can make an informed choice to decide if they wish to continue learning the instrument.

WCET programmes run for a whole academic year. Once established it is intended that programmes become an integral part of the musical offer in school and continue to run year on year. Many of our programmes have been running in Wandsworth Schools for more than 10 years.

All WCET Programmes run over 30 weeks of the school year, which includes 29 teaching sessions and 1 music tutor CPD.

We provide all instruments for WCET **FREE** of charge for as long as teaching is maintained. WCET programme costs for 2020-21:

Delivery Model	Lesson length	Number of tutors	Price per class per term	Price per class per term	Instrument Hire cost	Admin Fee **
			School Music Partner	Non Schools Music Partner		
KS1 Recorder	30 mins	1	£260	£283	Free of charge	£0
KS1 Recorder	30 mins	2	£520	£566	Free of charge	£0
Y3 Recorder/Djembe	45 mins	2	£890	£970	Free of charge	£290
Y3/4/5 WCET	45 mins	2	£890	£970	Free of charge	£290

Bespoke programmes outside of the standard arrangements outlined above can be negotiated with individual schools (£POA)

** The yearly WCET Admin Fee is charged per school and not per class (the fee supports maintenance, supply and delivery of instrument stock)

Schools currently engaged in the programme can renew their agreement [here](#)

For Schools not currently engaged in the programme, or for any further information regarding WCET please contact [Lydia Malitskie](#) or [Chris Spreadbury](#)

Hourly Paid Music tutors - Peripatetic services (Instrumental and Singing)

We have an outstanding team of more than 150 qualified professional musicians and music educators. Our committed team of tutors teach over 7,000 children a year - we offer a wide range of instruments and singing lessons.

Schools can buy in tutors for small group lessons (up to 4 pupils per group), paired and 1-1 lessons.

These are usually 30mins slots, delivered for 10 weeks per term. Please note that we require a minimum of 1 hours teaching time, unless lessons are added to other existing activity.

Peripatetic hourly charges for 2020-2021:

School music partner member	£44.50 per hour
Non-school music partner member	£48.50 per hour

For further information regarding peripatetic **Instrumental** services please contact [Chris Spreadbury](#)

For further information regarding peripatetic **Singing** services please contact [Debbie Huie](#)

Singing Strategy Programmes

The **Singing Strategy** aims to improve both the quality and quantity of singing in all Wandsworth Schools. Our bespoke singing programme is based on combining a thorough understanding of the developing child's voice, with exciting and challenging repertoire led by singing specialists to inspire children and staff about their potential to sing.

School, cluster and public performances are used to celebrate children's achievements and raise the profile of singing across the school community.

All programmes include a CPD session for teachers, which includes the songs and resources used in the programme.

The bespoke singing programme focuses on different year groups each term as follows:

Autumn term Year 3&4

Spring term Year 5&6

Summer term Year R,1&2

Singing programmes are advertised termly and are subject to contract, availability and timetabling of tutors. Alternatively, schools may sign up for all 3 programmes in advance. (Further information regarding singing projects for 20-21 will be sent shortly)

Programme	Session length	Number of tutors	Price per session	Price per session	Notes
			School Music Partner	Non School Music Partner	
YR,1&2 (summer term)	45mins	1	£445	£485	*minimum of 2 sessions required (max 30 children per session)
Y3&4 (autumn term)	60mins	2	£890	£970	**maximum of 60 children per sessions
Y5&6 (spring term)	90mins	2	£1,199	£1,299	**maximum of 60 children per sessions

For further information regarding the singing strategy please contact [Debbie Huie](#)

Curriculum Music Delivery & support for primary schools

Wandsworth Music can offer PPA and music curriculum cover within your school. We can also support teachers to develop their practice within your school.

These programmes are bespoke programmes and tailored to individual school needs. For further information regarding curriculum music support or to discuss your needs please contact [Debbie Huie](#)

Prices for curriculum music programmes are based on the following hourly rates:

School music partner member	£47 per hour
Non-school music partner member	£51 per hour

CPD

Wandsworth Music can support your school staff in continuing to develop their musical delivery within the curriculum. We can provide tailored music CPD for schools and signpost to partner offers and resources.

All School Music Partner Members receive free Music Mark Schools membership, with access to curriculum music resources and discounted CPD opportunities.

For further information regarding CPD support for music and to obtain a bespoke price please contact [Debbie Huie](#).

Instrument hire

Wandsworth Music has a large stock of high-quality musical instruments which subject to availability are available for hire.

