

Service Level Agreement 2024-2025

Rotherham Music and Schools

1. Scope of Service

- a. Rotherham Music provides programmes of musical tuition and activity including instrumental lessons, whole class lessons, curriculum delivery, after school clubs and CPD.
- b. Rotherham Music is a subsidiary of Rotherham Metropolitan Borough Council and is the lead organisation in the Rotherham Music Hub.
- c. Most of Rotherham Music's activities are subsidised by the Rotherham Music Hub.
- d. A school portal will be available from September 2024, school must agree to use the portal as a reference tool and notify Rotherham Music of any changes or inaccuracies.

2. Schedule

- a. Rotherham Music will guarantee a minimum delivery of 33 lessons over the academic year.
- b. Full year delivery for PPA cover will need to be arranged by special arrangement at an additional cost
- c. Whole Class Ensemble Tuition (Instrumental delivery) is delivered over 1 hour divided between 45minutes contact time and 15 minutes set up, tuning etc.
- d. Instrumental lessons are delivered in groups or individual lessons and times vary between 15 minutes and 30 minutes depending on the size of the group and options selected.
- e. After school clubs are usually 1 hour. Extra time will need to be negotiated.
- f. Bespoke CPD sessions are charged at £150 per 90-minute session (This cost includes a consultation beforehand to discuss the content of the session)
- g. Lessons will take place during the school day. Every effort is made to fit in with school timetabling requirements and to ensure that there is minimum disruption to lessons in school. Please note we cannot always accommodate requests, especially in an afternoon, as this is a very popular choice. Parents will need to be made aware that students will be required to miss some of their other lessons to partake.

3. Staffing

- a. Rotherham Music will provide appropriate music teachers to deliver its activities, all of whom will have appropriate DBS clearance, safeguarding training and other relevant CPD.

- b. Whole Class Instrumental and Vocal tuition (WCET) lessons must include one member of staff from Rotherham Music and one member of staff from the school, either a teacher or teaching assistant. To ensure the success of the project, the school member of staff is expected to be fully involved in the lesson and to act as a link between the school and the Music Service.
4. Changes and Closures and Cancellations
 - a. Where schools are unable to accommodate their instrumental teachers because of unavoidable closures (e.g., training days, inset), at least a month's notice should be given in writing to music@rotherham.gov.uk. Every effort will then be made for that lesson to be re-scheduled. Schools should be willing to accept a visit on an alternative date and negotiate this with the teacher concerned. If a lesson is missed due to a school closure or school event and an alternative date cannot be allocated **the school is responsible for the cost of the lesson.**
5. Notice and Termination
 - a. If a pupil wishes to cease having lessons, then 3 weeks' notice of termination must be given in writing to music@rotherham.gov.uk prior to the next school holiday. Notice of termination verbally given to a member of Rotherham Music staff will not be considered appropriate notification.
 - b. If a school wishes to terminate curriculum or whole class delivery, then a half terms' notice of termination must be given in writing to music@rotherham.gov.uk, prior to the end of the previous term. Notice of termination verbally given to a member of Rotherham Music staff will not be considered appropriate notification.
6. Instrument Storage and Space
 - a. Rotherham Music will provide a loan of instruments for Whole Class Instrumental lessons.
 - b. The school will provide suitable storage for instruments and ensure that reasonable care is taken.
 - c. Any damage or defect of instruments for Whole Class tuition must be reported to Rotherham Music. If the damage is caused by negligence the cost of making good will be borne by the school.
 - d. The school must provide a suitable teaching space for all lessons. All rooms should have windowed doors or visibility or the option to have doors left open.
 - e. The school will provide music stands where appropriate.
 - f. Instruments for small group or instrumental lessons may be available to hire by pupils at the yearly published cost.
 - g. Rotherham Music instruments may not be used by other music providers visiting the school (i.e. music therapists, other music providers) without prior

written consent and any damage incurring from such use **must be paid for by the school.**

7. Data

- a. Schools agree to provide data regarding any special requirements that individual pupils may have, for Rotherham Music staff to plan appropriate lessons.
- b. Attendance records are kept for invoicing and record keeping and are used as a source of information for any queries about accounts.
- c. To fulfil our reporting requirements laid out on our funding agreements, all our lessons are subsidised by the Rotherham Music Education Hub. We will use anonymised enrolment and attendance data. We may ask the school for further data around its musical activity during the school year. The ability for us to continue to subsidise the lessons we provide is contingent on schools providing that data.

8. Payment

- a. School billing will take place termly, advice notes will be issued 2 weeks before the final invoice is issued. Schools must check the advice notes and liaise with RM over any queries before final invoices are sent.
- b. Where parents are billed directly, this will be done on a termly basis in advance. If payment hasn't been made before the start of the term, lessons cannot commence.

You have opted for the following. Please let us know if this not correct

Service option	Description	Instrument	Lesson length	Price	Notes
1	Whole class delivery	Brass Recorder Clarinet Drums Glockenspiel Ukulele Vocal Curriculum	60 minutes 30 minute	£500 per term £250 per term	Dejembe from October half term Ukulele for Spring and Summer term
2	Mini Melodies EY/FS		30 minutes	£250 per term	
2	Pupil Premium lunchtime & afterschool club	Ukulele Singing	60 minutes	£500 per term	
3	SEND sessions		60 minutes	£500 per term	

	<ul style="list-style-type: none"> • Music Making 				
4	Large group delivery <ul style="list-style-type: none"> • Follow on/progression from option 1 	Brass Recorder Clarinet Drums Glockenspiel Ukulele	30 minutes	£250 per term	
5	Whole class instrument loan (Free with delivery in option 1)	Brass Recorder Clarinet Drums Glockenspiel Ukulele		£100 per term	
6	Teacher CPD		90 minutes	£150 per session	
7	Live Music session			£99 per performance	
8	Schools Music Education Plan meeting with a Rotherham Music manager(SMEP)			FREE	

Service option	Description	Group size	Lesson length	Price	Notes
1	Introduction to instrumental lessons – group lessons	3 - 4 5 - 6	20 minutes 30 minutes	£68 per pupil per term	
2	Paired instrumental lessons.	2	20 minutes	£89 per pupil per term	
3	Individual lessons	1 1 1	15 minutes 20 minutes 30 minutes	£106 £151 £189	yes
4	Instrument Hire (for those having lessons) External Hire			£10 a term £50 a term	