



**Guildhall School
of Music & Drama**
in partnership with
Islington Council

Terms & Conditions of the Service Level Agreement

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General

Parties

This Service Level Agreement (SLA) is made between the school (the client) and Music Education Islington (MEI). Both parties agree to act in good faith and in a reasonable and timely manner with regard to the operation of the agreement.

Duration

The duration of this SLA is effective for three school terms between 1st September and 31st July unless agreed otherwise between MEI and the school.

The school must give at least one term's paid notice of any cancellation to instrumental teaching (or have given notice by the half-term break) or engagement in partner activities.

Standard Offer

- Access to highly trained peripatetic tutors for whole class, group and individual instrumental lessons, ensemble and choir to discounted hourly rates (see separate section: Peripatetic Teaching).
- Termly continuing professional development for all school phases, specific to music teachers, teachers with music leadership responsibilities, as well as class teachers.
- Performance opportunities locally within schools and in large borough-wide events.
- Access to online music school "Charanga" for Primary and SEND (see below).
- Access to online VIP Studio by Charanga for Secondary.
- Subsidised rates to progression opportunities through Music Education Islington Music Centres for pupils with an enjoyment and/or aptitude for music.
- Access to qualified music therapists (see below) at discounted daily rates.
- Mentoring scheme for EYFS, KS1 & KS2 class teachers using "Jolly Music" (see below) to teach music through singing.
- Annual instrumental assembly at your school.
- Regular network opportunities including termly network events and annual conference.
- Access to opportunities and activities to encourage deeper engagement with music, such as West African Drumming, rapping, body percussion, music production, orchestra experience offered by MEI or one of our partners e.g. Orchestra of the Age of Enlightenment, London Symphony Orchestra, City University.

Targeted Offer

- Standard offer as above.
- Equivalent of 3 hours of targeted advice and support on an area identified by the school, e.g.:
 - Development of Early Years
 - Singing

- Instrumental access and progression
- Widening genres and styles

Bespoke Offer

- Standard offer as above.
- Equivalent of 8 hours of advice and support for schools on music curriculum development, including:
 - Singing
 - Early Years
 - First access to music instruments
 - Progression routes
 - Music curriculum development support
 - Whole school improvement using music

SLA Costs for State maintained schools

SLA packages can be purchased via IslingtonCS hub, in About Us/Services for Islington Schools 2021-22

<https://www.islingtoncs.org/node/804>

or by contacting Valbona.Aliaj@islington.gov.uk

SLA Package	Cost
Standard offer	£153*
Targeted offer	£306*
Bespoke offer	£561*

SLA Costs for Independent schools on case-by-case basis. Please contact: MusicEducation.Islington@gsmd.ac.uk

*Fees for individual terms are £103. £50 will be refunded to all schools contributing to the annual Arts Council Survey, distributed in July 2022.

Instrument Hire

Please see below for our instrument hire and purchase scheme options. All class sets are 31 instruments, and charges are for the full academic year.

Instrument hiring conditions:

- 1) The cost of repairing damage to the instrument caused through normal wear and tear will be paid for by the school. If any damage is noticed, the instrument must be immediately returned to Music Education Islington (MEI) Administration who will then be responsible for arranging repair. A quotation will be obtained first and the school informed of the amount. The cost of repair will be passed on to the school.
- 2) Schools will be responsible for the replacement of strings, for stringed instruments, without the necessity of consulting the MEI Office. MEI can assist with this and arrange for the school to be invoiced.

3) Schools will be responsible for obtaining reeds on appropriate woodwind instruments. MEI can assist with this and arrange for the school to be invoiced.

4) The instrument will be returned to MEI on request. MEI will require to see the instruments annually at the end of the Summer Term

5) Instruments loaned to schools through MEI can be sub-loaned to pupils at each school's discretion, however, schools are responsible for any loss/damage/theft of MEI resources and will be invoiced accordingly.

Class and group lessons

	MEI School, State maintained	All other schools
Class set ukulele or glockenspiel	£50 per year	£70 per year
Class set other instrument *	£100 per year	£300 per year

Individual lessons

	MEI Tutor	Not MEI Tutor
Individual instrument**	£10 per term	£15 per term

Instruments to purchase

	Cost
Class set recorder	£2.50 per instrument
Individual recorder	£5 per instrument
Individual glockenspiel	£20 per instrument

*violin, viola, cello, guitar, trumpet, flute, clarinet

**all of the above and trombone, tuba, bassoon, double bass, saxophone, euphonium, oboe, French horn

In-school: Programmes and Projects

Peripatetic Teaching

Music Education Islington works with a large range of peripatetic tutors, teaching all ages of individual students, small groups or whole class, covering the following areas:

- Musicianship (Jolly Music)
- Singing (including school singing assembly)
- Bowed string instruments (violin, viola, cello)
- Plucked string instruments (ukulele, guitar)
- Woodwind and brass instruments (trumpet, clarinet, flute, recorder)
- Mixed ensemble
- (Body) Percussion
- Music to support a recovery curriculum (focusing on creative elements such as group composition, song writing/singing, body percussion)

Teaching Structure

10 taught lessons per term. Three terms per academic year.

