



SIPS Education
Music and Arts Service
Contract
2020/21

The School/ Customer	
School Contact Name: Head teacher	
School Contact details:	
SIPS Music and Arts Contact Name:	Tanya Derham SIPS Education Music and Arts Manager
SIPS Contact details	Sandwell Inspired Partnership Service LTD 2nd Floor Guardian House, Cronehills Linkway, West Bromwich, B70 8SW
	0121 296 2997
	music.arts@sips.co.uk

Commencement date for the Music and Arts Service is 1st September 2020

Signature	
Printed Name	
Date	

Please copy/scan this page and return to music.arts@sips.co.uk or post to the above address.

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Overview

This contract is between SIPS Music and Arts Service and your organisation for the provision of Music service delivery to support and sustain the common objectives of the school and Music Hub. This is in accordance with the school's music curriculum and the DfE 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This contract remains valid for the duration of the contractual period as referred to below unless superseded by a revised agreement mutually endorsed by the customer and SIPS Music and Arts Service. SIPS Music and Arts Service will provide the services as described below and as set out on the [order form](#)

Please return a signed order form by post, address to be found on page 1 or by email to music.arts@sips.co.uk

Please also retain a copy for your records.

Timeframe and Review

The duration for this contract is from 1st September 2020 until 31st August 2021. All products and prices quoted cover this period. This contract will remain in effect for the duration of this period.

Trading Weeks

The Music and Arts Service offers music services to schools. For full details of services and instruments available, please refer to the brochure of Music Services for Schools.

The instrumental/ vocal peripatetic service is offered over 38 weeks in the academic term in line with the Music Service calendar on page 5.

Subsidised services

SIPS Music and Arts Service is the lead organisation for Sandwell Music Education Hub. Funding from the DfE Arts Council England allows for the following subsidised services for your school:

- 'Charanga' licenses are discounted by 35% per school for all primary, special and AP schools.
- Instrument hire is fully subsidised and inclusive of costs
- Free school visit to discuss your School Music Education Plan (SMEP)
- Subsidised workshops and CPD offers for all schools
- Heavily subsidised music ensembles groups
- Subsidised termly performances for all music ensembles
- Fully subsidised local area starter ensembles in school settings
- Subsidised SEND Open Orchestra
- Subsidised vocal and large-scale events

Supported using public funding by



To qualify for the subsidy, schools must assist with completion of the annual data return on Music Education. This short task will be managed electronically and is fully compliant with GDPR regulations in section 11. Where schools choose not to complete the annual data return, the full charge for services will be applied

Service Calendar 2020/21: Music & Arts Service Teaching weeks

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

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

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

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

January 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
18	25	26	27	28	29	30	31

February 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
19	1	2	3	4	5	6	7
20	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28

March 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
22	1	2	3	4	5	6	7
23	8	9	10	11	12	13	14
24	15	16	17	18	19	20	21
25	22	23	24	25	26	27	28
26	29	30	31				

April 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
26				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
27	19	20	21	22	23	24	25
28	26	27	28	29	30		

May 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
28						1	2
29	3	4	5	6	7	8	9
30	10	11	12	13	14	15	16
31	17	18	19	20	21	22	23
32	24	25	26	27	28	29	30
	31						

June 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
33	7	8	9	10	11	12	13
34	14	15	16	17	18	19	20
35	21	22	23	24	25	26	27
36	28	29	30				

July 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

August 2021							
	Mo	Tu	We	Th	Fr	Sa	Su
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Teaching week	Bank Holiday	School Holidays
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Service Offer/Pricing

SIPS Music and Arts Service Line	Price per member of music-delivery staff
Small group and individual instrumental tuition	£42 per hour
Whole Class instrumental	£50.50 per hour PPA cover £53.50 per hour
Music Curriculum teaching	£53.50 per hour
Extended school activity (breakfast/after school clubs)	£50.50 per hour
Music Directing/accompaniment	£50.50 per hour
Bespoke Projects	£ P.O.A
Consultancy and CPD	£80 per hour After school meeting £210 Day £ 520 Half Day £310
Out of hours Concerts	£50.50 per hour

For more information on service costs please see SIPS Music and Arts Service brochure or contact our office: music.arts@sips.co.uk telephone 0121 296 2997

<https://sandwellmusic.org/wp-content/uploads/2020/04/SIPS-Music-and-Arts-Brochure.pdf>

Terms and Conditions 2020/2021

Agreed definitions

1. Definitions and Interpretation

1.1 In these Terms, the following definitions apply:

Customer: any school or establishment to whom SIPS Music & Arts supplies Services.

