

Classroom Instrumental Lessons

CIL

2024 - 2025

Service Level Agreement

Classroom Instrumental Lessons (CIL)

CIL Service Level Agreement

Provider: West Sussex Music

Start date: 1 September 2024 to 31 August 2025

The Power of Music to Change Lives: A National Plan for Music Education, (June 2022)
“...ensuring every child has an opportunity to learn an instrument and to make progress with instruments is also essential.”

Classroom Instrumental Lessons (CIL) benefits from funding from the Department for Education to make this national initiative affordable for all primary schools to give their pupils a **free** introduction to instrumental learning as a class.

West Sussex Music provides a subsidised programme to classes in a specified year group. We hope all children will have benefitted from the DfE funding by the time they leave Key Stage 2.

The DfE’s recently published **Model Music Curriculum** states:

In Years 3 or 4, it is recommended that each class should start a whole-class instrumental programme lasting a minimum of one term. It will enrich your school’s curriculum and upskill class teachers whilst providing your pupils with an inspiring and life-changing opportunity.

West Sussex Music offers a choice of **CIL** programmes

- **1Term2Learn** a **1-term** (10 week) programme for Key Stage 2 pupils
- **Key2Music** a **1-year** (30 week) programme for Key Stage 2 pupils
- **GetIn2Music** a **1 -year** (30 week) programme for Key Stage 1 pupils

1Term2Learn

Key Stage 2

1Term2Learn is a **one-term** per class 10-week **CIL** first access programme that aims to inspire children to take up an **orchestral** instrument.

1Term2Learn offer

- **10-week CIL** programme across one term
- **Free** loan of instruments for the duration of the programme
- **Free** CPD for the class teacher
- **1** West Sussex Music teacher leads the session supported by the class teacher
- **45** minutes of contact time with the class

1Term2Learn cost

- **£310** per class in a specified year group (Year 4 or Year 3)

Our priority is to ensure that every class in a specified year group in West Sussex receives a 1Term2Learn programme.

Subject to availability we will consider requests for additional year groups:

- **£520** per class in additional year groups

*“**1Term2 Learn** has had a huge impact at our school giving every child in Year 3 & 4 the chance to learn an instrument.*

This has also had a positive impact on recruitment for instrumental lessons with over 30 children now having small or individual lessons and with the help of the WSM bursary scheme for many this would not normally be an option.

A huge thank you to West Sussex Music for providing our school with high-quality teaching in a fun and engaging way.”

Principal
Gossops Green Primary School

Key2Music extends **1Term2Learn** into a 3 term per class **CIL** first access programme targeted at **Key Stage 2** pupils. In the second and third terms pupils deepen their learning on one instrument or have the opportunity to try out new instruments.

Key2Music offer

- **30-week CIL** programme per class of children
- **Free** loan of instruments for the duration of the programme
- **Free** CPD for the class teacher
- **1** West Sussex Music teacher leads the session supported by the class teacher
- **45** minutes of contact time with the class

Key2Music cost

Our priority is to ensure that every class in a specified year group in West Sussex receives a 1Term2Learn programme. Key2Music is offered **subject to availability**.

- **£1350** for classes in a specified year group (Year 4 or Year 3)

This equates to one subsidised term at £310 + two terms at the full price of £488 per term.

Subject to availability we will consider requests for additional year groups:

- **£1560** for classes in additional year groups

“All pupils have been given the opportunity to learn a new instrument which is something that, for many, would not have been otherwise possible. The children really enjoyed performing to their families at the end of the programme.”

Class teacher
St Andrews CE Primary School, Crawley

GetIn2Music is a **1 year** (30 week) **CIL** programme targeted at classes of Year 1 and Year 2 pupils. This inspiring programme engages pupils through active learning and the use of carefully structured and enjoyable activities. Innovative and interactive teaching resources will be shared with staff and children to embed their learning.

GetIn2Music offer

- **30** week **CIL** programme per class of children
- **Free** loan of instruments as appropriate to the programme
- **Free** CPD for the class teacher
- **1** West Sussex Music teacher leads the session supported by the class teacher
- **45** minutes of contact time with the class

GetIn2Music cost

Our priority is to ensure that every class in a specified year group in West Sussex receives a 1Term2Learn programme. GetIn2Music is offered **subject to availability**.

- **£1560** per year

“The children absolutely love their music sessions and are fully engaged. When our parents were invited to see a session they were blown away by the high-level music teaching that they saw and we had many positive comments. The teacher uses a range of previously taught songs/activities to ensure children can confidently join in the session and then move on to learn new skills and techniques. The children are so happy to now have recorders and be learning how to play a tuned instrument.”

