

SUNDERLAND MUSIC HUB

Service Level Agreement Terms and Conditions 2022-23

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1) Sunderland Music Hub

Sunderland Music Hub Vision

We aim to make Sunderland the best place to be a young musician and music lover; a city where every child and young person has equitable choice, opportunity and access to music-making and music experiences. Through our work, Sunderland will become a city that grows expressive, passionate and culturally confident young people who are empowered to live rich and fulfilling lives in which music and culture play an integral role.

Mission

Sunderland Music Hub works in partnership with schools, community settings and cultural organisations to deliver, support and champion music activity across the city. We aim to unlock musical potential and ensure every child or young person in Sunderland has the choice to have music in their lives; regardless of their gender, location or circumstance.

We believe that musical excellence and societal impact are hand-in-hand. Our programmes look to the long-term development of children and young people both musically and personally, providing a holistic programme of support with a larger, greater purpose beyond traditional and formal music education.

Core Values

- Innovation and ambition
- Variety and diversity of activity and genre
- Equality, diversity and inclusion
- Belief in fulfilling potential

Our overarching aims are:

- To promote a life-long love of music through opportunities to play an instrument, sing, to perform and through access to high-quality music experiences
- To unlock musical potential and ensure young people have opportunities to progress both in and out of schools, regardless of their background
- To promote inclusive music activity that ensures all young people – regardless of background, musical interest, and skill level – have the opportunity to experience music-making activity
- To ensure the wellbeing benefits of music-making activity are celebrated and that projects are designed with wellbeing in mind.

2) The National Plan for Music Education

Arts Council England, on behalf of the Department of Education (DfE), operates as fund holder for Music Education Hubs, which were created in 2012 to deliver outcomes against the Government's publicised National Plan for Music Education. The role of the Music Education Hub is to facilitate local organisations to work in partnership in order to create joined up music education provision for children and young people both in and out of school. Together for Children is lead partner of Sunderland Music Hub.

Through the Service Level Agreement, Sunderland Music Hub is able to provide services and access to a Music Education Hub Subsidy for the delivery of the National Plan for Music Education. Music Education Hubs are funded to deliver outcomes against the following core and extension roles:

Core Roles

- a) Ensure that every child aged 5 – 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument.
- b) Provide opportunities to play in ensembles and to perform from an early stage
- c) Ensure that clear progression routes are available and affordable to all young people
- d) Develop a singing strategy to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area

Extension Roles

- a) Offer CPD to school staff, particularly in supporting schools to deliver music in the curriculum
- b) Provide an instrument loan service, with discounts or free provision for those on low incomes
- c) Provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students

3) Access to Music Education Hub Subsidy and Responsibility of Schools

Schools are able to access the DfE/Arts Council Music Education Hub subsidy on the following conditions:

- Schools agree to spend their Music Education Subsidy within the academic year and on one or more of the following which align to the core roles of the National Plan for Music Education:
 - Contracting peripatetic music teachers so that every child has the opportunity to learn an instrument (other than voice) for at least a term or ideally a year through the delivery of Whole Class Ensemble Tuition
 - Contracting peripatetic music teachers for delivery of individual, small or large group instrumental or vocal lessons.
 - Delivery of ensembles including choirs, orchestras and other extra-curricular music activity.
- Schools confirm plans and budgets for upcoming delivery
- Schools provide yearly data returns to Sunderland Music Hub at the end of each academic year – including evidence of how they have met the National Plan for Music Education core goals
- Schools commit to providing termly reports using the templates provided by Sunderland Music Hub
- Schools commit to the Sunderland Music Education Quality Assurance Framework
- Schools ensure, either individually or in partnership with their pyramid of schools, that in line with the National Plan for Music Education, tuition, ensembles, performance opportunities and progression routes are available to all pupils
- Schools commit to ensuring music education safeguarding responsibilities are adhered to, including providing appropriate facilities/rooms for instrumental tuition.

If the above conditions are not met, or annual review targets are consistently not met, then Together for Children: Sunderland reserves the right to withdraw the schools' Music Education Hub Subsidy.