SIPS Equipment: equipment owned by SIPS which is used directly or indirectly in the supply of music and arts delivery, including instruments and music.

Order form: customer request form for services to be provided.

Timetable: a bespoke timetable from SIPS Music and Arts Service prepared for each school, subject to change to ensure best use of staff.

Price: the price for the Services as set out in the annual brochure of support services. All services prices are excluding VAT.

Due Date: the date outlined in the invoice for payment.

Services: the services to be provided by the Music and Arts Service to the Customer, as set out on the Order Form

Terms: the standard terms set out in these terms and conditions of business.

Visit(s): the standard times a visiting music teacher would attend the school to provide the service outlined in the Order Form

Privacy Statement: <http://www.sandwellmusic.org/privacy-policy>

2. School Engagement and Communication

2.1 The customer engages SIPS Music and Arts Service, to provide music services in line with the terms and conditions of this contract and the enclosed order form within.

2.2 The Customer and SIPS Music and Arts Service agree to work in accordance with - Service Level Agreement. (Appendix 1)

2.3 The Customer appoints SIPS Music and Arts Service, to provide music and arts services in accordance with the order form

2.4 All parties agree a revised timetable in advance of each renewal of contract. If a revised timetable is not agreed by 1 June each year, then the current timetable shall continue to be in force until either a revised timetable is agreed between the parties, or agreement is terminated by either party in accordance with section 9.

2.5 Exclusivity: During the signed commencement of this contact, the customer will not directly or indirectly through any agent, employee or otherwise, be able to permit any of its staff to initiate or encourage any offers or proposals relating to directly purchasing the above mentioned services from SIPS music staff. If this exclusivity agreement is breached and a school cancels all services, schools will still be liable for, and be invoiced for the full yearly amount.

3. Order form: Key Points

- 3.1 The quantity of the services shall be as set out in the order form.
- 3.2 The minimum duration ordered for one teacher's visit must not be less than 30 minutes.
- 3.3 The total duration of weekly services outlined in the original Order Form, will be the duration used to calculate any reduction/cancellation of service outlined in section 9.
- 3.3 It is the sole responsibility of the Customer to ensure the Services set out on the Order Form: 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 SIPS Music and Arts Service will endeavour to meet special requests detailed on the Order Form. This is subject to mutual agreement and availability of teaching staff.
- 3.6 Services are provided in line with our published teaching calendar of services over 38 weeks. *We recommend that school contracts with parents are constructed on 36 weeks to offer flexibility for the school finance team where charging policies are in place, taking account of unexpected cancellations.*

4. Price and Payment

- 4.1 SIPS Music and Arts Service will invoice the Customer for the Services outlined in the Order Form: in arrears, at the end of each teaching term.
- 4.2 Unless the subject of a genuine dispute, the Customer shall pay the invoice within 14 calendar days of the due date.
- 4.3 Weekly peripatetic instrumental/whole class/vocal services comprise of 38 weekly visits throughout the academic year. Terms differ slightly in length from year to year.
- 4.4 All other one-off workshop services, delivery charges or bespoke services will be invoiced in year after the services have been delivered.
- 4.5 SIPS Music and Arts Service serve 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.
- 4.6 Where there is a genuine error, SIPS Music and Arts Service will issue a credit note to correct the charge.
- 4.7 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.
- 4.8. Cancellation of whole class teaching is non-refundable once the signed schedule has been received. This is due to the subsidy already allocated to these programmes and the costing model supporting the offer.
- 4.9. The customer cannot cancel in advance more than 4 sessions across the academic year.

5. Whole Class Instrumental Teaching

- 5.1 Each class will receive up to 38 weeks of tuition and/ or concerts during the academic year.
- 5.2 During week 1 of each project, there will be a focus on getting to know the needs of the class. We will complete a short pro- forma with the class teacher at this early stage, to ensure that all children make the most meaningful progress throughout the year.
- 5.3 Class sizes for whole class programmes should not exceed 32 pupils. Larger groups should be split into smaller, more manageable groups. This may incur further charges, due to the increase in lesson length.
- 5.4 All tuition will start during week beginning 7th September 2020.
- 5.5. Performance is a key part of WCIT and we encourage each class to prepare for 2-3 performances in school, where possible.
- 5.6 It is essential that a member of school staff is present during whole class lessons to ensure the safety of children and sound classroom management while using musical equipment.
- 5.7 A surcharge will be made to the school for music lessons used to cover school PPA sessions (see cost outlined on Page 3)
- 5.8 The timetable will be agreed with schools once a signed agreement has been received.
- 5.9 SIPS Music and Arts Service will work with schools to ensure that visiting teachers are timetabled to attend at a mutually convenient time prior to the commencement of activity in September. SIPS Music and Arts Service will respond reasonably to schools where lesson times need to be adjusted in the year. Where agreement cannot be reached on in-year changes, resulting in the cancellation of services, see conditions set out in Section 9

