**Dear Schools**

# **HMS Music Services Request Form 2022-23**

**This document lists all the questions included in the online HMS Music Services Request Form.**

**Link to the form:** <https://surveys.hertfordshire.gov.uk/s/HMSrequestform2022/>

**Questions 1 – 20 are for all schools.**

**Question 21 will help you skip questions in the online form that aren’t relevant to your school. All through and Middle schools will answer all questions.**

**Questions 25 – 35 are for primary phase schools only.**

**Questions 36 – 38 are for secondary phase schools only.**

**It is not possible to save the online form and come back to it later.**

**To help you access the services you need, we have created this document for you to check any answers with other members of staff at your school, where required. This means that the person completing the form can simply copy and paste any answers from other members of staff.**

You can also make additional applications later where required.

Any requests will be checked and processed by the HMS team, and we will contact you during the Summer Term 2022 to confirm the provision we can offer your school next academic year.  
  
If we are unable to meet any of your requests, we will also inform you of this during the Summer Term 2022 and discuss any alternative options we can offer instead.  
 **Deadline for Applications**In order to complete timetabling and allocation of teachers and instruments prior to tuition starting in September 2022, please complete your request form by **Friday 20 May 2022**.  
  
This request form will remain open for requests throughout the 2022-23 academic year.  
  
We cannot guarantee that requests received after the deadline will be processed and organised in time to start in September 2022.  
  
We will assume that any individual, shared and small group instrumental/vocal tuition will continue unchanged next academic year unless we receive a cancellation or change request from the parents/carers for direct billed tuition or your administration team for school billed tuition with the required notice.

Whilst making a request does not guarantee provision for your school in September, we will work in partnership with all schools to meet the musical needs and ambitions of your students.  
  
We also aim to ensure consistency in our provision by keeping the same HMS teachers in your school, wherever possible.

**Terms and Conditions**The [terms and conditions](https://www.hertsmusicservice.org.uk/legal/schools-service-level-agreement-terms-and-conditions.aspx) for the Service Level Agreement between your school and HMS are available to view online.  
  
You may wish to have a conversation with HMS about what provision would best suit your school - please contact [eastareaschools@hertfordshire.gov.uk](mailto:eastareaschools@hertfordshire.gov.uk) or [westareaschools@hertfordshire.gov.uk](mailto:westareaschools@hertfordshire.gov.uk) in order to schedule a conversation about music tuition at your school.  
  
**All Schools**

### **1. School name \***

|  |
| --- |
|  |

### **2. Name and role of person completing this form \***

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| --- |
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### **3. I confirm that the music subject lead has been consulted with in advance of completing this request form. \***

|  |  |
| --- | --- |
|  | I am the music subject lead |
|  | I have consulted the music subject lead |

### **4. Please confirm your music subject lead for 2022-23 \***

|  |  |  |
| --- | --- | --- |
| Name\* | |  | | --- | |  | |
| Email\* | |  | | --- | |  | |

### **5. Main school music contact (who HMS should liaise with) if different to the music subject lead**

|  |  |  |
| --- | --- | --- |
| Name | |  | | --- | |  | |
| Position | |  | | --- | |  | |
| Email | |  | | --- | |  | |

### **6. School finance contact (who we should liaise with for billing) if different to the main school music contact.**

|  |  |  |
| --- | --- | --- |
| Name | |  | | --- | |  | |
| Position | |  | | --- | |  | |
| Email | |  | | --- | |  | |

### **7. Confirmation of request and acceptance of Terms and Conditions \***

|  |  |
| --- | --- |
|  | I have read and agree to the [Terms and Conditions](https://www.hertsmusicservice.org.uk/legal/schools-service-level-agreement-terms-and-conditions.aspx), and confirm that my school will work together with HMS to ensure our pupils receive the best possible experience from this tuition. |
|  | I understand that our school must give notice by the required notice period dates to make any provision changes for the following term. |
|  | By completing this request form and signing to confirm these choices, I agree that my school is accepting any charges resulting from the planning and delivery of this provision. |
|  | By submitting this agreement, I confirm that I am authorised to sanction any costs associated with this request form. |

**School Subsidised Lessons**

### **8.** School subsidised instrumental / vocal lessons are a valuable way of supporting specific students. Using your school's own funding (e.g. Pupil Premium), you may choose to pay the full cost or a percentage of the fees of instrumental/vocal lessons for individual students, including those studying towards GCSE or A Level music. Please indicate below if you will offer this support to any students at your school in 2022-23. If so, we will contact you to confirm these details. N.B. Students can still apply for financial support from HMS if they are eligible. **\***

|  |  |
| --- | --- |
|  | Yes - my school will pay for some or all the cost of instrumental lessons for at least 1 student in 2022-23. |
|  | No - my school does not offer this support. |

**Instrumental and vocal music lessons**

If HMS currently deliver lessons at your school you don’t have to do anything, these will continue with the same teacher, where possible.  
  