Deputy Headteacher
Graffham Infant School

Terms and conditions

1. By signing, the **CIL** Service Level Agreement (SLA) becomes a binding agreement for the duration of the programme.
2. There is no right to a refund after confirmation of your programme and payment has been received. The school may cancel sessions at any time but will be liable for the full cost of the programme.
3. There is no automatic right to any refund if sessions cannot be delivered for reasons beyond the reasonable control of West Sussex Music (e.g., government action, extraordinary events, pandemic).
4. The dates of sessions for each term should be agreed directly between the school and the teacher in advance.
5. Where two or more classes are having **CIL**, sessions will be scheduled consecutively on the same day.
6. Requests for alterations to regular weekly sessions should be negotiated with the teacher at the earliest opportunity. Please be advised, however, that rescheduling cannot be guaranteed due to teachers' timetabling commitments and schools will still be charged for sessions that do not take place.
7. If the West Sussex Music teacher is unable to teach because of illness or other unforeseen circumstances, the teacher will make up the session if possible. If this is not possible, West Sussex Music will credit the school for that missed session.
8. In the case of the extended absence of a teacher, West Sussex Music will endeavour to provide a suitable cover teacher at the earliest opportunity. If this is not possible, West Sussex Music will credit the school for these unoffered sessions.
9. The school should make available the school hall to accommodate the teaching activity. If an alternative space (i.e: a large classroom cleared of furniture) is to be considered, this should be discussed and confirmed in advance with West Sussex Music prior to the start of the programme.
10. West Sussex Music reserves the right to withdraw teaching if the accommodation impairs the children's learning or their health and safety or that of the West Sussex Music teacher.
11. The school must ensure that the class teacher remains with the class throughout every lesson.
12. West Sussex Music reserves the right to withdraw teaching if a class teacher or learning assistant does not remain with the class for the entirety of the lesson, does not actively participate throughout the lesson, or if the school's teacher or learning assistant is changed on a regular basis.
13. The school must provide safe and suitable storage for any West Sussex Music instruments.
14. By signing this SLA the school agrees to co-operate with West Sussex Music to provide relevant data through our annual schools' survey. This is required by Arts Council England to demonstrate the impact of its national funding to the Department for Education. Programme applications will not be considered until the school has completed and returned the *Annual Schools' Music Survey 2023-24*.

Costs to the school

1. The school will be invoiced in full in advance and payment plans must be agreed in writing prior to the commencement of the programme.
2. Should extra costs be incurred during the programme, e.g. repairs to instruments, extra reeds, broken strings, these will be invoiced in arrears.
3. The commitment is for the duration of the programme. Upon cancellation the school is liable for the full cost of the programme.
4. If the **CIL** session leader is a teacher provided by **West Sussex Music**, they will be paid for this work directly by West Sussex Music. Requests for additional work must be made to West Sussex Music. The West Sussex Music teacher cannot work in your school on a private basis, as working in this way may cause them to be in breach of their West Sussex Music contract.
5. If the **CIL** session leader is a West Sussex Music **Associate Tutor**, the school is responsible for payment and may claim a grant from West Sussex Music.

6. To comply with Department for Education regulations, the school is not permitted to charge pupils or parents for **CIL** sessions or **CIL** instruments.

Quality assurance

1. Lessons provided by West Sussex Music or its Associates will be taught by a specialist instrumentalist, with enhanced DBS clearance and public liability insurance.
2. Quality assurance of all **CIL** programmes is provided by West Sussex Music.
3. Schools should be aware that quality assurance of teachers and Associates may take place at another school.
4. If a school has any questions or concerns about the quality of the provision, they should contact West Sussex Music at the earliest possible moment.
5. A comprehensive Continuing Professional Development programme for **CIL** session leaders and school-based teachers supports their **CIL** teaching.

Associate tutors

1. If a West Sussex Music Associate Tutor delivers the CIL programme, the school will receive a grant from West Sussex Music at the start of the term. For CIL programmes for the specified year group the grant will be **£113.00** per class per 1T2L programme or Key2Music programme.
2. If a school engages an Associate Tutor, the agreement for teaching and payment rates for services is between the school and the Associate. West Sussex Music is unable to advise on terms of engagement.

Instruments only

1. If a school wishes to use their class music teacher to deliver the **CIL** programme, a set of instruments will be available free of charge for one term.
2. The class music teacher is expected to engage with West Sussex Music's CPD programme and will be quality assured by West Sussex Music at some point during the **CIL** programme.