6. Instrumental/Vocal Teaching: Service Detail

- 6.1 SIPS Music and Arts Service 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.
 - 30 minute group lessons (2-6 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.*
- 6.2 SIPS Music and Arts Service will provide instruments inclusive of service charges.
 - 6.3 SIPS Music and Arts Service will provide one practice diary for each student taught to assist with monitoring progress and to record the weekly work being learned in lessons.
 - 6.4 SIPS Music and Arts Service will provide an annual report for each student in the summer term outlining their achievement, attainment and areas for development.
 - 6.5 Schools may liaise directly with visiting Music Service teaching staff to make minor adjustments to 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

- 6.6 Absence Cover: In the event of a Music Service teacher being absent due to illness or one-off occasions, the Music Service will endeavour to cover this session. Schools will not be charged for sessions missed by staff absence.
- 6.7 Where visits are cancelled by the school due to adverse weather, unplanned and/or special circumstances/ strike action/deep cleans/closure due to infectious diseases and cannot be cancelled in accordance with the notice periods set out in section 9. If the music teacher has either attended or was available to attend, the school will be liable for the cost of those visits and counted as one of the 38 delivery weeks.
- 6.8 Where a Music and Arts Service teacher has completed a partial visit due to exceptional circumstances or late arrival, please report this to our office by calling 0121 296 2997 or emailing music.arts@sips.uk outlining all details, the school will only be charged for the reduced duration /nonattendance of the visit.
- 7. SIPS Instruments (All other Teaching)**
- 7.1 All instruments, (unless stated otherwise) are the property of SIPS and managed by the Music and Arts Service.
- 7.2 All instruments are insured through SIPS against theft, loss and damage. Costs associated with accidental loss or damage, general wear and tear or routine maintenance will be met by the Music and Arts Service. In cases of apparent malicious damage or loss of the instrument through negligence, a contribution from the school will be sought.
- 7.3 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. Music and Art Service teachers will advise schools on appropriate, safe storage locations of instruments. We encourage children to take instruments home for weekly practice to aid progress.
- 7.4 Consumables**
- 7.4.1 Whole class - Woodwind reeds and replacement strings are provided at the start of the academic year. Additional charges will be made to the school where replacements have to be purchased.
- 7.4.2 Instrumental - Students are advised by music and arts staff on where to purchase consumables e.g. woodwind reeds/valve oil/replacement strings.
- 7.5 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 the Service Level Agreement.
- 7.6 The Music and Arts Service member of staff will keep a record of which instrument has been assigned to each pupil (see section 11: Data Sharing).
- 7.7 It is the responsibility of the school for the safe return of instruments when the child leaves school/ terminates learning with SIPS Music and Arts Service visiting teacher.
- 7.8 Instruments provided by the Music Service must not be used by external teachers, agencies or partners without the explicit permission of SIPS Music and Arts Service.
- 7.9 SIPS Music and Arts Service makes every effort to make appropriate instruments available to pupils and students as they progress.

8. Purchase of Additional/Increased Services

- 8.1 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 and Arts Service office. The office can be contacted by email at music.arts@sips.co.uk
- 8.2 Requests for the purchase of additional services will be agreed subject to the availability of teaching staff.
- 8.3 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 and Arts Service office. Email is an accepted form of written notification. The office can be contacted via : music.arts@sips.co.uk
- 8.4 When additional regular tuition is purchased during the year, subject to available staff, the Music and Arts Service will endeavour to timetable the increase within 10 working days, or to commence on a mutually agreed date with the Customer.
- 8.5 Commencement of one-off or short-term projects or workshops will be agreed on an individual basis