Opting Out of the Service Level Agreement

It is a condition that DfE Music Education Hub subsidies can only be transferred to schools on receipt of annual data form submissions. Schools that do not wish to buy into the SLA but agree to fill in Annual Data Return and delivery forms can negotiate a reduced DfE Music Education Hub subsidy for their school and buy into individual activities.

4) Sunderland Music Hub Responsibilities

Ensuring Quality

In order to ensure the devolved Music Education Hub funding is used appropriately and that quality of delivery is achieved, Sunderland Music Hub will:

- Provide all freelance music practitioners, schools and delivery partners involved in delivering Hub-funded Projects or Programmes with a Quality Assurance Framework and template planning and monitoring documents.
- Ensure all schools and delivery partners have a main point of contact at Sunderland Music Hub.
- Undertake review visits with schools where recommendations for development are made.
- Provide schools with a Bronze, Silver or Gold Award at the end of the academic year based on their delivery in previous years.
- Ensure schools in receipt of Music Education Hub Subsidy are signed up to a Service Level Agreement with Sunderland Music Hub that outlines the schools' responsibility to spend the funds in line with the National Plan for Music Education. This Service Level Agreement will be signed by the school's Headteacher.
- Work with schools and delivery partners to plan, monitor and evaluate delivery and quality.
- Ensure delivery partners are delivering activity in line with the National Plan for Music Education where Music Education Hub Funding is used to pay for or in contribution towards this delivery.

Financial Responsibilities

- Where schools are struggling to make adequate use of funds, Sunderland Music Hub will make targeted interventions e.g. not devolving the funding to a school and using that fund to commission music-making activity in the school directly.
- Sunderland Music Hub will ensure systems are in place for managing/tracking expenditure, both at school and organisational level for music education delivery. All Service Level Agreements with schools require this detail for release of DfE Music Education Hub funds.
- Where Sunderland Music Hub has concerns that money has not been spent appropriately by schools or delivery partners, they reserve the right to request that funds are returned.
- Sunderland Music Hub will work with delivery partners to evaluate value for money of their delivery. Delivery partners will be granted funds following an application process and in line with the priorities for Sunderland Music Hub and in line with the National Plan for Music Education.
- Schools must buy in to the Music Hub SLA using funds from school budgets. The SLA payment must not come from the Music Hub Subsidy.

Supporting Schools with Tutor Recruitment

Where Sunderland Music Hub devolves funding to schools, they are welcome to commission the music tutors of their choice, whether they are included in the Sunderland Music Hub Tutor List, from another agency, or freelance tutors not affiliated with another organisation.

With their permission, Sunderland Music Hub holds a list of freelance music tutors that are working across Sunderland that schools may contact should they wish to commission a new tutor to work in their setting. The tutors are listed on an online portal accessible to schools through the Sunderland Traded Services site. Each Music Lead will be given a log in to the portal so they can look at the profile's of tutors and contact them directly. Sunderland Music Hub can support schools with recruiting freelance tutors to work in their setting and schools should contact hannah.taylor@togetherforchildren.org.uk for more information on this.

Where Sunderland Music Hub support with recruitment, it is still the case that the tutors are freelance and will be contracted directly by the school. Sunderland Music Hub will provide schools with a template contract which they may choose to use when contracting freelance music tutors, and schools are responsible for undergoing all appropriate recruitment checks as detailed below.

5) School & Delivery Partner Responsibilities

Recruiting Tutors

Where funding is devolved to schools or delivery partners they are welcome to commission the music tutors of their choice, whether they are included in the Sunderland Music Hub Tutor List, from another agency, or freelance tutors not affiliated with another organisation.

Recruitment responsibilities include:

- In all instances, upon recruitment, schools and delivery partners are responsible for undertaking all appropriate checks including that:
 - the tutor holds a current, up to date DBS check;
 - the tutor holds the appropriate public liability insurance;
 - they are satisfied with the tutor's level of training, experience and suitability to teach within their setting.
 - Communicating any necessary cancellations with Music Tutors. Payment for cancellations should be honoured in line with any contractual obligations. We recommend giving at least 48 hours of notice to mitigate against loss of earnings for tutors.
 - Ensuring appropriate employment contracts are in place with all tutors working in their school/organisation, or with agencies or other bodies providing tutors. A template contract is available from Sunderland Music Hub which schools/organisations may choose to adopt.

