



ArtForms Music

Service Level Agreement

2016 / 2017

ArtForms

ArtForms offers learning programmes, creative workshops, and unique teaching resources which support schools to:

- Raise pupils' achievement in and through the arts
- Foster a sense of enjoyment and fulfilment in learning

Partnerships and networks, led and facilitated by ArtForms, support a collaborative city-wide approach to arts and cultural learning, to meet the needs of all children in Leeds.

There are three strands to the ArtForms Service:

1. [Music](#)
2. [Arts](#)
3. [Artemis and the Schoolroom](#)

This document outlines the **Music** Service Level Agreement for all schools.

For details of the Arts SLA and Artemis offer go to:

www.artformsleeds.co.uk

or

www.leedsforlearning.co.uk

The ArtForms Music offer 2016 / 2017

ArtForms has an acclaimed reputation for developing and pioneering new approaches to music learning in and out of the classroom.

We deliver music education for all ages in many settings, and serve schools, academies and the wider community.

In addition to teaching 10,000 children to play instruments, ArtForms delivers NC work for 4000 children in 40 primary schools, runs 7 [Music Centres](#), rehearses 22 [City of Leeds Youth Music Groups](#) and manages four annual [LSMA](#) and Inclusive Music Festivals in Leeds Town Hall.

Our work is rigorously quality assured, and we work with schools to ensure that teaching and learning matches schools' needs and expectations.

ArtForms supports all learners to access music and has a specialist team of teachers who work with children with additional needs including providing a Music Therapy service.

We employ professional musicians to bring top-quality performances and interactive workshop experiences in to schools on a weekly basis.

Our range of small group and whole class Music Awards recognise the achievements of learners of all instruments and genres.

ArtForms is the lead organisation for the [Leeds Music Education Partnership \(LMEP\)](#) – the music education hub for Leeds. This partnership of key local and regional music organisations, works together to create joined up, high quality music education for children and young people.

LMEP offers a number of discounted and cashback schemes for schools including bursaries, scholarships, subsidised whole class and small group tuition, and grants for school-based activities.

LMEP currently engages with 261 of our city's 283 primary schools, 37 of 40 secondary schools, and 9 specialist learning centres, providing a range of music learning opportunities on a weekly basis for over 16,000 children.

On behalf of LMEP, ArtForms manages [Music Connect](#), a CPD offer plus coordinators network available to all primary schools. We are ready and able to support all aspects of school curriculum development, and have highly experienced staff able to offer advice and guidance.

We are here to help and look forward to working with you.

Stephen Wild, Head of Music, ArtForms

This document outlines the music services offered by ArtForms for weekly delivery via an annual SLA and includes:

- Descriptions of provision available for weekly delivery
- Our prices
- An ArtForms Music weekly delivery SLA request form
- Generic and specific terms and conditions
- A list of who's who within ArtForms Music

The SLA, Terms and Conditions, and Memorandum of Agreement can also be viewed on our website www.artformsleeds.co.uk/music together with:

- Details of ArtForms' wide range of music enhancement offers which can be booked at any time during the academic year including:
 - [Interactive performances by professional musicians in your school](#)
 - [Cross curricular and world music workshops](#)
 - [Holiday activities](#)
 - [Special events](#)
 - [Young Leader Training](#)
 - [Curriculum enrichment programmes](#)
- Details of LMEP's discounted and cashback offers for schools
- Information about CPD, music resources, and offers from Leeds Music Education Partnership (the Music Education Hub for Leeds)
- Details of all CLYM (City of Leeds Youth Music) groups including how to join and dates of performances
- Programmes for our seven area Music Centres

ArtForms services can also be booked via www.leedsforlearning.co.uk

ArtForms' Music Services support the National Plan for Music Education

- Ensuring every child aged 5-18 has the opportunity to learn a musical instrument
- Providing opportunities to play in ensembles and perform from an early age
- Ensuring clear and affordable progression routes are available for all young people
- Developing a strategy that ensures every pupil sings regularly
- Offering CPD to school staff which supports their delivery of music in the curriculum
- Providing an instrument loan service
- Providing access to a range of high quality music experiences and venues

We are happy to visit you and explore how ArtForms can support strategies for using music to enhance your current school agendas and key priorities

Phone the ArtForms office on 0113 3782850 to book a FREE one-hour consultation

1. Whole Class Instrumental Learning for key stages 1, 2 and 3

**£45 per hour - 36 weeks delivery - £1620 per year
schools may not pass on costs of WCL to pupils**

All pupils in a class to learn together, giving every child the opportunity to play a musical instrument. Whole Class Learning (WCL) can take place during the school day, or can be booked as an after-school club for pupils from a mixture of classes.

