



# Swindon *Music* Co-operative



## **Music Provision for Schools, Academies and Colleges**

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***“Music is an enriching and valuable academic subject. Research evidence shows that a quality music education can improve self-confidence, behaviour and social skills, as well as improve attainment in areas such as numeracy, literacy and language.”***

*(Michael Gove, Secretary of State for Education, in the Government’s response to the Music Education Review, Feb 2011)*

## **ABOUT US**

**Swindon Music Co-operative** is a not-for-profit organisation, providing a wide range of instrumental and vocal tuition in the Swindon area. We currently work in over 70 schools, as well as providing out-of-school tuition to both young people and adults. Formed in 1998, Swindon Music Co-operative is a membership body, an association of over 50 private, self-employed peripatetic music teachers, who in turn own and control the company. An elected Board of Directors represents the membership in defining and implementing policy. All administration is handled by the Office Manager and Administrative Assistant.

Our aim is to provide a dynamic and high quality music service that encourages participation, achievement and pleasure in music by:

- (i) developing every pupil’s musical potential according to his or her individual needs and aspirations
- (ii) raising the quality, breadth and provision of music in schools and the wider community.

In a recent evaluation of our service provision carried out by the Federation of Music Services, Swindon Music Co-operative was judged to be a good service overall with outstanding provision in teaching and learning.

We work in partnership with Swindon Music Trust, a recently formed charity, which promotes the musical education and development of young people, and supports the provision of music tuition and performance in the Swindon area.

Swindon Music Co-operative is committed to the principle of equal opportunities. This applies to recruitment, professional development, and teaching and learning. We are also committed to safeguarding and promoting the welfare of children and young people, and expect all members and staff to share this commitment.

## **OUR TEACHERS**

### **Professional Standards**

All of our teachers are interviewed for a place on the teaching panel and are required to demonstrate a high level of musical performance and teaching skills, a good understanding of teaching and learning, and a general knowledge of music education nationally.

All teachers are CRB checked before commencing teaching, and attend a Safeguarding Children training session through the Local Safeguarding Children Board.

### **Continuing Professional Development**

The Co-operative supports its teachers by providing initial training and mentoring, annual CPD sessions, regular observations to ensure quality of teaching and learning, and on-going mentoring as required.

## SERVICE PROVISION

### Range of services

<b>Category A</b>	<b>Instrumental and Vocal Tuition</b> (Individual and small group)	<ul style="list-style-type: none"> <li>- Strings (violin, viola, cello, double bass)</li> <li>- Woodwind (recorder, flute, oboe, clarinet, bassoon, tenoroon, saxophone)</li> <li>- Brass (trumpet, cornet, French horn, trombone, euphonium, tuba)</li> <li>- Drums</li> <li>- Keyboard (piano, electronic keyboard)</li> <li>- Guitar (acoustic, classical, electric, bass, ukulele)</li> <li>- Voice</li> <li>- Music theory</li> </ul>
<b>Category B</b>	<b>Large Group/ Ensembles</b>	<ul style="list-style-type: none"> <li>- Curriculum support (GCSE performance and composition, music technology, project work, support for pupils with special educational needs)</li> <li>- school ensembles and choirs</li> <li>- extra-curricular music clubs</li> <li>- directing school shows and performances</li> </ul>
<b>Category C</b>	<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>- Composing/ arranging</li> <li>- Workshops/holiday courses</li> <li>- Music therapy</li> <li>- Piano accompaniment for exams/performances</li> <li>- Aural training</li> </ul>

### Ordering Services

<b>Option 1: Direct Billing Scheme</b> Category A	The Co-operative administers all applications for tuition and remissions, collecting fees directly from parents/carers.
<b>Option 2: School Bought-in-Tuition</b> Categories A, B and C	The school orders a 'block' of time each term from the Co-operative and organises its own lesson allocation, timetables, fees and remissions scheme. Invoices for services are issued prior to the start of each term with payment due within 14 days.

### Charging policy and Remissions Scheme

Swindon Music Co-operative is a not-for-profit company and its charging policy reflects actual costs. The charging policy is reviewed annually by the Board of Directors, taking into account the Musicians' Union recommended hourly rates, and rates of other local providers. New rates are issued in the summer term prior to implementation the following September. Schools or the Local Authority may provide some financial support to families on Income Support. For more information please contact the Swindon Music Co-operative office.

### Instruments and Lesson Delivery

Swindon Music Co-operative does not hire or sell instruments. However, our office can give information on a range of hire and purchase options.

34 lessons are provided per academic year. The number of weeks per term may vary from year to year according to school term dates, public holidays, etc. If a teacher is absent, the lesson will either be delivered in a "make-up" week at the end of term, or if this is not possible, a credit will be issued on the following terms' invoice.

## **WORKING TOGETHER**

We view the relationship between the school/academy/college, the Co-operative and the individual teacher, as a vital three-way partnership in the support and delivery of the highest quality music tuition for all pupils. We therefore expect all parties to take responsibility for maintaining an effective working relationship as detailed below:

### **The Co-operative:**

- provides administrative services for all parties
- communicates efficiently with the school and parents/carers
- deals with enquiries from school and parents/carers
- liaises with teachers to resolve any issues raised

### **The Teacher:**

- is accountable to the head teacher whilst on school premises, and adheres to all school policies regarding health & safety, behaviour, emergency procedures, child protection, data protection and confidentiality
- provides a reliable, punctual service
- informs the school and the Co-operative of any reason for not being able to deliver lessons
- undertakes services for the school only under the auspices of or by agreement with the Co-operative
- dresses appropriately and wears the Co-operative's official identity badge.
- communicates regularly with the school, working to resolve any difficulties
- supports, whenever possible, the general musical activities of the school
- provides teaching services to the highest possible professional standards
- provides an annual report for each pupil

### **The School:**

- takes full responsibility for the health & safety of teachers whilst on school property
- makes it possible for pupils to attend lessons during the school day
- provides a suitable teaching room to include adequate space, heat, natural light, ventilation, and a viewing window
- ensures that all musical teaching equipment is in good working order
- provides teachers with information on relevant school policies and procedures, e.g. child protection, fire/emergency
- keeps teachers informed of any school closures, trips, INSET days etc, which would prevent them from delivering lessons

Please contact the Swindon Music Co-operative office for further information or to discuss your requirements. We look forward to working together successfully in providing pupils with an exciting opportunity to develop their full potential in music-making.

