

Special Terms and Conditions for Edsential Music Programmes

Please read in conjunction with [Edsential's standard terms and conditions](#).

Edsential will:

- Provide tuition on a range of instruments and offer out-of-school activities in response to demand and interest from students where funding permits.
- Recruit, monitor, train and support music tutors.
- Will try to cover in the event of Edsential staff absence with either: another member of staff; live remote online teaching; a bespoke lesson plan and complete lesson resources. In cases where Edsential is unfortunately unable to provide cover for absence in any of these forms, the charge for the time missed will be refunded.
- Provide musical instruments at affordable hire rates.
- Follow the school term dates and will not teach on designated INSET days.
- Organise timetables to be displayed on the school notice board.
- Communicate directly with Parents/Carers regarding pupil attendance and progress (where emails are provided).
- Fund lessons of Children Looked After (CLA) subject to continuing DfE/Arts Council funding.

The School will:

- Treat Edsential musicians in the same way as a member of the school staff, ensuring they are appropriately briefed on school policies regarding pupil behaviour, health and safety procedures, etc. Edsential musicians should be told in confidence of any medical, behavioural and other issues that may affect their pupils' learning or create any potential health and safety risks.
- Retain overall responsibility for the health, safety and welfare of the pupils on the school site.
- The school will identify any Special Educational Needs or medical needs of individual pupils that may impact on delivery of the programme, to carry out appropriate risk assessments and to notify Edsential of such needs, risks and any control measures.
- Provide suitable spaces for tuition and after-school activities. For whole class instrumental work, this may need to be larger than the usual classroom due to the addition of instruments and the volume of sound generated by the activity.
- Provide storage space for music stands and musical equipment. These resources may be utilised by the school when they are not required by Edsential.
- Operate the [Assisted Instrument Purchase Scheme](#) in order to help families purchase instruments.
- Provide the school venue free of charge for all musical activities at a time agreed with Edsential.
- Inform music tutors of a procedure that tutors should follow when students do not arrive at their lessons.
- Provide assistance with marketing/publicity to schools, students and families.
- The school will provide data on music provision on an annual basis via the [INCA](#) app.
- Operate a remissions policy such that tuition, including incidental costs of instruments and music books, is affordable for all pupils. This is in addition to any agreed structured subsidy for all students. The School will provide Edsential with a copy of the remissions policy.

Parent-Pay Direct Tuition

Parents/carers will apply online via the Edsential Music Portal and enter a virtual waiting list.

Edsential will:

- Organise instrumental/vocal lessons directly with parents/carers.
- Contact parents' carers to acknowledge their application and to inform them when there is a lesson vacancy.
- Contact the school to validate remission requests.
- Decide lesson prices and charge parents/carers directly. Where the school subsidises lessons, the lesson price and school subsidy will be reviewed annually.

School-Pay Indirect Tuition

Parents/Carers will apply directly to the school. The school is responsible for obtaining fees from parents/carers, where this is necessary.

The School will:

- Decide lesson pricing and charges to parents/carers.
- Organise instrumental/vocal tuition directly with parents/carers.
- Request adequate time from Edsential to accommodate the pupils having tuition, up to a maximum of 12 pupils per hour.
- Notify Edsential by email of a change to the level of service, for example; more or fewer hours per week, by the half-term holiday. Changes will be implemented at the beginning of the following term.

Edsential will:

- Invoice the School at an hourly rate.

Whole Class Instrumental Programmes

The School will:

- Ensure that a teacher, or an adult that the Head Teacher assesses as equally competent, will be present in whole class lessons, will participate in weekly planning of lessons and will take responsibility for assessment according to the school policy on assessment.

Curriculum Programmes

Edsential will:

- Provide a competent teacher to plan, deliver and assess programmes according to Edsential's policy and processes.

Notes:

1. In order to timetable programmes efficiently and deliver services to schools at the lowest cost possible, it is essential that Edsential musicians work within a local geographical area on one day. For this reason, schools are asked to be as flexible as possible regarding days and times for their sessions.
2. Edsential musicians are not available for dinner or playground duty or to cover for other absent staff.
3. School students learning to play with Edsential, may join any activity offered within Edsential's Music Centre Membership offer (including activities at other designated venues) free of charge. This offer is reviewed annually according to available funding.
4. Clubs and ensembles taking place after school need an individual risk assessment, referencing school staff support, first aid, safeguarding and dismissing children to parents/carers. Edsential has a template risk assessment for this purpose which needs to be agreed before activity takes place.