

Services For **Education**

MUSIC SERVICES FOR **SCHOOLS 2019/20**



www.servicesforeducation.co.uk

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

WHAT THE MUSIC SERVICE OFFERS

How the Music Service can support a broad and balanced curriculum in your school



OUR 2019/20 TEACHING CALENDAR

August 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
20				1	2	3	4
21	5	6	7	8	9	10	11
22	12	13	14	15	16	17	18
23	19	20	21	22	23	24	25
24	26	27	28	29	30	31	

September 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
24							1
25	2	3	4	5	6	7	8
26	9	10	11	12	13	14	15
27	16	17	18	19	20	21	22
28	23	24	25	26	27	28	29
29	30						

October 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
29		1	2	3	4	5	6
30	7	8	9	10	11	12	13
31	14	15	16	17	18	19	20
32	21	22	23	24	25	26	27
33	28	29	30	31			

November 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
33					1	2	3
34	4	5	6	7	8	9	10
35	11	12	13	14	15	16	17
36	18	19	20	21	22	23	24
37	25	26	27	28	29	30	

December 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
37							1
38	2	3	4	5	6	7	8
39	9	10	11	12	13	14	15
40	16	17	18	19	20	21	22
41	23	24	25	26	27	28	29
42	30	31					

January 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
42			1	2	3	4	5
43	6	7	8	9	10	11	12
44	13	14	15	16	17	18	19
45	20	21	22	23	24	25	26
46	27	28	29	30	31		

February 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
46						1	2
47	3	4	5	6	7	8	9
48	10	11	12	13	14	15	16
49	17	18	19	20	21	22	23
50	24	25	26	27	28	29	

March 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
50							1
51	2	3	4	5	6	7	8
52	9	10	11	12	13	14	15
1	16	17	18	19	20	21	22
2	23	24	25	26	27	28	29
3	30	31					

April 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
3			1	2	3	4	5
4	6	7	8	9	10	11	12
5	13	14	15	16	17	18	19
6	20	21	22	23	24	25	26
7	27	28	29	30			

May 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
7					1	2	3
8	4	5	6	7	8	9	10
9	11	12	13	14	15	16	17
10	18	19	20	21	22	23	24
11	25	26	27	28	29	30	31


June 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
12	1	2	3	4	5	6	7
13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
15	22	23	24	25	26	27	28
16	29	30					

July 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
16			1	2	3	4	5
17	6	7	8	9	10	11	12
18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	26
20	27	28	29	30	31		

August 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
20						1	2
21	3	4	5	6	7	8	9
22	10	11	12	13	14	15	16
23	17	18	19	20	21	22	23
24	24	25	26	27	28	29	30
25	31						

Please return your order form by Friday 19 June 2019,
Unit 3 Holt Court
Holt Street
Birmingham Science Park Aston
B7 4AX
or By email: music@servicesforeducation.co.uk


 Music Service Training Days (non-teaching day)

 Non-teaching days/Administrative/Performance days

 School Holidays

 Bank Holiday

 Teaching days

 Last day of school/Non-teaching day

 Live Music in Schools

WEEKLY SUPPORT SERVICES



ADDITIONAL SUPPORT SERVICES



WHY COME TO THE MUSIC SERVICE?



50 YEARS:

We have over 50 years' experience working with schools in Birmingham.



WE ARE A CHARITY:

We have no shareholders. Our successes are reinvested in our work to further enhance educational opportunities in Birmingham.



OUR VALUES:

We want your children to feel good about coming to your school! Our approach engages your parents, communities and enhances the wellbeing of your children.



YOUR SCHOOL REPUTATION:

All Music Service customers are awarded membership of Music Mark and receive a certificate to endorse their commitment to Music Education.



NATIONAL REPUTATION:

Major Award Winners at the Rhinegold Music Teacher Awards 2018.



TRAINING:

Music Service teachers benefit from 5 training and development days each year and are subject to rigorous professional support and quality control.



INCLUSION:

Music Service teachers adhere to the same principles and educational philosophy. We do not 'select'. Music is for all children to explore.



CHECKS:

The Music Service is in full compliance with the Safeguarding procedures and requirements including Disclosure and Barring Service checks and Right to Work checks on staff.



PRACTICE DIARY:

All work is tracked in the pupils' weekly practice diary.



NO HIDDEN FEES:

There is no VAT, instrument hire charges or group teaching levy. Our hourly rate is what you pay.



AFFORDABLE GROUP TEACHING:

Where schools have to charge parents for lessons, a group teaching model (with a free instrument) is still the most affordable route for your families.



FREE INSTRUMENTS:

Instruction from a Music Service teacher will be accompanied by the free, long term loan of an instrument. All maintenance repair and accidental damage costs are absorbed by the Music Service.



GCSE SUPPORT:

Music Service teachers have expertise and regular training in supporting pupils to success in the practical elements of GCSE, AS and A2 examinations.



LEGAL & INSURANCE:

The Music Service deals with payroll and all associated costs under employment law.



GOVERNORS & TRUSTEES:

We offer the best value, impact, insurances and securities for schools.



MEMORABLE EXPERIENCES:

We connect your school to the whole city wide offer. Your students can represent your school in over 70 free bands, orchestras, choirs, instrumental days and performances at Symphony Hall.



FRIENDSHIPS WITH OTHERS:

Our Area and Central Ensembles allow your students to develop friendships with children across the city of Birmingham. This is a crucial element of our impact in Birmingham.



SUCCESS!:

We provide written pupil reports each year celebrating individual pupils' successes in their instrumental / vocal work.

INSTRUMENTAL / VOCAL TEACHING

All instrumental and vocal teaching is related to the National Curriculum, is supported by written pupil profiles, and follows A Common Approach, the nationally agreed curriculum for instrumental / vocal teaching. Instrumental teaching is normally available and best delivered during the school day but, where necessary, arrangements may be made for visits before or after the school day. Instrumental teaching is accompanied by the free loan of a quality instrument. Please consult your instrumental teacher in order to submit requests for instruments with your order form.

We teach over 30 separate instruments! All instruments are provided free of charge.

There are 39 weeks in the school calendar year. Our Instrumental teaching is offered across 36 weeks [see calendar]. Schools may cancel up to 3 weeks under the terms of the contract for services. The minimum engagement is 33 weeks.

INSTRUMENTS / VOCAL STYLES WE CAN PROVIDE:

Brass

Brass Band

- Baritone
- Cornet
- Euphonium
- Flugel Horn
- Tenor Horn

Orchestral

- French Horn
- Trombone
- Trumpet
- Tuba

Guitar & Keyboard

Guitar

- Acoustic
- Classical
- Electric
- Bass

Keyboard

- Electric
- Keyboard
- Piano
- Piano Accordion

Ukulele

Percussion & World

Percussion

- Drum Kit
- Timpani
- Tuned
- Untuned

World Music

- Dhol
- Djembe
- Harmonium
- Sitar
- Steel Pans
- Tabla
- Samba

Strings

- Violin
- Viola
- 'Cello
- Double Bass

Voice

- Classical
- Gospel
- Jazz
- Pop
- Rock

Woodwind

- Alto Saxophone
- Bassoon
- Clarinet
- Flute
- Oboe
- Recorder
- Tenor Saxophone
- Tin Whistle

***NEW FOR 2019-2020* - £46.25 Per Hour**

Primary Schools - Electric Guitar Lessons

For the first time in Birmingham we have run a pilot electric guitar programme in a number of schools. We have highly experienced teachers in this field and have seen impact and progression across all settings.

WORLD MUSIC TEACHER - £46.25 Per Hour

We have a world music department with over 20 years' experience, now offering graded music exams in Dhol, Tabla, Sitar, Harmonium and Steel Pans.

SEND MUSIC SPECIALIST - £776 - Available to Special Schools Only

For this subsidised annual payment, we have a number of qualified SEND instrumental teachers who have completed the PGCert for Music and special needs. We can provide specialist support for special schools and young people with learning difficulties or disabilities. A significant proportion of staff can now work with groups of children as well as offering one to one support. An annual price of £776 includes one teacher for 33 weeks in the year for one hour per week, with classes or groups of children.

EARLY YEARS - "SOUNDTOTS" - £52.00 Per Hour

Music in the Early Years Foundation Stage can be provided throughout the week to support the wider aims of school development plans by:

- Supporting children's language development, memory, listening and attention skills.
- Developing the Prime Areas of Learning so that children have the skills to access the specific areas.
- Raising children's learning outcomes across the seven areas of learning within the foundation stage.

Music Service teachers will foster and model the three 'characteristics of effective learning' so that children learn to explore, to be engaged and motivated to develop their thinking skills by making links in their learning through music. These sessions are best booked in 2 hour slots to allow for whole group participation, followed by smaller group intervention on specific prime areas.