Please note: all instruments provided for WCET are provided Free of Charge for as long as the programme is maintained in school.

Prices are per term – please refer to instrument hire agreement for full terms and conditions.

Instrument	Price Band	School member per term	Non-school member per term	Notes
Guitar, Djembe	A	£15.00	£18.00	
Trumpet, Trombone, Baritone, Clarinet, Alto Sax, Violin, Cello	B	£38.00	£46.00	
Oboe, Bassoon, Tuba, Euphonium, French Horn, Tenor Sax	C	£58.00*	£74.00	* currently discounted to £38 per term for pupils in Y3-6

We also offer significant discounts on instrument hire for pupils in receipt of free school meals.

For further information regarding instrument hire please contact [Chris Spreadbury](#)

Out of school opportunities for your pupils

Wandsworth Music Academy

The Wandsworth Music Academy provides high quality music lessons and progression routes for more than 500 children and young people aged 5-21, covering a wide range of musical genres, ensembles and instrumental and vocal studies.

The Music Academy is home to Wandsworth's leading orchestra, bands, choirs and ensembles and provides the very highest standard of musical progression.

For further information on progression opportunities for your pupils please visit:

<https://wandsworthmusic.co.uk/music-academy/>

Discounts and financial support are available for low-income families – please [contact us](#).

Wandsworth Music – Service Level Agreement, terms & conditions

This section contains a general overview of our terms and conditions. The purpose of this SLA is to clarify the responsibilities of the school and Wandsworth Music and to establish the terms and conditions under which the service and various programmes are delivered.

SLA Overview

1. This agreement is made between the school and Wandsworth Music. It is not made with any individual teacher employed by the service.

2. The purpose of this agreement is to regulate dealings between parties by setting out obligations relating to performance and payment for services.
3. More detailed terms and requirements for specific programmes are contained in the appendix.

Wandsworth Music commitments & responsibilities

Wandsworth Music will promote high quality teaching and learning. We ensure quality and accountability in the following ways:

1. All Wandsworth Music staff are:
 - a. Appropriately qualified musicians and music educators and undergo rigorous pre-employment checks:
 - i. Interview and audition;
 - ii. Enhanced DBS Check;
 - iii. Asylum and Immigration (Right to Work);
 - iv. Identity checks;
 - v. References;
 - b. supported and developed through a continuous programme of performance management and bespoke professional development;
 - c. kept up to date with regular safeguarding training.
2. Teaching is monitored, evaluated and reported to senior managers within the service.
3. All tutors will be observed at least once every 18 months as part of the service's quality assurance system.
4. Wandsworth Music undertakes to inform schools of any staff absence as quickly as possible. In the event that a tutor is absent we will endeavour to send a deputy tutor where possible. If this is not possible, leading to cancellation of a session then Wandsworth Music will arrange for the session to be made up at a mutually convenient time. Failing that, we will issue a credit note/ refund for the missed session.

School responsibilities:

5. Wandsworth Music teachers should be treated as a member of the school staff and be allowed to use the Schools' facilities, including toilets and staff room, particularly if there are multiple lessons taking place at the School before and after break times.
6. To provide all visiting music teachers with information on health and safety and safeguarding procedures. This will include signing in and out, fire, first aid, evacuation and other emergency procedures as well as safeguarding and security measures.

7. Music teachers should be told in confidence of any medical, behavioural and academic information or other issues that may affect their pupils' learning.
8. Ensure appropriate classroom support from a member of teaching staff (exact requirements are outlined in the individual programme agreement).
9. Ensure that teaching rooms are suitable for the purpose of the music programmes (please refer to individual programme agreements). Teaching rooms should have:
 - a. Enough space, appropriate to the size of the group
 - b. Visual access, through a window or door
 - c. Adequate heating and lighting
 - d. Appropriate furniture - move any furniture as required prior to the lesson starting so that the children can fully participate for the entire lesson.
10. Ensure appropriate teaching resources are provided – for example:
 - a. Music Stands
 - b. Interactive White Board
 - c. Instruments
 - d. CD player/ Laptop/ audio device/ Piano
11. To publicise music lessons in the school and signpost children and parents to the additional progression opportunities. This includes directing parents to the Wandsworth Music website to find out further information on the music education opportunities available for their child.
12. Where appropriate provide suitable storage space for the instruments on loan.
13. To comply with any reasonable requests to provide data for the Department for Education annual survey on music education in primary schools. We are required to report to the DfE annually, through the Arts Council England, on music provision in Wandsworth, including all activities that take place within all schools.
14. To ensure that tutor pay claims are signed and emailed to Wandsworth Music in accordance with the pay schedule. (Failure to send claims on time may result in late payment charges being applied)

