

MUSIC PROVISION IN SCHOOLS

TERMS AND CONDITIONS

This document details the terms and conditions of service agreed between Severn Arts and your school for the provision of music education required by the National Plan for Music Education. Music provision can be purchased at any point during the academic year by completing our [request brand new tuition form](#).

First Access Music Education (FAME)

- The year-long programme is for 33 weeks. See [Severn Arts teaching calendar](#) for dates.
- A class teacher or another suitable member of staff is required to be with the Severn Arts teacher for all FAME sessions.
- Instrument hire is free of charge.
- Severn Arts will contact the school to confirm delivery and collection dates prior to the start and end of the programme.
- A make-up week is included in the Severn Arts teaching calendar should a session be missed due to teacher absence or school cancellation. Severn Arts cannot provide sessions outside of the teaching calendar dates.
- Severn Arts will not charge for sessions missed due to teacher absence or cancellation if the required notice period of 10 working days is given in writing to info@severnarts.org.uk

Instrumental and vocal provision – whole class (not FAME), groups and individuals

- Instrumental and vocal provision will be timetabled for 35 weeks of the academic year. See [Severn Arts teaching calendar dates](#).
- Schools are asked to liaise directly with Severn Arts teaching staff to agree the times at which tuition takes place.
- Requests for increases or decreases in teaching time should be made by completing the [Severn Arts change to tuition form](#).

Provision of instruments and resources

- Instruments (excluding those used for FAME sessions) will be charged for on a termly basis.
- Instruments can be hired either individually or as part of a class set.
- The school is responsible for the care and return of all hired instruments and related components (e.g., mouthpieces, bows and cases etc.). See Severn Arts [Instrument Care](#) for care details.
- Instruments hired by the school may be sent home with pupils. The instruments remain the responsibility of the school.
- A record of all instruments leaving the school should be kept and available on request by Severn Arts. Severn Arts will provide a form to record the details.
- The school is liable for the replacement costs of instruments and/or components (including mouthpieces, bows and cases) if they are not returned or are returned damaged at the end of a programme.
- Each clarinet is supplied with 1 spare reed per term. Additional reeds can be purchased through Severn Arts.
- Instruments needing repair/replacement can be arranged with Severn Arts by completing our request a [replacement form](#) Please note we do not reimburse repair costs if the repair is carried out elsewhere.
- Instruments hired by the school for whole class instrumental tuition or FAME should not be passed on to pupils wishing to continue into standard tuition.
- Parents/carers wishing to hire instruments for their children can do so directly with Severn Arts.

Delivery and collection of instruments

- Severn Arts will arrange the date and time of instrument delivery and collection with you. Please ensure class sets of instruments are complete and accessible to the Severn Arts driver at the agreed collection time.
- Missing instruments will continue to be charged for until they are returned to Severn Arts.
- Schools will be issued with instrument delivery and collection notes which should be retained for reference.

Insurance

- Instruments provided by Severn Arts are insured for theft and accidental damage.
- Thefts must be reported to the police within 2 days of the incident and within 5 days to Severn Arts. Details of the crime number need to be included in the communication to Severn Arts.
- If a theft is not reported to the Police within the required time and the insurance claim is invalidated the school will be liable for the loss.
- Accidental damage must be reported to Severn Arts within 5 days of the incident.
- The school is liable for any uninsured thefts (e.g., where the instrument has been left in an unattended vehicle.)
- If a school wishes to take instrument(s) out of the country for the purposes of trips/tours, they must notify Severn Arts by emailing info@severnarts.org.uk beforehand.

Severn Arts teaching staff

All Severn Arts staff are appointed in accordance with the Safer Recruitment process, possess an Enhanced DBS certificate and attend Child Safeguarding Training every three years. Reviews and updates are managed and carried out by Severn Arts.

For more information see:

[Severn Arts Staff – Safeguarding, Safer Recruitment and DBS Clearance](#)

Teacher absence cover

In the event of a Severn Arts teacher being absent, Severn Arts will, where possible, arrange cover. If it is not possible to arrange cover (either due to short notice or the specialist nature of teaching) the school will not be charged for the missed lesson(s).

Snow days, strike action and other unplanned closures which cannot be cancelled in accordance with the notice periods set out below.

- **Schools** - where lessons are cancelled by the school due to unplanned/special circumstances and the Severn Arts teacher has either attended or was available to attend, the school will be liable for the cost of those lessons and will be charged accordingly.

- **Severn Arts teacher** - where a Severn Arts member of staff has been unable to attend a lesson in school due to unplanned/special circumstances, and Severn Arts is unable to provide cover, the school will not be charged.

Charging and invoices

- Charges for tuition will be invoiced monthly in arrears.
- Where adjustments have been notified after the point at which services have been charged, an additional credit or charge will be made and the school notified.
- All invoices must be paid within 14 days. Services may be withdrawn as a result of non-payment.
- Charges will apply to cancellations where the minimum notice period has not been given.

Summary of required notice periods

Type	Notice period	Cancellation method requested
One off lesson cancellation (e.g., TED/INSET days, school trips, exams, pupil absence etc.)	10 working days	Email to Severn Arts office - info@severnarts.org.uk
Partial reduction in scheduled provision up to 50% of total Severn Arts delivered services.	6 calendar weeks	Change to tuition form
Full cancellation and/or reduction of scheduled provision in excess of 50% of total Severn Arts delivered services.	1 full term	Change to tuition form

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