  

**Oxfordshire County Music Service**

**Music Order Form**

**2017/18**

Please scan and email your order form by 15/05/2017 to:

**music.service@oxfordshire.gov.uk**

or post to:

**Oxfordshire County Music Service**

**Centre for Music**

**Bayswater Road**

**Oxford**

**OX3 9FF**

|  |  |
| --- | --- |
| **School** |  |
| **School phone number** |  |
| **Music Co-ordinator (for 2017/18)** |  |
| **Music Co-ordinator email (for 2017/18)** |  |
| **Name of preferred contact at School** |  |
| **Email of preferred contact at School** |  |
| **Email to be used for internal recharge** |  |
| **Academy Account/IBC No (for invoicing)** |  |
| **Headteacher name (for 2017/18)** |  |

Please use the form to order a First Access programme, Play On or any other school-bought music provision such as curriculum teaching, orchestra, choir or other ensembles. **Do not use this** **form for parent-bought lessons**. If you are interested in other provision or would like guidance on completing the form, please speak to your Music Development Leader or contact us at [music.service@oxfordshire.gov.uk](mailto:music.service@oxfordshire.gov.uk) or 01865 816990.

Page numbers refer to School Music Opportunities Brochure. The brochure will give you full information on the services OCMS provides.

**First Access** (Brochure Page 4)

**Option 1:**

|  |  |
| --- | --- |
| Instrument1 |  |
| Unavailable2 days/times |  |
| Sessions per week3 |  |
| Year Group |  |
| No. of pupils Sep 174 |  |
| End a programme5 |  |

**Option 2:**

|  |  |
| --- | --- |
| Instrument1 |  |
| Unavailable2 days/times |  |
| Sessions per week3 |  |
| Year Group |  |
| No. of pupils Sep 174 |  |

Cost: £1,450 per year for each class. N.B. options 1 and 2 are the same price.

Sessions: 34 sessions per year are offered based on the Oxfordshire County Music Service (OCMS) teaching weeks.

Instruments: OCMS provides instruments for every pupil in class. OCMS will deliver and collect instruments based on requests received.

Scheduling: Once a teacher has been allocated, they will discuss suitable times and days with you.

Notes:

1. Indicate the instrument you would like based on the following:
2. Brass – year 5
3. Clarinet – year 5
4. Band (brass and clarinet) – year 5
5. Strings – year 3 and above
6. Guitar – year 3 and above
7. Keyboard – year 3 and above
8. Ukulele – year 3 and above
9. Indicate which days and times will **not** be available for First Access next year.
10. Indicate the number of sessions you require, e.g. if you have two year three classes, you will need two sessions. If you would like to discuss alternate options, please speak to your Music Development Leader or contact us at music.service@oxfordshire.gov.uk
11. Indicate the anticipated number of pupils in each class next year.
12. Please complete the form even if you are not planning to have First Access next year. Use this section if you have mixed year groups and are on a two-year cycle and due to be missing next year.

**Play On** (Brochure Page 5)

|  |  |  |
| --- | --- | --- |
| Please insert number of pupils in appropriate box below | | |
| Instrument6 | 1 hour per week6a | 40 minutes per week6b | 30 minutes per week6c |
|  |  |  |  |
|  |  |  |  |

1. **Play On** is normally a continuation from First Access so will be on the same instrument.
2. For groups of more than 15 pupils, 1 hour per week costs £1,725 per annum
3. For groups of 9 – 15 pupils, 40 minutes per week costs £1,150 per annum
4. For groups of up to 8 pupils, 30 minutes per week costs £863 per annum

OCMS provides instruments for every pupil in the group

**Curriculum** (Brochure Page 5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of provision7 | No. of weeks per year | Hours/minutes per week | Year Group | No. of pupils |
|  |  |  |  |  |
|  |  |  |  |  |

1. This is sold at £61.50 per hour. Please indicate the type of provision you would like as precisely as possible. Speak to your Music Development Leader or contact us at music.service@oxfordshire.gov.uk if you have questions about this.