MEI require at least 2 consecutive hours' of teaching each week to engage tutors.

Any additions or changes to in-school teaching must be discussed with MEI and confirmed in writing with half a term's notice.

Please find MEI and school's responsibilities as part of the [Declaration](#) section of this document.

Charges reflect contact time and preparation time:

Instrumental Tutor Costs

Peripatetic teaching time	Cost per hour	Cost per 10 week term
45/ 50 min contact time	£35	£350
60 min contact time	£42	£420

Any additional teaching hours or weeks, as well as expected participation in additional dates due to school performances and training, above the agreed service provision must be arranged in advance between schools and MEI management. Schools must not engage MEI tutors in private arrangements.

NEW: Additional instrumental assistance

Schools unable to provide a regular dedicated staff member to support our tutors during instrumental whole class provision (as described in [Schools Responsibilities](#)), are offered an instrumental assistant who supports our main tutor.

Costs

Additional instrumental assistant	Cost per hour	Cost per 10 week term
45/ 50 min contact time	£21	£210
60 min contact time	£25	£250

Charanga for Primary and SEND

Charanga is a world-leading music teaching and learning platform with a vast library of resources, songs, instrumental courses and creative apps.

Teaching units cover a wide range of topics and each student can have their own account set up to create and complete projects.

Cost:

All MEI schools have free access to the online music school Charanga. All teachers can attend training throughout the year.

VIP Studio by Charanga for Secondary

Charanga's VIP Studio is an easily accessible online studio that helps students with song writing, creating beats, producing & mixing, as well as releasing and promoting their music. Each student can have their own log-in.

Compared to all other online music production platforms, VIP Studio is the most GDPR secure option. It is embedded in lots of educational units and so it will be the most useful for teachers and students.

Students can have their own account, accessible from all mobile devices, so that they can create music wherever and whenever they would like to.

Cost:

All MEI schools can request free access to VIP Studios. All teachers can attend training throughout the year.

Jolly Music mentoring scheme EYFS, KS1

The Jolly Music scheme offers a well-planned music curriculum, teaching musical skills to children through singing, games and rhymes. The approach places singing at the very heart, engaging inner hearing and developing musical ability, with the outlook that the voice is the ideal instrument, because we all have one and it is free!

Jolly Music can be delivered by class teachers, using the material published by [JollyLearning](#) (always start with the 'Beginners' book)

For tutors who are new to singing with and to their class, our mentoring scheme helps to develop teacher confidence and get the best start to the programme.

A Jolly Music mentor will work with two of your school's teachers over the period of one term to support their individual needs.

Who:

Two EYFS/KS1 teachers who do not yet feel confident enough to deliver Jolly Music in their classroom.

Programme details:

Duration: Five visits over 10 weeks (fortnightly visits)

Visit timetable:

Teacher A: 40 min contact time with their class

Teacher A: 20 min teacher and mentor reflection

Teacher B: 40 min contact time with their class

Teacher B: 20 min teacher and mentor reflection

The mentoring programme will start with teachers delivering an initial Jolly Music session to their class (all groups start with the Jolly Music Beginners Book, introduction of songs can be found [online](#)), to give mentor and mentee a platform on which to reflect and develop a set of bespoke goals for each individual teacher.

Costs:

Initial 5 sessions free to MEI schools, subject to availability

Additional sessions: £105 per visit

West African Drumming KS1-KS4

Our West African Drumming workshop is led by Mohamed Gueye, who has life-long experience playing the Sabar and Djembe drum and is highly sought after for his explosive

performances and patient teaching. Passed down to him by his ancestors, Mohamed has a detailed understanding of Sabar rhythms and the history of Senegalese culture. At the heart of African Drumming is pure and simple fun. It is energising, inspirational and is accessible to all ages and abilities.

Students will join in collective music-making, learn the professional techniques of West African Djembe drumming in a fun and supportive environment. Learning traditional rhythms, and the history behind it, students will work together using a mixture of polyrhythms, breaks and song to be able to play a whole piece by the end of the sessions.