We can advise on the suitability of instruments for learners of different ages and supply whole-class sets.

Partnership between ArtForms teachers and host school staff must be strong for learning to succeed. Please allow one hour per class (45 minutes delivery / 15 minutes set up).

Paula Brookes, our WCL manager, is always happy to help should you wish to discuss your requirements before submitting your SLA order.

In addition to ArtForms' general terms and conditions schools are expected to:

- ensure that a supporting adult is present in all lessons
- 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

The School's staff member is expected to:

- help as required with the set up and pack down of lessons
- support and participate in the lessons
- assist with behaviour management

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.

2. Small Group Instrumental and Vocal Learning for all key stages

£40 per hour - 36 weeks delivery - £1440 per year
schools may pass all or part of the cost of lessons on to pupils - bursaries are available to ensure no pupil is excluded due to financial reasons

Provides

- (a) a first access opportunity for any pupil who wants to start an instrument
- (b) an opportunity for pupils who have experienced whole class learning programmes to continue playing beyond the first year
- (c) progression support for those who are well underway on their chosen instrument.

Instruments and voices offered

- woodwind (recorder, fife, flute, oboe, clarinet, bassoon, saxophone)
- strings (violin, viola, cello, double bass)
- brass (trumpet, cornet, trombone, tuba, French horn, euphonium, tenor horn)
- guitar (acoustic, electric, bass)
- ukulele
- keyboards (electronic, piano)
- percussion (drum kit, orchestral percussion, djembe)
- steel pan
- Indian music (dhol)
- voice (boys, girls and mixed groups)

Learning can take place before, during, or after the school day. WCL continuation can accommodate up to half a class at a time. For small group learning please allow a minimum of one hour per ten primary-aged, or eight secondary-aged pupils.

Subject to availability schools can hire instruments from ArtForms at a rate of **£15 per instrument** per term. To encourage the take up of minority instruments (bassoon, oboe, cello, viola, double bass, French horn, trombone, tuba) these are available at a **£5** charge.

Ruth Wild, our head of Instrumental and Vocal Learning, is always happy to help should you wish to discuss your requirements before submitting your SLA order.

In addition to ArtForms' general terms and conditions schools are expected to:

- provide suitable accommodation for instrumental and vocal lessons
- assist in the selection of pupils as appropriate
- provide a timetable for pupils' 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

3. National Curriculum Teaching for all Primary key stages

**£46 per hour - 36 weeks delivery - £1656 per year
schools may not pass on costs of NC learning to pupils**

ArtForms employs fully qualified specialist teachers who are able to fulfil the requirements of the National Curriculum throughout the Primary school setting.

They devise and deliver music schemes of work that complement your school plans. Lessons can be delivered as a stand-alone subject, or where appropriate, be incorporated into your cross-curricular approach. If required, we can provide percussion instruments to supplement your school stock for children to use in their lessons.

All of our teachers use the ArtForms Progression and Assessment document to ensure that your learners make appropriate progress on their musical journey throughout school. School staff are welcome to take part in NC lessons as their own CPD, and sessions may be used as PPA cover, although we do expect an adult from your school to be present throughout.

We will tailor our lessons to fit in with your school day but recommend weekly sessions of the following length:

- 20 minutes for each class in F1
- 30 minutes for each class in F2 and KS1
- 45 minutes for each class in KS2

Paula Brookes, our NC manager, is always happy to help should you wish to discuss your requirements before submitting your SLA order.

National Curriculum provision is also available for Early Years, Secondary schools, FE and SEND by negotiation.

In addition to ArtForms' general terms and conditions schools are expected to:

- 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 instruments, whiteboards, classroom based IT equipment and music software.

