

Terms and conditions

Sutton Music Trust will:

1. Provide specialist visiting Music Tutors who will deliver ten sessions per term of tuition/ activity. Schools can order additional sessions to cover the full academic year.
2. Provide two tutors, where possible, for WCET Brass and Strings scheme. Where this is not possible, Sutton Music Trust will provide at least one specialist tutor.
3. Provide a suitable cover tutor and notify the School by 08:45 if the Music Tutor(s) is unavailable due to illness or other circumstances. *Whilst all efforts will be made to source a replacement, this **cannot** be guaranteed, especially at short notice. In this case, the missed session for the lesson will be made up at the end of the term/academic year or a credit will be issued.*
4. Provide a class set of suitable musical instruments/equipment (where applicable).
5. Provide high-quality tuition from specialist Music Tutors employed through Sutton Music Trust's Safer Recruitment, have up to date Safeguarding Training and access to Sutton Music Trust Teaching and Learning CPD.
6. Establish an effective partnership with the School to ensure progress and continuity.
7. Support the School using best endeavours in delivering their music provision.
8. Collaborate with and work alongside classroom teachers and other colleagues to enhance the children's musical experience.
9. Deliver quality assurance measures which include:
 - a. The WCET Curriculum Vision: Intent, Implementation and Impact
 - b. WCET overview that maps well-thought-out musical outcomes, knowledge and skills
 - c. Weekly schemes of work
 - d. Embedded Sutton Singing Strategy
 - e. Formal observations and informal lesson visits where possible
 - f. Music Tutors will make audio recordings of the class's work each term as evidence of progress.
 - g. Support with Assessment and Evaluation
10. Clearly communicate the cost of tuition for state and private schools.
11. Invoice termly or yearly for provision, according to the School's preference.
12. Issue a credit note or refund at the end of the academic year if it has not been possible to schedule ten lessons per term.
13. Should Sutton Music Trust need to close due to force majeure (including an Act of Government), adverse weather conditions or another unavoidable issue, every effort will be made to evaluate other options available and provide alternate delivery.
14. If WCET delivery is delivered by our hub partner Inspire-Works, we will put them in contact with the nominated music coordinator to arrange and book delivery dates in accordance with the terms set out below.
15. Provide the School Music Coordinator with a Speed Admin login to view the School's dashboard.

The School will:

1. Nominate a person to liaise between the School, Music Tutor(s) and Sutton Music Trust.
2. Give enough notice in accordance with Sutton Music Trust's terms and conditions should they wish to cancel lessons.
3. Consult the school diary before provision starts and give termly notice to Sutton Music Trust and Music Tutors of any school activities (*external PE lessons, INSET, trips, SATS, etc.*) liable to affect the programme schedule.
4. Give at least five working days' notice if they need to reschedule a session/lesson during the term. *Cancellation with less than a week's notice means it will not be possible to reschedule, and no refund will be made.*
5. Have an appropriate risk assessment in place to ensure the health and safety of Sutton Music Trust Tutors.
6. Provide an appropriately sized teaching space suitable for the instruments and student numbers. This needs to be clear of tables/chairs and have heating and lighting, ventilation, a piano, good quality keyboard OR an interactive whiteboard with speakers. This should be the same room each week.

7. Provide the Music Tutors with class lists (these can be first names and surname initials) to support with behaviour management and building professional relationships. Provide the Music Tutor with a seating plan if lessons take place in the classroom.
8. Timetable sessions accordingly to allow enough time for setting the space up, preparing instruments and moving instruments (where necessary).
9. Provide adequate storage where instruments can be stored safely and appropriately.
10. Share the School's rewards and sanctions system with the Music Tutor to ensure consistency and effective student behaviour/reward management.
11. Make the Music Tutor(s) aware of students requiring extra support, *e.g. SEND, EAL, SEMH needs. If a student requires 1:1 support from a member of school staff, please ensure they liaise with the Music Tutor about how to ensure the student is included.*
12. Arrange in advance with the Sutton Music Trust leadership team if they wish to book the Music Tutor for any additional hours above the agreed service provision, *e.g. Christmas concert.*
13. Agree not to engage the Sutton Music Trust Music Tutor in any private arrangements that exclude the Sutton Music Trust.
14. Understand that the National Plan for Music recommends pupils in Key Stages 1 and 2 should receive a minimum of **one hour of teaching a week**. WCET does not cover all components in the curriculum, as the focus is instrumental learning. Sutton Music Trust can provide support with the delivery of the music curriculum if required.
15. Highlight any issues / complaints with the Sutton Music Trust leadership team as soon as they arise.
16. View the project as an integral part of the school curriculum and school life, and where possible, ensure that a class teacher or teaching assistant is present throughout each session.
17. For two tutor WCET Brass and WCET Strings, where Sutton Music Trust cannot provide two tutors, ensure a class teacher or teaching assistant is present and involved in every session.
18. If Sutton Music Trust cannot provide a second tutor, we will require an agreement in writing from School to confirm a member of staff will participate in weekly sessions. If this is not possible, the start of sessions may be delayed.

If a school is hiring a set of instruments for WCET:

1. Sutton Music Trust will provide initial sets of instrumental accessories where applicable (*one set of strings per class, one extra set of E strings per School, two packs of bow rosin per year group, two packs of mouthpiece wipes per year group, one sponge shoulder rest/elastic band per student*) for the start of the Academic year.
2. Sutton Music Trust will not replace consumable supplies (*strings, reeds, mouthpiece wipes/spray*) once initial supplies (*as detailed above*) have run out. Sutton Music Trust will be happy to recommend preferred suppliers for schools to purchase consumables.
3. Schools must understand they will be held responsible for the repair/replacement of lost or damaged instruments. Sutton Music Trust recommends arranging appropriate insurance.