

Special Terms and Conditions – ArtForms Music Service

Commencement for the provision of Services is from the beginning of the Academic Year, or other times by arrangement.

The period for which the provision of Services will be delivered is until the end of the Academic Year, or other period by arrangement.

1. General

1.1 Glossary

“Academic Year” means the period of the year during which students attend school reckoned from the beginning of the autumn term to the end of the summer term.

“ArtForms Music” means the Service Provider’s Music Service.

“Booking” means a booking for the Service provided by us to you.

“Enhanced DBS Check” means are complete criminal history check, and are a mandatory screening process for positions involving work with children and vulnerable adults, to ensure that anyone who presents a known risk to vulnerable groups is prevented from working with them.

“Head of Music” means the member of staff who heads up ArtForms Music who can be contacted on stephen.wild@leeds.gov.uk or 0113 3782850

“National Curriculum Teaching” means teaching provided by qualified teachers who deliver the full breadth of the National Curriculum in music.

“Whole Class Instrumental Tuition” and means instrumental tuition provided to a class as part of the normal curriculum provision to that class, on a weekly basis within the usual school day.

2. Making a Booking

2.1. All Bookings are subject to our acceptance and availability. We reserve the right to decline any Bookings at our discretion. It is your responsibility to check that all details on the Booking is correct and any errors in the Booking must be brought to our attention within 14 days of receipt of the Booking confirmation. Bookings are made via [Leeds for Learning](#), or may be made directly with the service. Current prices are included in the Catalogue of Services attached at Schedule 1

2.2 Where a Booking has been made for the whole of an Academic Year ArtForms Music will undertake to deliver a minimum of 36 visits in a school year. If you cancel a visit or are closed for any reason on the usual day of delivery this will still count as one of the 36 guaranteed weeks and ArtForms and its staff are not obliged to make up that session. Should ArtForms cancel a visit then a replacement session or alternative will be provided to ensure 36 visits are still delivered in the year.

2.3 In the case of sickness absence by a member of ArtForms staff, or other unforeseen absences at short notice, it may not be possible 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 appropriate alternative the visit will still count as having been delivered.

2.4 If by the end of the Academic Year delivery has fallen short of the guaranteed 36 visits (reasons for which are not due to circumstances set out in Clause 2.2 above ArtForms will make a refund equivalent to the value of the number of sessions missed.

2.5 A suitable day and time for delivery will be agreed by the ArtForms staff member prior to delivery commencing. It may not be possible to reschedule this within the school year.

2.6 For WCIT and WCVT teaching, schools may choose to use ArtForms staff's visit to release teachers for PPA if they wish, as long as a member of school staff is present in each session. School staff are welcome to take part in National Curriculum music lessons as their own CPD, although sessions may be used as PPA cover.

ArtForms **does not**, however, take responsibility for any costs incurred by the school in relation to PPA arrangements the school chooses to put in place.

2.7 You must provide appropriate data and information about pupils promptly when requested by ArtForms ensuring that the Data Protection Legislation is adhered to as set out in the Overarching Terms and Conditions.

2.8 You must provide suitable accommodation for lessons.

2.9 If you wish to pass on costs of provision to parents you are bound by the Charges for Music Tuition (England) Regulations 2007

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf

2.10 For very large group events, you must ensure an appropriate ratio of supporting adults to children (minimum 1:30) and be responsible for behaviour management

2.11 ArtForms retains the option of withdrawing service from a school if these conditions are not implemented.

3. Quality Assurance

3.1 All ArtForms staff are rigorously quality assured, and their teaching is observed by an ArtForms manager annually. In case of complaint a school should contact the Head of Music who will respond promptly.

3.2 All staff acting on behalf of ArtForms have appropriate training and will hold appropriate Enhanced DBS Check.

3.3 If you require to terminate all or part of this Contract before the end of the Academic Year you must give a minimum of one full term's notice by contacting the Head of Music.