CLASSROOM CURRICULUM MUSIC TEACHER PRIMARY SCHOOLS - £52.00 PER HOUR

Experienced and qualified primary school music specialists are able to lead classroom sessions with a vocal and classroom percussion focus. A broad knowledge of the new National Curriculum allied with a Common Approach enables our classroom music specialists to deliver engaging lessons for schools.

CLASSROOM MUSIC SPECIALIST STAFF CAN:

- *Deliver the primary music curriculum with a vocal focus on developing musical skills among pupils.*
- *Work alongside teachers in the classroom and liaise with music co-ordinators in long and medium term planning.*
- *Offer a variety of opportunities for children to take part in music projects across the city.*
- *Assist schools with developing their application of the Charanga Musical School digital resource software.*
- *Work alongside class teachers in their class developing vocal skills.*
- *Train choirs.*

****Please note that Classroom Music is best and most effectively booked in a day (5 hours) or half day (3 hour) session****

SINGING CONNECTIONS - COLLECTIVE WORSHIP BOOK - £39.99

Do you need resources for school assemblies or collective worship?

Do you need PowerPoint presentations for whiteboard display?

This fantastic resource brings together powerpoint presentations, backing tracks and new songs to promote fundamental British values, healthy eating, attendance and a positive school ethos. It can be used with individual classes or large groups effectively.



EXTRA CURRICULAR BANDS / GROUPS - £39.00 Per Hour

Are we working in your school already?

This package of support is designed for school teachers with limited capacity to develop school groups. Why not let us take care of it for you?

Our experienced staff can coach small and large group ensembles after school, preparing them for upcoming assemblies and school performances. Engaging repertoire is provided or developed for the groups **(minimum booking of 1 hour applies)**.

PRIMARY SCHOOL CURRICULUM ADVISORY VISIT - £185.00

Is your school in an Ofsted category? Are you an academy redesigning your provision?

Or do you simply want an external assessment of your music curriculum?

Our advisory service offers a face to face school visit with a member of our leadership team and follow up report outlining recommendations where appropriate.

ANNUAL IMPACT REPORT FOR GOVERNORS / TRUSTEES - £275.00

The music service is uniquely positioned to present an annual impact report for school governors and trustees taking account of local knowledge and data. Through the music education hub, we can draw together relevant data to report on your schools engagement with external partners and the Music Service. Our reports can champion exam successes and performance achievements of children in your school.

This service includes a face to face school visit with a member of our leadership team and follow up report for school governors.

CHARANGA - ONLINE MUSICAL SCHOOL - £250

A complete new music scheme for the new curriculum – year long subscription includes:

- *In-year training provided by the Music Service in localised areas*
- *Alternative 'freestyle' mode for you to create your own scheme*
- *Suitable for generalist and specialist teachers*
- *High quality and cost-effective with excellent use of ICT*
- *Recommended by over 80 Music Hubs and used in over 5000 schools*
- *Reinforces continuous genuine music-making as desired by Ofsted*



NEW FOR 2019-2020

**FREE PRIMARY AND SECONDARY MUSIC EDUCATION
CONFERENCE THURSDAY 13TH FEBRUARY 2020 -
THE MAC BIRMINGHAM 9.00am - 4.00pm**

FREE TO ALL MUSIC LEADS IN BIRMINGHAM SCHOOLS

Join us for an inspirational conference aimed at both Primary and Secondary music practitioners. The conference programme will include:

- Nationally acclaimed speakers and contributors
- Networking opportunities with Music Education Hub partners, publishers and suppliers
- Discussions on collaboration between colleagues
- A range of practical sessions dedicated to Primary and Secondary music teaching
- A focus on improving teaching and learning outcomes in your setting
- Opportunity to hear from leading GCSE/A Level exam boards
- We will be creating strategic networks across the city to support and share good practice

BOOK A FRIDAY DRUM AND PERCUSSION WORKSHOP AT YOUR SCHOOL

*****SUITABLE FOR ALL YEAR GROUPS*****

Drum and percussion workshops are an enjoyable and accessible entry point for both pupils and staff into creative, informative and fun learning experience. The warm sounding Brazilian Surdo drums and large selection of instruments are used by the pupils to enter the world of percussion led by experienced workshop teacher Steve Palmer.

**FULL DAY WORKSHOP: £375 INCLUDING FULL SCHOOL
ASSEMBLY IF REQUIRED OR HALF DAY WORKSHOP: £225**

Call or email Services For Education for information and to design a Friday workshop to best suit your pupils and school. All equipment is provided on the day.

PIANIST FOR ASSEMBLIES - £27.25 PER HOUR

Do you have a regular collective worship assembly?

Do you need a pianist to play for your weekly choir rehearsals?

Our sessional pianists are here to help. Contracted weekly. One off visits for accompaniment can be arranged by agreement, subject to availability.

SCHOOL / ACADEMIES CLUSTER CONCERTS

Since 2014, we have been successfully delivering large scale cluster concerts for academy chains, special school clusters and consortiums. We can work with your neighbouring schools or academy partners to showcase the musical achievements of your young people.

Our services are costed according to the number of schools and venue hire costs. Although prices range from £250 per school, some subsidy may be available for schools on our identified wards for regeneration / deprivation.

SCHOOL / CORPORATE STAFF WELLBEING - PERCUSSION AND CHOIR - HALF DAY OR FULL DAY BY ENQUIRY

Are your staff tired and stressed?

Do you need something a little different for staff training and well-being?

Are you looking to develop collaboration between schools or teams of teachers?

This package of support aims to develop cooperation, collaboration and staff wellbeing. We can support team building and training from as little as 30 minute introductory sessions to full days by request.

"Excellent session - best management away day ever"
(I. Evans)

"Great instruction, light-hearted - good for those even without any rhythm!"
(H. Pryce)

"Good team building exercise and a lot of fun"
(N. Pickering)



DJ / URBAN TEACHER IN RESIDENCE - £46.25 PER HOUR

We can provide an industry professional to come and work on projects that use contemporary music genres like Hip-Hop, Grime or House Music. It is a great way to include all students and engage them with music from the very beginning of their time at secondary school.

To increase pupils' confidence in their music abilities from Year 7 and help to create a culture where students want to continue with music studies past Year 9, and to engage students who wouldn't normally consider themselves traditional candidates for Music GCSE. We can also provide bespoke visits to support this genre in your GCSE specification delivery .



GCSE/A LEVEL MUSIC ENSEMBLE SUPPORT - £39 PER HOUR

GCSE/A Level ensemble performance is a critical component of examinations often needing rehearsal time in the weeks prior to recording. Our experienced team of musicians can offer guidance on performance (and repertoire where needed) to boost the quality of these ensemble performances leading to even better marks at KS4/5. Provision is provided after school and our musicians can offer a flexible approach to rehearsal days.

Please contact music@servicesforeducation.co.uk for more information. See also our DJ / Urban support which can be offered together - subject to availability. **This teaching does not carry any allocation of practice diaries, pupil reports, paperwork or musical equipment**

CBSO KS3 CONCERTS 2020 - SAVE THE DATE!

Each year, since 2012, the Music Service has paid the ticket costs for any year 7 child in a Birmingham School to attend the CBSO's KS3 concerts. It costs almost £30,000 each year and is one of the most exciting collaborations we provide for our schools as leader of the Music Education Hub.



Details will be sent to all schools in the Autumn term. Please ensure we have a correct email address for the Head of Music. Schools are responsible for supervising and transporting children to and from the venue.

Book this FREE trip in your school's diary now!

Monday 3rd February 11.00am & 1:30pm & Tuesday 4th February 11.00am & 1.30pm
Symphony Hall, Birmingham *A Box Office code will be sent out to you*

EXAM ATTAINMENT - 2019/20

Graded music level	Grade	2016 Points	2017 and 2018 Points
Grade 6	Pass	7.00	7.00
	Merit	8.00	8.50
	Distinction	8.00	8.50
Grade 7	Pass	7.00	7.00
	Merit	8.00	8.50
	Distinction	8.00	8.50

Examinations attainment is an important part of demonstrating impact in the teaching of Instrumental / Vocal Music.

The DFE have published the Progress 8 points allocation for students working at ABRSM grade 6 and above.

