

Warwickshire Music will provide service delivery in accordance with the terms and conditions detailed below

AGREEMENT FOR THE SUPPLY OF TUITION & SUPPORT SERVICES

2022-2023



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WARWICKSHIRE MUSIC AGREEMENT

1. Introduction

Warwickshire Music provide various services to WCC Local Authority, Academy and Free Schools.

This Service Level Agreement (“**SLA**”) sets out the terms and conditions on which Warwickshire Music will provide each school (the “**School**”) with the services set out at paragraph 2.1 below, together with the obligations of the School. This SLA is intended to be in force from the beginning of the Autumn Term 2022 to the end of the Summer Term 2023, but such period may be extended by Warwickshire Music.

Warwickshire Music is part of Warwickshire Education Services (“**WES**”).

Where engaged by a Local Authority School, this SLA shall include the Core Terms for the delivery of WES Services as amended from time to time (the “**Core Terms**”).

Where engaged by an Academy or Free School, this SLA shall include the General Terms and Conditions of Contract for the Supply of Warwickshire Education Services as amended from time to time (the “**General Terms**”).

In the event of any conflict, the Core Terms or the General Terms shall take precedence over the SLA.

Copies of the Core Terms and the General Terms are available on the WES website (<https://apps.warwickshire.gov.uk/Wes/>) or are available on request.

2. Description of the music education programme

Warwickshire Music is able to provide or facilitate the following services (the “**Services**”):

- 2.1 Instrumental, vocal, curriculum teaching and UpBeat Whole Class Ensemble Teaching Programme (“UpBeat”).
- 2.2 Instrument Hire for pupils including CLA and remissions (guidance for schools is set out in Appendix 1).
- 2.3 Minority Instrument Scheme (guidance for schools is set out in Appendix 2).
- 2.4 Ensemble direction
- 2.5 Music therapy.
- 2.6 Music Technology support
- 2.7 Primary vocal programmes
- 2.8 Live Music in Schools.
- 2.9 Area music centre and county ensemble activities
- 2.10 Concerts and events through the year
- 2.11 Professional networking and CPD opportunities
- 2.12 Professional advice and support

The Services are provided to schools and directly to pupils and parents.

If the School wishes to place an order for one or more Services, then they shall complete an order form on <https://www.warwickshiremusicclub.org/schools>, selecting the Services required.

Of the above, these terms and conditions govern instrumental, vocal, curriculum teaching and UpBeat only, and provide information for the School to pass on to parents in relation to instrument hire and the minority instrument scheme. For the prices and terms and conditions relating to all other Services, please see our website, or speak to our office team.

3. The Role and Responsibilities of the Warwickshire Music Teacher

If Warwickshire Music provide instrumental, vocal, curriculum teaching and UpBeat tuition for the School, then Warwickshire Music shall, insofar as is applicable in each case:

- 3.1 Prepare, advise and liaise with the School regarding an appropriate timetable and grouping of pupils in line with Warwickshire Music’s experience and expertise in instrumental, vocal and class music tuition.
- 3.2 Implement and develop a suitable scheme of work in relation to the needs, ability, expectations and interests of the pupils, within the context of the National Curriculum framework for music, the School music policy and Warwickshire Music’s experience and expertise.



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- 3.3 Provide tuition appropriate to pupils' needs and abilities.
- 3.4 Keep an up-to-date register of pupil attendance.
- 3.5 Keep a record of pupil progress and the achievements of the pupils.
- 3.6 Advise on and, where appropriate, contribute to the School music activities and events.
- 3.7 Provide opportunities for pupils to make and respond to music together, in the School, with other Warwickshire schools, and specific Warwickshire Music organised events in line with the National Plan for Music Education.
- 3.8 Recruit new pupils and encourage pupils to take part in school-based and Warwickshire Music groups.
- 3.9 Conduct themselves professionally in line with Warwickshire Music handbook, Code of Conduct, Child Protection & Safeguarding Policy (all available on the Warwickshire Music website) and Local Authority expectations, as may be updated from time to time.