9. Reduction/Cancellation of Services

- 9.1 **Notification:** Any cancellation or reduction in time of services provided must be submitted via email (or other formal written notification), authorised by the Head Teacher/Budget Holder and sent to the Music Service office: music.arts@sips.co.uk
- 9.2 'One off' visit cancellations (e.g. school trips, exams, closures, etc.)
- Cancelled visits must be notified in writing to the Music Service office giving a period of notice of not less than 6 clear working days prior to the lesson or the week will count as one of the contracted weeks of delivery. While schools should discuss such variations directly with Music Service teachers, formal notification must be provided by the school via email to the office: music.arts@sips.co.uk
- 9.3 Refunds will not be considered in cases where delivery falls below 36 weeks in the academic year due to high levels of school cancellation.
- 9.4 Cancellation or reduction of whole class is **non-refundable** once the signed contact has been received and a school will continue to be invoiced. This is because of the subsidy already allocated to these programmes and the costing model that supports the offer
- 9.5 Partial reduction of provision totalling not more than 50% of individual services**
- 9.5.1 Cancellation of such services must be implemented observing a notice period of not less than one term prior to termination. No additional charges will be applied to reduction of services within 50% of the individual services provided.
- 9.5.2 Notification of partial reduction or cancellation must be received to our office by 4pm on the Friday ending each half term or full term. An email is sufficient for this purpose addressed to music.arts@sips.co.uk. Thereafter, this will serve as 12 weeks cancellation notice.
- 9.6 Cancellation (in excess of 50% of individual services)**

- 9.6.1 Cancellation of such services will be charged in full.
- 9.7 Cancellation charges will only be calculated after the successful and complete collection of musical instruments allocated to that provision within the Order Form.

Missing instruments value, will be added to the total cancellation charge and added at their full economic replacement cost.
- 9.7.1 SIPS Music and Arts Service will exercise discretionary powers, where necessary when considering mitigating circumstances surrounding cancellation charges

10. Issue Resolution

- 10.1 Any matters concerning the duties or conduct of Music and Arts Service staff working in your school should, in the first instance, be discussed with that member of staff at the first available time.
- 10.2 If there is no satisfactory outcome, the matter should be referred to the Music and Arts Service Leadership Team, who are accountable for the organisation, management, conduct and effectiveness of the Music and Arts Service. The leadership team will work with you to resolve the issue.
- 10.3 In cases of reported teacher underperformance, a member of the Leadership Team will arrange to observe the Music Service teacher in their practice. Any such support visit will outline measures for support and/ or set objectives for improvement within one half term. This will be monitored by the Leadership Team in close liaison with the school. If the school remains unsatisfied by the performance after this period of one-half term, the Music Service will agree to remove the teacher.
- 10.4 Where a teacher is removed from a school due to underperformance, the Music Service will endeavour to replace the teacher. Where this is not possible, the school will not be liable for any charges outlined in section 9.
- 10.5 SIPS Music and Arts Service Leadership Team is:

Tanya Derham	Manager of Music Service
Robert Hayward	Deputy Manager of Service
David Swanson	Deputy Manager of Service

- 10.6 Schools who feel they have not received an adequate response from the Music Service, should appeal in writing to **Kim Whiting**, Director of HR/Teaching and Learning.
kim.whiting@sips.co.uk

11. Data Sharing

- 11.1 SIPS Music and Arts Service is the lead organisation in the Music Education Hub and must process data to comply with contractual/regulatory obligations in this role.

The processing of the data in relation to Music Education Hub provision is lawful under Article 6, 1e) because processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. For special category data: the processing of this data is lawful under Article 9, 2g) because it is necessary for reasons of substantial public interest (on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to

data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject). In addition, the public sector equality duty as set out in section 149 of the Equality Act 2010 gives public authorities a duty, when exercising their functions, to have due regard to the need to eliminate discrimination, harassment or victimisation or any other conduct prohibited by the Equality Act 2010.

11.2 Schools purchasing Music and Arts Services shall disclose to the Music Teachers on request and within a reasonable period, attendance registers and/or class lists containing:

11.2.1 The first name and surname of the pupil;

11.2.2 The gender of the pupil; and

11.2.3 The year group of the pupil

11.2.5 Any helpful SEN/ EAL information (the "Personal Data")

11.3 The School shall notify SIPS Music and Arts Service 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 the Music Service in complying with its obligations under current data protection legislation in complying with any such request.

11.4 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 the SIPS Music and Arts Service (as an independent organisation) and that the Personal Data will be recorded in relation to each pupil and provided to Music Service for the following purposes:

11.4.1 Keeping an accurate record of the SIPS Music and Arts Service's musical instruments on loan to pupils;

11.4.2 Reporting attendance to the School;

11.4.3 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 the Music and Arts Service and the Department for Education.

