



SCHOOLS' TRADED SERVICES MUSIC OFFER

September 2024 - July 2025



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PORTSMOUTH MUSIC SERVICE

Transforming Lives Through Music

Portsmouth Music Service (PMS) aims to ensure that every young person and family has access to excellent musical provision, improving outcomes for all.

KEY AIMS:

- providing high-quality music teaching
- working in partnership with music providers and organisations throughout the region to build a secure foundation for music and music education in Portsmouth
- raising attainment in curriculum, instrumental and vocal music
- accelerating progress for learners in and through music
- supporting all learners to reach their full potential in and through music
- improving the climate for learning in and through music
- nurturing a passion and enjoyment for music that extends into life-long learning and participation



PORTSMOUTH MUSIC HUB

Create. Achieve. Inspire.

Portsmouth Music Hub (PMH) is a multi-award-winning organisation dedicated to transforming the lives of children and young people.

Portsmouth Music Hub creates a platform for children and young people to develop their talent and passion for music and the arts by bringing together a team of experienced music teachers and musicians, the expertise of diverse Hub Partners and professional artists from all over the world.

Working with schools, academies and colleges PMH actively encourages every student to take part and be inspired, no matter what their educational, social or cultural background.

Whether it is singing, playing a musical instrument, or participating in one of the many creative events that take place every year, PMH is committed to providing high quality, inspirational music education and support for schools, children, young people and learners in and around the diverse Portsmouth community.

For more information visit www.portsmouthmusichub.org



BENEFITS OF PORTSMOUTH MUSIC SERVICE

KEY BENEFITS:

- staff are subject to PCC Safer Recruitment checks
- staff have updated, enhanced DBS checks
- staff attend annual safeguarding training and statutory training
- staff are part of a quality assured professional team with regular observations by managers
- staff have access to central resources and schools buying in have priority access
- staff have access to Charanga
- there is subsidised instrumental hire for students learning with Portsmouth Music Service (PMS) staff
- instrumental students have priority in Portsmouth Music Hub (PMH) ensembles
- subscribing schools have access to additional telephone support and planning
- staff are updated with national and PCC education initiatives





INSTRUMENTAL AND VOCAL TEACHING

High-quality instrumental teaching for individuals, small and large groups

Portsmouth Music Service offers students the opportunity to learn a wide variety of instruments with experienced and specialist instrumental teachers.

INSTRUMENTS AVAILABLE (SUBJECT TO STAFF AVAILABILITY):

- brass
- drums
- guitar
- keyboard
- percussion
- piano
- singing
- strings
- ukulele
- woodwind

Other instruments may be available on request.

Lessons are available before, during and after the school day.

Lesson duration and group size are determined by the school in partnership with Portsmouth Music Service.

The recommended lesson length is 30 minutes for 4 students of the same standard.

THROUGH INSTRUMENTAL AND VOCAL LESSONS, STUDENTS WILL...

- develop musical skills and knowledge
- experience different musical styles
- have the opportunity to take part in formal exams
- receive a Musicians Progress Record for communication between teacher, student and parents
- receive an annual end of year report

WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space
- a designated contact for the visiting teacher(s)
- music stands (if required)
- instruments (for drum lessons and piano/keyboard lessons)
- access to Wi-Fi if possible

HOW CAN TUITION COSTS BE COVERED?

- by charging all or part of the costs to parents
- by using pupil premium funding
- by fundraising from alternative sources

Cost (per hour, 33 taught sessions)

£1458

CURRICULUM TEACHING

High-quality music curriculum teaching for all Key Stages, supporting the National Curriculum



Portsmouth Music Service teachers plan schemes of work based on schools' resources and curriculum.

Early Years music and movement lessons can be provided to cover a range of Early Learning Goals.

Curriculum lessons can be used for PPA cover.

THROUGH MUSIC CURRICULUM LESSONS, STUDENTS WILL...

- develop musical skills and knowledge
- receive one term focussed on whole-class instrumental learning
- experience different musical styles
- perform songs and listen to music from different genres
- develop compositional skills
- take part in informal assessments
- receive an annual end of year report

WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- a member of school staff present throughout the lesson
- access to Wi-Fi if possible



Cost (per hour, 33 taught sessions)

£1793

GETTING READY 4 MUSIC (KSI)

*Whole Class Instrumental Teaching
for Year 2 and Year 3, led by
instrumental specialists*



Portsmouth Music Service teachers work with classes alongside a member of school staff, to provide students with a positive introduction to music making, playing together and developing wider musical skills.

