

lewishammusic.org

Lewisham
music

Lewisham Music's
offer to schools for
2026-2027

Programme for schools

Lewisham Music is an award-winning charity on a mission to inspire and empower young people across our community through a diverse programme of learning and music-making.

Contents

Click a page number/title to head straight to the page

- | | | | |
|-----------|-----------------------------------------|-----------|----------------------------|
| 01 | A message from Lewisham Music | 14 | Specialist advice |
| 03 | How to book a programme/universal offer | 16 | Other music opportunities |
| 04 | Curriculum Lessons for Primary Schools | 19 | Summary of charges |
| 06 | Whole Class Ensemble Tuition (WCET) | 21 | Charges/general notes |
| 08 | Individual and small group lessons | 22 | Why use Lewisham Music |
| 10 | Ensemble/choirs/group music-making | 23 | Equity and inclusion |
| 11 | Rap and lyricism, and songwriting | 24 | Useful website links |
| 12 | Music Technology/Production | 25 | Our contact details |
| 13 | Workshops | 26 | Frequently asked questions |



**A message
from Lewisham
Music...**

Dear Lewisham schools/academies.

We are excited to share with you our vibrant school offer for the 2026-2027 academic year. This year, we are continuing to provide our high-quality programmes like **Whole Class Ensemble Teaching**, while also introducing some new opportunities to enhance your students' musical journeys. From our **classroom music curriculum** provision to innovative **music technology and production** activity, we've tailored our offerings to ensure there's something for everyone.

We hope these programmes spark your interest, and you can easily book them through the **Schools Music Offer** page on our website. If you have any questions or need further information, please don't hesitate to get in touch with us via email at schoolprogrammes@lewishammusic.org.

Our team has been out and about visiting schools and connecting with teachers, to understand your needs and explore how we can best support your music provision. These ongoing visits are available to all schools, so please reach out if you'd like to discuss how we can support.

This year, we're especially excited to offer **free school visits** with **Clare Caddick**, our specialist Vocal Leader. These sessions are all about empowering your staff with the tools and skills to bring the joy of singing into your classrooms. We've also been pleased to welcome colleagues from schools across the borough to our school network meetings and **CPD sessions**, and later this year we are excited to launch our Lead Music Schools programme. We remain committed to hosting our programme of events like **Turning of the Year**,

SongFest, and **Live Unplugged**, celebrating the incredible musical talents of Lewisham's children and young people.

On page 16, you'll find details about the diverse progression opportunities we're offering outside of school. Whether it's our **Lewisham Junior Orchestra** during the holidays or our weekly vocal group **Lewisham Vocal Collective**, there are numerous ways for your students to develop their skills and connect with other young musicians in the community. This year we have also launched our youth-led radio station **Radio Lewisham**, giving a platform to amplify the voices of young people in Lewisham.

Lewisham Music has joined with Bromley Youth Music Trust, Bexley Music, Royal Greenwich Music Service, Lambeth Music Service, and Southwark Music to form the **South East London Music Hub**. This partnership brings together a diverse range of organisations to develop musical opportunities for young people and contribute to the ambitious aims of the National Plan for Music Education.

Lewisham Music will continue to thrive as an independent charity and our mission remains steadfast – to support and nurture music education within your schools, train and connect teachers and music professionals, and offer young musicians a rich and diverse musical journey.

Thank you for your time, and we are excited to work alongside you to shape the future of music in our schools and to support Lewisham's young people.

Keith Sykes
Chief Executive

Sarah Plummer
Schools Music Leader



Our universal offer

All schools and academies have regular access to...

- information about music projects and events led by Lewisham Music and Hub partners
- regular music teacher network meetings
- borough performances such as Lewisham Live and Turning of the Year
- music training for tutors, music leaders, music curriculum teachers and class teachers
- advisory meetings with a Lewisham Music senior manager
- opportunities for pupils to join after school ensembles, Saturday Music Centre and holiday courses (charges apply for parents and carers)
- special projects with partner organisations
- Lewisham Music's monthly creative roundup