Source: Progress 8 measure in 2016, 2017, and 2018 Guide for maintained secondary schools, academies and free schools January 2016

WORLD MUSIC EXAMS - PRSSV

Our Music Service is pleased to offer graded practical music exams in partnership with the Pandit Ram Sahai Sangit Vidyalyaya (PRSSV), a charitable trust named after one of the most innovative Indian Musicians of the 18th century. Currently examinations are offered in:

- Dhol
- Sitar
- Steel Pans
- Tabla



2019/20 MUSIC MEDALS FEES

The Music Service continues to offer ABRSM Music Medals examinations in primary schools. These affordable exams are ideal for schools looking to evidence the impact of their music for governors and parents. These examinations are QCA accredited and children are awarded a medal and certificate upon completion. Progress from copper through bronze, silver and gold to platinum!

Copper	£12.50
Bronze	£16.50
Silver	£22.00
Gold	£26.00
Platinum	£31.00



Each year during the summer term, the Music Service organises examination sessions for the ABRSM and Trinity examinations boards. Accompanists are provided and entries are processed by Services for Education. Speak to your Music Service teacher for further information.

FREE OUT-OF-SCHOOL GROUPS FOR YOUR CHILDREN

North Area Ensembles

Brass Bands

North Area Brass Band
Tuesday: 4.00-5.15pm
Hollyfield Primary School
Sutton Coldfield

World Music & Percussion Ensembles

North Area Percussion & Keyboard Ensemble
Thursday: 4.00-5.15pm
North Area Percussion & Keyboard Ensemble
Bishop Vesey's School

North Area Steel Band
Wednesday: 4.15-5.30pm
Sacred Heart Catholic Primary School

Guitar Ensembles

North Area Guitar Ensemble
Wednesday: 4.15-5.30pm
Sutton Coldfield Grammar School for Girls

String Orchestras

North Area String Orchestras
Monday: 4.00-5.15pm
Plantsbrook School

Woodwind Ensembles

Sutton Coldfield Area Wind Band
Tuesday: 4.00-5.15pm
Plantsbrook School

Rock and Pop Academies

Sutton Coldfield Soul Academy
Monday: 4.00-5.30pm
Fairfax School

Bands for Brass & Woodwind

Kingstanding Area Wind Band
Monday: 3.30-4.45pm
Christ the King Catholic Primary School

West Area Ensembles

World Music & Percussion Ensembles

Handsworth Area Sitar & Tabla Ensemble
Monday: 3.45-5.00pm
St Mary's C of E Primary School

Wilkes Green Area Sitar Group
Wednesday & Friday: 3.30-4.30pm
Wilkes Green Junior School

Guitar Ensemble

Venue TBC

Wind Band

Handsworth Area Wind Band
Thursday 3.30-4.45pm
Westminster Primary School

Mixed Ensembles open to any instrument

Handsworth Area Mixed Ensemble
Monday: 4.00-5.15pm
Rookery Junior School

South Area Ensembles

Bands for Brass & Woodwind

Harborne Area Wind Band
Tuesday: 4.00-5.15pm
Harborne Primary School

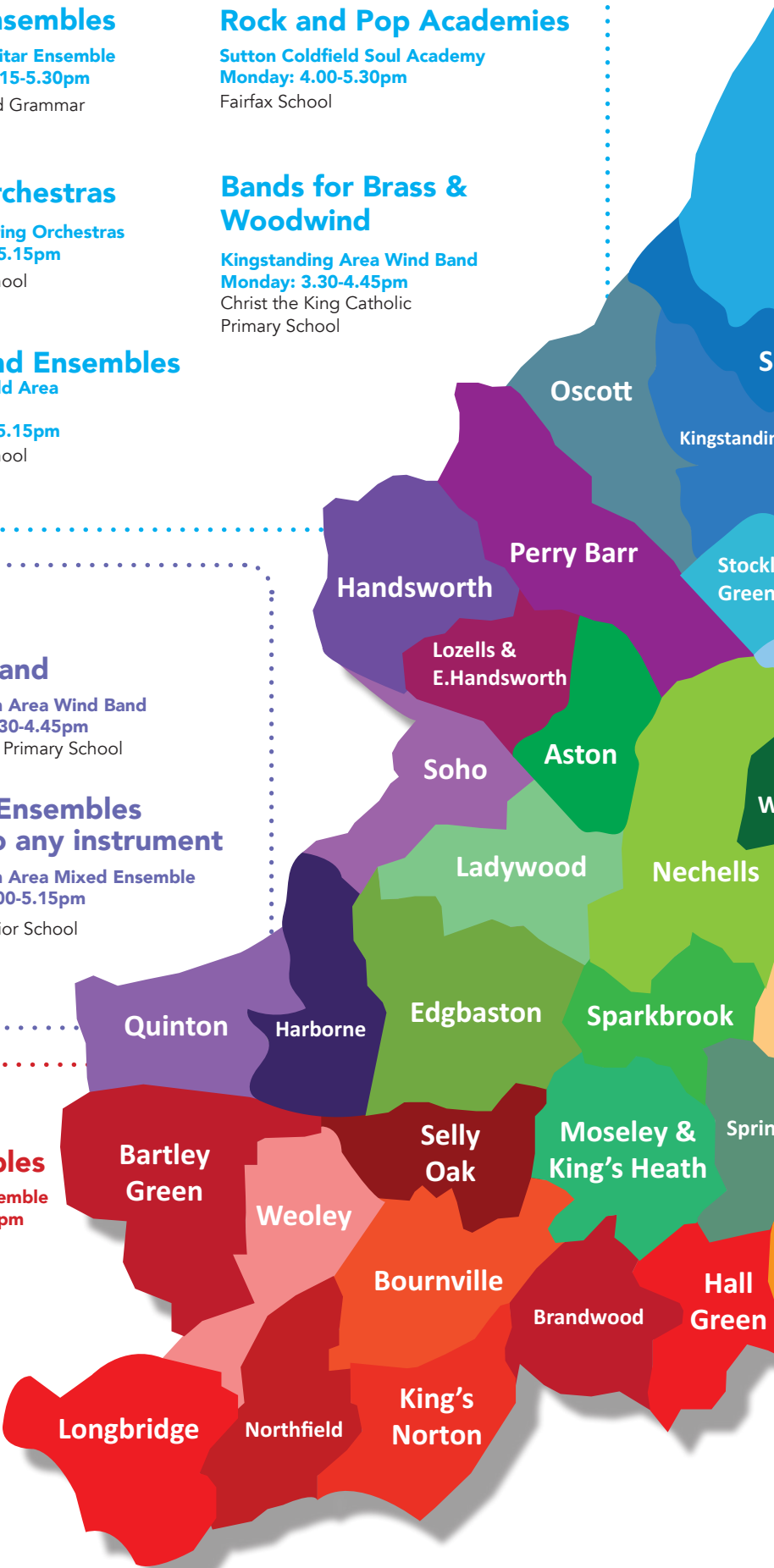
Mixed Ensembles open to any instrument

Selly Oak Area Mixed Ensemble
Monday: 4.30-5.45pm
University of Birmingham School

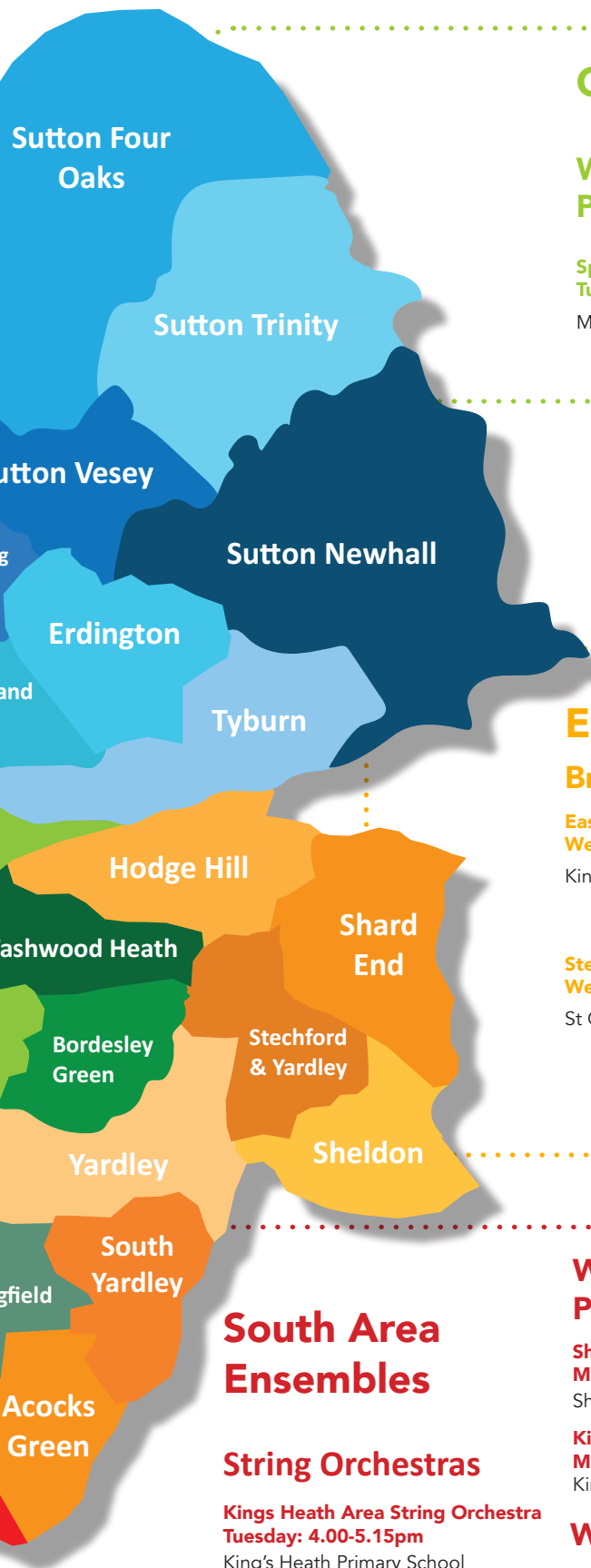
Longbridge Area Mixed Ensemble
Wednesday: 4.00-5.15pm
Albert Bradbeer Primary School

