



**Hertfordshire Music Service
Hertfordshire Development Centre
Robertson House
Six Hills Way
Stevenage
SG1 2FQ**

FAO:
Schools who trade with
Hertfordshire Music Service

01438 843079
james.dickinson@hertfordshire.gov.uk
www.hertsmusicservice.org.uk

18 September 2015

Dear Colleagues,

Hertfordshire Music Service has changed the way our teachers record their hours of delivery in schools. This is a substantial change for them but will improve the way we are able to give accurate information to you about the delivery of instrumental lessons in your school.

How will Music Service Teachers record their school based work?

1. Music Service teachers are allocated each of their schools in the new system. (Paritor Ensemble)
2. They are being asked to set up all the pupils that they teach in your school by entering name, date of birth and instrument taught.
3. They then define each pupil as an individual or group lesson and enter the duration of the lesson.

First Access programmes and additional project work is allocated in the same way but we are not asking the teachers to add the individual pupils names for this work.

4. Teachers confirm their own attendance. When each lesson is delivered, they confirm the attendance of each pupil or flag the reason why not.
5. A lesson is delivered each week at a time convenient for the school in the usual way. The system simply allocates one session per school per week for the total teaching delivered each week. The day and time of delivery can be driven locally by the school or by the teacher.

As the school session can cover more than one day in a week, individual days are not stored in the system. No updates are required if the time or day within the week changes, simply whether the lesson for that week has been delivered or not.

6. We will then send you a monthly summary of all tuition delivered in your school.
7. New teachers are added by the Music Service.

What does a school have to do?

In terms of your current internal processes - nothing.

Once up and running the new reports we will provide may mean you wish to streamline your processes - but only if this is to your benefit.

If your teachers produce their own timetables in school they can continue to do this.

If you allocate pupils for them on a rota basis this is also absolutely fine.

If you need paper registers – these can continue.

Initially there is a substantial data input for teachers and we ask for your support whilst this first phase is complete.

If our teachers are permitted to access wi-fi in your school they can access the system live and complete the attendance on an ongoing basis as well as add new pupils immediately in school on your request.

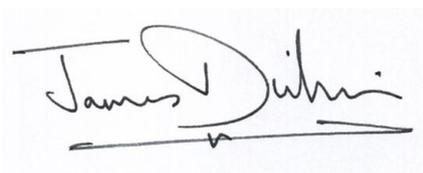
If no wi-fi access is possible then they will complete this remotely - as they previously did with their hardcopy pay form.

No pupil data is stored on any device used by Music Service Teachers. This a cloud base system approved by HCC regarding data protection and security. Paritor Ensemble is used by over 90 local authority music services.

To re-iterate, you may decide when receiving the monthly report that this replaces the need for paper monitoring in school but this is your choice.

If you have a query or if any of our teachers raise concerns to you please contact your area office.

Additionally, your final invoice for the academic year 2014/15 will be with you shortly. We apologise for the delay in this but with 6000 hours of teaching being delivered in schools each week this is an extremely big change but one which we believe will improve our service to schools.

A handwritten signature in black ink that reads "James Dickinson". The signature is written in a cursive style with a large, looped 'D' and a long horizontal stroke at the end.

James Dickinson
Head of Hertfordshire Music Service