

# Music Hub Funded Opportunities

## Terms, Conditions and Guidelines

September 2024 – August 2025



### Introduction

In 2012 Kent Music became the lead organisation for the Music Hub for Kent. The Kent Hub works with nearly 600 state funded schools and a range of partners to deliver services contributing to the aims for Music Hubs, as outlined by Arts Council England.

The following are Terms, Conditions and Guidelines for the usage of funds allocated to state schools through Kent Music in its role as the lead organisation for Music Education in Kent.

### Useful definitions and acronyms

ACE: Arts Council England

Annual survey: Kent Music's annual survey which is sent out in the summer term

CPD: continuing professional development

DfE: Department for Education

MH/Music Hub: groups of organisations - such as local authorities, schools, other hubs, art organisations, community or voluntary organisations - working together to create joined-up music education provision, responding to local need and fulfilling the objectives of the hub as set out in the national plan for music education

MusicPlus: is the name for the funded KS2 Whole Class Instrumental Tuition (WCIT) programme in Kent provided by Kent Music and other music education providers. The programme incorporates whole class instrumental teaching, CPD, and Quality Assurance

MusicPlus Digital: Kent Music's online resource for whole class KS2 ukulele tuition

Agency project: [Agency Projects](#) are set up by a nursery, school, academy, college or other learning centre requiring a specialist teacher for their music delivery.

National Plan for Music Education (NPME): a DfE document published in June 2022 which sets out a vision for all children and young people to learn to sing, play an instrument and create music together, to have the opportunity to progress their musical interests and talents, including professionally.

Quality Assurance: Kent Music's supportive programme for assuring the quality of music provision.

### Contacts

#### Area Manager

Your Area Manager is on hand to support with funded opportunities and can advise you directly about the needs of your school. Find your local Area Manager and how to get in touch with them on our website at: [www.kent-music.com/area-managers](http://www.kent-music.com/area-managers)

#### Area Administration Team

The Area Administration team support with the scheduling of Kent Music *MusicPlus*, continuation, and agency projects. [customerservices@kent-music.com](mailto:customerservices@kent-music.com)

#### Music Resources

Please contact the music resources team to organise the collection or delivery of instruments that are hired from Kent Music. Where there is a change of instrument for projects it is a school's responsibility to inform the Music Resources team. Further information on the services they provide can be found at, they are contactable on [musicresources@kent-music.com](mailto:musicresources@kent-music.com)

#### Hub Team

If you have further questions about Kent Music's funded opportunities for schools, we ask that you contact a member of the Hub Team where they will be able to answer your questions about MusicPlus provision and providers, ensemble leaders, CPD, bespoke support and resource access. To get in contact email [schools@kent-music.com](mailto:schools@kent-music.com)

# GENERAL GUIDANCE FOR ALL STATE SCHOOLS

## 1. General Information on Funded Opportunities

- 1.1. Where funded opportunities are provided to schools, it is to assist in the enabling of the main aims for Music Hubs as outlined by Arts Council England. These are:
  - **Supporting schools and other educational settings to deliver high-quality music education.**
  - **Support young people to develop their musical interests and talent further, including into employment.**
  - **Support all children and young people to engage with a range of musical opportunities in and out of school.**
- 1.2 The action of providing funded opportunities to schools is a choice made by Kent Music and not a directive from the Arts Council England (ACE). Every Music Hub will engage with their schools differently.
- 1.3 Kent schools engaging in funded opportunities must adhere to the terms and conditions for their selected funded opportunity. Kent Music reserves the right to stop funded projects and opportunities at any point in the year in any school and at any key stage if the Terms and Conditions are not adhered to.
- 1.4 It is the school's responsibility to make Kent Music aware of any changes in personnel, changes to contact details or bank details. Funded opportunities missed due to miscommunication will not be guaranteed.

## 2. Kent Music Annual Survey, Monitoring and Reporting

- 2.1. Kent Music is required by ACE to provide annual data showing the impact of the funded opportunities they provide. It is therefore a requirement of the receipt of funded projects and opportunities that schools complete the annual survey from Kent Music, the results of which are fed back to ACE.