**Changes and cancellations**  
For all changes or cancellations for lessons effective from September 2022, we need written notification by Monday 16 May 2022.  
  
For direct billed lessons, parents/carers should contact us directly or follow the instructions [here](https://www.hertsmusicservice.org.uk/legal/legal.aspx).  
  
For school billed lessons, please ensure your school administration team contact us by the deadline.

### **9.** If you don't offer instrumental lessons at your school, do you wish to book a meeting to discuss this service?

|  |  |
| --- | --- |
|  | Yes |

|  |  |
| --- | --- |
|  | No |

**Sing Up**

Sing Up, in partnership with HMS, have generously agreed to co-fund FREE access to Sing Up for all Hertfordshire schools in 2022-23.  
  
If you already have a Sing Up licence, this will be extended for another year once it runs out.  
  
Sing Up resources also support the delivery of the National Curriculum.  
  
Online training webinars and sessions are free to attend, and HMS will also be providing Sing Up training sessions to schools so class teachers can boost their confidence when singing with their class. You can start simple and build up as you gain confidence!

### **10.** I would like to renew or start accessing the free Sing Up school licence made available by HMS **\***

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Sing Up - School Details**

In order to access or renew your school’s free Sing Up membership as part of the School Partner Membership, we need to pass the following details to Sing Up in order to create your school’s account. The lead teacher should be the person who leads singing at your school.  
  
Sing Up have a separate privacy notice available [here](https://www.singup.org/privacy-policy).

### **11. Sing up details \***

|  |  |  |
| --- | --- | --- |
| Lead teacher name | |  | | --- | |  |   \* |
| Lead teacher email address | |  | | --- | |  |   \* |
| No. of students on roll | |  | | --- | |  |   \* |
|  |  |

**Wellbeing and Community Music Services**

For each of the Wellbeing and Community Music Services below, please simply indicate if you would like to discuss any of the services below.  
  
If you already access any of these services, you don't need to tick any boxes.

### **12. Music Therapy**

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| --- | --- |
|  | I'd like to request a meeting to discuss our Music Therapy requirements |

### **13. Creative Music Nurture Groups**

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| --- | --- |
|  | I'd like to request a meeting to discuss our involvement in the Creative Music Nurture Group programme |

### **14. One to One Music Based Mentoring**

|  |  |
| --- | --- |
|  | I'd like to request a meeting to discuss our involvement in the One to One Music Mentoring programme |

### **15. Funky Pie: SEND Arts Award** If any of your students would benefit from being included in our SEND Arts Award programme, please confirm this below.

|  |  |
| --- | --- |
|  | Yes - I would like to include 1 or more students in the SEND Arts Award programme. |

### **16. Artsmark and Arts Award**

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| --- | --- |
|  | I'd like to request a meeting to discuss how HMS can support our school’s involvement in the Artsmark and Arts Award programmes |

**Choirs and Ensembles**

This service is delivered over 33 weeks per academic year and is charged at £44.10 per hour per teacher. Sessions are booked for at least one academic term (11 weeks), and the minimum booking is 1 hour per week.  
  
If you currently use HMS staff for music ensembles or choirs in your school, please use this form to confirm these groups for 2022-23.

### **17.** Please indicate the details of any ensemble and/or choir tuition you require in 2022-23.

|  | Ensemble / Choir | Duration per week | If applicable, name of existing HMS teacher |
| --- | --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

Additional comments:

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**School Hub Partnership - Music Mark membership**

Part of our role as lead partner for the Hertfordshire Music Education Hub is to engage with and offer schools support for their music provision.  
  
In Hertfordshire we have a large number and variety of schools so frequent visits are not possible, therefore we have a process that includes a very detailed music Self-Evaluation Form (SEF) which can be supported by additional phone, email or video conversations, and targeted staff meetings as required.  
  
