

**Music Education Hub  
Terms & Conditions 2016/17**

As a member of the Bournemouth and Poole Music Education Hub, each school is expected to take an active role in the Hub.

The grant funding SoundStorm receives is allocated per financial year (April – March) but is used to fund activity beyond March through to the close of the academic year. SoundStorm must commission and schedule work by the end of February to ensure that the grant is allocated in time (the commissioned work can take place after Feb). Funding cannot be carried forward into the next financial year.

The partnership between Hub and school works best when **correspondence is regular, responsive and timely**. There is a risk that the school allocation will be re-deployed elsewhere if we have not heard from you or **received a completed SMEP form and signed T&C's by 20<sup>th</sup> February 2017**.

**The school is required to provide SoundStorm with:**

- ✓ Session/workshop details once a programme of activity is agreed i.e. times and dates; we recognise that these may change as the activity develops and request that you inform us of any major changes. (Email [claire.white@bournemouth.gov.uk](mailto:claire.white@bournemouth.gov.uk))
- ✓ A named individual who is responsible for maintaining contact and who will take responsibility within the school for all activity delivered through the Hub.
- ✓ A completed annual music audit, project evaluations and support with Quality Assurance – **it is a requirement of DfE funding** that we gather information via the annual audit, observations and formal evaluation to quality assure the service of the Hub and its partners. These are organised on a case by case basis and coordinated with the school in advance.
- ✓ By prior arrangement, the opportunity to take photos, video or audio recordings of any sessions for the purpose of reporting or promotion and to ensure that all permissions have been granted before any activities commence (with due consideration to Safeguarding protocols).

**The school is required to ensure that:**

- ✓ An appropriate space is made available for all activity delivered through the Hub to take place in, which is prepared and ready to be used at the time designated.
- ✓ All staff including office and reception staff are aware of the partnership with SoundStorm and where necessary are introduced to visiting musicians and informed of their schedule.
- ✓ Class teachers are involved as a partner in the delivery of the action plan from the start, working closely with specialist music/instrumental teachers. There must be a class teacher present in all sessions to ensure that standards of behaviour, respect and discipline are maintained.
- ✓ Ensure appropriate strategies are in place for supporting pupils who lack encouragement or support from their parents/carers, or who may need additional support for other reasons.

**SoundStorm will:**

- ✓ Ensure that all external contractors adhere to Bournemouth Borough Council child protection and safeguarding policies, and will advise them of any local safeguarding protocols that the school communicates

Please complete, sign and return to [Claire.White@bournemouth.gov.uk](mailto:Claire.White@bournemouth.gov.uk)

<b>Name of School</b>			
Name		Date	
Signature		Role	