Getting Ready 4 Music includes the fully subsidised loan of instruments.

INSTRUMENTS AVAILABLE (SUBJECT TO STAFF AVAILABILITY):

- percussion
- recorder*
- ukulele
- violin

THROUGH GETTING READY 4 MUSIC, STUDENTS WILL...

- learn basic instrumental skills
- develop musical skills and knowledge
- play and sing together in an ensemble
- take part in performances and informal assessments
- experience different musical styles
- receive an annual end of year report

WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- a member of school staff to support the lesson
- access to Wi-Fi if possible
- storage of instruments

**in view of health and safety, schools will need to supply their own recorders*



Cost (per hour, 33 taught sessions)

£1793

READY 4 MUSIC (KS2)

*Whole Class Instrumental Teaching
for Year 4 led by
instrumental specialists*



Ready 4 Music is Portsmouth's programme of whole-class instrumental teaching linked to the Government's aspiration that every student in Key Stage 2 should have the opportunity to learn a musical instrument.

Ready 4 Music is fully subsidised by Portsmouth Music Hub for one term.

Ready 4 Music includes the fully subsidised loan of instruments.

INSTRUMENTS AVAILABLE (SUBJECT TO STAFF AVAILABILITY):

- brass
- percussion
- recorder*
- ukulele
- viola
- violin

THROUGH **READY 4 MUSIC**, STUDENTS WILL...

- develop basic instrumental skills
- develop musical skills and knowledge
- play and sing together in an ensemble
- experience different musical styles
- take part in performances and informal assessments
- receive an annual end of year report



WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- a member of school staff to support the lesson
- access to Wi-Fi if possible
- storage of instruments

**in view of health and safety, schools will need to supply their own recorders*



Cost (per CLASS, 33 taught sessions)
Ready 4 Music lessons are 40 minutes per class

Full Year **£882** per class

One Term (Brass Only) **FREE**

READY 4 MORE MUSIC

(KS2/3)

Whole Class Instrumental Teaching
for Year 5 and upwards, led by
instrumental specialists

Portsmouth Music Service teachers work with classes alongside a member of school staff, to build upon students' instrumental skills and continue to develop wider musical skills.

Schools may wish to continue with the same instrument as learnt in *Ready 4 Music* or select a different instrument.

Ready 4 More Music includes the loan of instruments.

INSTRUMENTS AVAILABLE (SUBJECT TO STAFF AVAILABILITY):

- brass
- percussion
- ukulele
- viola
- violin

THROUGH *READY 4 MORE MUSIC*, STUDENTS WILL...

- develop instrumental skills
- develop musical skills and knowledge
- play and sing together in an ensemble
- experience different musical styles
- take part in performances and informal assessments
- receive an annual end of year report

WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- a member of school staff to support the lesson
- access to Wi-Fi if possible
- storage of instruments



Cost (per hour, 33 taught sessions)

£1793

PORTSMOUTH MUSIC PROGRAMME

Nationally acclaimed programme of inclusive and exciting workshops for KS1 and KS2



Portsmouth Music Programme entitles schools to 6 exciting half day workshops of their choice.

These workshops provide an opportunity for additional staff CPD.

Portsmouth Music Programme includes the loan of workshop instruments and resources.

SCHOOLS CAN CHOOSE FROM A VARIETY OF WORKSHOPS INCLUDING:

- Action Songs
- African Drumming
- Bamboo Tamboo
- Body Percussion
- Boomwhackers
- Junk Percussion
- Music and Film (Upper KS2)
- Music and ICT
- Music and Maths
- Music and Storytelling
- Playground Songs and Games
- Raps, Rhythms and Rhymes
- Samba (KS2)
- Tone Chimes/Handbells

THROUGH PORTSMOUTH MUSIC PROGRAMME, STUDENTS WILL...

- develop musical skills and knowledge
- enjoy music in a range of genres
- have fun playing and singing together in an ensemble
- experience different musical styles



WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- a member of school staff to support the workshop
- access to Wi-Fi if possible
- collection and return of instruments where required



Cost (per 6 half day workshops) **£825**



MUSICING AROUND

EARLY YEARS FOUNDATION STAGE (EYFS)

*Bespoke programme for
EYFS settings led by
Early Years specialists*

Musicing Around is a new initiative that supports children and adults in Early Years settings, including pre-schools, playgroups, day nurseries, child-minders and those in Reception year.