For our Primary schools, school-based or regional staff training sessions (Tea and Symphony) are recommended to help move on action plans so that more class based teachers gain confidence and skills in music. This is additionally supported by a suite of online resource materials.  
  
Our music SEF is designed to cover all area of music making (Curriculum Music, First Access, Instrumental tuition, Singing, Extra-curricular opportunities, Community music links), so that positive outcomes in all sections form a picture of a ‘Musical School’.  
  
Where a school meets, or is strongly positioned in its working towards the Musical School criteria and has identified developments and actions to effect them, we award the Music Mark School Award which unlocks even more support and resources for your school.  
  
Meetings often take place with subject leaders, but to round off the process, sharing with and a signature from a member of SLT is required.  
  
This process is now made available to all schools in Hertfordshire for free. Please indicate below if you are interested in this support.   
  
Please note that schools that have recently engaged in the SEF process do not need to indicate their interest as we will continue to work with these schools on a cyclical basis to ensure continued support and success!

### **18.** Would you like a free music Self-Evaluation Form meeting in 2022-23? (Ongoing engagement is required to gain Music Mark membership) **\***

|  |  |
| --- | --- |
|  | Yes |
|  | No - our school has recently engaged in this process (within the last 5 years) |
|  | No |

Please let us know what the best time of day your school’s music lead and a member of SLT would be available. Please add any additional information you think would be beneficial.

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**Bespoke Projects and Events**

**19.** Sessions can be aimed at specific instruments, linked to school topics or even just an opportunity to hear live music in your school. Your school may wish to complement existing provision with a project to support the new Model Music Curriculum.  
  
All sessions are subject to staff and instrument availability and some sessions may require working in partnership with a group of schools to be successful.  
  
Simply tick the box below to indicate your interest in a more detailed discussion with a member of the HMS team.

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| --- | --- |
|  | I'd like to request a meeting to discuss our requirements in detail |

### **20. If possible, please provide details of any ideas or interests you may already have. (Max 250 words)**

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**School Type**

### **21. Please select your school type below and you will be able to complete the sections that relate to your specific school. \***

|  |  |
| --- | --- |
|  | Primary phase only (KS1 and 2) - including Special schools |
|  | Secondary phase only (KS3 - 5) - including Special schools |
|  | All Through / Middle School - including Special schools |

**All through/Middle Schools**

As your school is an All Through or Middle School, you can access all our services for both primary and secondary phase.   
  
Please complete all the following sections - you may see some overlap or repetition, but this is to ensure you can access the full support of offers available to your school.  
  
If you have any queries or concerns, please contact your local area team.

**PRIMARY PHASE ONLY**

**First Access - KS1 and KS2 only**

**25.** If you had a fully funded First Access project in 2021-22, you will need to reapply again for next year.Are you interested in applying for a fully funded First Access project in 2022-23? **\***

|  |  |
| --- | --- |
|  | Yes |

|  |  |
| --- | --- |
|  | No |

**17. First Access - KS1 and KS2 only**

First Access is the HMS whole class instrumental tuition programme that enables a whole class or year group to learn an instrument together, during the school day, with an HMS teacher.  
  
We will review all applications for fully funded First Access in line with our Equality, Diversity and Inclusion plan.  
  
Once we have assigned our funding, we will contact successful schools with the details of the instrument, day and time of the First Access project we can offer. We aim to offer First Access projects that match the musical ambition and aspiration of your school.  
  
Any First Access offers we make will be subject to the availability of our teachers and instrument sets. If the day, time or instrument we can offer is not suitable for a successful school, we will attempt to find an alternative option. Alternative options cannot be guaranteed so if any alternative options are also not suitable, we would then move to offer the project to another successful school.  
  
HMS are making £250,000 of Arts Council grant funding available to enable over 5,000 pupils to access the programme across the county. As this funding is limited, each school will need to complete this online application form to be considered.

### **26. Details of year group or class to be involved \***

|  |  |  |
| --- | --- | --- |
| Year group(s) | |  | | --- | |  | |
| Number of classes in the year group | |  | | --- | |  | |
| Total number of pupils | |  | | --- | |  | |

### **27. Which member of your school’s staff will join the class during the sessions? (Max 250 words)** (The same member of staff should attend the sessions each week, and learn the instrument with the pupils where possible) **\***

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### **28. How will your school make a performance opportunity available to the class/es taking part in either the Autumn or Spring term? (Max 250 words)** (The same member of staff should attend the sessions each week, and learn the instrument with the pupils where possible) **\***

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### **29. How will you engage families in the pupils’ learning? (Max 250 words) \***

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### **30. How will this programme complement your existing or developing school music plan?** (Ideally you will clarify how this programme would fit into a progressive school music plan that includes development of musical skills and knowledge across all year groups) (Max 250 words) **\***

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### **31. How will you support pupils who wish to continue learning after the 2022-23 academic year?** (Ideally the option for pupils to continue learning an instrument at your school during the day would be available) (Max 250 words) **\***

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### **32. Additional comments Please tell us know about any additional year groups or specific requests** (Max 250 words)

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Options if your application for a fully funded First Access project is not successful.

