



**PRIMARY MUSIC CONSULTANCY**

**FROM**

**HERTFORDSHIRE MUSIC SERVICE**

**PARTNERSHIP AGREEMENT**

- We aim to provide a friendly, efficient and professional service based on expert teaching and good communication.
- We will help you to raise standards of achievement in Music in your school through effective teaching and learning which will be inclusive of and accessible to all pupils.
- We hope to work in partnership with your staff and pupils, and to be consistent with your values and goals.

- **THIS PACK CONTAINS –**

- A service contract – one copy to be returned to the address shown
  - A price list – Valid for the current year only

- An agenda for an annual set-up or review meeting

- A calendar showing dates of proposed visits for the year

- A timetable for the visiting teacher (all to be returned to Deena Day at the beginning of the relevant term)

**Many thanks.**

**Deena Day – Primary Music Manager – Hertfordshire Music Service**



INVESTOR IN PEOPLE

## CONTRACT WITH HERTFORDSHIRE MUSIC SERVICE

### 1. How we organise our visits

- **Your Primary Music Consultant (PMC) will visit your school on an agreed day of the week, and for an agreed amount of time, for between 30 and 33 weeks per year.**

This allows for flexibility and ensures that our teachers have access to the continuing professional development that keeps them up to date with their specialism, and to work on other music service projects. It should also mean that should any scheduled visits be lost through illness there is enough time to replace them.

- **The set-up or annual review meeting should take place in the first week of the term the contract starts.**
- **Time over and above the contract can be recorded by the teacher as PPA time (which is built into the teacher's timetable over the year), or by negotiation, as directed time.**
- **Extra sessions may be requested if necessary, subject to availability and are charged as pay as you use.**
- **For every half day/year contract, 2 extra evening or twilight sessions are included**
- **For every whole day contract, 4 evening or twilight sessions are included.**

### Contract Renewal

Our contracts are renewed at the beginning of a new financial year and run for three terms, although initial contracts may be for two terms, from September to April.

Payment is made by termly direct debit.

We realise that decisions for allocating funding are based on your yearly budget, but it is very helpful if you can let us know as soon as possible if you will not be renewing your contract.

**Please note that in order to make alternative arrangements for staff we need half a term's notice to end a contract mid-year.**

**A renewal letter is sent to schools in February each year.**

## **2. Service Level Agreement**

**You can expect that your PMC will provide you with the following:**

- A high quality teaching and learning experience for your pupils
- An overview/long term plan of the units of work taught throughout the school
- Medium term plans - half termly for all classes taught
- Support with updating or altering the school music policy – but please note that major subject reviews may need to be charged as extra time.
- Lesson/short term plans will be available to schools throughout the duration of a contract, but ownership and copyright remains that of the teacher. Copies are not left in schools at the end of a contract if staff have not been involved in lessons.

**The school's contribution to the agreement:**

- To work with the visiting teacher to ensure quality teaching and learning
- Communication through the music co-ordinator and class teachers to ensure that music plays its part in the whole school curriculum
- Dialogue between class teachers and the music teachers regarding curriculum links and assessment of pupils
- Provision of a suitable teaching space, adequate resources and a workable timetable.
- Minimise the possibility of disruption to lessons when the teaching space is a thoroughfare
- Communicate relevant information, including changes to timetable.
- Minimise the withdrawal of pupils from the music lesson

### **Our Commitment**

**We teach music because we believe it has a unique and vital part to play in the Primary curriculum.**

**We work hard to ensure that our teaching is of consistently high quality. We want to establish regular and effective communication, and welcome constructive discussion to promote continuous development.**

**We want pupils to come to music knowing that the time will be filled with fun, challenge, discovery and reflection, and want them to leave every time with a sense of personal achievement.**

**Our partnership will be based on mutual aims for our pupils.**

## AGENDA FOR ANNUAL SET-UP OR REVIEW MEETING

Item	For discussion	Tick/comments
<b>1</b>	Set dates for the year's visits and copy to the Primary Music Office so that other work can be allocated in non contact weeks. Please note that teachers will not be in school during the first week of Autumn term, the last week before Autumn half term, the first week of Spring term, the first or last week of summer term, and SATS week. If any of the dates set cannot be confirmed by the school at this time, please ensure that the teacher has a month's notice of any changes. Visits booked and cancelled without notice will be charged.	
<b>2</b>	Please provide the teacher with a copy of the school's diary of events	
<b>3</b>	Arrange a teaching timetable for the visits, a copy of which needs to be sent to the Primary Music Office	
<b>4</b>	Christmas is a particularly busy time for music teachers so the earlier schools book dates, the better. Please confirm all Christmas bookings by Autumn half term at the latest	
<b>5</b>	Occasionally it may be convenient to exchange teaching days with another school, for instance so that a rehearsal and concert can be on the same day. These arrangements are subject to the agreement of the music teacher and both headteachers concerned, and with one month's notice.	
<b>6</b>	Establish who will be the main contact in school. This will usually be the headteacher or the music co-ordinator. Please agree how you will keep in touch. Email can be used, but please try to avoid use of the teacher's home telephone for routine matters.	
<b>7</b>	The music service teacher will liaise with school staff as much as possible, but for substantial tasks such as resources overhaul please consider allocating non contact time or purchasing extra time.	
<b>8</b>	Wearing of badges – Hertfordshire identification, school visitor, both, neither?	
<b>9</b>	Day to day routines in school, introductions, staff room arrangements. Agree break and lunch timings.	
<b>10</b>	Discuss where the teaching will take place, and access to resources. Our experience has shown that it is best to allocate a large space such as the school hall for Primary Music Consultancy. For the pupils there is a clear delineation between one lesson and the next, and a chance to work in a space properly set up for all aspects of music making. For the consultant, there is a huge benefit in the time and energy saved by remaining in one location.	
<b>11</b>	Please consider possible disruptions to lessons caused by	