Programme Booking & Payment terms:

15. The school agrees to pay Wandsworth Music the correct fee for services in accordance with the prices set out in the agreement. (For schools with bespoke programmes the total costs will be confirmed in writing via email)
16. Invoices for services will be payable by schools within 14 days of receipt. Payment for singing projects, WCET programmes and curriculum music provision must be made in advance before tuition commences. Invoices will be raised as soon as these programmes are timetabled and confirmed.
17. Peripatetic tuition and ad hoc work (e.g. music concerts, workshops) will be invoiced in arrears or added to the following terms invoice.

18. Please note that Wandsworth Music reserves the right to suspend or withdraw tuition if payment is not made.

School Music Partner Membership (formerly Music Trading Account):

19. Schools can gain membership by completing this [online form](#).

20. Schools will be invoiced for the annual membership cost on receipt of the completed booking form.

21. Membership runs through the academic year, from September to July.

22. Renewals will be offered early in the new financial year preceding the new academic year.

23. Please note that membership discounts cannot be applied retrospectively to programmes already received if membership is purchased mid-year.

WCET programmes:

24. WCET Programmes run for a whole academic year.

25. Autumn and Spring term sessions will be invoiced in advance before the start of the academic year.

26. Summer term sessions will be invoiced early in the new financial year.

27. Full payment must be received before tuition can take place.

Termly Singing Programmes:

28. Programmes will be invoiced termly in advance of tuition, once participation & timetabling is confirmed. Full payment must be received before tuition can take place.

Instrument hire:

29. Instrument hires direct to schools will be invoiced termly in advance.

Peripatetic instrumental and vocal tuition:

30. Schools will be invoiced in arrears upon receipt of tutors pay claims.

General terms:

31. If the school has paid for services that Wandsworth Music cannot provide (other than in situations where the services cannot be provided because of failure to act, time delay or negligence on the part of the school); the School will be refunded or not charged for the services - only to the extent that Wandsworth Music is able to secure such refund.

32. Where a school passes on any element of the cost of tuition to parents, the governing body is responsible for ensuring compliance with the latest statutory requirements.

Cancellation/ Termination of Programme agreements

33. **Whole Class Ensemble Tuition:** The contractual commitment is for the whole academic year. Should a school wish to terminate the agreement before the end of the academic year then no refund of programme costs will be given. There may be an additional fee for collection of instruments if special arrangements are required.
34. WCET renewal agreements are issued in the Spring Term for the following academic year.
35. **Singing Strategy Projects:** The contractual commitment is for the relevant term in which the programme is delivered. Should a school wish to terminate the agreement before the end of the termly programme they will not be entitled to a refund.
36. **Curriculum Music programmes/ Ensemble support:** Programmes run for a whole academic year. If either party wishes to terminate the agreement before the end of the academic year then 1 term's written notice must be given (minimum 10 lessons).
37. Wandsworth Music reserves the right to charge full programme costs if appropriate notice is not given.
38. **Hourly Paid Peripatetic lessons (including choirs & ensembles):** A minimum of half a term's written notice is required to reduce or cancel the agreed teaching time.
39. We advise that schools request parents to give at least 5 weeks-notice if their child wishes to stop instrumental / vocal tuition. Wandsworth Music reserves the right to charge full costs if appropriate notice is not given.

Cancellation and change of session times

40. Schools should notify WM as soon as possible if lessons are unable to take place, for example due to school trips or exams.
41. When pupils are not available for teaching due to school closures, including adverse weather conditions, school visits, examination periods, school INSET days then the school will be charged for the hours timetabled, unless we have received at least 2 weeks' notice.
42. WM reserves the right to charge for lessons where appropriate notice is not received about cancellation or change of times.

Systems for feedback (compliments, concerns & complaints)

43. Wandsworth Music welcomes and actively seeks feedback on its service delivery, both positive and with respect to areas of concern.
44. It is anticipated that in the first instance schools will discuss any feedback on delivery directly with the music tutor. If issues or concerns cannot be resolved, then schools are advised to contact the relevant line manager at Wandsworth Music (please refer to contact list).