4. Number and Duration of Sessions/Lessons

- 4.1 Where instrumental lessons are ordered by the School, Warwickshire Music will provide one session per week over 33 weeks, from the beginning of the Autumn Term 2022 to the end of the Summer Term 2023. **This includes the initial assessment and preliminary sessions at the beginning of term for instrumental lessons.** It may also include the opportunity for shared music making by way of a workshop.
- 4.2 Subject always to Clause 11, if fewer than 33 sessions are provided over this period, a Warwickshire Music teacher shall, where possible, make up the time at a time or times to be agreed by the School, acting reasonably. Where it is not possible to provide 33 sessions, the amount paid will be reimbursed in accordance with paragraph 10.2. Any alteration in the agreed number of sessions will be the subject of full consultation between Warwickshire Music and the School.
- 4.3 Warwickshire Music deliver instrumental and vocal sessions in **20 or 30 minute blocks**, either in small groups or 1:1. Warwickshire Music recognises that individual schools have different needs and will work in partnership with schools to achieve the best teaching arrangements to accommodate individual School and parental requirements. Any changes to this arrangement should be discussed with a Warwickshire Music manager. Advice will be provided by a member of Warwickshire Music staff, in relation to an individual pupil's needs, experience and instrument.
- 4.4 Curriculum Class music lessons will be provided for up to 38 weeks across the academic year to include a termly planning and evaluation meeting between the Warwickshire Music teacher and the School for curriculum music lessons.
- 4.5 UpBeat will be provided for up to 36 weeks, which shall include an initial planning session and a performance. As this programme is highly subsidised reimbursements for missed lessons will not normally be made and will be at the discretion of Warwickshire Music in consultation with the school.
- 4.6 Warwickshire Music must receive an Order Form / Change of Hours form in accordance with the deadlines shown in the below table. Orders received after the deadlines specified will, subject to Warwickshire Music's absolute discretion, be assumed to be for the subsequent term or half term.

Lessons Required	Deadline for Order Form to be received
For Autumn term 2022	Friday 16 th September 2022
For Autumn half term 2022	Friday 16 th September 2022
For Spring term 2023	Friday 4 th November 2022
For Spring half term 2023	Friday 16 th December 2022
For Summer term 2023	Friday 17 th February 2023
For Autumn term 2023	Friday 19 st May 2023

- 4.7 Any variations to this clause 4, whether in respect of hours of teaching or numbers of pupils being taught, must be agreed by Warwickshire Music in writing. Please use the Change of Hours form provided to submit your request (available on <https://www.warwickshiremusicclub.org/schools>). Reductions and increases should be related to the number of pupils wishing to commence or cease tuition and shall not be influenced by temporary considerations (e.g. exams). Where a school employs a regular strategy of reduction and consequent reinstatement of tuition requirements, whilst Warwickshire Music will always use reasonable endeavours to accommodate such requests, Warwickshire Music cannot guarantee that such changes will be accepted and cannot guarantee that any reductions can be re-instated to the previous level, nor guarantee that the same teacher will be provided.



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5. Provision of Instruments for Instrumental Tuition

- 5.1 Subject to availability and subject to the relevant guidance set out in Appendix 1 or Appendix 2 and separate terms and conditions (available on our website), Warwickshire Music can provide instruments to parents and schools, for the use of individual pupils over a period of one or three years.
- 5.2 Warwickshire Music can cancel any instrument hire at any time. If instrument hire is cancelled, then, unless Warwickshire Music specify otherwise, the instrument shall be returned to Warwickshire Music within 7 days.
- 5.3 Parents and/or schools will be issued with and asked to sign a separate hire agreement with Warwickshire Music, which requires that the parent and/or school shall be responsible for security of the instrument during the period of the hire. The parents and/or schools may wish to consider insuring the instrument(s). In the event of any instrument being damaged, no repairs shall be undertaken unless Warwickshire Music have provided prior written agreement to the scope of repairs and the identity of the repairer.
- 5.4 The period of the hire will normally be over one to three years (see Appendix 1) with a review in special circumstances e.g. CLA, financial hardship, minority instruments (see Appendix 2).
- 5.5 Where instruments are stored at the School, **the School shall ensure they are kept secure and safe at all times**. The School will be liable for any loss or damage to any Warwickshire Music instrument whilst it is on the School's premises.