Schedule 1



ArtForms Music

Catalogue of Services

2018 / 2019



Lead Organisation for Leeds Music Education Partnership

educ.artforms@leeds.gov.uk

0113 3782850

www.artformsleeds.co.uk

ArtForms Music

Supporting all learners to attend, achieve and attain

ArtForms Music works with schools to provide learning programmes, creative workshops, and teaching resources for all children and young people at every stage of their musical journey.

This catalogue outlines

1. The music services offered by ArtForms for weekly delivery via an annual Contract which schools should purchase via Leeds for Learning www.leedsforlearning.co.uk
2. A range of music enrichment workshops, performances and other opportunities which can be bought on an occasional basis throughout the year. Further details and booking forms are available via www.artformsleeds.co.uk

In addition to teaching over 15000 children each week to play instruments and to sing, ArtForms Music delivers National Curriculum tuition for 7000 children, runs 7 **Music Centres**, rehearses 12 **City of Leeds Youth Music Groups**, showcases four annual **LSMA** and Inclusive Music Festivals in Leeds Town Hall and manages **Music Connect**, a CPD service for all schools.

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 to book a FREE one-hour consultation.**

ArtForms' Music Service supports 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
Helping schools to ensure that every pupil sings regularly
Providing 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

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

LMEP offers a number of discounted schemes for schools including bursaries, scholarships, tuition cashback, free CPD, subsidised Live Music, and grants for school-based activities.

The full **LMEP Offer for Schools 2018-19 plus Terms and Conditions** can be viewed via www.artformsleeds.co.uk

If you require any assistance before placing your order please phone 0113 3782850 or email educ.artforms@leeds.gov.uk

Stephen Wild (Head of Music)

1. Music Services for weekly delivery via a Contract

Nurturing talent, unlocking potential

all prices held at 2017 rates - * increased cashback

Cashback discounts are supported by funding through Arts Council England via Leeds Music Education Partnership. Cashback Application forms are at the back of this catalogue.

<p>1</p>	<p>Whole Class Instrumental Learning for key stages 1, 2 and 3</p> <p>Also known as Whole Class Ensemble Tuition (WCET) this provision ensures all pupils have the opportunity to learn to play an instrument. Delivery is by specialist instrumental staff with lessons taking place during the school day, or after-school for pupils from mixed classes.</p> <p>Allow one hour per class (45 minutes delivery / 15 minutes set up).</p> <p>Whole-class sets of instruments can be supplied, including violin, viola, ukulele, guitar, recorder, fife, clarinet, cornet, French horn, mixed brass, djembe, percussion, world music, music technology packages and tailored combinations on enquiry.</p> <p>Schools may not pass on costs of WCL to pupils.</p> <p>Collective class progress is recognised through ArtForms Colour Awards.</p> <p>Specialist whole class tuition for children with SEND is also available.</p>	<p>£47.23 per hour £1700 per year (36 weeks delivery) £850 with 50% LMEP cashback</p> <p>£450 per class set 100% LMEP cashback</p>
<p>2</p>	<p>Whole Class Vocal Learning for key stages 1, 2 and 3</p> <p>Our trained vocal leaders specialise in providing a secure foundation in singing, ensuring good technique and tone production, and exploring a range of age appropriate singing styles and material. This in-depth tuition embeds best practice from the earliest stages and prepares children for the next stages of small group lessons and choirs.</p> <p>Allow 30 mins per class for KS1 and 45 mins per class for KS2 and KS3</p> <p>Schools may not pass on costs of WCL to pupils.</p> <p>Collective class progress is recognised through ArtForms Colour Awards.</p>	<p>£47.23 per hour £1700 per year (36 weeks delivery) £850 with 50% LMEP cashback * (one year group per primary school limit, one KS3 class per school limit)</p>

<p>3</p>	<p>Large Group Instrumental Learning for key stages 1, 2 and 3</p> <p>The ideal option for children who wish to continue learning for a second year after completing a first year of Whole Class tuition, but who may not yet be ready to commit to small group lessons.</p> <p>Our specialist instrumental staff can teach groups of 12 to 15 pupils in 30 minute blocks.</p> <p>Schools may pass costs on to pupils. Bursaries are available for those on FSM. Individual progress is recognised through ArtForms Colour Awards.</p>	<p>£41.95 per hour £1510 per year (36 weeks delivery) £1208 with 20% LMEP cashback *</p>
-----------------	---	--