45. Should it not be possible to resolve an issue in this way then complaints can be put in writing to:

Debbie Huie – Assistant Head of Music

46. Should it not be possible to resolve an issue in this way then schools should contact the Head of Service in writing.

47. Wandsworth Music would prefer to resolve issues and complaints about delivery at an early stage if possible. In our experience almost all issues can be professionally and satisfactorily resolved in this way.

Confidentiality

48. Wandsworth Music's privacy policy can be found [here](#)

Wandsworth Music Contact Information

Dan White
Head of Music Service

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Wandsworth Music

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Appendix 1: (WCET) Agreement

This agreement should be read in conjunction with the Wandsworth Music Service Level Agreement, terms & conditions.

WCET Programme overview:

- Programmes will run over 30 weeks of the school year, which includes 29 teaching sessions and 1 music tutor CPD
- Generally, schools should plan for 10 weeks per term. Teaching dates will be decided directly between tutors and schools.
- Unless otherwise agreed, sessions last for 45 minutes per class, with additional time scheduled for planning, setting up and the repair and tuning of instruments.
- There will be a concert during the last session of **each** term – the date/ time should be mutually agreed **between music service tutors and schools**. We recommend agreeing the date at the start of each term.
- Music tutors require **at least 2 weeks' notice** in order to re-arrange sessions. Wandsworth Music reserves the right to charge for sessions where appropriate notice is not received.
- All instruments for WCET are loaned to the school free of charge. This ensures that each child has an instrument which is theirs for the full duration of the programme.
- Schools are responsible for ensuring that at the end of each year instruments are collected and cleaned ready for their new cohort of pupils. Please refer to appendix 6 for additional terms regarding free instrument loans for WCET tuition.
- Schools are responsible for purchasing additional accessories such as reeds, replacement strings, oil etc. We are happy to advise on suppliers.
- Should additional or replacement instruments be required then Wandsworth Music will arrange for delivery and or collection of instruments at the start and end of each academic year. Unless otherwise agreed, any notification of instrument requirements for return or repair outside of this period will be the school's responsibility to arrange and deliver to the music service office.

I have read and understood the programme information. I agree:

- To the terms and conditions set out in the service level agreement.
- That the class teachers will be present and actively engaged in the lessons. **Unless otherwise agreed, we find the coverage of PPA time to be an unsatisfactory way of delivering the programme.**
- To provide a suitable large rehearsal space for each session (**i.e. School hall or large music room**) with the use of an **interactive white board, laptop, audio input and piano**.
- To ensure that a suitable number of chairs are set out prior to the lesson. (**Benches are not suitable, and children must not be sat at desks**)
- To ensure that **all instrument serial numbers are recorded and clearly assigned to each pupil**. A record of serial numbers should be returned Wandsworth Music for audit purposes.
- To ensure that children are allowed and encouraged to take instruments home as soon as is deemed appropriate by the Music Service tutors. **N.B - All children must sign and return a loan form to the school before being allowed to take an instrument home.**
- To arrange a performance opportunity at the end of each term that parents and other classes are invited to (This is normally during the normal lesson time and led by the music tutors with the support of class teachers)

Appendix 2: Hourly Paid Peripatetic Agreement

This agreement should be read in conjunction with the Wandsworth Music Service Level Agreement, terms & conditions.

By agreeing to instrumental and singing lessons, you agree to the following terms:

- To the general terms and conditions set out in Wandsworth Music Service Level Agreement, terms & conditions.
- Generally, there will be 10 lessons per term (total of 30 over the year) – any changes to this must be agreed in writing by Wandsworth Music.
- Exact teaching dates will be agreed **between tutors and schools** to avoid any clashes with events e.g. school trips etc. The music service will invoice schools for payment on receipt of tutor pay claims. Please confirm tutor hours when making arrangements with WM.
- In most cases, lessons will be 30 minutes each, delivered in small groups (**maximum of 4 children per class**) or 1-1 tuition. Exact group sizes will be agreed in advance with WM.
- Tutors require **at least 2 weeks**, notice in order to re-arrange sessions. Tutors will be entitled to claim for teaching sessions if adequate notice of cancellation is not given.
- A member of school staff should be designated as the named coordinator of instrumental/vocal teaching in the school. It is expected that they provide suitable channels of communication between WM, the music tutor and the school.
- All pupils must have their own, fully working musical instrument to use and take home to practice – it is not appropriate to share with another learner. Instruments are available for hire (Terms & fees apply).
- If instruments are owned by the school/pupil, it is the school/pupils responsibility to maintain them. **WM are not able to send instruments to be repaired that do not belong to us.**
- Children learning the piano should be encouraged to purchase a keyboard for home use. Where this is not possible, schools should provide space to practice in during breaks etc.
- It is assumed that lessons will automatically continue each term unless appropriate notice is given.
- **Schools are responsible for collecting payments from parents – we advise that payment (at least half a term in advance, preferably the whole term) is collected in advance of any lessons taking place and parent confirmation recorded by the school.**
- To encourage children to commit to learning and practising their musical instrument/ voice throughout the year and onwards.
- To ensure that children take instruments home as soon as is deemed appropriate by the Music Service tutor. All children must take instruments home to practise between sessions.

