

Shropshire Music Service



Service Level Agreement 2019/20

Introduction from Service Lead

Dear Headteacher, Chair of Governors and School Business Manager

Welcome to the service schedule for Shropshire Music Service, which contains information you will need about our service.

Shropshire Music Service provides instrumental, vocal and curriculum support for schools and colleges. Our aim is to provide, develop and support the highest quality of music education and to give young people performing opportunities in schools and the community.

We have a full range of services (outlined below) which can be tailored to suit your needs. We would welcome the opportunity to discuss in more detail how we can best support the music provision in your school. We look forward to hearing from you.

Alison Stevens

Shropshire Music Service Manager

Description of our service

Curriculum Support – providing specialist music teaching, ensuring that young people receive high quality musical education. Support can be alongside the school music co-ordinator.

Whole Class Instrumental Tuition – on a range of instruments.

Instrumental and Voice lessons – for smaller groups including woodwind, brass, strings, percussion, guitar and keyboard/piano.

Live Music in Schools – providing the opportunity for young people to hear professional live music in schools.

Special Projects – held throughout the year, including competitions, large scale workshops and singing festivals.

Groups, Choirs & Bands – providing young people with the opportunity to play and sing as part of a group at every level in the “County School of Music” as well as a huge range of in-school ensembles.

Workshops and Festivals – high quality musical experiences delivered to young people of all ages tailored to meet the needs of the school.

Our obligations and requirements

What we will do for you:

Ref.	
P1	Provide a choice of high quality instrumental lessons.
P2	Provide curriculum support, whole class teaching and ensemble directing from appropriately qualified teachers.
P3	Provide festivals and workshops on your chosen themes.
P4	Provide mandatory DBS checks on all peripatetic teachers.
P5	Offer training where appropriate.
P6	Complete quality checks on all peripatetic teachers.
P7	Offer schools the option to buy in our billing service.
P8	Offer subsidy for those in receipt of Free School Meals.
P9	Offer subsidy for students who are looked after by the local authority.
P10	Offer students the opportunity to hire instruments.
P11	Provide written annual reports for all students having instrumental lessons.
P12	Provide students the opportunity to take exams.
P13	Provide opportunities to be part of structured ensembles, orchestras and choirs at every level.
P14	Provide opportunities to be part of wider musical events across the county.
P15	Offer one to one support for music coordinators/ heads of music.
P16	Provide CPD for teachers.
P17	Provide opportunities for support for Primary and Secondary teachers i.e. network meetings, conferences.

What we require from you...

Ref.	
C1	Communicate details of specific requirements.
C2	Provide a suitable location for the lessons to take place. Teaching rooms should have: sufficient space, appropriate to the size of the teaching group. Visual access, through a window or glass-panelled door. Sufficient chairs and tables. Adequate heating, lighting and ventilation and a clear notice describing emergency exit routes and procedures.
C3	Identify a named contact person through whom the visiting teacher can exchange information.
C4	Provide the visiting teacher with health and safety procedures.
C5	Notify the visiting teacher of any medical, behavioural and academic information or other issues that may affect their pupils learning or well-being.
C6	Inform the service in advance (where possible) of any dates when lessons cannot take place or require re-arranging e.g. PD days, school trips.
C7	Inform the service of any unexpected events which result in cancellation of lessons.
C8	Provide billing information (applicable only when buying-in the billing service). Template available from SMS.
C9	Provide 6 weeks' notice to cease instrumental tuition.
C10	Provide a full terms' notice to cease all other services.
C11	Complete and return the 'refund for remission' request during the last teaching week of each term.
C12	Sign and return the completed contracts for each visiting teacher at the end of each term.

Days/times during which Services are to be available

Our instrumental and curriculum teachers are peripatetic and will deliver the work in your school at a mutually agreed time from Monday to Friday. Our ensemble programme of rehearsals for the "County School of Music" is delivered throughout the year in a number of locations, and is available on request from the Shropshire Music Service office.

Contact information

For more information	
Contact name	Alison Stevens
Role	Shropshire Music Service Manager
Telephone	01743 874145
Email	admin@shropshiremusicservice.org.uk

Charging and enquiries

For details on the various packages available for this service, or if you have any queries or issues regarding your service arrangements please contact us on the above contact details.