Guitar Ensembles

South Area Guitar Ensemble
Wednesday: 4.00-5.15pm
Moseley C of E Primary



REHEARSALS COMMENCE WEEK BEGINNING 23RD SEPT 2019



Central Area Ensembles

World Music & Percussion Ensembles

Sparkhill & Sparkbrook Dhol Ensemble
Tuesday: 3.45-5.00pm
Montgomery Primary School

Mixed Ensembles open to any instrument

Adderley Area Mixed Ensemble
Date / Day TBC
Adderley Primary School

East Area Ensembles

Brass Bands

East Area Brass Band
Wednesday: 4.00-5.15pm
King Edward VI Sheldon Heath

Stechford Area Brass Band
Wednesday: 3.30-4.45pm
St Cuthbert's Catholic Primary School

Mixed Ensembles open to any instrument

Yardley & Acocks Green Area Orchestra
Tuesday: 3.45-5.00pm
Archbishop Ilsey Catholic School and 6th Form Centre

Rock and Pop Academies

Washwood Heath Rock & Pop Academy
Wednesday: 4.00-5.15pm
Washwood Heath School

South Area Ensembles

String Orchestras

Kings Heath Area String Orchestra
Tuesday: 4.00-5.15pm
King's Heath Primary School

St Brigid's Area String Orchestra
Tuesday: 4.00-5.15pm
St Brigid's Catholic Primary School

World Music & Percussion Ensembles

Shenley Area Percussion Ensemble
Monday: 3.30-4.45pm
Shenley Academy

Kings Norton Area Steel Band
Monday: 4.15-5.30pm
King's Norton Primary School

Woodwind Ensembles

South Area Clarinet & Saxophone Ensemble
Tuesday: 4.00-5.15pm
King's Norton Girls School

Rock & Pop Academies

Kings Heath Rock & Pop Academy
Tuesday: 4.00-5.15pm
Queensbridge School

Turves Green Rock & Pop Academy
Thursday: 4.00-5.15pm
Turves Green Girls' School

Shenley Rock and Pop Academy
Thursday: 4.00-5.15pm
Shenley Academy

Mixed Ensembles open to any instrument

Hall Green Mixed Area Group
Tuesday: 4.00-5.15pm
Hall Green Junior School

CENTRAL ENSEMBLES 2019-20

BRASS BANDS

BIRMINGHAM SCHOOLS' BRASS ATTACK	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Saphran Ali	Grade 2-5	Wednesday	6.00–7.15pm	North: Bishop Vesey's Grammar School Lichfield Rd, Sutton Coldfield B74 2NH
		Thursday	6.00–7.15pm	South: Bournville School Hay Green Lane B30 1SH
This ensemble comprises all brass instruments (including French horns) and provides parts for trombones and tubas in both treble and bass clefs. <i>Brass Attack</i> offers the opportunity to young brass players to rehearse and perform a variety of exciting repertoire whilst developing technique. The band come together to perform several times a year.				

BIRMINGHAM SCHOOLS' BRASS BAND	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Stuart Birnie Patron: Steven Mead	Grade 6+	Thursday	6.45 – 9.00pm	Services for Education Holt Court, Holt Street B7 4AX
BSBB own a complete set of professional quality instruments that consist of Soprano Cornet, Cornet, Flugelhorn, Tenor Horn, Baritone, Tenor and Bass Trombone, Euphonium and Eb and Bb Tubas. All members are able to have a free loan of these excellent instruments. The Brass Band performs in a number of public concerts each year.				

GUITAR ENSEMBLES

BIRMINGHAM SCHOOLS' TRAINING GUITAR ENSEMBLE	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Adam Hickman	Grade 2-3	Thursday	6.00 – 7.30pm	St Luke's Church Centre Great Colmore Street B15 2AT
Formed in September 2009 the group aims to provide an engaging ensemble experience for guitarists working between Grades 2–3. Although Classical technique and posture are used, the repertoire covers a wide variety of styles and the group enjoy collaborating with different ensembles. The group members are aged 8–13 years and give a minimum of two concerts each year at venues including Royal Birmingham Conservatoire and Symphony Hall.				

BIRMINGHAM SCHOOLS' GUITAR SINFONIA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Jamie Fekete	Grade 4-5	Thursday	6.00 – 8.00pm	St Luke's Church Centre Great Colmore Street B15 2AT
Although players use its own set of Spanish guitars, and adopt classical posture and technique, various styles of music are rehearsed and performed, including Folk, Jazz and Ragtime, as well as traditional Spanish guitar repertoire. Each year the group has at least three opportunities to perform.				

BIRMINGHAM SCHOOLS' GUITAR ENSEMBLE	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Nick Chamberlain Patron: Simon Dinnigan	Grade 6+	Thursday	6.00 – 8.00pm	St Luke's Church Centre Great Colmore Street B15 2AT
This ensemble, age range 13 – 18, plays a wide range of repertoire and includes larger works in classical style, as well as arrangements of popular standards and contemporary works. Each year the group have many opportunities to perform. A good knowledge of chords is useful.				

JAZZ ENSEMBLES

BIRMINGHAM SCHOOLS' TRAINING JAZZ ENSEMBLE	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Paul Douglas	Grade 4-5	Monday	6.30 – 8.30pm	Services for Education Holt Court, Holt Street B7 4AX
BSTJE comprises a standard Big Band instrumentation, and provides an opportunity for less experienced players to develop basic skills in jazz playing and improvisation in a Big Band context. Rhythm section players should be able to read music. The age range is from 11 - 18.				

BIRMINGHAM SCHOOLS' JAZZ ENSEMBLE	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: John Ruddick MBE	Grade 6+	Monday	6.30 – 8.30pm	Services for Education Holt Court, Holt Street B7 4AX
The ensemble, age range 15-19, covers a wide range of big band styles, and develops high level skills in jazz playing and improvisation. Pianists should be Grade 7-8 standard, with an understanding of harmonic progressions, and other rhythm section players should have a well-developed technique, and be good readers of musical notation.				

PERCUSSION & WORLD MUSIC

BIRMINGHAM SCHOOLS' TRAINING PERCUSSION ENSEMBLE	Entry Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Sarah Chatt	Grade 2-4	Tuesday	5.15 – 6.30pm	King's Norton Boys' School Northfield Road B30 1DX
Training Percussion Ensemble play specialised repertoire, enabling members to learn extended techniques on a wide variety of instruments, including marimba, vibraphone, orchestral and ethnic percussion. The ensemble gives several public performances each year.				

BIRMINGHAM SCHOOLS' PERCUSSION ENSEMBLE	Entry Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Sarah Chatt	Grade 5+	Tuesday	6.30 – 8.30pm	King's Norton Boys' School Northfield Road B30 1DX
Percussion Ensemble members have the opportunity to play advanced specialised repertoire, enabling them to learn extended techniques on a wide variety of instruments, including marimba, vibraphone, orchestral and ethnic percussion. The ensemble gives several performances each year.				

BIRMINGHAM SCHOOLS' AZAAD DHOL GROUP	Entry Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Director: Harjit Singh	Grade 2+	Monday	5.00 – 6.00pm	Hamstead Hall Academy Craythorne Avenue B20 1HL
This group caters for Intermediate to Advanced level players of Dhol, and have performed locally and nationally all over the UK. They have also appeared on Howard Goodall's music series on Channel 4 and the Guinness Book of Records in May 2009 with 632 drummers. The age range is 10 – 18.				

