

# SUTTON MUSIC TRUST

## SCHOOL ORDER FORM

### STEP-BY-STEP GUIDE

2026-2027



#### **Overview**

This guide, in conjunction with the Offer to Schools Brochure, will give you all the information you need to complete your school provision order with Sutton Music Trust.

If you have any further queries regarding your order, you can email us at [hello@suttonmusictrust.org.uk](mailto:hello@suttonmusictrust.org.uk).

## Section 1: About you

*Your name\** – enter your full name

**e.g. Joe Bloggs**

*Your email address\** – enter your work email address

**e.g. joe.bloggs@rydellhigh.org.uk**

*Your school\** – enter your school's full name

**e.g. Rydell High School**

*Is it a state or private/independent school?\** – select State or Private/Independent

**e.g. State**

*Do you require invoicing termly or yearly?\** – select Termly, Yearly or Don't know

**e.g. Termly**

*Are your finances handled by an umbrella body, such as an educational trust?\** – select Yes or No

**e.g. Yes**

*What is the name of that umbrella body?* – enter the name of your umbrella body

**e.g. Leo Academy / Cirrus Trust**

*I am entitled to order music provision on behalf of the school\** – select Yes if you are entitled to order music provision on behalf of the school

**e.g. Yes**

## **Section 2: Select your level of WCET provision**

Please see page 9–24 of the brochure for details and fees.

Please fill in this sheet for **ONE** class of WCET provision. If you require more than one class of provision, please tick YES to "Do you require additional WCET classes?"

A full quote will be provided to you by email within one working week of completion of the form, along with an SMT Collaboration agreement.

*Please select your package\** – select the package you would like to purchase **or** skip WCET provision if you do not require whole class provision

**e.g. Request INSPIRE package**

*Future...continuation program* – select which class you would like to benefit from our Future...continuation program (INSPIRE package only)

**e.g. Future Brass**

*Workshop or consultation* – select whether you would like a discounted in person workshop with an SMT tutor or one of our free consultation offers (DEVELOP and INSPIRE packages)

**e.g. In person workshop with SMT tutor**

*Please select your preferred instrument* – select your preferred WCET instrument from the list

**e.g. Music Production**

*Sound trap seats - how many seats do you need?* – enter the number of children taking part in the Music Production WCET only

**e.g. 30**

*How many terms of provision do you need?* – select the number of terms you would like. If the option you require is not available below, please select the closest and add a note in the "Any further provision" section at the end

**e.g. Year round provision – 38 lessons**

*Which year group will be learning?* – select which year group will be learning. If the provision spans multiple year groups, please select the closest group and add a note in the "Any further provision" section at the end

**e.g. 5**

*Please pick the duration of the session* – select the duration of the session. If the lesson duration you require is not here, please select Add On Expansions below

**e.g. 60**

*I require additional Add On expansions* – select Yes or No. Add ons are intended to expand the LEARN, DEVELOP and INSPIRE packages to better fit your needs

**e.g. Yes**

*Additional tutor* – select Yes if you require an additional tutor for the WCET. Please note that Strings and Brass WCET have two tutors as standard

**e.g. Yes**

*Different duration of lessons* – select duration of lessons in minutes to allow us to calculate the cost of longer sessions

**e.g. 110**

*Subsidised Ensemble Space* – indicate the number of students you would like to receive a 25% school-funded subsidy to join an SMT band, orchestra or choir

**e.g. 10**

*Do you require additional WCET classes?* – select Yes to order another class or No to move to the next section

**e.g. Yes**

### **Section 3: Singing Provision**

Please see pages 25–26 of the brochure for more information.

*I require SMT Singing Provision\** – select Yes or No

**e.g. Yes**

*School choir (lunchtime)* – select Request school choir (lunchtime) or leave blank

**e.g. Request school choir (lunchtime)**

*Extended school choir* – enter the duration of the session in minutes. School choirs come as 60 minutes as standard

**e.g. 70**

*School choir (after school)* – select Request school choir (after school) or leave blank

**e.g. Request school choir (after school)**

*Extended school choir* – enter the duration of the session in minutes. School choirs are 60 minutes as standard. If you would like a choir at a different time of the school day, please select the closest time and add a note in the “Any further provision” section at the end

**e.g. 70**

*Singing assemblies* – select Yes or No

**e.g. Yes**

## **Section 4: Music Curriculum and Curriculum Support**

Please see pages 27–40 of the brochure for information on Curriculum Support

*I require curriculum support\** – select Yes or No

**e.g. Yes**

*Charanga* – select the option appropriate to your school or leave blank. Please see page 30 of the brochure