Instruments:

Instruments will be made available for the duration of the course. Schools will be responsible for the safe storage of these instruments at their school throughout the 10 weeks

Costs (including instrument hire):

10 weeks programme:

full day	half day
5 sessions per day e.g. session 1: 9.10-10:00 session 2: 10.10-11.00 session 3: 11:10-12.00 lunch break until 1pm session 4: 13:00-13.50 session 5: 14:00-14.50	3 session either am or pm, e.g. session 1: 9.00-9.50 session 2: 10.00-10.50 session 3: 11:00-11.50 or session 1: 12.30-13.20 session 2: 13.30-14.20 session 3: 14:10-15.20
£2800 for 10 weeks	£1750 for 10 weeks

Music Therapy

Music therapy is a psychological therapy using established music interventions to support people of all ages with their psychological, emotional, cognitive, physical communicative and social needs.

Music therapy supports children with:

- Communication/learning disorders in individual or group lessons.
- Special needs/emotional needs in special or mainstream schools.

Sessions are offered through Guildhall School of Music & Drama's Music Therapy department with highly skilled therapists and instrumental teachers.

Structure:

10 weeks per term

Cost:

Daily rate of £350 (half days possible)

Setting up new music therapy provision will take at least 6 weeks, with the school being part of the recruitment process of the most suitable therapist for the setting.

Out of School

Music Education Islington: Music Centres (KS1, KS2, KS3, KS4)

Who are we?

We are a passionate and exciting after school community led by inspirational instrumental teachers. With an emphasis on fun we offer a friendly and supportive environment to nurture pupils' musicianship skills and sign post progression opportunities.

Become an MEI Music Centre School

Our aim is to give all children and young people the opportunity to progress, develop skills and have a better understanding of music.

By becoming a MEI Music Centre School, all children will be able to attend the Music Centre, not only those whose parents and carers can facilitate the commute and costs.

You can start growing your school's musical community with our MEI Music Centres Satellite offer.

At your school (year 2-3)

MEI Music Centre Satellite

Held at your school, this 60 min course offers children the experience and joy of making music through a range of fun activities, games and songs. They will learn to feel a strong sense of pulse, moving to music, pitching notes and hearing the music in their heads. As well as musical skills, the child will also develop listening skills, social interaction, coordination, and memory and language skills. This engaging, playful and supportive learning environment allows each child to express themselves in a creative and safe space, helping them to grow as a person and as a musician.

Minimum number of participants: 15

At our MEI Music Centres (KS2, KS3, KS4)

Instrumentalists, who have been playing for at least one term, come together in one of our two MEI Music Centres (see 'Where and when').

Each term the sessions culminate in performances for friends, family and teachers.

Which instruments do we cover?

Strings – violin, viola, cello, double bass, ukulele, guitar.

Woodwind – flute, oboe, clarinet, bassoon, recorder, saxophone.

Brass – trumpet, cornet, French horn, tenor horn, trombone, euphonium, tuba.

Play – Improve - Progress (years 4, 5 & 6)

Instrumentalists, who have been playing for at least one term, can join stage 1, our 'Let's get playing' group and will progress through stage 2 'Let's Improve' to stage 3, 'Let's

Progress'. They will develop a good foundation of musical understanding that will open doors to a variety of musical activities.

Play – Improve – Progress includes:

- Instrumental Group Lesson or option of individual lesson
- Choir
- Ensemble

Join the Youth Team (Years 7+)

The youth team gives students the opportunity to select a variety of activities, according to their interests and skills. We tailor a timetable to suit the individual from the following:

- Instrumental Group Lesson
- Choir
- Ensembles
- Creative Music Ensemble
- Orchestra (if pupil are equivalent of Grad 3+)

Join the A Team (GCSE)

Students who would like or have decided to take music to the next level are welcome to join the A Team. This is aimed at students working toward their GCSE; they will have the opportunity to join the orchestra, a chamber ensemble and a Creative Music Ensemble.

Where and when

When we deliver face-to-face, schools can attend one of our two centres, and so it is important that you choose the right centre for your school.

(In case Covid restrictions continue, sessions will be delivered as an online and blended learning opportunity).