If your application is not successful, you have the following options:

* Remain on the waiting list Purchase a project based on your school's needs.
* If you select to remain on the waiting list, we will contact you if a First Access project becomes available.

### **33. Please indicate below your preferred option if your application for fully funded First Access is not successful.**

|  |  |
| --- | --- |
|  | Remain on the waiting list. |
|  | Purchase a music project based on your school's needs. HMS will work with you to find a suitable teacher who can meet the musical needs of your school. All offers are subject to teacher and instrument availability and charged at £44.10 per hour. |

Comments:

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**Digital resources KS1&KS2**

[The Charanga website](https://hertfordshire.charanga.com/site/musical-school-pricing/) has more information about the program.  
To sign up for your free Charanga licence until August 2023, please visit [the Charanga website](https://hertfordshire.charanga.com/site/musical-school-pricing/).

**Tea and Symphony - School CPD programme**

### **34. Tea and Symphony** The HMS music curriculum team run the Tea & Symphony programme that aims to give all class teachers the support they need to teach music more confidently. Please indicate below if you would like to start or continue your membership of this free support programme.

|  |  |
| --- | --- |
|  | Yes - I would like to join/continue my membership of Tea and Symphony |
|  | No - Our school music CPD is provided elsewhere |

Comments:

|  |
| --- |
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**Primary Music Curriculum tuition – KS1 and 2**

### **35. Primary Music Curriculum (PMC) tuition** PMC tuition is delivered over 33 weeks per year, however shorter-term provision is possible, subject to availability. Sessions can be booked in half day and full day slots and hourly bookings are possible. Half Day - Morning: £195 per week Half Day - Afternoon: £137 per week Full Day: £315 per week Hourly Rate: £63 per hour Please indicate below the details of your Primary Music Curriculum needs for 2022-23.

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**SECONDARY PHASE ONLY**

**School Support - Secondary Music Networks**

**36.** The HMS music curriculum team run a support programme that aims to give all class teachers the support they need to teach music more confidently.  
  
For secondary phase schools, this support takes the form of local networks, and HMS continues to further develop support that is relevant and provides added value to existing offers.  
  
Please indicate below if you would like to start or continue your membership of this free support programme. Additionally, if there are any training or support packages that would help your school, please note these in the comments box below. **\***

|  |  |
| --- | --- |
|  | Yes - I would like to join/continue my membership of the local Secondary Music Network |
|  | No - Our school music CPD/support is provided elsewhere |

Comments:

|  |
| --- |
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**HMS Secondary Digital Subsidy**

In order for your secondary music department to more easily and affordably access the digital music education resources that best suit your students’ needs, HMS is offering a subsidy towards the cost of digital music education services.  
  
HMS has partnered with MusicFirst and Charanga to ensure your school can access the resources your school and students need to make excellent progress in music. The resources are designed to support music education at all levels, including GCSE and A Level.  
  
The total HMS digital subsidy remains £450 in 2022-23 for each school offering music at KS3 and above and gives you subsidised access to one of the following:

* Any set MusicFirst Learn or Create packages
* A contribution of £450 towards a bespoke MusicFirst package
* Charanga Secondary

### **37. Do you wish to access your school's HMS Digital Subsidy? \***

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**HMS Secondary Digital Subsidy - Request Details**

### **38. Please select the digital music package you would like to order for 2022-23. Full details of the packages are available in the brochure or please contact us for more information.**

|  |  |
| --- | --- |
|  | MusicFirst Learn (No additional cost) |
|  | MusicFirst Create (No additional cost) |
|  | MusicFirst Select (No additional cost) Please confirm the specific option details in the comments below. |
|  | Charanga Secondary (No additional cost) |
|  | Bespoke option - Additional cost may apply and will be confirmed in advance. Please detail your request in the comments below. |

Comments:

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