4. Vocal Leaders, Big Sing, and Ensemble Direction for all key stages

£45 per hour - 36 weeks delivery - £1620 per year

Provides

- support for school choirs or vocal groups
- leaders for singing assemblies or hymn practices
- inspiring leaders to run a Big Sing at the start of your day
- experienced vocalists to guide singers who are studying for GCSE / AS / A2 examinations
- directors for a wide range of ensembles including orchestras; wind, brass and concert bands; folk groups; jazz ensembles; rock and pop groups; chamber groups; musical theatre
- active performing musicians who are inspirational role models

This provision is ideal for schools who would like some specialist support in delivering their vocal or extended learning strategies.

Sessions are designed to inspire and motivate your pupils whilst also developing key musical skills. Our staff enable progression and help create confident and vibrant performers who make a positive contribution and add value to your wider school community.

Sessions can take place before school, during curriculum time, in lunch breaks or after the school day. We are happy to develop bespoke programmes to suit all your school's needs.

Mark Tunnicliffe is your first port of call should you wish to discuss your requirements before submitting your SLA order.

For singing with large groups schools are expected to:

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

5. Accompanying Pianists

Standard Pianists - £20 per hour - 36 weeks delivery - £720 per year
Enhanced Pianists - £25 per hour - 36 weeks delivery - £900 per year
schools may not pass on costs of pianists to pupils

Primary and Special schools can use our accompanying pianists to play for **school-led** singing and to assist your delivery of the National Curriculum in classes, choirs and other groups.

We offer two levels of accompanying pianist to play material chosen by your school staff:

Standard Pianists:

- play to accompany while your staff lead the class/choir/group singing activities

Enhanced Pianists:

- play to accompany while your staff lead the class/choir/group singing activities
- assist your teacher by suggesting suitable repertoire, arrangements and musical activities which is:
 - appropriate to children's ages and levels
 - supports topics or themes being studied
 - is suitable for performances, productions and shows

Schools are expected to:

- 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.

Linda Hinchliffe, our co-ordinator for pianists, is always happy to help should you wish to discuss your requirements before submitting your SLA order.

6. SEND provision for children with additional needs at all key stages schools may not pass on costs of SEND provision to pupils

ArtForms works with mainstream schools, SILCs and PRUs to enable learners of all ages to access appropriate inclusive music services. In addition we work in partnership with YAMSEN offering a wide range of clubs, creative workshops, and one-day events.

Our inclusive learning team has the expertise to support children with a wide range of disabilities and learning needs including those:

- with sensory impairments
- on the autistic spectrum
- with physical difficulties
- with complex needs
- with learning or behaviour problems

Sessions take place in a variety of venues across the city, including your own school, and prices reflect the expertise required.

| Provision | Duration | Components | Price |
|------------------------|---------------------------------|---|--|
| music lessons | weekly | whole class, group learning, accessible music technology, or ensemble packages | £45 per hour per teacher |
| music therapy | minimum 2 hours per week termly | one-to-one sessions which use music to support pupils to express their ideas and feelings | £50 /teacher/ hour |
| workshops and projects | full day or half-termly | Tailor made to suit your pupils' needs. Suitable for either small groups or whole classes | workshops £280 per day: projects £50 per hour per teacher |
| after school clubs | 1 hour per week | an opportunity for children of any age to explore music | £3 per head per session |

Diane Paterson, our Inclusive Music Team Leader, is always happy to discuss your needs.

General Terms and Conditions

ArtForms expects its staff to:

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

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 will:

- ensure our staff visit your school for the agreed hours, for a guaranteed minimum of 36 weeks in the year
- deal with all contractual matters pertaining to your SLA
- endeavour to cover all absences whenever possible
- be flexible in providing additional services on request
- ensure that our staff are DBS checked; enquiries regarding current DBS policy should be directed to the Leeds City Council Human Resources team

ArtForms 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
- inform our Head of Service in writing before the end of July if you consider you have not received your agreed hours of provision for the academic year