11.5 Data will be retained for a period of 6 years to remain compliant with audit regulations for the monitoring of musical instruments as assets, after which it is to be securely deleted from our records.

11.6 All pupils taking small group instrumental lessons are required to complete a mandatory registration form. Details on how to do this will be provided by their teacher, usually in the form of a letter. It requires the completion of an online form. Paper copies will be provided, where online facilities are unavailable. Should the child not have their own instrument, and is hiring one from us for the duration of their lessons, the form will also confirm that they agree to our loan conditions.

12. Safeguarding

12.1 SIPS Education Ltd undertakes that any staff supplied to any school/Academy, on a frequent or intensive basis, have all the necessary checks undertaken with regards to safeguarding:

- Two references
- ID check
- Asylum and Immigration check (Right to Work)
- Professional body qualification, Prohibition check & EEA check (if applicable)
- Enhanced DBS Disclosure including Barring Check (Where required). Please note where a positive Disclosure is received, a risk assessment will have been undertaken
- Satisfactory Childcare Disqualification Declaration (if applicable)
- Medical Check
- An overseas check if lived or worked outside the UK for longer than 3 months within the last 5 years

- 12.2. SIPS Education keep a record of disclosure numbers and expiry dates in the office to ensure all checks are current and renewed as required.
- 12.3 If we use any sub-contractor(s) for the services, we understand that we remain responsible for having made the above checks with the sub-contractor.
- 12.4. SIPS Education will also ensure that each member of staff has a photo ID document with their name and the company logo, and name of their employer for verification.
- 12.5 SIPS ensure that safeguarding updates, training and key information is issued to staff regularly

Appendix 1: Service Agreement

SIPS Music and Arts Service Agrees:

1. To ensure high quality teaching following the nationally produced instrumental/vocal curriculum, 'A Common Approach' and the Schools/ National Curriculum guidelines for Music/ National Music Plan
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 and Arts Service teaching staff.
4. To provide all members of the Music and Arts Service staff with the appropriate professional development, 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 any disqualification regulations.
7. To provide all teachers with identification cards as proof of identity. These will clearly display the staff DBS number and date of issue.
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. Changes to timetable/instrument choice may be negotiated in this instance
10. To hold all pupil data on secure databases, accessible only by password in compliance with data protection regulations. [See 11. Data Sharing]
11. To investigate all concerns or complaints directly referred to SIPS Music and Arts Service, and to provide follow up and resolution where appropriate and possible

The Teacher Agrees:

12. To assist with the identification of pupils for instrumental/vocal support.
13. To facilitate access for pupils to attend ensemble activities.
14. To facilitate access to relevant workshops and special events regionally and nationally.
15. To assess and report in writing annually on pupils' musical progress.
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 materials and resources support the curriculum needs of the school and conform to 'A Common Approach' National Curriculum guidelines and the National Plan for Music
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 and Arts Service and the procedures for Child Protection in individual schools, including individual schools' signing in procedures.

The School/Academy 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 and Arts Service teacher with all reasonable information required to carry out her/his duties including such pupil data as is required for the Music and Arts Service reporting to DfE through Arts Council England.

To qualify for the subsidy, schools must assist with completion of the annual data return on Music Education. This short task will be managed electronically and compliantly with GDPR regulations in section 9. Where schools choose not to complete the annual data return, the full charge for services will be applied.

23. To support the Music and Arts service in advising students on how to care for their instrument.
24. To support the Music and Arts 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 SIPS Music and Arts Service office music.arts@sips.co.uk in writing over 'One off' lesson cancellations (e.g. school trips, exams, closures, concerts etc.) giving a period of notice of 6 clear working days. 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 the Music and Arts Service 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 and Arts Service staff.
30. To contribute to the monitoring and evaluation of Music and Arts Service support.
31. To have an effective system of communication with visiting Music and Arts Service teachers during their time in the school.
32. Work to ensure satisfactory attendance and punctuality of pupils receiving instrumental lessons and investigating absences.
33. To liaise between Music and Arts Service teachers and the parents of their pupils on matters relating to contractual arrangements with the school, any financial aspects of the provision and managing complaints/ concerns.

34. To celebrate the progress of instrumental pupils through performance opportunities within school and in the school's own reporting procedure.
35. To support pupils' progression by encouraging them to attend SIPS Music and Arts Service Music Ensembles