Portsmouth Music Service teachers work with EYFS settings to provide young children with exciting and engaging musical activities as well as CPD for staff.

Musicing Around includes a planning session to design a bespoke programme to meet the needs of each individual setting.

SCHOOLS WILL RECEIVE...

- one planning sessions with music service teachers and staff from the EY setting
- bespoke planning
- 6 x 30 minute music sessions
- ideas for continuous provision
- CPD for staff
- opportunities to involve parents and carers

THROUGH MUSICING AROUND, STUDENTS WILL...

- develop confidence and self-esteem
- experience group music making; movement, singing and using instruments
- develop communication and language skills through music

THROUGH MUSICING AROUND, STAFF WILL...

- have the opportunity to co-create a bespoke music programme to meet the needs of the setting and the young children
- develop their knowledge and skills in using music with young people
- be able to observe children's development during music sessions
- share and celebrate music with parents and carers



Cost per programme **£450**



EXTRA-CURRICULAR CLUBS

High-quality extra-curricular clubs to support the development of musical skills and enhance school provision

Portsmouth Music Service offers students the opportunity to take part in a wide variety of extra-curricular music clubs, to enhance schools' music provision outside of the classroom.

CLUBS AVAILABLE (SUBJECT TO STAFF AVAILABILITY):

- African Drumming*
- Choir
- Handbells/Tone Chimes*
- Junk Percussion
- Music Club
- Nurture and Wellbeing Groups
- Orchestra
- Recorder Club
- Rock Band*
- Ukulele Band*

Extra-Curricular clubs are available before, during lunchtime and after the school day.

Club duration and size are determined by schools in partnership with Portsmouth Music Service.

Staff choirs and bands are also available.

THROUGH EXTRA-CURRICULAR CLUBS, STUDENTS WILL...

- develop musical skills and knowledge
- experience different musical styles
- take part in performances
- express themselves through playing and singing together
- have fun music making



WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- music stands (if required)
- storage of instruments
- access to Wi-Fi if possible



**Instrument/Equipment may be included where requested*

Cost (per hour, 33 taught sessions) **£1458**

BESPOKE MUSIC WORKSHOPS

Bespoke one-off workshops for schools, which can be tailored to specific needs

Portsmouth Music Service can provide bespoke music workshops to meet the needs of individual schools. These can be booked as part of a music, arts and enrichment week.

Bespoke musical workshops include the loan of workshop instruments and resources.

SCHOOLS CAN CHOOSE FROM A VARIETY OF WORKSHOPS INCLUDING:

- Action Songs
- African Drumming
- Bamboo Tamboo
- Body Percussion
- Boomwhackers
- Junk Percussion
- Music and Film (Upper KS2/3)
- Music and ICT
- Music and Maths
- Music and Storytelling
- Playground Songs and Games
- Raps, Rhythms and Rhymes
- Samba (KS2/3)
- Tone Chimes/Handbells

THROUGH BESPOKE MUSIC WORKSHOPS, STUDENTS WILL...

- develop musical skills and knowledge
- explore a range of genres
- play and sing together in an ensemble
- experience different musical styles

WHAT SCHOOLS NEED TO PROVIDE:

- a suitable space with access to a screen, projector and sound system
- a designated contact for the visiting teacher(s)
- a member of school staff to support the workshop
- access to Wi-Fi if possible
- collection and return of instruments where required

Costs for multiple sessions can be negotiated at discounted rates

Cost (per session)

Full Day (up to 5 hours) £300
Half Day (up to 3 hours) £175



SCHOOL SUPPORT AND CPD

Bespoke staff training for schools, which can be tailored to specific needs



Portsmouth Music Service can provide bespoke training and consultancy to meet the needs of individual schools. Training and support can include developing schemes of work and assessment, developing a school music development plan in line with the National Plan for Music Education. Support is available for specialist and non-specialist staff to ensure schools can deliver inspiring, creative and confident music provision.

TRAINING AND CONSULTANCY

Training and consultancy sessions for staff, support staff, multi-academy staff and governors can be tailored to individual schools' specific needs.