<p>4</p>	<p>Small Group Instrumental and Vocal Learning for all key stages</p> <ul style="list-style-type: none"> • 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, dhol) • steel pan • voice (boys, girls and mixed groups) • iPads/music technology <p>Delivery before, during or after the school day by specialist music staff Allow one hour per ten primary-aged, or eight secondary-aged pupils</p> <p>Instruments can be hired at £15 each per term</p> <p>Schools may pass costs on to pupils Bursaries are available ensuring pupils are not excluded for financial reasons</p> <p>All ArtForms instrumental and vocal pupils have the opportunity for their success to be acknowledged through the ArtForms Colour Awards and be supported to access accredited music examinations as appropriate.</p>	<p>£41.95 per hour £1510 per year (36 weeks delivery) £1208 with 20% cashback *</p>
-----------------	---	---

<p>5</p>	<p>National Curriculum Teaching for all Primary key stages</p> <p>A musical school is a successful school. Research proves that music has an impact on attainment throughout the whole curriculum. Children who have opportunities to learn and perform rhymes and songs and play instruments, from Early Years through the whole Primary phase become more resilient learners, develop confidence and share a communal experience of using language. Use our fully qualified specialist teachers to devise and deliver music schemes of work to complement your school plans.</p> <p>Practical music making is the primary medium for all of our sessions, which enables us to achieve high quality outcomes for our learners. Music curriculum lessons are filled with singing and the playing of instruments which empower children and increase their skills, confidence and resilience.</p> <p>We recommend weekly sessions of the following length:</p> <ul style="list-style-type: none"> • 30 minutes for each class in KS1 • 45 minutes for each class in KS2 <p>All our teachers use the ArtForms <i>Progression and Assessment</i> document to monitor progress. Percussion instruments to supplement your school stock can be supplied free of charge. School staff are welcome to take part in NC lessons as their own CPD although sessions may be used as PPA cover.</p> <p>Schools may not pass on costs of NC learning to pupils</p> <p><u>NEW EYFS Offer to schools</u></p> <p>In recent years, there has been a growing understanding of the ways in which music can effectively support and enhance literacy and phonics schemes in EYFS. ArtForms are now pleased to offer a specialised package tailored to improving outcomes for children at this crucial stage in their development.</p> <p>Drawing on well-established and internationally recognised schemes of work and methods, our specialist teachers can work with small groups or whole classes to improve outcomes in:</p> <ul style="list-style-type: none"> • Phonological and phonemic awareness and retention • Social cohesion, emotional awareness and inclusion • Vocal confidence • Listening skills and improved attention <p>We recommend a lesson time of 20-30 minutes per group or class and can supply (free of charge) age-appropriate musical instruments and learning resources to supplement these courses. All our teachers use the ArtForms Progression and Assessment document to monitor children’s musical progress.</p>	<p>£48.34 per hour £1740 per year (36 weeks delivery)</p> <p>£1392 with 20% cashback *</p>
----------	---	---

6	<p>Music Enhancement for all key stages</p> <p>Introduce your pupils to inspirational role models and work with professional musicians to embed creativity at the heart of learning.</p> <ul style="list-style-type: none"> • Leaders for choirs, singing assemblies, hymn practices, or start the day Big Sings. • Directors for orchestras; wind, brass and concert bands; folk groups; jazz ensembles; rock and pop groups; chamber groups; musical theatre. • Experienced vocalists and instrumentalists to support aspects of GCSE / AS / A2. <p>Delivery before, during the school day, at lunchtime, or after-school.</p> <p>Bespoke programmes to suit all your school's needs provided</p>	<p>£47.23 per hour £1700 per year (36 weeks delivery)</p> <p>enquire for discounts</p>
---	---	---