Monday

4-5.30pm (Years 2 & 3)

4-6.00pm (Years 4, 5 & 6)

4.30-6.30pm (Year 7 +)

Arts Media School Islington

Turle Rd

Finsbury Park

London

N4 3LS

Wednesday

4-5.30pm (Years 2 & 3)

4-6.00pm (Years 4, 5 & 6)

4.30-6.30pm (Year 7+)

5.15-7.00pm (GCSE)

City of London Academy

8 Highbury Grove

Highbury East

London

N5 2EQ

Costs per term per student:

£60 (costs for students outside MEI Music Centre Schools £120)

Free for FSM/PP students

Benefits of being an MEI Music Centre School are:

Children will experience the enjoyment, enrichment and social benefits that music making entails, a starting point of lifelong participation in, and enjoyment of, music. Participating

schools will benefit from an increase in the overall quality of music as well as an enriched musical life in general through:

- Free additional music tuition for children on Pupil Premium who show musical interest and potential.
- Reduced cost to access all activities at MEI Music Centres for fee paying students (£60 per term reduced from £120)
- Regular CPD for teachers and TAs.
- Invitation to attend appropriate concerts and participate in events at Guildhall School of Music and Drama & The Barbican, either free of charge or for reduced fees.
- Opportunities to apply for free places and discounted rates (both means tested) on appropriate Guildhall short courses.

Participating schools will

- Provide all pupils with regular instrumental lessons by instrumental teachers.
- Provide and maintain all pupils with appropriate instruments.
- Encourage and support pupils that show interest and potential to attend regularly the MEI Music Centre afternoon sessions, either online or face-to-face (30 sessions per academic year).
- The safe arrival and departure of all pupils to the MEI Music Centres (please note, due to social distancing requirements, Music Centre sessions are currently delivered online, but this commitment will be required for face-to-face teaching and blended learning).
- Dedicate one staff member (preferably music lead) to:
 - Stay in communication with MEI Music Centres Programme Manager.
 - Liaise and provide help and support to pupils/parents & carers, including help to pupils without online access.
 - Invoice parents of participating children in line with the fee structure.
 - Provide MEI Music Centres' Designated Safeguarding Lead (Mirjam James Mirjam.James@gsmd.ac.uk) with any relevant safeguarding / child protection information which will ensure appropriate safe management at the programme for the pupil(s) and or staff concerned
 - Provide MEI Music Centres' staff with relevant SEND information

Declaration

By signing to undertake an SLA with Music Education Islington, the school understands that peripatetic tutors will be booked based on their requests, and must agree to honour the commitment. If the school wishes to alter the booking request submitted, they must undertake a conversation with MEI to establish the feasibility, next steps and timeline. If no agreement can be reached, schools will be charged for any cancelled lessons. The school must give at least half a term's notice of any changes and cancellation to teaching, otherwise the school will be charged according to this agreement. Lessons may be delivered in person or online, depending on government restrictions or prior agreements.

When MEI receives requests from schools, MEI will undertake recruitment of tutors. If MEI is in a situation where they are unable to honour the SLA with available tutors, they will engage in conversation with the school to find a resolution.

Intent

The purpose of this arrangement is to provide schools with the opportunity to purchase high quality instrumental/vocal tuition, support and training and/or advice on all aspects of music provision. MEI will work collaboratively with schools to support the selection of instrumental tuition programmes that best meet the needs of the individual school.

Services offered to the client

Your agreed offer of all services is attached.

Additional offers will be communicated to schools throughout the academic year 2021/22 through our [newsletter](#)

Provision requests must be made by emailing rosie.carter@gsmd.ac.uk.

The programme of tuition selected will be agreed between the school and the service.

N.B. Provision may be dependent on the availability of tutors with the appropriate lead or support skills necessary for the specific roles and instrument stock.

MEI Responsibilities

- Ensure that all programmes are planned and monitored.
- Ensure that the agreement between the school and the service provider with regard to the programme required is fully understood.
- Ensure that the school is kept fully informed of any changes or concerns that may arise in order for action to be taken as soon as possible. This is particularly important if it is perceived that additional support is needed.
- Provide the school with high quality instrumental tuition, support, advice and training through the provision of a well-trained, well informed and professional team.
- Commission additional services/providers if required to meet the needs of the school, always subject to availability.

- Promote high quality teaching and learning through CPD and observation of our tutors.
- Ensure that all staff have satisfied the required safeguarding checks for work with children and young people.
- Ensure the school is notified when a tutor is ill and unable to attend by 9.00am on the named day.

Delivering the Service

The services will be delivered by instrumental/vocal/musicianship tutors from the MEI tutor pool, teachers or managers. All tutors have gone through MEI's recruitment process to assure quality teaching.