6. Pupil Assessment and External Music Examinations

- 6.1 The School shall ensure that all Warwickshire Music staff have access to pupils' statements of special educational needs (SEN) and individual education plans (IEPs).
- 6.2 Warwickshire Music staff will keep continuing records of pupil progress and achievement.
- 6.3 Practice Diaries will be provided free of charge by Warwickshire Music for use by the pupils and reviewed on a regular basis by all instrumental tutors. Parents will be asked to read the Practice Diary and support their child's learning and the School shall use reasonable endeavours to support this.
- 6.4 A pupil progress report will be completed annually in the Summer Term by the Warwickshire Music teacher and forwarded to the School for distribution to parents. If additional reporting is required, then this must be agreed with Warwickshire Music in advance.
- 6.5 Warwickshire Music will relate progress to its individual instrumental curriculum.
- 6.6 As and when appropriate, pupils will be recommended for external examinations. Any examination fees will be the responsibility of the School, the pupil or the pupil's parents, and must be paid in advance. Warwickshire Music will not make any contribution to examination fees.
- 6.7 Schools and parents should appreciate that sufficient teaching and practice time is required for success.
- 6.8 Due to teaching commitments, it is not always possible for an instrumental teacher to guarantee that they will be available to provide piano accompaniment during or attend an examination to support a pupil. Parents will therefore need to discuss this with the instrumental teacher and may be required to make their own arrangements.

7. Pupil Music-Making Opportunities

- 7.1 Warwickshire Music staff will recommend and encourage pupils to take part in a range of appropriate music-making activities, in the School, through Warwickshire Music Centres, County Groups, specific events and those provided in the wider community. Warwickshire Music regards taking part in ensemble work as an integral part of the learning process and expects the School to support regular attendance by pupils in school groups, music centres or county ensemble activities as may be appropriate.

8. Accommodation/Facilities and Data Sharing

- 8.1 The School shall provide suitable accommodation and facilities in relation to the size and needs of the group receiving tuition, including sufficient adjustable music stands, good lighting, ventilation and heating, and where possible, a piano or keyboard, a good quality CD/mp3 player.
- 8.2 The School shall use all reasonable endeavours to provide parking for Warwickshire Music staff.
- 8.3 All facilities and resources should be available on arrival. Warwickshire Music teachers shall not be required to set up teaching rooms.
- 8.4 The School shall use all reasonable endeavours to avoid moving Warwickshire Music teachers between rooms.
- 8.5 The School shall provide a teaching room with a window and/or glass in the door.
- 8.6 Warwickshire Music staff attending the school for a full morning/afternoon would appreciate a coffee/tea break at the discretion of and provided by the School and to be made to feel they are part of the general School staff.
- 8.7 The school will provide Warwickshire Music teachers with access to their Wi-Fi network to enable

Warwickshire Music Teachers to use online teaching resources and maintain accurate students records to inform charging arrangements for instrumental/vocal lesson delivery. Without this facility it may not be possible to amend charges to match delivery.

8.8 The school, on request, will provide Warwickshire Music with the name, date of birth and if requested the UPN of all students who participate in activities delivered by Warwickshire Music teachers to enable mandatory Music Hub data to be report to the Department and Education and Arts Council England each year. This information will usually be requested in the summer term each year, but may be subject to change in response to requests from the Department for Education.

8.9 Warwickshire Music and the School shall work together to properly uphold the School's disciplinary and rewards processes and policies.

9. Funding Arrangements

9.1 For the Autumn Term 2022 to Summer Term 2023 the School shall pay in accordance with the follow rates:

	Duration	Cost
Instrumental/Vocal Lessons	33 weeks per academic year	£42 per hours (£1386 per hour, annually)
Primary Phase Curriculum Support	Up to 38 weeks per academic year	£52.50 per hours (£1995 per hour, annually)
Music Therapy	Up to 38 weeks per academic year	£52.50 per hour (£1995 per hour, annually)
UpBeat Programme	Up to 36 weeks per academic year	£1100 per hour, annually for the first 2 hours of delivery and £1550 for the third and subsequent hours annually
Playtastic School Based Ensembles	33 weeks per academic year	£42 per hour (£1386 per hour, annually)
Music Technology – Music Production	Up to 38 weeks per academic year	£52.50 per hour (£1995 per hour, annually)
Music Technology Project Support	10 one-hour sessions – 1 term 10 two-hour sessions – 1 term 10 three-hour sessions – 1 term	£750 £1450 £1995