TRAINING OPTIONS CAN INCLUDE:

- developing schemes of work
- developing a singing strategy
- developing a skills progression
- enhancing literacy and numeracy through music
- improving students' singing
- using iPads for effective music making
- monitoring and assessing music in the classroom
- practical staff sessions e.g. *Music for The Terrified*
- music for well-being
- music to enhance personal and social education
- National Curriculum updates and delivery
- support for the National Plan for Music Education

CONTINUING PROFESSIONAL DEVELOPMENT

In addition to training and consultancy, Portsmouth Music Service provides music and instrumental workshops for school INSET Days and team building activities.

WORKSHOPS CAN INCLUDE:

- Action Songs
- African Drumming
- Bamboo Tamboo
- Body Percussion
- Boomwhackers
- Junk Percussion
- Playground Songs and Games
- Raps, Rhythms and Rhymes
- Samba
- Tone Chimes/Handbells
- Composition
- Singing



Cost (per session)

Full Day (up to 5 hours) £425

Half Day (up to 3 hours) £225

Twilight (up to 1.5 hours) £150

Costs for multiple sessions can be negotiated at discounted rates

HOW TO BOOK

DELIVERY IN SCHOOL

Schools purchase services and activities through the Portsmouth Traded Services portal: [Portsmouth Traded Services](#)

The school Finance Officer or Business Manager will have a log-in; however, any member of school staff can request a profile from PCC Traded Services. Please email: traded.services@portsmouthcc.gov.uk

All bookings should be completed and checked out by **29th March 2024**.

A 5% increase will be added to all prices for purchases made after the deadline of **29th March 2024**.

An administration fee of £50 will be charged for making alterations to the information stated in the pre-purchase form if schools request changes to be made after **29th March 2024**.

These services are available to all LA maintained schools and academies in Portsmouth. For schools outside Portsmouth and Independent schools, there will be an additional charge.

Schools need to provide information about any special requirements, logistical arrangements or days that are not possible, on the pre-purchase form as timetables are completed specifically from the information schools provide.

For Portsmouth City Council maintained schools, payment will be journaled in two parts in September and April.

For academies, maintained schools outside of Portsmouth, and other educational settings, payment will be required either by monthly direct debit payable on the 1st of each month for twelve months commencing 1st September, or payable on invoice.

Please contact Traded.Services@portsmouthcc.gov.uk with any queries relating to the website.

Please contact portsmouthmusichub@portsmouthcc.gov.uk with any queries on the Music Traded Services Offer.

SCHOOL SUPPORT AND CPD

To book any training, consultancy and CPD sessions, please book with Portsmouth Music Hub directly at portsmouthmusichub@portsmouthcc.gov.uk

PRICE LIST

All prices quoted are per hour for the full school year of 36 sessions (33 taught sessions and 3 PPA sessions) unless otherwise stated.

DELIVERY IN SCHOOL

INSTRUMENTAL AND VOCAL TEACHING

£1458

CURRICULUM TEACHING

£1793

GETTING READY 4 MUSIC

£1793

READY 4 MUSIC

Ready 4 Music lessons are 40 minutes per class

Full Year - £882 per class

One Term (Brass Only) - FREE

READY 4 MORE MUSIC

£1793

PORTSMOUTH MUSIC PROGRAMME (6 HALF-DAY WORKSHOPS)

£825

MUSICING AROUND

£450

EXTRA-CURRICULAR CLUBS

£1458

BESPOKE MUSIC WORKSHOPS

Full Day (up to 5 hours) - £300

Half Day (up to 3 hours) - £175

SCHOOL SUPPORT AND CPD

TRAINING, CONSULTANCY AND CPD

Full Day (up to 5 hours) - £425

Half Day (up to 3 hours) - £225

Twilight (up to 1.5 hours) - £150



TERMS AND CONDITIONS

All services are subject to Portsmouth City Council's Terms and Conditions as applicable - available on request.