**Charanga Musical School – Online Teaching Resources**

(Brochure Page 5)

|  |  |
| --- | --- |
| Please tick here if you would like your Music Development Leader to contact you to discuss this further. |  |

**Instrumental/Vocal Lessons** (Brochure Page 6)

If the school would like to pay for instrumental lessons for individuals or groups of pupils using Pupil Premium or other funds, please indicate using **Form PP24** enclosed.

|  |  |
| --- | --- |
| If you would like to support a pupil(s) to attend one of our ensembles, tick this box and your Music Development Leader will contact you to discuss this. |  |

**School Purchased Weekly Ensembles** (Brochure Page 7)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of ensemble required (please underline)1 | | Approx no. of pupils in group2 | Approx standard of group3 | Length of lesson\*4 |
|  | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1Enter ensemble type

Strings

Brass

Wind

Guitar

Percussion

School Orchestra/Band

Flute

Songwriting

Mixed Flexible Ensemble

Rock School

Choir

Other (please specify)

2Enter approx. number of pupils in the group

3Enter the approx.. standard of the group –

Beginner

Intermediate

Advanced

Mixed

4Enter the time needed –

30 mins - £1,003

45 mins - £1,504.50

60 mins - £2,006

\*Please bear in mind that the minimum viable visit by a teacher to a school is 60 minutes.

**Other Opportunities for your School**

**Christchurch Project** (Brochure Page 9)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 29 November 2017, 14 March 2018 and 22 June 2018 [to be confirmed] |  |

**Lieder Project** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 13 October 2017 [to be confirmed] |  |

**The Big Christmas Sing – Primary Schools** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 28, 29 and 30 November 2017 |  |

**Secondary Schools Sing Christmas** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 1 December 2017 |  |

**Massed Pop Singing Concerts – Primary Schools** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 27 February 2018 [to be confirmed] |  |

**Massed Pop Singing Concerts – Secondary Schools** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 16 October 2017 [to be confirmed] |  |

**Masterclass – Gospel Singing – Secondary Schools and Staff** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number** |
| 8 May 2018 [to be confirmed] |  |

**Masterclass – Choral – Secondary Schools and Staff** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number** |
| 18 January 2018 [to be confirmed] |  |

**Buddy Singing/Choir** (Brochure Page 10)

Early indication of intent only (N.B. this is not a sign up)

|  |  |  |
| --- | --- | --- |
| **Date** | **Total number of pupils** | **Approximate number of SEND pupils** |
| This project will take place throughout the Spring Term 2018 |  |  |

**Schools Concert** (Brochure Page 11)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 26 January 2018 |  |

**Keystage One Music Festival** (Brochure Page 11)

Early indication of intent only (N.B. this is not a sign up)

|  |  |
| --- | --- |
| **Date** | **Approximate number of children** |
| 24 April 2018 |  |

**Music Technology in Primary Schools** (Brochure Page 12)

These sessions are delivered in termly blocks for one hour per weekly session.

|  |  |  |
| --- | --- | --- |
| **Term** | **Cost** | **Tick all that apply** |
| Autumn 2017 (12 weeks) | £738.00 |  |
| Spring 2018 (11 weeks) | £676.50 |  |
| Summer 2018 (11 weeks) | £676.50 |  |

**JamPod Academy** (Brochure Page 10)

These sessions are delivered in termly blocks for one hour per weekly session. We can also offer one-off JamPod sessions.

|  |  |  |
| --- | --- | --- |
| **Term** | **Cost** | **Tick all that apply** |
| Autumn 2017 (12 weeks) | £738.00 |  |
| Spring 2018 (11 weeks) | £676.50 |  |
| Summer 2018 (11 weeks) | £676.50 |  |
| One off request session | £61.50 per session |  |

**Advanced Musicianship Programme** (Brochure Page 13)

|  |  |
| --- | --- |
| If your school is interested in supporting pupils to attend the Advanced Musicianship Programme, please tick here. |  |

Cost: £136.00 per pupil

**Instrumental Events** (Brochure Page 14 & 15)

Early indication of intent only (N.B. this is not a sign up)

Parents sign up their children for these events, but schools are also welcome to bring groups of pupils.

Cost is £10.00 per pupil per event except Rock & Pop Workshop which is £50 per pupil.

|  |  |  |
| --- | --- | --- |
| **Event** | **Date (approximately 2pm to 6pm)** | **Approximate number of children** |
| Guitar Day | 18 May 2018 |  |
| Junior Strings Workshop | 21 May 2018 |  |
| Keyboard Workshop | 22 May 2018 |  |
| Intermediate Strings Workshop | 24 May 2018 |  |
| Big Windband Experience Day | 25 May 2018 |  |

|  |  |  |
| --- | --- | --- |
| **Event** | **Date (approximately 9am to 3.30pm)** | **Approximate number of children** |
| Rock & Pop Workshop | 12 and 13 February 2018 |  |

**CPD – Primary Schools** (Brochure Page 16)

|  |  |  |
| --- | --- | --- |
| **Date** | **Price** | **Number of teachers** |
| 19 October 2017 | £25 per teacher |  |
| 29 January 2018 | £25 per teacher |  |
| To be confirmed | £25 per teacher |  |