BIRMINGHAM SCHOOLS' STEEL BAND	Entry Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Director: Stephon Phillip	Advanced	Monday	5.30 – 6.45pm	King's Norton Primary School Pershore Rd South B30 3EU
		Wednesday	5.30 – 6.45pm	Sacred Heart Catholic School, Earlsbury Gardens B20 3AE
The Steel Band caters for more advanced steel pan players who will have previously attended Kings Norton or North Area Steel Bands. Members of the two groups combine for several performances a year.				

STRING ORCHESTRAS & FULL ORCHESTRAS

BIRMINGHAM SCHOOLS' JUNIOR STRING ORCHESTRA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Kirsteen Scott	Grade 3-4	Saturday	9.15 – 11.45am	Bournville School Hay Green Lane B30 1SH

String players may audition up to and including Year 6. There is a 'friendly and fun' approach in order to encourage members to develop into confident orchestral string players. The musicians enjoy many different styles of music including popular classics, TV & film scores, and original compositions.

BIRMINGHAM SCHOOLS' STRING SINFONIA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Ed Smith	Grade 5	Saturday	9.30am – noon	Bournville School Hay Green Lane B30 1SH

Many pupils progress to this ensemble from Junior String Orchestra. The age range is 10 – 16, and the music played covers many styles from Baroque, Classical and Romantic to more recent popular music, including film and TV themes, as well as original compositions.

BIRMINGHAM SCHOOLS' CONCERT ORCHESTRA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Bob Vivian	Grade 6	Saturday	9.30am – 12.30pm	TBC

This large orchestra performs a varied and contrasting repertoire of film, TV and show music, as well as light popular classics. Concert Orchestra has performed in many famous concert halls including the Royal Festival Hall and the Royal Albert Hall in London.

BIRMINGHAM SCHOOLS' CHAMBER ORCHESTRA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Kate Sidhu Patrons: The Stringcredibles	Grade 7+	Saturday	9.45am – 12.15pm	Services for Education Holt Court, Holt Street B7 4AX

This is an exciting smaller group for advanced string players, playing some of the classic chamber music repertoire from different periods and genres.

BIRMINGHAM SCHOOLS' SYMPHONY ORCHESTRA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: TBC & various guest conductors Patron: Sir Simon Rattle OM OBE	Grade 7+	Saturday	9.30am – 12.30pm	King Edward's School for Girls Edgbaston Park Road B15 2UB

Symphony Orchestra has a national reputation for quality performances of standard orchestral repertoire, often with professional guest soloists. The orchestra has performed in many major venues, including the Royal Festival Hall and the Royal Albert Hall in London, as well as the Royal Birmingham Conservatoire, University of Birmingham and Symphony Hall in Birmingham. In addition to weekly rehearsals, there is an annual weekend residential in the first term, and recent concert tours have included Estonia (2012), Germany (2014), Spain (2016) and the Czech and Slovak Republic (2018).

RECORDER ENSEMBLES

BIRMINGHAM SCHOOLS' RECORDER ENSEMBLE	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Dianne Charles	Grade 1-4	Saturday	9.30am – 11.30am	University of Birmingham School Weoley Park Road B29 6QU

The Recorder Ensemble is a friendly group who play a matched set of recorders provided by the Music Service. The players vary in age from 8 - 13, and are approximately Grade 1 - 4 in standard. The ensemble plays many varied styles of music scored for descant, treble and tenor recorders, and takes part in several concerts every year.

BIRMINGHAM SCHOOLS' RECORDER SINFONIA	Entry Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Michelle Holloway	Grade 5+	Saturday	9.30am – noon	University of Birmingham School Weoley Park Road B29 6QU

Recorder Sinfonia is a tightly knit group, which rehearses and performs a varied repertoire, from the 16th Century to the avant-garde, including specially commissioned works. The Music Service provides a matching set of wooden recorders from the tiny 'Garkleinflötlein' to the Contra Bass.

WIND ORCHESTRAS

BIRMINGHAM SCHOOLS' TRAINING WIND ORCHESTRA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Charlotte Buxton	Grade 3-4	Saturday	9.30am – noon	Selly Park Tech College for Girls Selly Park Road B29 7PH

This ensemble, with normal wind orchestra instrumentation (woodwind, brass and percussion) will, for most of the players, provide their first experience in a full size wind orchestra after playing in an Area Ensemble. A wide range of musical styles are explored and a number of concerts given through the year.

BIRMINGHAM SCHOOLS' CONCERT BAND	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Peter Fisher	Grade 4-5	Saturday	9.30am – noon	TBC

Concert Band comprises around 65 players with full wind orchestra instrumentation, including percussion. The band covers a wide variety of styles, and gives several public performances during the academic year.

BIRMINGHAM SCHOOLS' WIND ORCHESTRA	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Adrian Taylor	Grade 5+ Grade 6+	Saturday	9.30am – 12.30pm	University of Birmingham School Weoley Park Road B29 6QU

This orchestra comprises full woodwind, brass and percussion instruments, and plays a wide range of musical styles, including original compositions, arrangements of well-known orchestral items, as well as more popular concert band pieces. The entry standard is Grade 5 for brass players and Grade 6-7 for woodwind players.

VOCAL GROUP

BIRMINGHAM SCHOOLS' SINGERS	Standard	Rehearsal Day	Rehearsal Time	Rehearsal Venue
Conductor: Ruth Roberts	see below	Sunday	11am – 4pm	Services for Education Holt Court, Holt Street B7 4AX

BSS is an auditioned choir of vocal students in years 8–13, rehearsing a few times a term.. They are a high-energy group of vocalists keen to achieve their vocal potential. Singers have the opportunity to develop, stage and perform a wealth of traditional and contemporary repertoire. Members need to have had experience in singing in choirs and vocal training to participate. Singing in parts and reading music is developed in rehearsals.

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Did you know that all of our 70 ensembles are free of charge and that we offer over 27,000 of our young musicians the free loan of a musical instrument?

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To keep our ensembles free and to continue to provide free instruments next year, we need to raise £250,000. Please help ensure that music remains accessible for all the young people in Birmingham by making a donation to Services For Education today.

You can support us by text message

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To make a £2 donation please text MSAF18 £2 to 70070

You can also make a donation online or set up a regular gift. Please go to:

<https://cafdonate.cafonline.org/4724>

Your support is of immense value to us. On behalf of the 38,000 young musicians across Birmingham,

Thank You



What People Say About Us

"I just want to say thank you for investing again to allow year 7 pupils in Birmingham to experience a performance from the CBSO. I took 115 girls on Monday from Bordesley Green, and have to say that the overwhelming response was incredibly positive, and many have been asking to listen to some of the pieces again in lessons. They were also inspired by Mirga, whose energy certainly makes her a role model in the classical world for girls to aspire to emulate. Thanks again, keep up the great work".

Des Wilson
Head of Music - Bordesley Green Girls' School

Primary Schools

"A huge thank you for inviting us to the event on Thursday. The children had a fantastic time and they got so much from the whole day. They loved the drumming workshop and the campus tour (our tour guide was brilliant with the children). It was great for our children to see older children perform a wide range of instruments. An inspirational day all round. I had children saying 'I want to learn the keyboard next' and 'I'm going to study here when I grow up'. What more could you ask for?!".

Sophie Fleming - Y2 Learning Lead / Music Co-ordinator
Colmore Infant School

Special Schools

"The students at Baskerville Special School absolutely love their music sessions with Amy. They are going to perform their drumming composition in the next school concert!"

Matt O'Neill - Assistant Head

"Our students do not easily collaborate so to work together, editing and improving to make music, has been a positive challenge and they are visibly learning and enjoying the experience. It's the layering of their combined efforts which is lovely to witness."

Debbie Poole - Class Teacher
Baskerville School

Ofsted

"The curriculum is enriched with many additional, high-quality learning experiences. For example, a specialist art teacher works with pupils. Pupils participate enthusiastically in performances with a music specialist, and all pupils in Year 4 have the opportunity to learn the violin."

Mansfield Green E-ACT Academy Ofsted Report 2018

Teachers

"A huge thank you for firstly organising our wonderful concert this afternoon and for coming to perform for the staff and children at Holy Family. It was brilliant! The children were enthralled by the whole experience and learned so much about the brass family and about enjoying a musical experience. My year 1 children loved it and were talking enthusiastically about the music and instruments. We are going to write and draw pictures tomorrow. A big thank you and your team for coming to delight our children and staff too. It was perfect and gave all our children a delightful, positive experience of music. I look forward to hearing about what else we can get involved in."