I. TEACHING ARRANGEMENTS

I.I. GENERAL

- 1.1.1 All prices quoted are per hour for the full school year of 36 sessions (33 taught sessions and 3 PPA sessions) unless otherwise stated.
- 1.1.2 Portsmouth Music Service (PMS) delivers a minimum of 33 taught sessions and 3 PPA sessions across the academic year.
- 1.1.3 The minimum visit time to a school is 30 minutes.
- 1.1.4 Where a school requires a teacher for a specified time, these hours are charged in full regardless of any breaks during this time and the teacher will work for the full period of time.
- 1.1.5 PPA (Planning, Preparation and Assessment) is generally taken in the first and last weeks of the autumn term and the first week of the summer term.
- 1.1.6 Once PPA time has been taken at the start of each term, lessons run continuously (with the exception of Bank Holidays, PMS INSET/ events, which schools will be informed about with advance notice) until all sessions have been provided.
- 1.1.7 Schools that cannot provide use of their car park (where applicable), where on-road parking limits are less than the time in school, will be charged £40 per year, per staff member to cover staff parking costs.
- 1.1.8 Schools cannot cancel/ postpone or rearrange sessions as PMS staff are contracted weekly and are available to teach.
- 1.1.9 If schools require additional time for PMS staff to liaise with the class teacher or the organisation of resources for the lesson, either staff will need to be released from their teaching or this can be paid for in addition to the teaching time, in which case a request needs to be made in writing to the Music Service office.
- 1.1.10 If students require photocopied materials for lessons photocopying facilities should be made available by the school at the school's cost.
- 1.1.11 PMS staff are not permitted to see students out at the end of the school day - it is the school's responsibility to ensure there is a school member of staff available to do this.
- 1.1.12 PMS staff are not required or expected to attend school concerts beyond the contracted teaching time. If schools wish to request staff to support their concerts, a written request should be made to the PMS office. Some schools may replace a teaching session with a concert or event, which is dependent on the availability of the staff.

I.1. STAFF COVER/ABSENCE

- 1.1.1** In the instance of staff sickness, cover cannot be provided.
- 1.1.2** On specific occasions where teaching in school is not possible, for example, in the case of self-isolation, rather than sickness, PMS staff will offer live online teaching or recorded lessons may be provided to ensure the sessions can still be delivered.
- 1.1.3** If the teacher has not been available to teach 33 sessions across the full year, a refund will be issued at the end of the Summer Term.

I.2. INSTRUMENTAL AND VOCAL TEACHING

- 1.2.1** Tuition can be delivered in a variety of ways including large group, small group or individual tuition.
- 1.2.2** All tuition is taught by specialist instrumental teachers who take part in regular training.
- 1.2.3** Group size and lesson duration will be determined in consultation with the school in partnership with Portsmouth Music Service.
- 1.2.4** PMS recommends small group lessons should be 30 minutes for four students of the same standard.
- 1.2.5** Large group tuition is recommended for 10 pupils or more for 40 minutes to one hour.
- 1.2.6** Teaching time for any instrumental/vocal lessons should be no less than 20 minutes.
- 1.2.7** PMS will deliver a minimum of 33 instrumental/vocal lessons across the academic year.
- 1.2.8** PMS staff are available and in the case of School INSET days, schools can opt to ask students to come in for instrumental lessons so that sessions are not missed as they will be counted towards the 33 sessions. This is at the school's discretion.
- 1.2.9** Where instruments need to be set up before the lesson (e.g. keyboards) this must be done by the school before the PMS teacher arrives.
- 1.2.10** PMS staff are not able to collect students for their lessons, as this leads to other members of the group missing out on lesson time. PMS staff will notify the school office about repeated absences so that the school can follow this up.
- 1.2.11** Schools should be aware that students may miss sessions for a variety of reasons including school trips, student absence, special events or students forgetting to attend. Please note that these sessions cannot be made up by PMS staff and it is the school's responsibility to notify parents where students are missing music teaching, particularly where parents are paying for lessons.

I.3. CURRICULUM TEACHING

- 1.3.1 PMS will deliver 33 lessons across the academic year.**
- 1.3.2 A minimum of 30 minutes per class must be booked.**
- 1.3.3 PMS teachers plan schemes of work based on the school's resources and curriculum, which links to National Curriculum music.**
- 1.3.4 In addition to the music curriculum, Early Years music and movement lessons can be provided to cover a range of Early Learning Goals.**
- 1.3.5 Schools must provide a member of staff to be present throughout the music curriculum lessons. This may be a teaching assistant.**
- 1.3.6 During one term, there will be a focus on instrumental teaching.**
- 1.3.7 An annual report will be provided for each student using a standard PMS template, unless otherwise requested. The school should inform the PMS teacher at the start of the year when the report is required.**