9.2 Fee Remission of Lessons:

Subject to the relevant terms and conditions, subject to availability and subject to the provisions of clause 5, instrument hire is available free of charge for pupils who meet the below criteria:

- Families eligible for Free School Meals.
- Families who receive Income Support or Income-based Job Seeker's Allowance (JSA).
- Income-based and contribution-based JSA/ESA if families receive the same amount for both. Families should also qualify if they receive both and the income-based amount is greater. They will not qualify if the contribution-based amount is greater.
- Families who receive Universal Credit.
- Families who receive Child Tax Credit and have an annual taxable income, as assessed by the Inland Revenue, not in excess of £16,190, providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').
- Families who receive the Guaranteed element of State Pension Credit.
- Families who receive support under Part VI of the Immigration and Asylum Act 1999.
- Families with Children Looked After (see section below for details).

Children Looked After:

Children Looked After up to the age of 16 in the care of Warwickshire County Council and those children in year 4 in the care of other local authorities attending a Warwickshire School are entitled to 100% reduction on lesson fees, instrument hire costs and music group activities where these are applied by Warwickshire Music.

Children Looked After up to the age of 16 in the care of other local authorities in all other year groups attending a Warwickshire School are entitled to 100% reduction on lesson fees and may be eligible for up to 100% on instrument hire costs and music group activities where these are applied by Warwickshire Music subject to the agreement of their local authority.



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Proof of Eligibility:

Proof of eligibility must be witnessed by the school and confirmed to Warwickshire Music.

To apply, please complete the relevant Fee Remission Application form which can be found on our website: <https://www.warwickshiremusicclub.org/schools>

Applications must be submitted termly by the dates shown in Clause 4.6 and are valid for one term only.

9.3 Schools may apply to Warwickshire Music for fee remission in respect of instrumental/vocal lessons for students each term using the form provided by Warwickshire Music. In assessing student eligibility for fee remissions schools must use the free remission criteria detailed in Warwickshire Music's remission policy on the Warwickshire Music website.

9.4 Warwickshire Music reserves the right to increase the scale of fees from time to time. Any increase will be implemented at the beginning of a new academic term and will be notified during the preceding term.

10. Financial Arrangements

10.1 Invoices will be issued at the beginning of each term. Payment shall be due 21 days after the date of each invoice.

10.2 Any reimbursement for missed teaching time will be made up by means of a pro rata reduction in the next invoice.

11. Missed Lessons

11.1 Where lessons are missed as a result of any failure by Warwickshire Music (e.g. a teacher's illness), the School shall accept a teacher on an alternative date so that the agreed number of lessons may be made up.

11.2 Although not guaranteed, where requested by the School, it may be possible for the Warwickshire Music teacher to change the time or day to accommodate a school closure or a pre-planned school class event. However, **at least 4 weeks written notice** shall be given to the Warwickshire Music teacher. If such notice is not given or the requested change cannot be accommodated, the missed lesson will count towards the total lessons to be delivered by Warwickshire Music, and the School shall make payment to Warwickshire Music in full.

11.3 Where lessons are missed as a result of an individual pupil's absence the missed lesson will count towards the total lessons to be delivered by Warwickshire Music, and the School shall make payment to Warwickshire Music in full.

11.4 Where a school has to cancel a lesson as a result of unexpected circumstances (e.g. adverse weather conditions) and has not given the notice required by 11.2, the missed lesson will count towards the total lessons to be delivered by Warwickshire Music, and the School shall make payment to Warwickshire Music in full.

12. Quality Control – Warwickshire Music/Schools' responsibilities

12.1 The School shall be invited to evaluate the quality and effectiveness of Warwickshire Music tuition.

12.2 As part of the professional development and support for Warwickshire Music staff, and in line with Government Policies, Warwickshire Music teachers will be participants in a regular teacher appraisal cycle. The School can, if they wish, provide feedback to Warwickshire Music Managers as part of this process.