Appendix 3: Singing Strategy Programmes

This agreement should be read in conjunction with the Wandsworth Music Service Level Agreement, terms & conditions.

- Programmes will run over a period of 10 weeks each term.
- 8 sessions will be led by a WM vocal leader, with 2 schoolteacher led weeks.
- The teaching dates and times will be agreed by WM and the school in advance of the start of each term. Due to the nature of these projects it is not possible to reschedule or re-arrange sessions once the times are agreed.
- In the event that a tutor is absent Wandsworth Music will endeavour to send a deputy tutor where possible.

I have read and understood the programme information. I agree:

- To the general terms and conditions set out in the Wandsworth Music Service Level Agreement, terms & conditions.
- To ensure that all participating class teachers are present and actively engaged in the lessons. **The project should not be used as PPA cover.**
- To ensure that all participating class teachers attend the CPD session.
- To ensure that the teacher/s responsible for teaching participating classes lead sessions **in addition** to those led by the Vocal Leader
- To provide a suitable large rehearsal space for each session (**i.e. School hall or large music room**) with the use of an **interactive white board, laptop, audio input and piano.**
- To plan for a performance opportunity at the end of the project

Appendix 4: Curriculum Support Programmes

This agreement should be read in conjunction with the Wandsworth Music Service Level Agreement, terms & condition

- Curriculum lessons are generally delivered for 36 weeks (12 sessions per term).
- The teaching dates and times will be agreed by WM and the school in advance of the start of each term. Due to the nature of these programmes is not possible to reschedule or re-arrange sessions once the times are agreed.
- In the event that a tutor is absent Wandsworth Music will endeavour to send a deputy tutor where possible.

I have read and understood the programme information. I agree:

- To the general terms and conditions set out in the Wandsworth Music Service Level Agreement, terms & conditions.
- To provide a suitable large space for each session (**i.e. large music room**) with the use of an **interactive white board, laptop, audio input and piano.**
- To provide appropriate musical resources (e.g. classroom percussion, keyboards etc) – to be agreed with Wandsworth Music in advance.
- To plan for regular performance opportunities.

Appendix 5: Instrument Loan Agreement (for peripatetic lessons in schools)

For peripatetic lessons in schools (not WCET)

This agreement should be read in conjunction with the Wandsworth Music Service Level Agreement, terms & conditions.

Terms of instrument loan

- Wandsworth Music agrees to loan instruments to schools for small group and peripatetic teaching, subject to availability. The cost of instrument hire is set out in the information for school's brochure. Alternatively, parents may hire instruments directly from Wandsworth Music.
- WM run a reduced hire rate scheme for pupils eligible for free school meals. We offer a reduced rate of £12.50 per instrument per term, subject to receiving written confirmation of learning and proof of entitlement, to ensure that these instruments will be used specifically for children on FSM. We need this accurate information as we are required to report remissions data back to the Arts Council. Likewise, if the instruments are no longer used by children on FSM we also need to be made aware so that the discounted rates can be amended appropriately. It is the Schools responsibility to keep us informed of any changes in circumstances.
- Schools will be invoiced for the total hire of all instruments in advance of each term. Schools will continue to be invoiced, and liable to pay hire charges until such time that instruments are returned, or an agreement in writing has been made with WM. Hire fees will be invoiced at the same amount as the previous term, unless we hear from you otherwise.
- Schools are responsible for administering the loan of instruments to children, logging instrument serial numbers and collecting hire money from parents/ carers. WM are unable to deal with direct requests from parents for instrument hire in these circumstances.
- The instruments remain at all times the property of WM. We aim to issue instruments in good condition and expect them to be looked after and returned in the same condition with all accessories. Schools/ individual hirers will be responsible for purchasing consumables such as reeds, strings and oil.
- **End of year:** Schools are responsible for ensuring that all instruments are returned back to school and correctly logged.
- Where tuition continues for the next cohort of pupils, schools are responsible for the appropriate cleaning of instruments (e.g. brass and wind) as follows;
 - Brass mouthpieces, flute head joints & recorders: Washed in hot soapy water (alternatively brass mouthpieces can be put in the dishwasher)
 - Clarinet & Saxophones: Dispose of old reeds and thoroughly wash the mouthpiece in warm soapy water with a soft cleaning cloth. If possible run a cleaning rod and cloth through the body of the instrument.
 - We are happy to provide schools with sterilol cleaning spray and mouthpiece brushes.
 - If in any doubt please ask your Wandsworth Music tutors who can advise.