I.4. GETTING READY 4 MUSIC

- 1.4.1 PMS will deliver a minimum of 33 lessons across the academic year.**
- 1.4.2 A minimum of 30 minutes per class must be booked.**
- 1.4.3 PMS teachers plan schemes of work based on the school's resources and curriculum, which links to National Curriculum music.**
- 1.4.4 Schools must provide a member of staff to be present throughout the music curriculum lessons. This may be a teaching assistant.**
- 1.4.5 Instrument selection will be confirmed in liaison with PMS teachers and schools.**
- 1.4.6 An annual report will be provided for each student using a standard PMS template, unless otherwise requested. The school should inform the PMS teacher at the start of the year when the report is required.**

I.5. READY 4 MUSIC

- 1.5.1 PMS will deliver a minimum of 33 lessons across the academic year.**
- 1.5.2 *Ready 4 Music* lessons are 40 minutes per class.**
- 1.5.3 Prices are quoted per class, not per hour.**
- 1.5.4 Where there are mixed year groups, schools will be charged at the *Getting Ready 4 Music* price for students who are not in Year 4.**
- 1.5.5 If schools choose not to take advantage of the free term, they are accountable for ensuring that all students have the opportunity to learn a musical instrument free of charge for at least one term during Key Stage 2.**
- 1.5.6 Schools must provide a member of staff to be present throughout the music curriculum lesson. This may be a teaching assistant.**
- 1.5.7 Where schools opt for ukulele or percussion, students will spend half the year learning the ukulele and they may spend the other half of the year learning an orchestral instrument.**
- 1.5.8 Instruments are provided free of charge as an integral part of the programme.**
- 1.5.9 It is the school's decision whether students are allowed to take an instrument home.**

- 1.5.10 Where students are learning a woodwind instrument with a reed, the instrument will be supplied with a new reed. After that, the school will need to provide additional reeds as they wear or may break.
- 1.5.11 Instruments are the school's responsibility for the duration of the programme and schools need to ensure they have systems in place to ensure that they know which instrument has been allocated to which student. Any damage or loss will be charged to the school. The school may choose to pass this charge on to parents.
- 1.5.12 To comply with government regulations, schools are not permitted to charge students or parents for *Ready 4 Music* lessons or instruments other than for the cost of repairs/replacement for damaged instruments.
- 1.5.13 Before the lesson the school is requested to prepare the room and students for the lesson and set up the room if necessary.
- 1.5.14 An annual report will be provided for each student using a standard PMS template, unless otherwise requested. The school should inform the PMS teacher at the start of the year when the report is required.

1.6. *READY 4 MORE MUSIC*

- 1.6.1 PMS will deliver a minimum of 33 lessons across the academic year.
- 1.6.2 A minimum of 30 minutes per class must be booked.
- 1.6.3 PMS teachers plan schemes of work based on the school's resources and curriculum, which links to National Curriculum music.
- 1.6.4 Schools must provide a member of staff to be present throughout the music curriculum lesson. This may be a teaching assistant.
- 1.6.5 *Ready 4 More Music* enables students to continue learning as a class after the *Ready 4 Music* programme. Students continue to learn an instrument as a group. This could be the same instrument learnt in *Ready 4 Music* or a different instrument.
- 1.6.6 Instrument selection will be confirmed in liaison with PMS teachers and schools.
- 1.6.7 An annual report will be provided for each student using a standard PMS template, unless otherwise requested. The school should inform the PMS teacher at the start of the year when the report is required.

1.7. *PORTSMOUTH MUSIC PROGRAMME*

- 1.7.1 Schools will receive 6 half day workshops.
- 1.7.2 Morning workshops will generally run between 9:30am - 11:30am (max 2 hours)
- 1.7.3 Afternoon workshops will generally run between 1pm - 3pm (max 2 hours)
- 1.7.4 Schools have access to free hire of instruments and access to resources; any damage or loss incurred whilst the instruments are in the school will be charged. The school may choose to pass these costs on to parents.
- 1.7.5 It is the school's responsibility to collect the instruments for their workshops throughout the year and to liaise with the Music Service to arrange the collection and delivery of instruments.
- 1.7.6 School staff are encouraged to attend the workshops for their own CPD.