Provision and care of instruments

1. If **CIL** instruments are provided on loan by West Sussex Music during the programme, they must be kept in school at all times.
2. To confirm receipt of instrument sets, the school must sign the delivery note at the time of instrument delivery.
3. Instruments will be issued in good condition and in full working order and must be returned in the same condition at the end of the programme.
4. The school is responsible for the care of West Sussex Music instruments at all times. The school will be liable for any theft, loss or damage and is responsible for the cost of repairs and replacement of any missing items.
5. West Sussex Music is not responsible for the cost of accessories such as reeds and strings. West Sussex Music will provide one reed for all woodwind instruments. Thereafter the school will be responsible for the purchase of additional reeds.
6. At the end of the programme, West Sussex Music will check the instruments and report any damage to the school. West Sussex Music will arrange for the instruments to be repaired by one of its approved repairers and the school will be charged the full cost of repairs.
7. A Key2Music pupil is eligible to benefit from our low-cost instrument loan scheme.

Progression routes from CIL

Our aim through **CIL** is to inspire children to continue their musical journey beyond the programme. This can be requested by schools through our **Time4Music** Service Level Agreement or through the direct recruitment by West Sussex Music of pupils into group lessons and individual lessons.

Summary of delivery responsibilities:

The school will....	West Sussex Music will.....
<ul style="list-style-type: none"> • Ensure the class teacher remains with the class throughout every lesson. • Ensure the class teacher actively participates, playing a vital and integral role in the programme, working in partnership with the West Sussex Music teacher • Be responsible for the assessment of pupils' progress including any report writing. • The class teacher is responsible for behaviour management. • Continually monitor the condition of the instruments and liaise with West Sussex Music over repairs • Provide suitable storage for the instruments • Provide a suitable large, clear space for the teaching session, ideally the school hall. • Provide each child with a name badge for each teaching session (ideally a clip on re-useable one). • Assign instruments to individual pupils • Encourage families to attend the presentations • Promote West Sussex Music opportunities to parents and pupils • Provide West Sussex Music with relevant data for its annual DfE return 	<ul style="list-style-type: none"> • Work in partnership with the class teacher. • Liaise with the class teacher at the beginning of the programme to share objectives and planning. • Liaise with the school prior to the program beginning to discuss individual pupil needs. • Quality assure its CIL session leaders and programmes and respond effectively to any concerns • Provide guidance on what can be assessed and share their observations of the pupils • Record instrument loss or damage, keeping the school informed throughout the year • Inform the school of delivery and collection dates for instruments • Provide the school and pupils with options for progression beyond the programme and promote opportunities to enhance the pupils' learning

Contact	Contact details
Primary Curriculum Manager Jane Swindells	01403 286330 jane.swindells@westsussexmusic.co.uk
Schools' Administrator Shelley Young	01403 286330 music@westsussexmusic.co.uk



CIL booking form 2024 - 2025

School name			DfE number:
School address			
Headteacher name			
Name of school contact			
Contact telephone number			
Contact e-mail			
Specified Year Group (year 3 or 4)	Number of Classes	Number of pupils in each class	1Term2Learn - subsidised
Additional Year Group/s	Number of Classes	Number of pupils in each class	1Term2Learn - full price [subject to availability]
Additional Year Group/s	Number of Classes	Number of pupils in each class	GetIn2Music or Key2Music [subject to availability]
Specified Year Group	Number of Classes	Number of pupils in each class	Instrument set only [CIL in-house for one term per class]
Any other information to help us			

Please turn over

No.	1Term2Learn Key Stage 2	Cost per class (term)
	1-term CIL programme for a specified year group	£310
	1-term CIL programme for additional year groups [subject to availability only]	£520
No.	Key2Music Key Stage 2 [subject to availability]	Cost per class (annual)
	1-year CIL programme for a specified year group	£1350
	1-year CIL programme for additional year groups	£1560
No.	GetIn2Music Key Stage 1 [subject to availability]	Cost per class (annual)
	2-year CIL programme for Key Stage 1	£1560
No.	Instruments only	Cost per class (term)
	For a school's class teacher to deliver CIL in-house for one term per class in the specified year group	Free
	Total	£
I understand and accept the CIL Service Level Agreement		
Signed (Headteacher)		
Print name		
Date		

DEADLINE: Friday 3 May

Please return the **CIL** booking form to:
West Sussex Music, Sanford House, 5 Medwin Walk, Horsham, RH12 1AG
or by e-mail music@westsussexmusic.co.uk

All booking forms will be acknowledged to the contact's e-mail address stated above.
We will prioritise 1T2L applications and, following the deadline, other programmes will be considered subject to availability and only on completion and return of the *Annual Schools' Music Survey 2023-24*.