

Time4Music

Options for Enrichment

2026 - 2027

Service Level Agreement

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Provider: West Sussex Music

Start date: 1 September 2026 to 31 August 2027

Time4Music - Options for Enrichment

West Sussex Music **Time4Music - Options for Enrichment** SLA complements and enhances the music provision in your school.

Schools use this SLA to buy time from West Sussex Music at an hourly, half-day or day rate to support and extend music opportunities to their students and music leaders. **Time4Music** may be used for:

- Group & individual music lessons
- Ensemble direction, e.g. choir, band or orchestra
- Before-school or after-school music clubs
- Whole-school singing
- Curriculum support and advice
- Staff training
- Workshops for students
- Class set instrument loan

“Music enhances the education of our children by helping them to make connections and broadening the depth with which they think and feel. If we are to hope for a society of culturally literate people, music must be a vital part of our children’s education.”

Yo-Yo Ma

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Regular activities

Group & Individual Lessons: have a specialist instrumental or vocal teacher to teach your children in small groups or individually. Schools may pass on costs to parents/carers or use pupil premium funding to support specific children. An instrument is not provided but may be hired through the West Sussex Music website by parents/carers or the school, subject to availability. Standard course is 11 sessions per term.

£49.00 per hour

Clubs & Activities: have a specialist instrumental or singing teacher to run your school's music clubs and activities:

- Music groups and ensembles
- Before-school and after-school music clubs

Schools may pass on costs to parents/carers. Standard course is 11 sessions per term.

£49.00 per hour

Bespoke activities

CPD: have a music specialist to lead CPD sessions which support your music curriculum and extra-curricular activities. CPD sessions can be arranged for individual schools or clusters of schools.

Advice and training can focus on:

- Curriculum planning
- Empowering non-specialist teachers
- Assessment
- Singing

Half day £232

Whole day £340

Additional hours at £49.00 per hour

Workshops: enrich your curriculum with a half-day or whole-day workshop led by a specialist.

Half day £232

Whole day £340

Additional hours at £49.00 per hour

Instrument loan: loan a class set of instruments to support projects or workshops led by school staff. Instruments must be kept in school at all times. Instruments are free to collect from Petworth or can be delivered by courier chargeable to the school.

Free

Please note that:

- The school is responsible for any delivery costs
- Instrument loans are subject to availability
- Sets of clarinets/saxophones/oboes/bassoons will incur an additional charge for reeds

Terms and conditions

1. By signing, the **Time4Music** Service Level Agreement (SLA) becomes a binding agreement with the number of sessions and hours agreed in advance.
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 booking.
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 minimum visit time to a school by a West Sussex Music teacher is one hour. Shorter Time4Music bookings may be made if they are timetabled directly prior to, or after, an existing visit by the West Sussex Music teacher in the school.
5. Once the SLA is agreed the school may request additional sessions subject to teacher availability and will be invoiced accordingly.
6. The dates of sessions for each term should be agreed directly between the school and the teacher in advance.
7. Requests for rescheduling 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.
8. 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.
9. 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.
10. The school must ensure that a class teacher remains in the activity throughout any before-school and after-school music clubs or workshops and is responsible for behaviour management.
11. West Sussex Music reserves the right to withdraw teaching if a class teacher does not remain in the activity for the duration of the session.
12. Workshops can be booked for a half day (2.5 hours contact time) or a full day (4 hours contact time).
13. The school will need to provide suitable accommodation for the **Time4Music** activity, taking into account the numbers of children and instruments involved. West Sussex Music is able to advise schools.
14. West Sussex Music reserves the right to withdraw the teaching if the accommodation impairs the children's learning or their health and safety or that of the West Sussex Music teacher.
15. The school must provide safe and suitable storage for West Sussex Music instruments on loan.
16. By signing this SLA the school agrees to co-operate with West Sussex Music to provide relevant data. This is required by Arts Council England to demonstrate the impact of its national funding to the Department for Education.

Quality assurance

1. Activities will be led by a specialist musician from West Sussex Music who has full DBS clearance.
2. Quality assurance of **Time4Music** provision is provided by West Sussex Music managers who observe sessions and provide specific support where required. Schools should be aware that a teacher's quality assurance visit may take place at another school. If a school has any questions or concerns about the quality of their provision, they should contact West Sussex Music.
3. A comprehensive Continuing Professional Development programme for West Sussex Music teachers supports their **Time4Music** provision.

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 there be extra costs incurred, e.g. repairs to instruments or additional sessions, these will be invoiced in arrears at the end of each term.
3. The **Time4Music** teacher provided will be paid for this work through West Sussex Music. All requests for additional work must be made through West Sussex Music. The teacher cannot work in your school on a private basis, as working in this way would cause them to be in breach of their West Sussex Music contract.
4. In the case that a **Time4Music** leader cannot be provided with a West Sussex Music employed teacher, the school will be signposted to a West Sussex Music Associate. Schools engaging an Associate are advised to use their own agreement.
5. Any request to adjust the SLA must be sent to West Sussex Music in writing or by e-mail to music@westsussexmusic.co.uk This must be received by the half-term preceding the first day of the new term.

Provision and care of instruments

1. A **Time4Music: Group & Individual lessons** pupil is eligible to benefit from our low-cost instrument loan scheme.
2. Instruments will be issued in good condition and in full working order.
3. To confirm receipt of instrument sets, schools must sign the delivery note at the time of instrument delivery.
4. The school is responsible for the care of West Sussex Music instruments at all times and must ensure that they are returned at the end of the year in the same condition with all accessories. 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 will not be responsible for the provision and replacement 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 SLA period, 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. Any electrical equipment supplied under this agreement is provided with a recent Portable Appliance Testing (PAT) certification. For the duration of the hire period (or for as long as it remains at the hirer's premises), the hirer may require additional PAT inspection for their own purposes; this PAT certification is the hirer's responsibility and at the hirer's cost.

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

Time4Music booking form 2026-27

School name		DfE number			
School address					
Headteacher					
Name of school contact					
Contact telephone number					
Contact e-mail					
Time4Music option	Cost	Activity requested	Number of hours per week	Number of pupils	Number of sessions
Group & Individual Lessons	£49.00 p/h				
Clubs & Activities	£49.00 p/h				
CPD	£232 half day £340 full day				
Workshop	£232 half day £340 full day				
Set of Instruments	Free to collect				
I understand and accept the Time4Music Service Level Agreement					
Signed [Headteacher]					
Print name					
Date					

Please return the **Time4Music** *Options* **for Enrichment** booking form to:

West Sussex Music, Sanford House, 5 Medwin Walk, Horsham, RH12 1AG
music@westsussexmusic.co.uk

All booking forms will be acknowledged to the contact's e-mail address stated above.
 Applications will be considered on a **first come first served** basis and on completion and return of
 the *Annual Schools' Music Survey 2025-26*.