1.8. EXTRA-CURRICULAR CLUBS

- 1.8.1 PMS will deliver a minimum of 33 lessons across the academic year.**
- 1.8.2 All clubs are taught by specialist instrumental teachers who take part in regular training.**
- 1.8.3 Club size will be determined in consultation with the school in partnership with Portsmouth Music Service.**
- 1.8.4 It is the schools' responsibility to ensure that instruments are stored in an appropriate space between sessions.**
- 1.8.5 Schools should be aware that students may miss sessions for a variety of reasons including school trips, student absence, special events or students forgetting to attend. Please note that these sessions cannot be made up by PMS staff and it is the school's responsibility to notify parents where students are missing music teaching, particularly where parents are paying for club sessions.**
- 1.8.6 Where clubs take place after school, it is the school's responsibility to inform PMS staff, whether students are being collected by parents or are leaving the school on their own (e.g walking home, using public transport on their own).**
- 1.8.7 It is the school's responsibility to ensure there is a school member of staff available in the case of emergency.**

2. TERMS AND CONDITIONS

2.1. SERVICE STANDARDS

- 2.1.1 All Portsmouth Music Service teachers are:**
 - **appropriately qualified and appointed in line with the Safer Recruitment guidelines after interview, Right to Work in the UK, Disclosure and Barring Service (DBS), enhanced checks.**
 - **updated with new developments through a programme of annual training, including Child Protection, Portsmouth Safeguarding Children Board (PSCB), Child Sexual Exploitation, and Disqualification by Association, Information Governance and Health & Safety. This training and guidance is regularly reviewed and updated.**
- 2.1.2 As part of PCC, Portsmouth Music Service staff are not required to provide DBS or additional personal documents if requested by schools.**
- 2.1.3 All schools will receive a Staff Profile with appropriate details at the beginning of the academic year and will be updated should there be any changes to PMS Staff throughout the year.**
- 2.1.4 All PMS staff are issued with photo ID badges and are required to wear these in school.**
- 2.1.5 Teaching is monitored, evaluated and reported to senior managers within Portsmouth Music Service.**
- 2.1.6 All work undertaken will be in liaison with the school in order to match its own programmes of work and assessment policy.**

- 2.1.7 All students receiving tuition through the following teaching, will receive regular assessment and annual reports:
- Instrumental/Vocal Teaching
 - Curriculum Teaching
 - *Getting Ready 4 Music*
 - *Ready 4 Music*
 - *Ready 4 More Music*
- 2.1.8 Reports and assessments will be provided using Portsmouth Music Service templates unless otherwise requested by schools.

2.2. INSTRUMENTS

- 2.2.1 Schools must take all reasonable steps to insure Music Service instruments against accidental damage and loss to the full replacement value whilst on loan to individual students or on loan to any individual school.
- 2.2.2 If an instrument is lost or damaged beyond repair, whilst on loan to a student or lost when on loan to the school, the full replacement value will be charged to the school as a new instrument.
- 2.2.3 The Music Service reserves the right to request upon demand details of the relevant insurers and confirmation that the level of risk has been noted upon the policy of the individual school.
- 2.2.4 Should a school decide to seek an indemnity for the liability for instrument loss and or damage from a parent(s) then that is a matter between the school and the individual(s) and does not abrogate or diminish the primary responsibility placed upon the individual school to take all reasonable steps to avoid loss and or damage to Music Service instruments whilst upon loan to a student or any individual school.
- 2.2.5 The current cost of replacement instruments will be supplied upon request.

2.3. SCHOOL TEACHING REQUESTS

- 2.3.1 PMS will endeavour to timetable school teaching as requested subject to staff availability.
- 2.3.2 PMS will endeavour to accommodate requests for increases in teaching time or new activities throughout the academic year, although this will depend on staff availability and notice period.
- 2.3.3 Staff are contracted for the year according to teaching time booked. If a school wishes to decrease the teaching time, notice must be given 6 months in advance of the change (from September 1st 2024) or the school will be charged for that period in lieu of notice.