Maria Aldred - Deputy Head Teacher - Holy Family Catholic Primary School

Parents

"Ewan loves Brass Attack, he was high as a kite after his performance last week. I can't thank the Music Service enough for the opportunity you provide to let an 11 year old boy play on the Royal Birmingham Conservatoire stage, it's truly transformational."

Deborah Kermode - Parent

"Thank you for all your work in building such a positive spirit in so many of the children of this City. My parents up from London were again astonished at the passion and standard of the orchestras and ensembles in the last performance and said they don't recall seeing any London Borough with such a high focus and standard of children's performance."

Thank you

Simone Schehtman - Parent

Students

"Being a member of NYO this year has been an incredible experience - I have been able to improve my playing immensely thanks to orchestra peers and tutors pushing me, I have made a number of new friends and have had amazing opportunities throughout the year to play some great music in some of the UK's most renowned concert halls (I am writing this just two days after playing at the BBC Proms!).

It is all of the support that I have received from lessons and from the central ensembles over the past 10 years that has enabled me to reach a high enough musical level to join the NYO. Everything I have learned here has carried through to the national level and there was no way I would have been prepared to play in the orchestra without the music service."

Lucas Houldcroft
Trumpet

School Charging Policies

The Head of Service, Stuart Birnie, meets with schools' business managers regularly.

We can offer free consultancy where your school is considering implementing a charging policy. Birmingham is a vibrant city, with diverse socio economic challenges for families. Any charging policy should be considered fully in this context.

The Legal Framework

Governing Bodies are required by law to have a charging and remissions policy. Guidance can be found in the DfE advice document "Charging for School Activities" October 2014. This guidance is applicable to all schools and academies. They will also wish to take into account any local guidelines such as the city's Anti-Poverty Strategy.

The law allows for a charge to be made for music instrumental and specialist vocal lessons.

It is for schools to decide whether to charge for lessons being taken by pupils working towards GCSE, AS and A2 examinations.

In Birmingham schools there is no requirement to charge. The decision to charge or not to charge is the responsibility of individual Governing Bodies.

Successful charging and remissions policies are characterised by a number of common factors:

- The school is making some financial input itself, where possible.
- The notion of instrumental / vocal lessons supporting a variety of educational needs is clearly understood by the school and explained to pupils and parents.
- Equality of access to opportunity is maintained for all pupils.
- No pupils are denied access because of financial hardship.
- Charges are the same for all lessons regardless of lesson or size of group.
- Sufficient flexibility is retained to allow groups of different sizes and lessons of different length.
- Money is collected in advance and charges are made per term rather than per lesson. Refunds are only made when the number of lessons missed due to teacher absence falls below an agreed level. (Charges are commonly structured on provision throughout the year - at a minimum of 33 weeks - 1 lesson per week).

Services For Education is a unique charity that uses the power of learning and of music to create and build confidence amongst children, young people, adults and communities.



We bring music and learning to life.

MUSIC SERVICE

CONTRACT FOR PROVISION OF MUSIC SERVICES

SEPTEMBER 2019 – AUGUST 2020

SCHEDULE 1: SERVICE LEVEL AGREEMENT

SCHEDULE 2: ORDER FORM

SCHOOL CONTRACT – 2019/2020

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Please sign and return your order from by Friday 14th June 2019

Please also retain a copy for your records.

OVERVIEW

This contract is between S4E Limited's Music Service and your school for the provision of Music Services required to support and sustain the common objectives of the school and Music Hub in accordance with the school's music curriculum and the National Plan for Music Education.

This contract remains valid for the duration of the contractual period as referred to below unless superseded by a revised agreement mutually endorsed by the Customer and Services For Education.

S4E Limited, trading as Services For Education through its Music Service, will provide the services as described below and as set out on the order form - Schedule 2.

Please return a signed order form by post or by e-mail by Friday 14th June 2019.

Please also retain a copy for your records.

TIMEFRAME AND REVIEW

The duration for this contract is from 1st September 2019 until 31st August 2020. All products and prices quoted cover this period. This contract will remain in effect for the duration of this period.

TRADING WEEKS

The Music Service offers instrumental/ vocal peripatetic services to schools. For full details of services and instruments available, please refer to the published brochure of support services.

The instrumental/ vocal peripatetic service is offered over 36 weeks in the academic term in line with the Music Service calendar overleaf. This affords schools some flexibility in service over the 39 week academic year.

Where schools require less than 36 weeks tuition, the minimum term of engagement with the Music Service is 33 weeks. This enables SFE to meet our commitments to you, to securing staff and maintaining the strong levels of additional free support offered to our customers. All terms and conditions outlined in this contract are subject to the minimum term of engagement. Our offer is enhanced by a number of characteristics unique to SFE, including:

- **FREE INSTRUMENTS :** Instruction from a Music Service teacher will be accompanied by the free, long term loan of an instrument. There are no hidden maintenance fees or instrument levy charges.
- **QUALITY STAFF:** All staff are trained music professionals and receive 4 days of training each year.
- **LEGAL & CHECKS:** The Music Service deals with payroll and all associated costs under employment law. The Music Service is in full compliance with the procedures and requirements for Disclosure and Barring Service checks and Right to Work checks on staff.
- **SAFEGUARDING:** Teachers receive annual training on keeping children safe in education, provided by the School Support Service at Services For Education.
- **OUT OF SCHOOL OFFER:** Music Service teachers provide pupils with ready access to over 70 musical groups, bands and orchestras – essential for progression. Music Service customers benefit from instrument days and high profile performance opportunities offered to students in year.
- **FOR EDUCATION: NOT FOR PROFIT:** We are a charity. We have no shareholders. Our successes are reinvested in the children of Birmingham

MUSIC SERVICE TEACHING CALENDAR 2019-20

August 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
20				1	2	3	4
21	5	6	7	8	9	10	11
22	12	13	14	15	16	17	18
23	19	20	21	22	23	24	25
24	26	27	28	29	30	31	

September 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
24							1
25	2	3	4	5	6	7	8
26	9	10	11	12	13	14	15
27	16	17	18	19	20	21	22
28	23	24	25	26	27	28	29
29	30						

October 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
29		1	2	3	4	5	6
30	7	8	9	10	11	12	13
31	14	15	16	17	18	19	20
32	21	22	23	24	25	26	27
33	28	29	30	31			

November 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
33					1	2	3
34	4	5	6	7	8	9	10
35	11	12	13	14	15	16	17
36	18	19	20	21	22	23	24
37	25	26	27	28	29	30	

December 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
37							1
38	2	3	4	5	6	7	8
39	9	10	11	12	13	14	15
40	16	17	18	19	20	21	22
41	23	24	25	26	27	28	29
42	30	31					

January 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
42			1	2	3	4	5
43	6	7	8	9	10	11	12
44	13	14	15	16	17	18	19
45	20	21	22	23	24	25	26
46	27	28	29	30	31		

February 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
46						1	2
47	3	4	5	6	7	8	9
48	10	11	12	13	14	15	16
49	17	18	19	20	21	22	23
50	24	25	26	27	28	29	

March 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
50							1
51	2	3	4	5	6	7	8
52	9	10	11	12	13	14	15
1	16	17	18	19	20	21	22
2	23	24	25	26	27	28	29
3	30	31					

April 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
3			1	2	3	4	5
4	6	7	8	9	10	11	12
5	13	14	15	16	17	18	19
6	20	21	22	23	24	25	26
7	27	28	29	30			

May 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
7					1	2	3
8	4	5	6	7	8	9	10
9	11	12	13	14	15	16	17
10	18	19	20	21	22	23	24
11	25	26	27	28	29	30	31

June 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
12	1	2	3	4	5	6	7
13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
15	22	23	24	25	26	27	28
16	29	30					

July 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
16			1	2	3	4	5
17	6	7	8	9	10	11	12
18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	26
20	27	28	29	30	31		

August 2020							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
20						1	2
21	3	4	5	6	7	8	9
22	10	11	12	13	14	15	16
23	17	18	19	20	21	22	23
24	24	25	26	27	28	29	30
25	31						

Please return your order form by Friday 19 June 2019,
Unit 3 Holt Court
Holt Street
Birmingham Science Park Aston
B7 4AX
or By email: music@servicesforeducation.co.uk

Music Service Training Days
(non-teaching day)

Non-teaching days/Administrative/
Performance days

School Holidays

Bank Holiday

Teaching days

Last day of school/Non-teaching day

Live Music in Schools

TERMS AND CONDITIONS OF SERVICE 2019/2020

1. DEFINITIONS AND INTERPRETATION

- 1.1 In these Terms the following definitions apply:
- Customer** means any school or establishment to whom S4E Ltd supplies Services.
- Order form: Schedule 2** means the document issued by Services For Education and signed by the Customer listing the Services to be provided.
- Price** means the price for the Services as set out in the annual brochure of support services. All services prices are exempt from VAT.
- Due Date** means the date outlined in the invoice for payment.
- Services** mean the services to be provided by S4E Ltd to the Customer as set out on the Order Form: Schedule 2.
- Terms** means the standard terms set out in these terms and conditions of business.
- Visit(s)** means the standard times a visiting instrumental/ vocal teacher would attend the school to provide the service outlined in the Order Form: Schedule 2.
- 1.2 Any changes to these Terms are valid only if agreed in writing between S4E Ltd and the Customer.