	traffic through the teaching space and other adults working in it.	
<b>12</b>	Specialist music teaching is energetic and intensive. The music teacher will always come fully prepared, but please consider how lessons changeover can be done in a way which gives the teacher a breathing space (e.g. classes not entering the teaching space before the previous one has left)	
<b>13</b>	<p>We would like to work in partnership with all of the staff in your school to ensure the best opportunities and experiences for the pupils.</p> <p>The best music consultancy undoubtedly takes place where the class teachers sit in on the lessons and take part. This gives positive messages to the pupils about the value placed on music and helps staff make useful connections to other areas of learning.</p> <p>Much can be learnt by observing a specialist teacher at work and many class teachers comment that it is always valuable to observe their own class 'from the outside'.</p> <p>Many schools may wish to use music time as a way of providing non contact time for class teachers.</p> <p>We understand this as a cost effective use of resources but would ask that the music teacher will always know the whereabouts of the class teacher in the event of pupils becoming ill or causing major disruption which affects the learning or safety of other pupils.</p> <p>No pupil will be sent out into an unsupervised area, and school procedures will be observed as we understand them</p>	
<b>14</b>	<p>Resources – Teachers have access to a wide range of teaching resources</p> <p>Teachers have access to a wide range of teaching resources, stationery and office equipment to aid preparation and planning. However it is sometimes necessary to request the use of your resources, - photocopier etc.</p>	
<b>15</b>	<p>It will be useful if you would give your visiting teacher a copy of the following:</p> <ul style="list-style-type: none"> <li>• The school health and safety policy, including procedures for fire evacuation and health and safety during concerts e.g. maximum numbers allowed in the hall, use of electrical equipment.</li> <li>• The school behaviour management policy. It is important that we try to be consistent with your agreed approach to promoting and rewarding good behaviour and achievement and dealing with poor behaviour or challenging pupils.</li> </ul> <p>This will have a direct impact on the quality of teaching and learning.</p>	
<b>16</b>	<p>We would like to ensure that music lessons include plenty of praise for good work and effort.</p> <p>Please tell us if you have a rewards system. We will try to ensure that news of good work always gets back to the class teacher or head. We recognise that Music is an area</p>	

	<p>of learning where all pupils can achieve, and that this is a valuable way of building confidence and self esteem which can be carried forward into other areas. Pupils who have special educational needs may benefit more from being in the music lesson than being withdrawn for extra help in something else.</p> <ul style="list-style-type: none"> <li>• A copy of class register lists for all classes taught</li> </ul> <p>It would be useful if you could highlight on the class lists any pupils who have particular medical needs e.g. diabetics needing to eat in class, or a special educational need which may affect their access to learning e.g. hearing or visual difficulties or not being able to sit on the floor.</p>	
<b>17</b>	<p>Some schools, for reasons of timetabling or time availability may want to send pupils to music in year groups rather than class groups. We would point out that if this results in groups being very much larger than normal class size, the quality of teaching and access to learning may be affected. Music is a practical subject, and we try to involve children in active music making as much as possible. Oversized groups or lack of space can deny pupils access to instruments and can make composition activities impossible.</p>	
<b>18</b>	<p>Some schools withdraw pupils from lessons to do other work, e.g. reading or extra support. Please consider that music has been shown to be an area of the curriculum where <b>all</b> pupils can achieve. This can promote self esteem and confidence, and the intrinsic and transferable skills brought about by participation in music can make a real difference to learning across all subjects.</p>	

Signed: .....for Hertfordshire Music Service

Signed: .....for.....school

School number.....Date.....

Please keep the original copy for your school records and make a photocopy for the visiting teacher.

Thank You

# **Hertfordshire Music Service**

## **Primary Music**

### **Set –up or annual review meeting**

## **AGENDA**

**Primary Music Team. Stevenage Music and Arts Centre, Valley Way,  
Stevenage SG2 9AB. Manager – Deena Day Tel: 01438 728055 Email:  
deena.day@hertscc.gov.uk**