**NON-COMPLETION OF THE SURVEY WILL RESULT IN SCHOOLS BEING INELIGIBLE FOR A FUNDED OPPORTUNITY**

## 3. Quality Assurance

- 3.1. The 2013 Ofsted report 'Music in Schools; what hubs must do' stated that music education hubs should 'have regular supportive, challenging conversations with each of their schools about the quality of music education' Because of this, Kent Music reserves the right to quality assure any of its funded opportunities at any time.
- 3.2. Kent schools in receipt of funded projects and opportunities must agree to work with and meet Kent Music staff when necessary, to ensure that all funded activities are of a high standard and quality.

## 4. Crediting

- 4.1. Funding comes from the Department for Education, managed by Arts Council England. Arts Council England has produced a logo to be used when crediting funding from Music Education Hubs. The logo is available at <https://www.artscouncil.org.uk/advice-and-guidance-library/logo-and-guidelines#section-5>
- 4.2. The ACE logo MUST be used on all printed material used for public events that are funded by the Music Hub. Schools do not have to use this logo on their website if they are in receipt of projects and opportunities funded by the hub. The logo is only required to be used for public events which have been funded using ACE funding received from Kent Music.

## 5. Kent Music Teachers

Our commitment to Schools and Education Providers:

- Kent Music and their partnership providers offer experienced teachers, without the school incurring employment costs or overheads.
- Our teachers and the teachers of our partnership providers are subject to a monitoring (quality assurance) system and are supported with a training programme throughout the year, including mandatory Child Protection training.
- All staff working with children and young people have a current enhanced disclosure through Disclosure & Barring Service

# FUNDED OPPORTUNITIES FOR SCHOOLS

The options for funded opportunities that Kent Music provide will differ based on the type of school accessing them. The diagram below demonstrates what is on offer by school type.

## 6. Funded Opportunities

- 6.1. Each school in Kent will be able to access free CPD opportunities and will then be able to select one other funded opportunity that will be funded by Kent Music.
- 6.2. Schools may wish to engage in more than one funded opportunity per school year. In this case, schools would be required to financially contribute towards additional support.
- 6.3. Schools will be asked to apply for their funded opportunity in the summer term ahead of the academic year they wish to access it in. Kent Music will endeavour to allocate schools their first choice of funded opportunity where possible.
- 6.4. Schools will be required to complete the Kent Music annual survey to access funded opportunities
- 6.5. Funding cannot be used to:
  - subsidise the costs of 1-1 or small group tuition\*
  - buy, hire, or mend instruments\*
  - pay for performance licenses
  - pay for one-off events and workshops
  - purchase stationery
  - pay for salaried classroom staff

*\*Students can apply to the Kent Music bursary fund and financial assistance scheme to support the costs of their tuition. Information on this can be found on our website. In addition, if students need financial support to help with costs of instrumental and vocal tuition, we encourage schools to consider the use of Pupil Premium funding to support their costs.*



## 7. Funded Opportunity - Ensemble Leader

- 7.1. Primary, junior, secondary and special schools can opt for an ensemble leader to provide extracurricular ensemble provision. The school will receive an amount of funding to support ensemble provision. Junior and primary schools will receive a contribution of £810 towards the running of an ensemble across the academic year. Secondary schools are asked to inform the Music Hub of the number of ensembles being run in the school and an allocation will be made to support the running of ensembles.
- 7.2. In the instances where the funding amount does not fully subsidise the cost for running the ensemble the school is expected to financially contribute towards the running of the ensemble.

- 7.3. Where Kent Music provides the ensemble leader to the schools, the funding for this provision will be directed to Kent Music.
- 7.4. Where schools source their ensemble provision through one of our partner providers we will send funding straight to the partner. (Please speak to your Area Manager or member of the Hub Team to confirm who our partner providers are)
- 7.5. Where schools source a private instrumental or vocal teacher to deliver their ensemble provision, we will directly fund the school in two payments, an autumn term payment and a spring term payment.
- 7.6. Where needed, the hire of instruments is at an additional cost. Prices can be found on our website: [www.kent-music.com/musical-instrument-hire/](http://www.kent-music.com/musical-instrument-hire/)
- 7.7. If schools decide to access an ensemble leader as an additional opportunity outside of the one funded by Kent Music per year, they will be responsible for the additional cost.
- 7.8. Funding for ensemble leaders cannot be used to subsidise the running of whole class instrumental projects in KS3 or curriculum teaching at any key stage.
- 7.9. The funding for ensembles cannot be used to pay school teachers or classroom teachers to run ensembles.