**e.g. Charanga School 450+**

*Curriculum Consultation* – select Request consultation or leave blank. Please see page 40 of the brochure

**e.g. Request consultation**

## Section 5: School Orchestras, Bands and other Instrumental Groups

Please see page 32 of the brochure for information

*I require school Orchestra, Band, or other instrumental group support\** – select Yes or No

**e.g. Yes**

*School Guitar/Ukulele Ensemble* – select Book School Guitar/Ukulele Ensemble or leave blank

**e.g. Book School Guitar/Ukulele Ensemble**

*Extended session ensemble* – enter the duration of the session in minutes

**e.g. 70**

*School Orchestra – Ensemble* – select Single tutor - Hourly rate £69.50 or Two tutors - Hourly rate £139.00 or leave blank

**e.g. Two tutors - Hourly rate £139.00**

*Extended orchestra* – enter the duration of the session in minutes

**e.g. 70**

## **Section 6: Inclusive Music Making for SEND schools**

Please see pages 34–35 of the brochure for more information

*I require Inclusive Music Making\** – select Yes or No

**e.g. Yes**

*Music Nurture Group* – select Select Music Nurture group or leave blank

**e.g. Select Music Nurture Group**

*Open Orchestra* – select Select Open Orchestra or leave blank

**e.g. Select Open Orchestra**

## **Section 7: Music Continuing Professional Development**

Please see pages 36–40 of the brochure for more information

*I require Music CPD for Primary Settings\** – select Yes or No

**e.g. Yes**

*Tuned percussion in your music lessons* – select Yes or leave blank

**e.g. Yes**

*You've got this! Music CPD for the non-music specialist* – select Yes or leave blank

**e.g. Yes**

*Managing the Music Classroom* – select Yes or leave blank

**e.g. Yes**

*Teaching Music Technology* – select Yes or leave blank

**e.g. Yes**

*Finding the right notes* – select Yes or leave blank

**e.g. Yes**

## **Section 8: Music Continuing Professional Development Secondary**

Please see page 39 of the brochure for more information

*I require Music CPD for Secondary Settings\** – select Yes or No

**e.g. Yes**

*Whole Class Instrumental* – select Yes

**e.g. Yes**

## Section 9: Instrument and Music hire

Please see page 33 of the brochure for more information

*I require instrument or music hire – select Yes or No*

**e.g. Yes**

*Instrument Hire – select Class set of instruments or leave blank*

**e.g. Class set of instruments**

*Sheet Music Hire – select Sheet music hire or leave blank*

**e.g. Sheet music hire**

*Please name the pieces of music you are interested in – type the names of the pieces of music you are interested in and their composers if known*

**e.g. Beethoven's 3<sup>rd</sup> Symphony**

**If you would like to see our full list of sheet music on offer, please email Maddie Wood via [hello@suttonmusictrust.org.uk](mailto:hello@suttonmusictrust.org.uk).**

## Section 10: Sutton Music Trust 55 years

In 2027, Sutton Music Trust celebrates its 55<sup>th</sup> anniversary! In celebration of this, we are delighted to announce a **unique concert for schools** on Friday 18<sup>th</sup> June 2027 at the Fairfield Halls, Croydon, combining vocal and instrumental provision. More information about the event, and how to sign up, will be shared with schools in due course. Please note that this event – Celebrating 55 Years – will be **in place of** the usual Sutton Sings Festival and #MakeMusicWithUs KS2 Festival. If you would like to express your interest in signing up to this exciting event, please indicate this below.

*We would like to be involved in the celebration\* – select Yes or No*

**e.g. Yes**

## **Section 11: Any further provision**

*Do you require piano accompaniment for assemblies or exams? – select Yes or No*

**e.g. Yes**

*Piano Accompaniment – select 5, 10 or Other*

**e.g. 10**

*Piano Accompaniment - duration of sessions – select the duration of the session in minutes; 30, 60 or Other*

**e.g. 60**

*Is there any other way we can help your school make music? – enter any other way we can help your school make music*

**e.g. We are interested in making use of our school's Gamelan set. Can you provide a tutor for this?**

## **Section 12: Terms and Conditions**

You will now receive a quote and an SMT Collaboration Agreement by email.

Please sign and return on behalf of your school within 15 working days of receipt.

To enter the form, select **Submit**