

## Working with ArtForms Music - Guidance for Schools

Leeds for Learning displays in full the generic LCC and service specific Terms and Conditions for schools or academies purchasing an annual SLA with ArtForms Music, which are summarised as follows:

- Schools wishing to terminate all or part of their SLA before the academic year end should contact ArtForms' Head of Music and must give a minimum of one term's notice.
- If schools cancel a visit for any reason this will still count as one of the 36 guaranteed weeks, and ArtForms Music is not obliged to make up that session
- Should Artforms Music cancel a visit then a replacement session or alternative will be provided to ensure 36 visits are still delivered in the year.
- In the case of absences at short notice a range of alternative times or days may be offered; if schools choose not to accept an appropriate alternative the visit will still count as having been delivered.
- If by the end of the academic year delivery has fallen short of the guaranteed 36 visits ArtForms Music will be happy to discuss a refund equivalent to the value of the number of sessions missed.

### **ArtForms Music expects schools to:**

- Identify a named member of staff to be our first point of contact
- Give our visiting staff adequate notice of circumstances that may affect their timetable such as school examinations, Ofsted inspections, report deadlines, times when pupils are out of school, and concerts or performances their pupils may be involved in.
- Give ArtForms advance notice of school closures

### **For Whole Class Instrumental Learning schools should:**

- Ensure that a supporting adult is present in all lessons who should help as required with the set up and pack down of lessons, support and participate in the lessons, and assist with behaviour management
- Provide an appropriate teaching space and adequate storage space for instruments
- Ensure that distractions to music learning are kept to a minimum
- Inform our visiting staff of relevant information regarding individual pupils, whenever appropriate
- Ensure adequate support is in place for any children with additional needs

To facilitate lesson delivery and maximise pupils' learning it is helpful for our staff to have access to school resources such as whiteboards, classroom based IT equipment and music software.

### **For Small Group Instrumental and Vocal Learning schools should:**

- Provide suitable accommodation for lessons
- Assist in the selection of pupils
- Assist with timetabling lessons, retain registers and follow up absences
- Inform our staff of relevant information regarding individual pupils, whenever appropriate
- Discuss with our staff any issues which might affect pupils' lesson attendance
- Be responsible for entering pupils for music examinations as appropriate (ArtForms may be able to provide an accompanist, at cost, given sufficient advance notice)
- Value and utilise pupils' musical skills in school and signpost them to citywide opportunities e.g. Music Centres and City of Leeds Youth Music ensembles

### **For National Curriculum Teaching schools should:**

- Provide an appropriate teaching space
- Ensure that a supporting adult is present in all lessons
- Ensure that distractions to music learning are kept to a minimum
- Inform our visiting staff of relevant information regarding individual pupils, whenever appropriate

To facilitate lesson delivery and maximise pupils' learning it is helpful for our staff to have access to school resources such as whiteboards, classroom based IT equipment and music software.

**For Big Sings and other large group events and activities schools should:**

- Ensure an appropriate ratio of supporting adults to children (minimum 1:30)
- Be responsible for behaviour management

**For Accompanying Pianists schools should:**

- timetable and plan the work for a visiting pianist

No accompanying pianist should be expected to work as a teacher. If you require teacher support, please consider National Curriculum and/or instrumental/vocal tuition.

## **ArtForms Music Pledge**

**We expect our staff to:**

- Wear an ID badge
- Provide high-quality teaching and musicianship
- Listen to what pupils say and treat pupils and staff as individuals, being respectful, positive, calm and collected
- Keep within the law (e.g. no illegal photocopying)
- Dress in line with school practice and adhere to school safeguarding and behaviour policies

**And to:**

- Arrive in good time to start lessons promptly
- Prepare lessons well and teach children how to practise
- Praise where appropriate and ensure criticism is constructive
- Encourage pupils to evaluate their own performance
- Keep all pupils interested and occupied
- Extend and motivate learners
- Ensure pupils receive lessons even if they come without their equipment
- Keep good records and write reports
- Discuss pupils' progress with parents where this can reasonably be arranged
- Liaise regularly with the named staff member responsible in your school

**ArtForms Music will:**

- Be flexible in providing additional services on request
- Ensure that our staff are DBS checked

**Further information:**

- If you have any concerns about a visiting ArtForms staff member's work, we ask you to deal directly with them in the first instance, as you would a member of your own staff
- You should inform ArtForms' Head of Music of any serious issues and a senior member of our staff will take appropriate action
- some schools use our delivery as PPA cover; where a refund is owed at the end of the academic year due to absence by an ArtForms staff member, that refund will be based solely on the charge made to the school for that work: where schools choose to buy in external supply cover, ArtForms does not accept any liability for costs incurred that are over and above the value of the refund provided
- Schools should provide appropriate data and information about pupils promptly when requested by ArtForms.