

Bournemouth and Poole Music Education Hub Terms and Conditions 2017/18

The Bournemouth and Poole Music Education Hub is a partnership between SoundStorm as lead organisation, our partner music education providers and schools. In return for considerable investment in music in your school, we ask each school to observe certain deadlines and terms and conditions. We actively encourage you to take as active a role as possible in the Hub, to ensure you receive maximum value and your students do not miss out on opportunities.

Forms we need returned to us by 29 September 2017

Our funding from Arts Council England is allocated per financial year (April – March), and we have to ensure all funding for this year is allocated by 31 March 2018; otherwise there is a risk we will lose it. Therefore, we need to have work commissioned by January 2018 at the latest to ensure that our grant is allocated within Arts Council deadlines. Unfortunately, there are strict rules that funding cannot be carried forward into the next financial year.

Therefore, we need emailed to us a completed Self-Assessment Form, Annual Audit and a signed copy of these Terms and Conditions to start the ball rolling. Otherwise it is possible your school allocation may be used elsewhere. Once we receive these forms, we can start working with you to develop activities: please try to ensure they reach us by 29 September 2017.

Your school is also required to provide SoundStorm with:

- ✓ Session/workshop details once a programme of activity is agreed with our partners 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)
- ✓ A named individual who is lead contact and who will take responsibility within the school for all activity delivered through the Hub.
- ✓ Assistance with project evaluations and Quality Assurance when requested. 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 also 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. Where this is not the case, we reserve the right to withdraw the service.
- ✓ 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 of any local safeguarding protocols that the school communicates
- ✓ Respond to communications and queries as soon as possible
- ✓ Work with you to try and develop a programme of quality activities that best meets the particular priorities of your school, whilst fulfilling the conditions of the Music Education Hub funding.

Please complete, sign and return to Claire.White@bournemouth.gov.uk

Name of School			
Name		Date	
Signature		Role	