7	<p>Accompanying Pianists for all key stages</p> <p>Accompanying pianists play for school-led singing, and can assist you to deliver the National Curriculum in classes, choirs and other groups, by playing material chosen by your school staff.</p> <p>Enhanced Pianists</p> <p>Play to accompany while your staff lead the class/choir/group singing activities.</p> <p>Assist your teacher by suggesting suitable repertoire, arrangements and musical activities which is:</p> <ul style="list-style-type: none"> • appropriate to children's ages and levels • supports topics or themes being studied • is suitable for performances, productions and shows <p>Standard Pianists</p> <p>Play to accompany while school staff lead the class/choir/group singing activities</p> <p>Schools may not pass on costs of pianists to pupils.</p>	<p>Enhanced Pianist £26.25 per hour £945 per year (36 weeks delivery)</p> <p>Standard Pianist £21 per hour £756 per year (36 weeks delivery)</p>
---	--	--

<p>8 SEND provision for children with additional needs for all key stages</p> <p>Provision in mainstream schools, SILCs and PRUs enabling learners of all ages to access appropriate inclusive music services.</p> <p>Our inclusive learning team has the expertise to support children with a wide range of disabilities and learning needs including those:</p> <ul style="list-style-type: none"> • with sensory impairments • on the autistic spectrum • with physical difficulties • with complex needs • with learning or behaviour problems <p>We offer weekly whole class, small group, accessible music technology, or ensemble teaching.</p> <p>One-to-one Music Therapy is available to support the expression of ideas and feelings.</p> <p>Full-day or half-termly workshops and projects, together with clubs, creative workshops, and one-day events in partnership with YAMSEN, can be tailored to your particular needs.</p> <p>Schools may not pass on costs of SEND provision to pupils</p>	<p>Weekly Music Lessons £47.23 per hour £1700 per year (36 weeks delivery) £850 with 50% cashback</p> <p>Music Therapy £52 per hour min 2hrs/week termly</p> <p>Workshops, Clubs and Events POA</p>
--	---

2. Music Enrichment available throughout the year

Creativity at the heart of learning

<p>1</p>	<p>Live Music in Schools for all key stages <i>Subsidised by funding through Arts Council England via LMEP. Schools pay only the cost of one performer with LMEP picking up the cost of all the other musicians.</i></p> <p>Aire Ensemble – woodwind and piano trio ArtForms Woodwind Trio – flute, clarinet, bassoon Herriott & Reasbeck – oboe/cor anglais/recorder and piano Trio Globo – accordion, violin, whistle, clarinet, saxophone Maia – 4 piece folk/rock, acoustic or staged and amplified Point of Departure – Jazz trio Rest of the Best – Flexible SEND specialists Music & the Deaf – Instrumental Quartet</p> <p>Full details of all performances can be found on www.artformsleeds.co.uk</p>	<p>Per Performance £76 per 2-hr afternoon £114 per 3-hr morning £153 per 4-hr am/pm</p>
<p>2</p>	<p>World Music Workshops and Follow-Up Resources for all key stages</p> <p>Bamboo Tamboo Brazilian Samba Drumming Introducing Boomdangs Irish Cultural Arts Samba Rock Songs and Stories Round the World Steel Pans A Taste of South America West African Drumming World and Junk Percussion</p> <p>Full details of all workshops can be found on www.artformsleeds.co.uk</p>	<p>Per Workshop Full Day £280 Half Day £165 (EYFS & KS1 only)</p> <p>Plus</p> <p>Equipment delivery £40 (Steel Pans or Boomdangs)</p> <p>optional Follow-Up Resources £25 per set per week</p>

3 Music Connect CPD for Primary and Secondary Schools

Music Connect, delivered by ArtForms, supports all Leeds schools and academies to deliver a rich and engaging music curriculum. Music Connect receives funding from LMEP, which enables us to offer the programme to Leeds Schools and Academies at no charge.