## 8. Funded Opportunity - Bespoke Support

- 8.1. All school types can opt for bespoke support to aid their curriculum development, provide staff training and support improvement of music provision in their school.
- 8.2. Schools will be required to go through an auditing process with Kent Music to best allocate the funding towards support mechanisms.
- 8.3. Bespoke support will be tailored to each school. Kent Music and the school will work together to plan towards the school's vision for music.
- 8.4. The bespoke support offer is designed to take place within an academic year to best embed the practice into the school's approach to delivering curriculum music and other musical activities. Funded opportunities cannot be carried over.
- 8.5. Only schools requesting their support and training needs from Kent Music can request a funded opportunity for bespoke support.
- 8.6. All schools allocated funding amount for bespoke support will be directed to Kent Music to cover costs for delivery.
- 8.7. There are limited spaces available for bespoke support schools for 2024-25 academic year. Spaces will be allocated based on need. Schools who are unsuccessful applying for bespoke support will be offered an alternative funded opportunity.

## 9. Funded Opportunity – Sing Up!

- 9.1. All school types can opt for Sing Up! membership for one year as a funded opportunity.
- 9.2. Sing Up membership must be obtained through Kent Music to receive membership through funded opportunities.
- 9.3. Schools are not able to receive membership to other online resources or curriculum resources through funded opportunities.
- 9.4. Where a school already has membership to Sing Up! they will not be reimbursed for their current membership, however, they can use the funded opportunity to renew their membership of Sing Up for the 24-25 academic year.
- 9.5. Where a school has opted for Sing Up as their Funded Opportunity and is due a renewal of their preexisting Sing Up membership during the 24-25 academic year this will be administered through Sing Up as and when the renewal is due.

## 10. Funded Opportunity – MusicPlus

- 10.1. All funded MusicPlus teaching must be undertaken by a competent music teacher, either: a salaried music specialist employed by the school with the sole responsibility for music delivery or a visiting music specialist. **We will not fund MusicPlus projects led by non-specialist music teachers or classroom teachers. We will not fund MusicPlus projects delivered on Ocarina or Djembe. Whole class instrumental teaching on these instruments can take place in all other year groups and must be paid for by the school.**
- 10.2. All mainstream schools who have selected a *MusicPlus* project are required to use this funding towards a project in **one KS2 year group** or mixed year group if a smaller school.