Safeguarding Children

Schools and delivery partners are responsible for the safeguarding of their pupils. When contracting music tutors – either freelance or through an agency and including those included in Sunderland Music Hub's Tutor List - schools and delivery partners must ensure that they have undertaken all appropriate checks and that they are satisfied that the tutor is appropriately equipped to teach in their school. This includes ensuring:

- The tutor has a valid and up to date DBS check
- The tutor has undertaken relevant Safeguarding Training to a satisfactory level. Schools may decide that they are satisfied that a tutor has attended training delivered by a trusted supplier or may wish tutors attend training provided by the school
- Tutors know who the Designated Safeguarding Leads are within the school or organisation and are familiar with the school/organisation's safeguarding policies and procedures
- Ensuring the school's Single Central Register has up to date details of music tutors working in their setting
- Any other relevant and reasonable requests are made of tutors to satisfy the school or organisation's safeguarding policies and procedures.

Ensuring Quality of Delivery

Schools/organisations are responsible for ensuring the quality of delivery that takes place in their setting. Sunderland Music Hub recommends that all schools and delivery partners undertake monitoring and evaluation of their music education provision as described in the Quality Assurance Framework.

Appropriate Learning Environment

To ensure music lessons are of maximum benefit to students, schools and delivery partners should all provide a

suitable learning environment for lessons to take place. We recommend:

- Suitable conditions for tuition are met for instrumental or vocal tuition: that there is enough space, the room is heated, there is access to ICT where necessary and that the space is an appropriate environment for safeguarding policies e.g. doors remain open or that school staff have an unobscured view into the room through windows.
- There is a consistency in when and where lessons will take place, and that any necessary changes are communicated to tutors with sufficient notice.
- Appropriate insurance is maintained for all instruments and resources

Marketing

- Any marketing or publicity of activity covered by this agreement must be appropriately branded as part of Sunderland Music Hub provision and any publicity material must include the use of the Sunderland Music Hub, Arts Council, Department for Education and logos as appropriate.

Data Return and Termly Reports

- The school must provide monitoring and evaluation information as required by Sunderland Music Hub for the annual DfE data return and will obtain the appropriate permission (under the General Data Protection Regulations) to share that information with Sunderland Music Hub and related funding bodies.

6) SLA Offer

Sunderland Music Hub will provide the services included on the Sunderland Traded Services site in their SLA offer to schools. The services are varied depending on school's type and schools should consult the Sunderland Traded Services site to see the full list of services agreed.

Additional opportunities not listed on the Traded Services Site may develop through the academic year. As projects, events and opportunities are developed Sunderland Music Hub will offer these to schools who have signed up to the SLA on a free, subsidised or paid-for basis.

7) Payment Schedule and Complaints Procedure

Deadline	Action
31 July 2022	Deadline for schools to return: <ul style="list-style-type: none"> • Arts Council Annual Music Data Return 2021-22 • Delivery Plan 2022-23
31 July 2022	Annual Review meeting, confirmation of subsidy funding and signing of SLA.
31 October 2022	TfC invoices schools for payment and releases school's 1 st term's Music Education Hub Subsidy. Funds will only be released on submission of a completed delivery plan for the current year and completed Arts Council Annual Music Data Return for the previous year.
31 st January 2023	TfC releases school's 2 nd term's Music Education Hub Subsidy. Funds will only be released on the completion of a termly report, the template for which will be provided by Sunderland Music Hub in the autumn term.
30 th April 2023	Annual review meeting, confirmation on next round of Music Education Hub Subsidy with each school and signing of new SLAs
31 July 2023	TfC releases school's 3 rd term's Music Education Hub Subsidy. Funds will only be released on evidence of spend in the summer term.

Queries, Concerns and Complaints Procedure

- Any queries, concerns or complaints arising during the course of this agreement should be made to the Music Education Hub Manager.
- Schools who feel that they have not received an adequate response from the Music Education Hub Manager may appeal in writing to the Strategic Lead for School Improvement.
- If mutual confidence in the operation of this SLA is not restored, it may be terminated by either side by giving six months' notice in writing.

8) Contact Information**Sunderland Music Hub Contact Details****Lizzie Nixon**

Music Hub Manager

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Hannah Taylor

School Music Education Officer

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