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| **Music & Arts Service** Fairfax Learning & Development Centre, Flockton Road, Bradford, BD4 7RYTel: 01274 434970 Fax: 01274 408335 |

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| **Whole Class Ensemble Teaching Schemes****SEPTEMBER 2017 – JULY 2018** |

**General Information**
The Music & Arts Service, through Bradford Music Education HUB, will continue to support schools in giving every pupil first access to instrumental tuition as well as providing opportunities for continuation. The HUB will also support schools in providing vocal experiences with regular choir participation for their pupils.

As a service we are committed to making every child’s music matter in Bradford. Our services are packaged to provide all pupils with the opportunity for one year of whole class tuition and continuation. All of our service packages continue to be heavily subsidised and tailored to each school’s individual needs.

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| ***With the introduction of Music Education HUBs, Arts Council England will require each LA to provide data that will be collated for a Government return for pupils having first access to instrumental tuition and continuation. We therefore require all participating schools to provide class lists (UPN) for all pupils taking part in a KS2 scheme from September 2017 and any pupils who will be continuing tuition following their first and second year as soon as this is confirmed. Please read the instructions below which provide details about the process for secure transfer of student information from your school to the Music & Arts Service.***  |

**Special Requirements**

Due to the complexity of timetabling a peripatetic service across the whole district, the more days and times which schools make available to the Service will result in fulfilling more requests for instrumental/vocal tuition. If however there are any specific days/times that your school cannot accommodate, please advise the Service on the booking form. Unless specified, if you are renewing current provision please note the current day and time may alter.

**Standard Service Provision**

**The Music Service will provide:**

30 sessions throughout the academic year to allow for staff sickness, training and events (please note any unforeseen staff absence may not be covered)

 **1 FORM ENTRY SCHOOLS**

* + 30 sessions of an appropriate whole class ensemble teaching scheme. 40 minutes X 1 session per week (one member of Music Service staff)
	+ 30 sessions of second year continuation. 30 minutes X 1 session per week (one member of Music Service staff)
	+ 1 full class set of instruments (if required/available)

 **2 FORM ENTRY SCHOOLS**

* + 30 sessions of an appropriate whole class ensemble teaching scheme. 40 minutes X 2 session per week (one member of Music Service staff)
	+ 30 sessions of second year continuation. 40 minutes X 1 session per week (one member of Music Service staff)
	+ 1 full class set of instruments (further class sets may be hired if required/available)

 **3 FORM ENTRY SCHOOLS**

* + 30 sessions of an appropriate whole class ensemble teaching scheme. 40 minutes X 3 session per week (one member of Music Service staff)
	+ 30 sessions of second year continuation. 40 minutes X 2 session per week (one member of Music Service staff)
	+ 1 full class set of instruments (further class sets may be hired if required/available)
* Instruments as required for the whole class ensemble teaching scheme (subject to availability)
* 15 instruments to support second year continuation at £6 + VAT per term per instrument with further instruments to support this free as required (subject to availability)
* Instruments available to support third/fourth year continuation at a cost of £6 + VAT per term per instrument
* CPD
* Performance opportunities
* Access to online learning and support via Charanga via <https://bso.bradford.gov.uk/secure/charanga>

**Whole class ensemble teaching schemes work best with full support from schools, therefore, we ask that the information below is checked.**

**Schools participating in our Whole Class Ensemble Teaching Schemes agree to:**

* Nominate and release a class teacher to participate in discussions prior to the project commencing
* Ensure the same class teacher/teaching assistant is available to participate in the delivery of the lesson each week. This provides a CPD opportunity for this member of staff
* Be committed to the scheme and encourage the children to participate fully
* Order instruments prior to the term starting (during the summer term)
* Provide appropriate storage for the instruments
* Ensure any instruments provided by the school are suitable for the purpose of the scheme
* Take responsibility for instruments provided by the Music Service. Optional insurance is available via the instrument supplier (Windstruments). A suggested instrumental hire form attached should you wish to allow children to take instruments home to practice
* \*Provide class lists (UPN) for all pupils taking part in your Whole Class Ensemble Teaching Scheme and year 2, 3 and 4 continuation as entered/shown on management information system
* Offer third/fourth year continuation
* Should recorders/keyboards be the required discipline then the school should purchase their own recorders/keyboards and an appropriate reduction will be made to the standard package cost

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| **Data must be provided annually and can be sent via BSO Dropbox/Postbox:****What is 'BSO Dropbox and BSO Postbox'?**Bradford Schools Online has a facility for transmitting documents from the Authority for download by schools called “File Dropbox” which is accessed via a hyperlink button in the Utilities menu when schools sign into the secure section.  Only a **Level One administrator** for BSO can access and download the files**.** **BSO Postbox is a system for transmitting data-sensitive files from Bradford Schools to Bradford Council and is similar to the BSO Dropbox facility and again is accessed via the Utilities Menu found on the dashboard.***If you do not have a login ID and password click on the* ***HELP*** *option at the top of the page and select* ***REQUEST A LOGIN.***cid:image003.jpg@01D28205.2931E9B0**If you require assistance in providing this information please call Samantha Padgett** **Operations Administrator, Music & Arts Service on 01274 434970.** |

***CANCELLATION CLAUSE Booking commits the school to one full academic year. Cancellation before that time will only be agreed in exceptional circumstances and must be put in writing and accepted by the Head of the Music & Arts Service. Full charges for the whole academic year will otherwise be fully payable.***