**CPD – Secondary Schools** (Brochure Page 16)

|  |  |  |
| --- | --- | --- |
| **Date** | **Price** | **Number of teachers** |
| 6 November 2017 | £25 per teacher |  |
| 16 January 2018 | £25 per teacher |  |
| 26 April 2018 | £25 per teacher |  |

**CPD – Special Schools** (Brochure Page 16)

|  |  |  |
| --- | --- | --- |
| **Date** | **Price** | **Number of teachers** |
| 19 October 2017 | £25 per teacher |  |
| 29 January 2018 | £25 per teacher |  |
| To be confirmed (Summer 2018) | £25 per teacher |  |

**Conference – Showcasing Excellence** (Brochure Page 18)

This event will be on 3 July 2018. Details of this event will be sent to the Schools in due course.

**Music Hub Gala Awards** (Brochure Page 19)

|  |  |  |
| --- | --- | --- |
| **Date** | **Venue** | **Information** |
| 23 September 2017 | Centre for Music | The Awards Ceremony will feature four quality performances, one of which will be from a school. If your group/soloist would like to be considered, please give details. |
| **Details** | | |

Nomination forms will be available from May 2017.

**Touring and Residential Groups** (Brochure Page 22)

Do you have pupils who would like to join one of our touring orchestras? They need not be in one of our regular ensembles, but must be practising instrumentalists.

| **Group** | **Yes** |
| --- | --- |
| **Oxfordshire Schools Orchestra, Touring**  Grades 3 – 5  The group meets at the Centre for Music during holiday time only. Residential at Avon Tyrell in July. |  |
| **Oxfordshire Youth Wind Orchestra, Touring Overseas**  Grade 5 and above  The group meets at the Centre for Music on specified weekends and holidays |  |
| **Oxfordshire Schools Symphony Orchestra, Touring Overseas**  Grade 5 and above  The group meets at the Centre for Music on specified weekends and holidays |  |
| **Oxfordshire County Youth Orchestra, Touring Overseas**  Grade 7 and above  The group meets at the Centre for Music on specified weekends and holidays |  |

**National Festival of Music for Youth** (Brochure Page 22)

Early indication of intent only (N.B. this is not a sign up)

|  |  |  |
| --- | --- | --- |
| **If you have an exceptional school group you would like to enter, please indicate. The commitment is to a weekend day in March and a possible invitation to Birmingham in July** | Yes | No |

**Terms and Conditions**

**Oxfordshire County Music Service (OCMS) agrees to:**

* ensure that our staff have undergone a DBS check and safeguarding training
* ensure all staff work to our peripatetic music teacher risk assessment
* quality assure our staff providing support and regular training
* ensure personal information about children and schools is kept confidential and secure in line with Oxfordshire County Council’s Data Protection Policy
* confirm your order as soon as possible
* inform you of the payment process when we confirm your order
* Make every effort to rearrange lessons, should a teacher be unable to visit your school due to sickness or other absence. If lessons are not able to be rearranged, a refund will be issued at the end of the academic year in accordance with the OCMS refunds policy.

**The School agrees to:**

* provide a suitable and safe environment in which lessons can take place
* keep OCMS instruments safe and secure in the school
* provide OCMS teachers with relevant information about the children they teach concerning their behaviour, learning or medical needs, and guidance as to how to plan or respond to issues or situations that arise concerning these
* provide OCMS with annual numerical participation data when required for Arts Council England, Music Education Hubs’ Annual Data Return
* Provide visiting OCMS teachers with a school calendar at the beginning of the year showing INSET days, sports days or other occasions when lessons cannot occur. OCMS teachers will arrange to reschedule these lessons with the school providing at least a (new-style) term’s notice is given.

All activities are offered subject to the availability of specialist teachers. Our teachers are normally deployed for a minimum of 60 minutes per school visit.

# How we use any personal information

We shall, in the performance of our obligations under this Contract, comply with the Data Protection Act 1998 and shall only use personal information in accordance with Oxfordshire’s Privacy Policy as set out on our website.

<https://www.oxfordshire.gov.uk/cms/content/website-terms-and-conditions#privacy>

|  |
| --- |
| **I accept the above terms and conditions**  School: |
| Signed: |
| Printed Name: |
| Position in School: |
| Email Address: |
| Phone Number: |
| Alternative Phone Number: |
| Date: |

**FOR SCHOOL USE (IF HELPFUL)**

**Tally Sheet for Total Orders/Costs**

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| Activity | Cost |
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