2.4. BILLING AND PAYMENT

2.4.1 Delivery In-School

- 2.4.1.1 Schools purchase services and activities through the Portsmouth Traded Services portal.
- 2.4.1.2 All bookings should be completed and checked out by **29th March 2024**.
- 2.4.1.3 A 5% increase will be added to all prices for purchases made after the deadline of **29th March 2024**.
- 2.4.1.4 An administration fee of £50 will be charged for making alterations to the information stated in the pre-purchase form if schools request change to be made after **29th March 2024**.
- 2.4.1.5 Services are available to all LA maintained schools and academies in Portsmouth. For schools outside Portsmouth and Independent, there will be an additional charge.
- 2.4.1.6 For Portsmouth City Council maintained schools, payment will be journaled in two parts:
 - 7/12ths (seven twelfths) charged in September, covering the period September to March inclusive
 - 5/12ths (five twelfths) charged in April, covering the period April to August inclusive
- 2.4.1.7 For academies, maintained schools outside of Portsmouth, and other educational settings, payment will be required either by monthly direct debit payable on the 1st of each month for twelve months commencing **1st September**, or payable on invoice.

2.4.2 School Support and CPD

- 2.4.2.1 Charges for all training, consultancy and CPD sessions will be billed once training has been delivered and is payable in accordance with PCC Terms and Conditions.

2.5. CANCELLATION

- 2.5.1 Once submitted, the service order represents a binding contract from the school for the required teaching for the whole of the following academic year. It is not possible to reduce teaching provision during an academic year without written notification.
- 2.5.2 Six months' notice in writing is required for any decrease or cancellation of teaching time booked or the school will be charged for that period in lieu of notice.
- 2.5.3 The earliest this notice can be given is **1st September 2024**.

EVENTS

From festivals to carnivals, interactive concerts to massed vocal performances, Portsmouth Music Hub produces a range of events that are designed to engage the imagination, support the national curriculum and provide an enriched cultural experience for students across Portsmouth.

Portsmouth Music Hub responds to feedback from schools and students to develop a programme of major events that are inclusive, fun, relevant and far-reaching in terms of the social and cultural challenges that impact on young people.

RECENT INITIATIVES AND EVENTS INCLUDE:

- Infant Voices Festival
- Cultural Explosion
- Solent Shanty Sing
- Soundsational
- Digital vocal collaboration e.g. Children In Need

Portsmouth Music Hub creates opportunities for schools to work with a range of Hub Partners that provide interactive, exciting and dynamic music in different styles and genres through new creative experiences that unlock the imagination.



ENSEMBLES AND MUSIC GROUPS

Portsmouth Music Hub has a wide range of ensembles and music groups for students of all ages and abilities.

ENSEMBLES INCLUDE:

- Rock Bands
- Beginner Orchestra
- Wind Bands
- Choirs

Ensembles are free to all students living or studying in Portsmouth.

To download information flyers for school, please [click here](#).

For more information about Ensembles, parents can visit <https://www.portsmouthmusichub.org/about-our-ensembles> or contact portsmouthmusichub@portsmouthcc.gov.uk





INSTRUMENT HIRE

Instruments are available to hire from Portsmouth Music Hub for any students living or studying in Portsmouth.

INSTRUMENTAL HIRE RATES ARE:

- £45 per academic year for any student receiving lessons from Portsmouth Music Service or who attend a Portsmouth Music Hub Ensemble
- £60 per academic year for any student who lives and studies in Portsmouth

For school instrument hire, please contact portsmouthmusichub@portsmouthcc.gov.uk

MUSIC CENTRE LESSONS

Portsmouth Music Service offers instrumental and vocal teaching during the term time after school at the Music Hub Centre.

Our team of instrumental tutors deliver weekly 30-minute individual lessons.

Individual lessons are £15 per lesson and are invoiced per term. Students will receive 30 lessons across the academic year (approximately 10 lessons per term).

INSTRUMENTS AVAILABLE (SUBJECT TO STAFF AVAILABILITY):

- clarinet
- drums
- flute
- guitar
- horn
- cornet
- keyboard
- piano
- recorder
- trombone
- trumpet
- viola
- violin
- voice

Financial support is available. More information about financial support, can be found in the PMH [remissions policy](#).

For more information about Music Centre Lessons, parents can call **023 9237 5655** or contact portsmouthmusichub@portsmouthcc.gov.uk



CONTACTS



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Please contact Traded.Services@portsmouthcc.gov.uk with any queries relating to the Traded Services website.

Please contact portsmouthmusichub@portsmouthcc.gov.uk with any queries on the Music SLA.

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