School Responsibilities

To enable the service provider to deliver a service of the highest quality, the Client shall:

- Ensure that the exact requirements of the service purchased are agreed in advance with MEI, but at least, the end of the term prior to the commencement of the provision. Choose an item.
- Agree all teaching dates and times in advance with MEI tutors. Choose an item.
- Ensure that agreed dates and times are honoured and that notification of essential cancellations is reported at least one week in advance via email to MEI and affected tutors. Schools will be charged for late cancellation (less than 7 calendar days). Choose an item.
- Comply with any requests for information to enable the monitoring and evaluation of the service. This is for the submission of data required for the purposes of monitoring and self-evaluation of the service, and for Arts Council returns for which continued central funding depends. Choose an item.
- Ensure that the requirements of the tutor are met so that the service can be delivered effectively and efficiently. These requirements are as follows:
 - Ensure that all tutors are familiar with the School's Music Education Plan or music curriculum, as well as the school's termly themes and other school related information to assure that all music provision is linked up with wider school topics, if possible Choose an item.
 - Let tutors know what type of music provision and context the class received the year prior to working with out tutors and the expectation you have for the current year. Choose an item.
 - Ensure that all tutors receive a list names of all pupils to be taught, indicating all students who have and SEND requirements Choose an item.
 - A designated school adult (preferably the class teacher) is present at all times during the delivery of whole class sessions and actively involved with the learning (i.e. also learning the instrument), and will support instrumental tutors with behaviour aspects when asked by the tutor. (In circumstances where this is not possible, we offer a new '[Additional instrumental assistance](#)' Choose an item.

- Learning support assistants remain in the class during the session to support the learning of their pupils. Choose an item.
- A suitable room for the delivery of the tuition that is of adequate size for the activity, free from distraction and any obstacles (e.g. people walking through or in and out), where it is appropriate to play music without disturbing other activities in school. Choose an item.
- A consistent room each week with prior notice of any room changes, and suitable alternatives provided if absolutely necessary. Choose an item.
- Agreed equipment and resources for the efficient delivery of the tuition are in place at the beginning of each session: some examples include:
 - Interactive whiteboard, overhead projector, CD player, speakers, instruments, sheet music resources and accessories
 - A suitable space where instruments can be stored safely away from any risk of damage through heat, damp and obstruction (schools will be expected to reimburse the cost of repairing or replacing loaned instruments or instrument parts that are either lost or damaged due to wilful neglect or poor handling by pupils, or inadequate storage arrangements).
 - Reasonable follow-up tasks are performed by the school staff before the start of the next session, and are completed on time to allow the smooth running of the next session. Some examples include: labelling instruments, providing children's name stickers, copying of written resources.
 - The school will undertake to meet the cost of replacement accessories (e.g. clarinet reeds, strings) incurred during the course of tuition.
 - The school will undertake to meet the costs of damage or repair to MEI loan instruments caused by wilful neglect or inadequate storage arrangements during the period of the loan.
 - Use of school wifi to access online teaching resources.
- Honour the agreement between the school and MEI for the provision of rigorously selected, skilled tutors
- Not inappropriately seek to employ the same MEI tutors by private agreement to work directly for the school, within an 18month period of the tutor(s) working in the school
- Undertake necessary risk assessments relating to the activity.
- To induct MEI teachers to the school's safeguarding/behaviour management/reward system etc. procedures and protocols, including the payment of additional hours
- Allow MEI staff to access staff room and drink making facilities and toilets.

Quality and Review

Schools are encouraged to feedback on the service provided directly to MEI's Leadership team and Oversight groups. To do this, please email musiceducation.islington@gsmd.ac.uk

Change Controls

This SLA will be reviewed on an annual basis to ensure it remains appropriate for the service it provides and the requirements it places on the wider organisation.

Further activities may be incorporated into the SLA as the needs of both parties develop, and the service adapts to accommodate changes in need or take on additional roles.

Billing and Payment

The core sum of the agreed SLA will be deducted from LBI payments, or invoiced if direct payments from LBI are not in place.

The school will be invoiced on a termly basis for instrumental and vocal tuition. Hiring fees will be added on an annual or termly bases, depending on hiring arrangements.

Invoices for additional services bought during the year will be sent separately.

Resolving Disagreements

Any concerns or complaints about the level of quality of the services should be made to: Mirjam James (Manager of Music Education Islington) Mirjam.james@gsmd.ac.uk

If the school wishes to take the matter further, they should appeal in writing to: Sean Gregory (Director of Innovation & Engagement at Barbican Centre and Guildhall School of Music & Drama).

Any concerns or complaints by school staff or children and young people about treatment by MEI staff should be made in the first instance to the head teacher of the school. If mutual confidence in the continuation of the SLA cannot be restored, either party may terminate it by giving three months' notice (or have given notice by the half-term break).

To discuss new SLA requests please email MusicEducation.Islington@gsmd.ac.uk