12.3 Regular staff meetings and inset days are provided for all Warwickshire Music peripatetic staff.

12.4 The School, the Warwickshire Music teacher or a member of the Warwickshire Music management team can request further visits and consultations.

12.5 Whilst teaching in a school, Warwickshire Music staff shall be responsible to the Head Teacher, or the Head Teacher's designated representative.

12.6 Warwickshire Music values feedback and comments from schools. Where it is not appropriate to raise any requests, comments or complaints with the Warwickshire Music teacher, they should be referred to a Warwickshire Music manager.

13. Safeguarding

13.1 All Warwickshire Music staff have been interviewed, appointed and subjected to pre-employment checks by the Warwickshire Music management team, according to the guidelines and procedures outlined for the appointment of Warwickshire County Council teaching staff and in accordance with safer employment training.



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- 13.2 All Warwickshire Music staff are subject to enhanced DBS procedures, two references and eligibility to work checks. All Warwickshire Music staff will carry official identification badges when on school premises.
- 13.3 Warwickshire Music guidelines exist for child and staff protection – these are updated from time to time and copies may be obtained from the Warwickshire Music website. These guidelines require that no teacher should give an individual lesson in a teaching room without the school's written permission. In agreeing to this SLA the School give their written permission for individual lessons to take place, in particular where these are caused either by pupil absence, or the School's timetabling.
- 13.4 Warwickshire Music staff are regularly trained and updated regarding current legislation to all aspects of Child Protection and Safeguarding.
- 13.5 It is very important that Warwickshire Music teachers are informed by the School **in advance** of Warwickshire Music accepting new pupils of any specific learning needs or safeguarding issues. Schools shall make the same pupil information available to Warwickshire Music staff as they would to the School's own staff.
- 13.6 Where, in its reasonable opinion, Warwickshire Music considers that music lessons are not suitable for any pupil(s), Warwickshire Music shall have the right to decline to teach any such pupil(s).

14. **Restriction on Employing Warwickshire Music staff**

- 14.1 In order to protect the legitimate business interests of Warwickshire Music, the School covenants that it shall not (except with the prior written consent of Warwickshire Music):
- attempt to solicit or entice away; or
 - solicit or entice away,
- from the employment or service of Warwickshire Music the services of any Warwickshire Music employee other than by means of a national advertising campaign open to all-comers and not specifically targeted at such staff of Warwickshire Music.
- 14.2 The School shall be bound by the covenant set out in 14.1 during the term of this SLA, and for a period of 12 months after termination or expiry.
- 14.3 If the School commits any breach of this clause 14, the School shall, on demand, pay to Warwickshire Music a sum equal to one year's basic salary or the annual fee that was payable by Warwickshire Music to the Warwickshire Music employee plus the recruitment and training costs incurred by Warwickshire Music in replacing such person. The parties confirm that these liquidated damages are reasonable and proportionate to protect the legitimate interest of Warwickshire Music.

15. **Resolving disagreements**

- 15.1 In the event of a complaint arising from any issue concerning Warwickshire Music delivery, details of the complaint should be made in writing from the Head Teacher of the School to the Delivery Lead for Warwickshire Music outlining the nature of the complaint as fully as possible. Every endeavour will be made to rectify the complaint through negotiation. If the complaint is upheld Warwickshire Music will refund the School for any missed lessons and the SLA may be terminated by mutual agreement.
- 15.2 In the event of a complaint arising from any issue concerning a School's non-compliance with this SLA, details of the complaint will be made in writing from the Delivery Lead of Warwickshire Music to the Head Teacher of the School outlining the nature of the complaint together with supporting details. All reasonable endeavours will be made to rectify the complaint through negotiation, however, if the complaint is upheld Warwickshire Music has the right to terminate the SLA and cease providing Services to the School immediately, and recover payment for all Services ordered, but not yet provided.