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

- any school 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 you need to cancel a visit for any reason this will still count as one of your 36 guaranteed weeks and ArtForms and its staff are not obliged to make up that session: should we 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 sickness absence, or other absences at short notice, it is often impossible for us to provide same day cover, in which case a range of alternative times or days may be offered; if you choose not to accept an 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 we will be happy to discuss a refund equivalent to the value of the number of sessions missed
- 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

ArtForms Music Who's Who

firstname.lastname@leeds.gov.uk

T: 0113 378 2850

F: 0113 336 7247

| | |
|--|-------------------------|
| Head of Music | Stephen Wild |
| Head of National Curriculum, Whole Class Learning & Music Connect | Paula Brookes |
| Head of Instrumental & Vocal Learning | Ruth Wild |
| Head of Inclusive Music | Diane Paterson |
| Partnership, Development & LMEP Manager | Jo Richardson |
| Manager for Extended Learning & Music Centres | Fran Hannan |
| Accompanying Pianists | Linda Hinchliffe |
| City of Leeds Youth Music | Rebecca Morgan |
| Administration Co-ordinator: allocations, instruments | Mark Tunnicliffe |
| Finance Officer | Aretha Suen |
| Senior Support Assistant: Music Centres, payroll | Mark Sturdy |
| Support Assistant: sickness, supply cover, LMEP | Monica Dickson |
| Support Assistant: CLYM, instrument hire | Amélie Addison |
| Support Assistant: music centres | Caroline Lisk |

ArtForms Music Service Level Agreement
Academic Year 2016 - 2017
WEEKLY DELIVERY REQUEST FORM

We request for our school / academy the level of service for 2016 - 17 as follows:

School

Address

.....

I have read and accept the terms and conditions and will ensure my school meets the requirements specified.

Head Teacher Signature

Agreement date (Date of signature) Expenditure Code

Name and contact details for the member of your school team responsible for the coordination of ArtForms Music staff visits:

Name email / phone no

Please complete this page together with pages ii and iii and send them to ArtForms at the address below. Please retain a copy for your information. Where necessary please also send a copy to your School's Finance Officer.

Please return your completed service request by Friday 29th April 2016

| | |
|------------------------|--|
| Name of service: | ArtForms Music |
| Head of Music Service: | Mr Stephen Wild |
| Address: | ArtForms Music, Leeds City Academy, Bedford Field, Woodhouse Cliff, Leeds LS6 2LG |
| Telephone: | 0113 378 2850 |
| Fax: | 0113 336 7247 |
| email: | educ.artforms@leeds.gov.uk |

1. Whole Class Instrumental Learning

| No. of Classes and Year Group | Hours Wanted | Instrument Preferred |
|-------------------------------|--------------|----------------------|
| | | |

2. Small Group Learning

| Instrument / Voice (please circle all instruments you require tuition for) | Hours Wanted |
|---|--------------|
| Woodwind: recorder, fife, flute, oboe, clarinet, bassoon, saxophone | |
| Upper Strings: violin, viola | |
| Lower Strings: cello, double bass | |
| Brass: trumpet, cornet, trombone, tuba, French horn, euphonium, tenor horn | |
| Guitar: acoustic, electric, bass | |
| Ukulele | |
| Keyboard: electronic, piano | |
| Percussion: drum kit, orchestral percussion, djembe | |
| Steel Pans | |
| Indian music: dhol | |
| Voice: boys, girls, mixed groups | |

3. National Curriculum

| Which Classes | Hours Wanted |
|---------------|--------------|
| | |

4. Vocal Leaders, Big Sing and Ensemble Direction

| Ensemble Type | Hours Wanted |
|---------------|--------------|
| | |

5. Accompanying Pianists

| Pianist Type (Standard or Enhanced) | Hours Wanted |
|-------------------------------------|--------------|
| | |

Please tick all sessions that you could accommodate a pianist and circle your preference

| | | | | | |
|------------------|-----|------|------|-------|-----|
| Morning | Mon | Tues | Weds | Thurs | Fri |
| Afternoon | Mon | Tues | Weds | Thurs | Fri |

6. SEND

| Programme | Key Stage & number of pupils | Hours Wanted |
|-------------------|------------------------------|--------------|
| Music Lessons | | |
| Music Therapy | | |
| Half Term Project | | |
| Day Workshop | | |
| After school club | | |