2. APPOINTMENT

- 2.1 The customer engages S4E Ltd, trading as Services For Education – Music Service, to provide instrumental/vocal music services in line with the terms and conditions of this contract and the enclosed schedules within.
- 2.2 The Customer and Services For Education agree to work in accordance with Schedule 1 - Service Level Agreement.
- 2.3 The Customer appoints S4E Ltd, trading as Services For Education – Music Service, to provide music services in accordance with the Order Form: Schedule 2.

3. ORDER FORM: SCHEDULE 2 –KEY POINTS

- 3.1 The quantity of the Services shall be as set out in the order form.
- 3.2 The minimum amount of time ordered for one teacher visit must not be less than 30mins.
- 3.3 The total duration of services outlined in the original Order Form: schedule 2, will be the duration used to calculate any reduction/cancellation of service outlined in section 8.
- 3.3 It is the sole responsibility of the Customer to ensure the Services set out on the Order Form: Schedule 2 meets its requirements.
- 3.4 It is the sole responsibility of the Customer to ensure that it has the financial resources to fulfil its obligations under the terms of the contract.
- 3.5 Services For Education will endeavour to meet special requests for specific days and time notified to us on the Order Form: Schedule 2. This is subject to mutual agreement and availability of teaching staff.
- 3.6 The Customer should denote if it requires the minimum engagement of 33 weeks. ***We recommend that school contracts with parents are constructed on 30 weeks to offer flexibility for the school finance team where charging policies are in place. In most cases students will benefit from the full 33 weeks, while taking account of unexpected cancellations outlined in section 5.5.***

4. PRICE AND PAYMENT

- 4.1 Services For Education will invoice the Customer for the Services outlined in the Order Form: Schedule 2, in arrears, at the end of each half term.
- 4.2 Services For Education will provide a comprehensive schedule of visits on request, detailing the date, time and duration of teaching visits made to the school.
- 4.3 Unless the subject of a genuine dispute, the Customer shall pay the Price within 30 calendar days of receipt of a valid invoice (the "Due Date").
- 4.4 Services For Education reserve the right to suspend tuition for non-payment beyond 30 calendar days of the Due Date. In such circumstances, the Customer will remain liable for all charges under schedule 2 until payment is received or cancellation notice is received.
- 4.5 Where there is a genuine error, Services For Education will issue a credit note to correct the charge.
- 4.6 All amounts due under these Terms shall be paid in full without any deduction or withholding other than as required by law and neither party shall be entitled to assert any credit, set-off or counterclaim against the other party in order to justify withholding payment of any such amount in whole or in part.
- 4.7 Refunds will be considered in all cases should delivery fall below 33 weeks in the academic year due to music service staff sickness/ leave/ absence. See 8: REDUCTION/CANCELLATION OF SERVICES.

5. INSTRUMENTAL/ VOCAL TEACHING: SERVICES DETAIL

- 5.1 Services For Education staff work in partnership with schools to determine the lesson length and format that best meets their individual school needs. However we recommend the following as the most sustainable model for schools:
 - 20 minute paired or individual lessons.
 - 30minute group lessons (2-5 pupils*).
 - Lessons are less effective if taught in units of less than 20 minutes.

*schools should consider the size and safety of their practice rooms when determining group size.
- 5.2 Services For Education will provide a maximum of 10 instruments per hour at no additional charge to the school.
 - 5.2.1 World Music/ Percussion instruments are limited to 6 instruments per hour in order to ensure staff and pupils are not exposed to excessive levels of sound.
- 5.3 Services For Education will provide one practice diary for each student taught to assist with monitoring progress and to record the weekly work being learned in lessons.
- 5.4 Services For Education will provide an annual report for each student in the Summer term outlining their achievement, attainment and areas for development.
- 5.3 Schools will liaise directly with visiting Services For Education teaching staff to agree the days and times at which tuition takes place. However, any increase or decrease in the amount of time for which a member of staff is bought in must be done so in accordance with conditions stated in section 7:

PURCHASE OF ADDITIONAL/ INCREASED SERVICES and section 8: REDUCTION/CANCELLATION OF SERVICES.

- 5.4 **Absence Cover:** In the event of a Services For Education teacher being absent, Services For Education will, where possible, arrange cover. If it is not possible to arrange cover (either due to short notice or specialist nature of teaching) the school will not be charged for the missed visit(s). Upon return, the member of staff will attempt to make up tuition at a mutually agreed time for which we will make a charge.
- 5.5 **Strike action, adverse weather & other unplanned closures which cannot be cancelled in accordance with the notice periods set out in section 8.**
- 5.5.1 **Schools:** Where visits are cancelled by the school due to adverse weather, unplanned and/or special circumstances and the Services For Education teacher has either attended or was available to attend, the school will be liable for the cost of those visits and will be charged accordingly.
- 5.6 **Services For Education teacher.** Where a Services For Education member of staff has been unable to attend a visit in school due to unplanned and/or special circumstances, and Services For Education is unable to provide cover, the school will not be charged.
- 5.7 Where a Services For Education teacher has completed a partial visit due to exceptional circumstances or late arrival, this will be identified in the visit schedule and the school will only be charged for the reduced duration of the visit.

6. PROVISION OF INSTRUMENTS

- 6.1 All instruments are the property of S4E Limited (Services For Education) and managed by its Music Service.
- 6.2 All instruments are insured through Services For Education against theft, loss and damage. Costs associated with accidental loss or damage, general wear and tear or routine maintenance will be met by Services For Education. In cases of apparent malicious damage or loss of the instrument through negligence, a contribution from parent will be sought.
- 6.3 Instruments should be stored by the school in a secure location when on the school premises and schools should take reasonable steps to prevent instruments from becoming damaged. We encourage children to take instruments home for weekly practice and progress.
- 6.4 Consumables: Woodwind reeds, replacement strings and brass valve oil are not provided. Students are encouraged to purchase these. School contracts should outline the small associated costs of consumables while learning to play a musical instrument.
- 6.5 Instruments are monitored weekly by the visiting instrumental teacher. Pupils failing to bring their instrument to weekly lessons will be referred to the nominated school liaison in line with schedule 1: Service Level Agreement.
- 6.6 The Music Service member of staff will keep a record of which instrument has been assigned to each pupil (see section 9: Data Sharing).
- 6.7 It is the responsibility of the pupil/parent/carer for the care and safe return of instruments when their child leaves school/ terminates learning with a Services For Education visiting teacher.
- 6.8 Instruments provided by the Music Service must not be used by external teachers, agencies or partners without the explicit permission of the Head of Music Service.

7. PURCHASE OF ADDITIONAL/ INCREASED SERVICES

- 7.1 Additional Services may be purchased at any point during the academic year by submission of a written notification authorised by the Head Teacher / Budget Holder and sent to the Music Service office. The office can be contacted by e mail: music@servicesforeducation.co.uk
- 7.2 Requests for the purchase of additional services will be agreed subject to the availability of teaching staff.
- 7.3 While the school may discuss additional tuition with Music Service teaching staff to ascertain need/content/availability; additional provision cannot commence until formal notification in writing is received by the Music Service office. E mail is an accepted form of written notification. The office can be contacted by e mail: music@servicesforeducation.co.uk
- 7.4 When additional regular tuition is purchased during the year, subject to available staff, Services For Education will endeavour to timetable the increase and charge, within 10 working days, or to commence on a mutually agreed date with the Customer.
- 7.5 Commencement of one off short term projects or workshops will be agreed on an individual basis.

