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**Service Level Agreement 2018 – 2019**

**Music Teachers 4 Schools Ltd**

**Registered in England**

**Company Number 11297639**

**Priestley House, Priestley Gardens, Romford, Essex, RM6 4SN**

**Introduction**

This document forms the agreement between Music Teachers 4 Schools Ltd and the school and describes how the partnership will be managed so that we provide the most effective support for the students of the school.

**Duration**

This agreement will run from 1st September 2018 to 31st July 2019.

**Intent**

The intent is to regulate dealings between the parties and lay out the respective obligations relating to performance and payment for services.

Music Teachers 4 Schools Ltd provides a wide range of activities for schools.

1. 1:1 and Small Group Instrumental Tuition

A wide range of instruments are taught on a 1:1 basis. Small group lessons will be determined in partnership with the school. It is recommended that small groups are taught for 30 minutes with a maximum of 4 students.

1. Ensemble Tuition

Music Teachers 4 Schools Ltd provide experienced tutors to help schools develop music-making opportunities for students. This includes leading bands, orchestras, choirs and samba groups. This is negotiated individually with each school.

1. Curriculum Support for Schools

Music Teachers 4 Schools Ltd can provide support for departments which can be negotiated individually with each school.

**Number of Lessons in the Academic Year**

All teaching sessions are provided for 38 weeks of the academic year. This is usually 12 weeks per term. Tutors are expected to arrange their teaching dates in advance of each term through mutual negotiation with their schools. If a school is closed for any reason during the agreed weeks, as long as sufficient notice is given, dates may be rearranged by mutual agreement between the school and the tutor. If insufficient notice is given tutors must still be paid and schools will be invoiced for hours not worked.

**Quality Assurance**

All Music Teachers 4 Schools Ltd Teachers are:

* Subject to DBS clearance
* Have annual training on Safeguarding and Child Protection
* Trained musicians and music educators
* Monitored by Music Teachers 4 Schools Ltd through observations and feedback from schools
* Required to provide yearly reports for all pupils who are involved in music lessons

All tutors are required to report to the School Office or Reception when arriving at a school.

Tutors will not communicate directly with parents without having first sought the permission of the Headteacher or their representative.

Absence procedure requires all tutors who are sick, or unable to teach, to telephone their first school in the morning prior to the start of their session and then telephone the Music Teachers 4 Schools office in order to record their absence.

Music Teachers 4 Schools Ltd advocates an open access policy to music lessons. Pupils should be selected if they can demonstrate enthusiasm, interest and aptitude.

Whilst Music Teachers 4 Schools Ltd is sympathetic to specific requests regarding the timing of tutors’ visits, schools are asked to remain as flexible as possible and whilst every effort will be made to accommodate schools’ wishes, it may not always be possible to do so.

**School Responsibilities**

Visiting tutors should be helped to feel as much a part of the school as other staff (access to staff room, staff toilets etc).

All issues relating to the employment of tutors, including any changes to their hours should be directly negotiated with Music Teachers 4 Schools Ltd and **NOT** with individual tutors.

Any additional sessions must be agreed in advance with Music Teachers 4 Schools Ltd.

Teaching location and conditions should be suitable for the task, e.g. sufficient space; visual access, through a window or glass-panelled door; heated room. This space should also conform to Health & Safety; Fire Regulations; and Child Protection guidelines.

Basic equipment should be provided by the school e.g. piano (or keyboard if necessary); music stands; sheet music; access to audio equipment; a photo-copying facility for teachers’ own worksheets, practice exercises and registers; and other materials as necessary.

A member of school-based staff should be designated as the named coordinator of instrumental/vocal teaching in the school. It is expected that they provide suitable channels of communication between Music Teachers 4 School Ltd, the tutor and the school.

The school should inform Music Teachers 4 Schools Ltd immediately of any unexpected non-attendance of tutors.

The school should give adequate notice of key dates e.g. events, festivals, school closures or GCSE/A level performance dates. Schools are required to give tutors at least seven calendar days’ notice of changes to set teaching dates, or they will be invoiced for days lost by tutors.

If appropriate, the school should inform tutors of any relevant special needs or medical conditions that a pupil may have and what procedures are in place in case of emergency.

The Headteacher, or representative, is responsible for ensuring that school-based staff release pupils for their instrumental lessons as a matter of school policy.

At the start of each academic year, schools should provide all visiting tutors with detailed and specific relevant information on health & safety procedures. This will include signing in and out; fire; first aid, evacuation; and other emergency procedures; Child Protection advice; and any other security measures or protocols.

It is the role of the school to assist with regular attendance of pupils. Each tutor maintains a Weekly Attendance Register. Schools can ask to see these at any time. If a child misses lessons the tutor will inform the school.   
  
It is not the role of the tutor to search for pupils who are missing from a group lesson as this will take time away from other pupils.

Once SLA request forms are submitted and received by Music Teachers 4 Schools Ltd, this form represents a binding request from the school for the required teaching for the whole of the following academic year. Teaching provision can be reviewed at the end of each academic term, with any changes notified one month in advance of the end of term.

The school will not disclose to any other party any information relating to the provision of Music Teachers 4 Schools Ltd unless agreed in compliance with the Data Protection Act 1998.

**Charges and Invoicing**

Schools will be charged for regular instrumental, vocal and class teaching and direction of ensembles as agreed in the SLA. There will be additional charges for any agreed extra hours worked by Music Teachers 4 Schools staff.

Every endeavour will be made to provide supply cover for long-term tutor absence due to illness or maternity leave. The school will not be charged when a tutor is unable to attend and the teaching does not take place.

When pupils are not available for teaching (due to school closures, school visits, INSET days etc) then the school will be charged for the hours timetabled, unless they have negotiated a changed date with Music Teachers 4 Schools Ltd and the tutor. At least seven days’ notice must be given. Schools should note that Music Teachers 4 Schools Ltd has an obligation to pay staff and therefore the school will be invoiced for tutors’ time.

Ad hoc work delivered by the tutor (for example music concerts and half or one-day music workshops, INSET, school reviews etc) will be invoiced separately from the usual monthly invoice.

Charges will be payable monthly in arrears following a monthly invoice sent to schools.

Charges for 2018-19 are:

* + 1 – 5 hours per week £35 per hour
  + 5 – 10 hours per week £34 per hour
  + 10 hours + per week £32.50 per hour

With a minimum booking of 2 hours per instrument.

**What each school needs to provide for Instrumental Lessons**

* The school must identify one member of staff to act as the point of contact for Music Teachers 4 Schools staff.
* The school must provide a suitable storage space for the instruments in close proximity to where the teaching will be taking place.
* The school must provide a space that will be large enough for pupils to sit and play their instruments and have room for pupils to walk and move about. In order to set up and pack away, the space will also need to be available for at least 15 minutes before and 15 minutes after the session.
* If the allocated space is a classroom, the school (class teacher, TA, or premises manager) should assist with the moving of tables before and after the lesson.
* If the allocated space is the school hall or large non-class space, please provide suitable chairs to sit on.

**Booking Form**

Name of school ………………………………………………………………...

Phase: Primary Secondary College Other

Contact Name …………………………………………………………………

Job Title …………………………………………………………………………

Contact Number ………………………………………………………………..

Email Address ………………………………………………………………….

Headteacher Signature ………………………………………………………..

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| --- | --- |
| Instrument | Duration |
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Please email completed form to [michael@musicteachers4schools.com](mailto:michael@musicteachers4schools.com)