During the academic year, 2018-19, the programme comprises:

- 1 Professional development opportunities for teachers and supporting staff, delivered by music specialists.
- 2 Network meetings to support Primary Music Leaders
- 3 Network meetings to support Secondary Music Leaders
- 4 Bespoke advice and guidance sessions in your school (1 hour per school per year, extra time can be purchased). This meeting will usually take place with the Music Leader or SLT. Unfortunately it cannot be used as a Staff Training session.
- 5 Access to music resources designed to support the delivery of the music curriculum (Charanga, Sing Up, VIP Studio)
- 6 Priority access to additional Music Connect events
- 7 Priority access to instrument hire linked to CPD training
- 8 Centrally developed resources designed to support the delivery of the Music Curriculum
- 9 Email updates of national, regional and local developments in Music

For full details of courses and booking, please visit

<http://www.leedsforlearning.co.uk/> .

In School Training

Would you like to train your whole teaching team on an aspect of music? Or maybe develop your whole school music planning with your Music Leader? Our in house training is available. Each session lasts up to 1.5 hours and is led by one of our specialist advisers.

For further details or to purchase in-school training please contact

paula.brookes@leeds.gov.uk .

100% subsidised by LMEP for Leeds Schools and Academies

**Up to 1.5 hours delivery
£150 per session**

**LMEP cashback subsidies application form
for delivery by ArtForms of**

**Whole Class instrumental or vocal learning
Small or large group instrumental and vocal tuition
and National Curriculum music**

During the academic year September 2018 to July 2019

Name of School _____

Contact Person email _____

School Phone No. _____

School Cost Centre No. _____

(Payments to schools will be made during the Autumn Term)

I am applying for the cashback described below (please tick as appropriate) for music provision supplied by ArtForms.

- 1. Whole class instrumental learning cashback @ 50%
- 2. 100% cashback for full class sets of instruments hire
- 3. Whole class vocal learning cashback @ 50%
- 4. Large group instrumental learning cashback @ 20%
- 5. Small group instrumental or vocal learning cashback @ 20%
- 6. National Curriculum cashback @ 20%

Signature _____ Head Teacher

Print Name _____ Date _____

Please email this form to jo.richardson@leeds.gov.uk or post to ArtForms, Pudsey Civic Hall, Dawson's Corner, Leeds LS28 5TA. Please retain a copy for your records.

I have read and agree to the Terms and Conditions.

ArtForms Music Service order form

Academic Year 2018 - 2019

Name of School _____

Head Teacher _____

Leeds for Learning authoriser _____
(if different from HT)

Small or large group tuition requirements	Hrs/wk	Further information*
Upper Strings		
Lower Strings		
Woodwind		
Brass		
Percussion		
Guitar or Ukulele		
Steel Pan		
Keyboards		
Vocal		
Large Group WCET continuation		
Cost per hr, for the year: £1510 Discounted cost: £1208**		

Music Enhancement (choirs, ensembles, Big Sings, hymns/assemblies, GCSE/AS/A2 aspects)	Hrs/wk	Further information*
Provision required		
Cost per hr, for the year: £1700		

National Curriculum Music		Hrs/wk	Further information*
Key stages required			
Cost per hr, for the year: £1740 Discounted cost: £1392**			

Whole Class instrument/vocal tuition		Hrs/wk	Further information*
Instrument(s) preferred			
Cost per hr, for the year: £1700 Discounted cost: £850**			

Accompanying Pianist		Hrs/wk	Further information*
Pianist (Standard)			
Pianist (Enhanced)			
Cost per hr, for the year; Standard: £756 Enhanced: £945			

**further information refers to information such as preferred day/time etc*

***Discounts (where available) are subject to application via the LMEP cashback form*

The information you provide on this form will be used to populate your 'shopping basket' on Leeds for Learning; you will then be alerted to the need to 'check out' the contents of that basket, thereby giving your authorisation to the request.

If you would simply like to continue with your existing arrangements please tick the box -

Please return this form to ArtForms as soon as possible –

P: ArtForms, Pudsey Civic Hall, Dawson's Corner LS28 5TA

E: mark.tunncliffe@leeds.gov.uk

F: 0113 336 7247