8. REDUCTION/CANCELLATION OF SERVICES

- 8.1 **Notification:** Any cancellation or reduction in time of services provided must be submitted via e mail or other formal written notification, authorised by the Head Teacher/Budget Holder and sent to the Music Service office: music@servicesforeducation.co.uk
- 8.2 **'One off' visit cancellations (e.g. school trips, exams, closures, etc.)**
Cancelled visits must be notified in writing to the Services For Education office giving a period of notice of not less than 10 clear working days prior to the lesson or the normal charge will be levied. While schools should discuss such variations directly with Services For Education teachers, formal notification/confirmation must be provided by the school via email to the Services For Education office: music@servicesforeducation.co.uk.
- 8.3 The school will be liable for the cost of cancelled lessons where less than 10 full working days' notice has been provided (this includes lessons cancelled by the school at short notice due to strike action and other similar unplanned circumstances – see section 5.5).
- 8.3 **Partial reduction of provision totalling not more than 50% of total services**
 - 8.3.1 Cancellation of such services must be implemented observing a notice period of not less than 10 working days prior to termination. No additional charges will be applied to reduction of services within 50% of the total contract.
- 8.4 **Cancellation (in excess of 50% total services)**
 - 8.4.1 Cancellation of such services will be charged in full.
- 8.5 Cancellation charges will only be calculated after the successful and complete collection of musical instruments allocated to that provision within the Order Form: Schedule 2. Missing instruments will be added to the total cancellation charge and added at their full economic replacement cost.
 - 8.5.4 SFE will exercise discretionary powers where necessary when considering cancellation charges.

9. DATA SHARING

- 9.1 Schools purchasing Music Services shall disclose to the Music Teachers on request and within a reasonable period, attendance registers and/or class lists containing:
 - 9.1.1 The first name and surname of the pupil;
 - 9.1.2 The gender of the pupil; and
 - 9.1.3 The year group of the pupil (the “Personal Data”).
- 9.2 The School shall notify Services For Education forthwith of any request under current data protection legislation made by a pupil and/or parent on behalf of the pupil. The School will use all reasonable efforts to assist Services For Education in complying with its obligations under current data protection legislation in complying with any such request.
- 9.3 The School shall notify any pupil and/or parent on behalf of a pupil wishing to take music lessons that the music lessons will be provided by Services For Education (as an independent organisation) and that the Personal Data will be recorded in relation to each pupil and provided to SFE for the following purposes:
 - 9.3.1 Keeping an accurate record of Service For Education’s musical instruments loaned out to pupils;
 - 9.3.2 Reporting attendance to the School;
 - 9.3.3 Undertaking research and statistical analysis in order to report to the Arts Council England, which is a condition of the grant agreement in place between Services For Education and the Department for Education.
- 9.4 The School shall allow Services For Education to undertake an audit of the School’s records, on reasonable request, in order to ensure compliance with clause 9.3.
- 9.5 Data will be retained for a period of 6 years to remain compliant with audit regulations for the monitoring of musical instruments as company assets, after which it is to be securely deleted from all SFE computer servers.

SCHEDULE 1: SERVICE LEVEL AGREEMENT

THE MUSIC SERVICE AGREES:

1. To ensure high quality teaching following the nationally produced instrumental/vocal curriculum, ‘A Common Approach’ and the National Curriculum guidelines for Music.
2. To undertake regular and comprehensive monitoring of teachers in partnership with school colleagues.
3. To arrange timetables for both regular and occasional visits by Music Service teaching staff.
4. To provide all members of the Music Service staff with the appropriate professional development and training and offer access and support for CPD.
5. To ensure that all Music Service staff meet the requirements of the National Standards for Teachers.
6. To ensure that all Music Service staff have undergone all Disclosure and Barring Service checks, Right to Work checks and are compliant with Childcare Disqualification regulations.
7. To provide all teachers with Services For Education Identification cards as proof of identity. These will clearly display the staff DBS number, date of DBS and date of birth.
8. To inform the school of any planned absence at least 7 days in advance and to inform schools of any unplanned absence as soon as possible.
9. To offer cover teaching in the case of long term absence. In the case of short term absence, this may not be possible.
10. To hold all pupil data on secure databases, accessible only by password in compliance with Data protection regulations. [see 9. Data Sharing]
11. To investigate all concerns or complaints directly referred to Services For Education – Music Service, and to provide follow up and resolution where appropriate and possible.

THE MUSIC SERVICE TEACHER AGREES:

12. To assist with the identification of pupils for instrumental/vocal support.
13. To facilitate access for pupils to ensemble activities organised either centrally or by area.
14. To facilitate access to relevant workshops and special events regionally and nationally.
15. To assess and report in writing annually on pupils’ work.
16. To use a practice diary to support pupils learning and monitoring of practice.
17. To keep a record of pupils’ attendance and comply with individual schools’ systems for recording attendance.
18. To ensure that her/his work supports the curriculum needs of the school and conforms to A Common Approach and National Curriculum guidelines.
19. To discuss and review pupils’ progress with school-based staff.
20. To comply with the requirements of both the Child Protection Guidelines issued by the Music Service and the procedures for Child Protection in individual schools, including individual schools’ signing in procedures.

THE SCHOOL AGREES:

21. To undertake all reasonable steps to ensure that visiting teachers are supported in carrying out their duties effectively.
22. To provide the Music Service teacher with all reasonable information required to carry out her/his duties including such pupil data as is required for the Music Service reporting to DfE through Arts Council England.
23. To support the music service in advising students on how to care for their instrument.
24. To support the music service in recovering instruments from students where they have ceased learning or where there is a concern over the instrument being brought to weekly lessons.
25. To provide suitable teaching spaces for instrumental/vocal lessons. The teaching room should be clean and have adequate space, heat, light and ventilation. It should be possible for people to observe what is going on in the lesson from outside.
26. To notify the Services For Education office (music@servicesforeducation.co.uk) in writing over 'One off' lesson cancellations (e.g. school trips, exams, closures, concerts etc.) giving a period of notice of 10 clear working days where possible. While schools should discuss such times directly with visiting teachers, formal notification/confirmation must be provided by the school via email to the Music Service office to ensure accurate reporting.
27. To ensure all electrical equipment on loan to the school from Services For Education are included in the school's annual Portable Appliance Testing programme.
28. To support and encourage pupils entered for external music examinations.
29. To nominate a single member of staff who is responsible for the liaison with Music Service staff.
30. To contribute to the monitoring and evaluation of Music Service support.
31. To have an effective system of communication with visiting Music Service teachers during their time in the school.
32. To work to ensure the satisfactory attendance and punctuality of pupils to instrumental lessons and to investigate any absence.
33. To liaise between Music Service teachers and the parents of their pupils.
34. To celebrate the progress of instrumental pupils through performance opportunities within the school and in the school's own reporting procedure.
35. To support pupils' progression by encouraging them to attend Area and Central Ensembles.

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SCHEDULE 2: ORDER FORM 2019/2020

Name of School:			
Postcode:		Type (L.A./Academy etc.):	

Please list all of your requirements for the academic year 2019/2020 in the table below. Please do not assume POP pupil allocation time in your order. Pupils in receipt of funded lessons will be notified in September. Please ensure you order enough time to accommodate all pupils.

Please indicate by ticking the appropriate box if you wish to receive 33 or 36 weeks of lessons

☐ 33 weeks
 ☐ 36 weeks

	- Weekly instrumental/vocal teacher: £46.25 per hour - Classroom Music teacher KS1/2/EYFS: £52 per hour - SEND specialist teacher: £46.25 per hour	Hours/ mins per week	- Weekly instrumental/vocal teacher: £46.25 per hour - Classroom Music teacher KS1/2/EYFS: £52 per hour - SEND specialist teacher: £46.25 per hour	Hours/ mins per week
1		7		
2		8		
3		9		
4		10		
5		11		
6		12		
Other products			Please Tick	
Charanga Musical School annual licence and training			£250	
Singing Connections – resources for collective worship (online)			£30	
Curriculum Advisory Visit and Report			£185	
Impact Report for School Governors			£275	
Music Therapy/ SEND specialist we will contact you with further details				

Please ensure your order form is signed overleaf – P.T.O



I have read and understood the terms and conditions outlined in the CONTRACT FOR PROVISION OF MUSIC SERVICES and Schedule 1: Service Level Agreement	
Print name of Head teacher (school email of HT)	
Signature of Head teacher	
Print name of Music Lead in school	
Email of Music Lead (school email of Music Lead)	

Email addresses are be held on our secure Schools’ Music Education Plan Database and will not be shared with any other party.

Please note that whilst we endeavour to fulfil any particular requirements you might have, order forms are processed strictly by date of receipt. Please use the space below to outline any special considerations you have.

Please return your form by **Friday 14 June 2019** to:

Unit 3 Holt Court
Holt Street
Birmingham Science Park Aston
Birmingham
B7 4AX

or by email: **music@servicesforeducation.co.uk**

Thank you for your order.
Music teachers will be in contact in early September 2019



Services For Education

Unit 3, Holt Court Holt Street
Birmingham Science Park Aston
Birmingham B7 4AX

E: enquiries@servicesforeducation.co.uk

T: +44 (0)121 366 9950

www.servicesforeducation.co.uk

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