Damage/loss

- Wandsworth Music accepts that some wear and tear is inevitable, and in most cases will bear the cost of minor repair work. In cases of serious damage, misuse or loss, a contribution up to the full cost of the instrument towards repairs/ replacement will be requested.

- We expect all instruments to be returned in the same condition along with all accessories (e.g. bows, mouthpieces, straps) – any missing accessories will be charged for.
- Please do not attempt to repair instruments. Please contact WM directly to arrange repairs.

Collection/ Delivery

- Wandsworth Music will arrange for delivery/ collection of instruments at the start and end of the academic year. Any requests for delivery/ collection outside of these times will be the responsibility of the school or subject to a delivery charge.

Appendix 6: Instrument Loan Agreement for WCET

For WCET instruments (not peripatetic lessons in schools)

This agreement should be read in conjunction with Appendix 1 (WCET agreement) and the Wandsworth Music Service Level Agreement, terms & conditions.

Terms of instrument loan

- Wandsworth Music agrees to loan instruments free of charge to schools for use in WCET programmes, subject to availability.
- Schools will continue to have free loan of instruments for as long as WCET teaching is maintained. This ensures that each child has an instrument which is theirs for the full duration of the programme.
- Instruments should not be shared and all children must have their own instrument to use. Where there is a need to swap an instrument the mouthpiece must be thoroughly cleaned and where appropriate a new reed supplied.
- Schools are responsible for administering the loan of instruments to children and logging instrument serial numbers. All children should return the appropriate instrument loan form to the school before being allowed to take the instrument home.
- The instruments remain at all times the property of WM.
- We aim to issue instruments in good condition and expect them to be looked after and returned in the same condition with all accessories. Schools will be responsible for purchasing consumables such as reeds, strings and oil.
- **End of year:** Schools are responsible for ensuring that all instruments are returned back to school and correctly logged.
- Where tuition continues for the next cohort of pupils, schools are responsible for the appropriate cleaning of instruments (e.g. brass and wind) as follows;
 - Brass mouthpieces, flute head joints & recorders: Washed in hot soapy water (alternatively brass mouthpieces can be put in the dishwasher)
 - Clarinet & Saxophones: Dispose of old reeds and thoroughly wash the mouthpiece in warm soapy water with a soft cleaning cloth. If possible run a cleaning rod and cloth through the body of the instrument.
 - We are happy to provide schools with sterilol cleaning spray and mouthpiece brushes.
 - If in any doubt please ask your Wandsworth Music tutors who can advise.

- Schools may not charge or take deposits for instruments. The service does not charge a hire fee for instruments used in these whole-class sessions. At the time of writing all instruments will be loaned free of charge, providing that teaching is maintained through the music service.
- Providing parents/carers have returned the consent form, children should be allowed and encouraged to take instruments home as soon as is deemed appropriate by the instrumental tutors. It is usually inappropriate for any instruments to go home in the first few weeks because of the issues concerning how to care for the instrument and in some cases how to assemble it properly too.

Damage/loss

- Wandsworth Music accepts that some wear and tear is inevitable, and in most cases will bear the cost of minor repair work. In cases of serious damage, misuse or loss, a contribution up to the full cost of the instrument towards repairs/ replacement will be requested.
- We expect all instruments to be returned in the same condition along with all accessories (e.g. bows, mouthpieces, straps) – any missing accessories will be charged for.
- Please do not attempt to repair instruments. Please contact WM directly to arrange repairs.

Collection/ Delivery

- Wandsworth Music will arrange for delivery/ collection of instruments at the start and end of the academic year. Any requests for delivery/ collection outside of these times will be the responsibility of the school or subject to a delivery charge.