16. **General Terms**

- 16.1 Neither party shall be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control. In such circumstances the time for performance shall be extended by a period equivalent to the period during which performance of the obligation has been delayed or failed to be performed. If the period of delay or non-performance continues for 3 months, the party not affected may terminate this agreement by giving 10 days' written notice to the affected party.
- 16.2 In the event of any lockdown or travel restrictions or restrictions on gatherings related to COVID-19 or any similar disease, where possible Warwickshire Music's services will continue as set out below:
- **Instrumental** - Warwickshire Music teachers will be available to deliver live online lessons. We ask that schools deliver this option in the event of a local lockdown and face to face tuition not being



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able to take place. To do so, schools will need to (i) share the Warwickshire Music terms and conditions for online delivery with parents (who will need to accept such terms) and (ii) provide the relevant music teacher with contact details (ie email address) of parents who have agreed to the terms and conditions. Schools will only be charged for online delivery that is taken up by parents.

- **Upbeat**- Live videos, pre-recorded videos or resources will be provided for each school. Schools will continue to be charged for these activities.
- **Curriculum Teaching** – Warwickshire Music teachers will provide bespoke resources and the option of live or recorded lessons dependent on the school's needs. Schools will continue to be charged for this service at 80% of the previously agreed rate (i.e. a 20% reduction).
- **Music Therapy** - options for remote delivery will be considered on a client by client basis, but these are not guaranteed. Where delivery is not possible because of a lockdown, schools will not be charged.
- In the event of any remote delivery, the school and/or parents/carers will be responsible for providing any necessary supervision and a device and platform on which lessons can be facilitated.

- 16.3 This agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.
- 16.4 Warwickshire Music may, after having given prior written notice to the School, assign its rights under this agreement to any person to which it transfers that part of its business to which this agreement relates. The School shall only be permitted to assign its rights under this agreement if Warwickshire Music gives consent in writing.
- 16.5 No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
- 16.6 The parties shall perform their obligations under this agreement (including those in relation to the Services) in accordance with all applicable law, including, without limitation, equality law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise), the General Data Protection Regulation ((EU) 2016/679), the Data Protection Act 2018 and the Bribery Act 2010.

Appendix 1: Instrument Hire

All instrument hire schemes are restricted to pupils receiving tuition through Warwickshire Music.

First year of tuition

Instrument hire

Warwickshire Music offers all pupils the opportunity to hire one instrument free of charge for one year (a maximum of 3 academic terms) from the term when they are first tutored by Warwickshire Music, subject to availability and subject to the provisions of clause 5. The parents/carers of each pupil will be required to enter into a Hire Agreement containing separate terms and conditions governing the instrument hire.

Second and third year of tuition

Instrument Hire

Instrument hire is always subject to availability. If there is a shortage of any particular instrument(s), priority will be given to those pupils attending a Warwickshire Music group.

Unless otherwise notified by Warwickshire Music, instrument hire will automatically roll over into the second or third year unless Warwickshire Music are notified that the instrument has been returned to stock. For subsequent years, the relevant Hire Fee shown on our website will be payable.

Instrument Purchase

Warwickshire Music are not able to recommend specific retailers, however when parents/carers are ready to make a purchase there is a list of music instrument retailers available on our website www.warwickshiremusicclub.org. Local music shops and instrument dealers can also be contacted.

Assisted Purchase Scheme – Schools are asked to support their pupils by offering this scheme

If parents intend to buy an instrument and the School is prepared to purchase the instrument through the Assisted Purchase Scheme, then savings can be made on VAT (currently 20%). More details of this can be found on the website – www.warwickshiremusicclub.org

Schools

Whilst on School premises, the School shall ensure instruments are kept secure and safe at all times. The School shall be liable for any loss or damage to any Warwickshire Music instrument whilst on School premises.

Instruments will be provided to schools free of charge for the duration of any UpBeat programme and for curriculum teaching where appropriate.

Sets of instruments (e.g. Djembe, Samba, Steel Pans) are available to hire to schools, on a termly basis. Please contact Warwickshire Music for more details. Charges apply please see website for details

Fee Remission

Subject to the relevant terms and conditions, subject to availability and subject to the provisions of clause 5, instrument hire is available free of charge for pupils who meet the below criteria:

- Families eligible for Free School Meals.
- Families who receive Income Support or Income-based Job Seeker's Allowance (JSA).
- Income-based and contribution-based JSA/ESA if families receive the same amount for both. Families should also qualify if they receive both and the income-based amount is greater. They will not qualify if the contribution-based amount is greater.
- Families who receive Universal Credit.