- 10.3. If a school has chosen to engage Kent Music, or one of its official partner providers, to deliver their MusicPlus provision, funds for that provision will be directed to Kent Music or the provider. MusicPlus provision is part funded by ACE through a grant to Kent Music. This funding covers two thirds of the cost of the programme and schools are expected to make up the difference which amounts to £405 per class/project.
- 10.4. Kent Music MusicPlus projects are designed to be 30 weeks in length for one year group, with one hour per class/project of teaching time. Funding from Kent Music will cover 2/3 of the deliver cost per project (£810) the school will be expected to contribute the remaining 1/3 of the of the project cost which (£405).
- 10.5. An invoice for the MusicPlus cost and instrument hire payable by the school will be issued by email during the academic year and will outline the payment methods available. Payment is due within 14 days from the date on your invoice. A reminder email will be issued if an invoice remains unpaid after 14 days. Kent Music reserves the right to discontinue teaching with immediate effect following an overdue invoice. Sessions cancelled due to non-payment will not be rescheduled or refunded and instruments will be collected.
- 10.6. Kent Music partnership providers may provide 20-week programmes to schools.
- 10.7. Schools who engage with an outside provider for their provision, including Kent Music, should communicate regularly with the teacher to support embedding the project into school life. Discussions should enable teachers to plan effectively for the project and pupils and particularly to support the design of joint objectives or outcomes for the project.
- 10.8. Where MusicPlus is being led by a visiting teacher from Kent Music or an alternative provider, a class teacher must be present at every lesson, in addition to the required TA support for the pupils. This is to assist out teacher with Health and Safety issues, behaviour management, pupil information and support. The presence of the teacher should be viewed as an opportunity to upskill on the instrument and as professional development as well as a support mechanism.
- 10.9. Where a school chooses to hire a private peripatetic instrument teacher to deliver MusicPlus funds will be sent to the school in two payments, one in autumn term and one in spring term of the academic year. Kent Music will provide schools with a funding amount of £810 per project to subsidise the cost.
- 10.10. Where schools deliver MusicPlus using a classroom teacher, funding should be directed into one of the other offers.
- 10.11. Where needed, instruments for *MusicPlus* are provided at a subsidised charge of £36 per project (class) for the year. Where schools require instrument hire, they must contact the Music Resources team at Kent Music via email.
- 10.12. Where a *MusicPlus* project is having to start mid-year, the funding amount and chargeable fee will be altered accordingly.
- 10.13. We ask schools to only make significant changes to their *MusicPlus* provision in the summer term in preparation for the next academic year. However, during an academic year, for a number of reasons it is possible that some MusicPlus projects may change providers from a Kent Music teacher to a partner provider, a private non-Kent Music teacher or vice versa. In such circumstances where a mid-year change is necessary require half a terms notice. The following notes outline the ways that the Music Hub will deal with your funding:
- Non-KM to KM teacher/partner provider - your direct-to-bank payments will cease, and funds will be redirected to KM or to the partner provider.
  - KM teacher to non-KM teacher - your school will have been invoiced for your MusicPlus project at the start of the year. If a school chooses to change their provision mid-year the payment will not be refunded.
- 10.14 We ask that schools who have their MusicPlus provision provided by Kent Music to discuss MusicPlus teaching dates with your Kent Music teacher in advance of the project commencing to prevent a shortfall of delivery, including future sessions that will require rearranging, e.g., INSET days or school trips. Refunds will not be given for undelivered sessions of MusicPlus except for extraneous reasons such as prolonged Kent Music teacher illness (of at least 5 consecutive sessions) where this will be refunded at the end of the academic year upon application to [customerservices@kent-music.com](mailto:customerservices@kent-music.com). In the event of sessions cancelled by a Kent Music teacher, these will be sought to be made up by the end of the academic year where possible.

10.15 MusicPlus Digital is a blended learning approach to teaching. The full programme takes place over 15- 30 weeks depending on delivery. Access to the resource can be provided for a fee of £50 per school.

## 11. Funded Opportunity – Open Orchestra

- 11.1. Where a special school is delivering an Open Orchestra project this must be run by a member of school staff acting as Orchestra lead as well as a member of Kent Music teaching staff.
- 11.2. The school must assign a member of staff to the project to act as Orchestra Lead. This member of staff must be available for every session during the project and will act as a main point of contact for KM and Open Orchestra.
- 11.3. Kent Music will subsidise year 1 and 2 of the project by two thirds of the whole cost (c.£1620) leaving the school to contribute 1 third of the total cost of the project (c. £810)
- 11.4. The project will be scheduled for 30 weeks across the academic year, split into 3 terms of 10 sessions. Each session should be arranged for 2 hours each where possible. Where a school wishes to deliver more than 10 sessions in a term, the additional sessions will be chargeable to the school and must be arranged through the KM Area Manager in advance.
- 11.5. Where needed, the hire of instruments is at an additional cost. Prices can be found on our website: [www.kent-music.com/musical-instrument-hire/](http://www.kent-music.com/musical-instrument-hire/)
- 11.6. Open Orchestra runs through a membership and have their own annual membership fee. For the first year of the project KM will take on the membership fee for the school, from year 2 of the project the school is expected to pay for their own membership fee.
- 11.7. Where students require 1-1 support staff or a TA, they should be made available to participate and support their students in every session.



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