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- Families who receive Child Tax Credit and have an annual taxable income, as assessed by the Inland Revenue, not in excess of £16,190, providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').
- Families who receive the Guaranteed element of State Pension Credit.
- Families who receive support under Part VI of the Immigration and Asylum Act 1999.
- Families with Children Looked After (see section below for details).

Children Looked After:

Children Looked After in the care of Warwickshire County Council and those children in year 4 in the care of other local authorities attending a Warwickshire School are entitled to 100% reduction on lesson fees, instrument hire costs and music group activities where these are applied by Warwickshire Music.

Children Looked After in the care of other local authorities in all other year groups attending a Warwickshire School are entitled to 100% reduction on lesson fees and may be eligible for up to 100% on instrument hire costs and music group activities where these are applied by Warwickshire Music subject to the agreement of their local authority.

Proof of Eligibility:

Proof of eligibility will need to be witnessed Warwickshire Music. Parents can apply directly to Warwickshire Music via the application form on our website.

Full T&Cs of minority instrument hire can be found on our website.



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Appendix 2: Minority Instrument Loan - Information for Pupils/Parents

The classification of minority instruments may vary from time to time, but usually includes the following:

Oboe/Bassoon/Saxophone/French Horn/Euphonium/Trombone/Tuba/Viola/Viol/Bass Viol/Double Bass/Cello

First year of hire

Subject to availability and subject to the provisions of clause 5, free hire for one year (a maximum of 3 terms) from the term when the pupil is first tutored by Warwickshire Music, subject to availability and the terms and conditions contained on our website www.warwickshiremusic.org

Second and third year

A pupil can continue to have extended free hire of their minority instrument for the second and third years after they are first tutored by Warwickshire Music, subject to availability, the relevant terms and conditions and subject to the provisions of clause 5, if they play in a Warwickshire Music Area Music Centre group.

If a pupil is unable to attend a group, it may be possible to hire the instrument at a subsidised rate for the second/third year subject to availability, the relevant terms and conditions and subject to the provisions of clause 5. Parents should contact the Warwickshire Music office to discuss possible terms and, if relevant, the office can issue a hire application to the pupil for completion and return, following which parents will be invoiced on a termly basis at the agreed rate directly from the Warwickshire Music office.

Unless parents qualify for remission (see below), those pupils not attending a Warwickshire Music ensemble will need to have their own instrument in the fourth year. Parents can, of course, purchase an instrument for their child at any time.

Fee Remission

Subject to the relevant terms and conditions, subject to availability and subject to the provisions of clause 5, instrument hire is available free of charge for pupils who meet the below criteria:

- Families eligible for Free School Meals.
- Families who receive Income Support or Income-based Job Seeker's Allowance (JSA).
- Income-based and contribution-based JSA/ESA if families receive the same amount for both. Families should also qualify if they receive both and the income-based amount is greater. They will not qualify if the contribution-based amount is greater.
- Families who receive Universal Credit.
- Families who receive Child Tax Credit and have an annual taxable income, as assessed by the Inland Revenue, not in excess of £16,190, providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').
- Families who receive the Guaranteed element of State Pension Credit.
- Families who receive support under Part VI of the Immigration and Asylum Act 1999.
- Families with Children Looked After (see section below for details).

Children Looked After:

Children Looked After in the care of Warwickshire County Council and those children in year 4 in the care of other local authorities attending a Warwickshire School are entitled to 100% reduction on lesson fees, instrument hire costs and music group activities where these are applied by Warwickshire Music.

Children Looked After in the care of other local authorities in all other year groups attending a Warwickshire School are entitled to 100% reduction on lesson fees and may be eligible for up to 100% on instrument hire costs and music group activities where these are applied by Warwickshire Music subject to the agreement of their local authority.

Proof of Eligibility:

Proof of eligibility will need to be witnessed by Warwickshire Music. Parents can apply directly to Warwickshire Music via the application form on our website.

Full T&Cs of minority instrument hire can be found on our website.



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