How to book

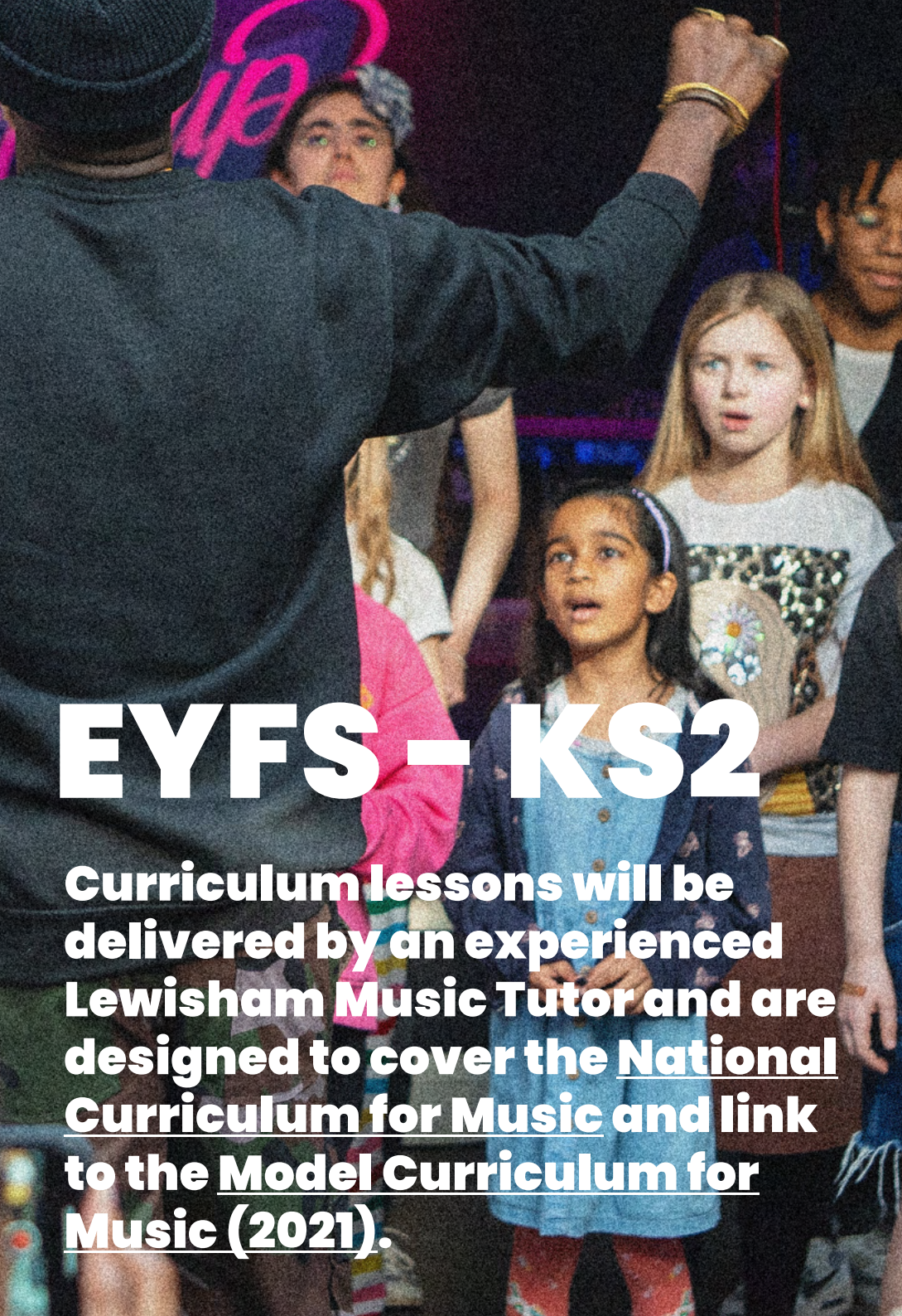
If you'd like to book a programme, please click the link below and complete our short online booking form, a member of the team will then be in touch to discuss your requirements. If you have any queries please contact schoolprogrammes@lewishammusic.org

www.lewishammusic.org/schools-music

click me
please



Curriculum Lessons for Primary Schools



EYFS – KS2

Curriculum lessons will be delivered by an experienced Lewisham Music Tutor and are designed to cover the National Curriculum for Music and link to the Model Curriculum for Music (2021).

The course of lessons will cover the areas of Singing, Listening, Composing and Performing, and are designed to be delivered weekly.

Duration

This programme can be booked and timetabled to suit the school day and it is recommended that lessons last between 45mins – 60mins. There is a minimum booking requirement of 2 hours.

Cost

£56.44 per hour (please note that this includes 10% planning and preparation time for the Music Tutor)

Size of group

1 class (usually 30 pupils) per lesson

Resources

Tutors will need access to school classroom percussion instruments and a whiteboard for delivering the lessons. Other resources such as a piano/keyboard would be useful.

Please note that tutors will have responsibility for delivering curriculum lessons to classes and keeping assessment records, but not for leading music as a subject area in the school. Time for meetings, concerts and report writing if required will be charged as additional hours agreed with the school. A teacher or TA should be present during delivery.





**Whole Class
Ensemble
Tuition
(WCET)**

KS1 – KS3

Whole class instrumental programmes have revolutionised access to music education, meaning that all children can experience the joy of learning an instrument alongside their peers and teacher. A flagship part of 2011's National Plan for Music Education, whole class instrumental learning is now a cornerstone of music education across the country and plays a significant role in the new Model Music Curriculum.

Our specialist Music Tutors can deliver programmes suited to the needs of your school/pupils in a way which is fun, engaging and accessible. These programmes can enhance and support your music curriculum and the wider cultural life of your school.

Duration

1 hour (45 minutes delivery + 15 minutes set up prior to the session for tuning and preparation)

Cost

£52.74 per hour

Hire of a whole class set - recorders = Free

Hire of a whole class set - guitars/ukuleles = £26.25 per term*

Hire of a whole class set - all other instruments = £57.75 per term*

*flat charge

Size of group

1 class (usually 30 pupils) per lesson

Type of instrument

Djembe, Guitar, Mixed Brass, Trumpet, Recorder, Samba, Ukulele, Violin, Violin/Cello

Please note all programmes are subject to instrument and tutor availability. For some programmes, Lewisham Music may recommend that schools purchase earplugs for pupils to protect their hearing. A teacher or TA should be present during delivery.



Individual and small group lessons



KS1 – KS5

Individual lessons and lessons for small groups of children learning the same instrument together.



Duration

From 20 to 30 minutes per lesson

Cost

£47.64 per hour

Size of group

Usually 4 students or fewer. For larger groups, please consult with Lewisham Music

Vocal

- Voice (covering a range of styles/traditions)

Instrumental

- Piano/keyboard
- Ukulele
- Guitar (acoustic, electric, bass)
- Percussion (drum kit, djembe, samba)
- Strings (violin, viola, cello, double bass)
- Brass (trumpet, trombone, horn, tuba)
- Woodwind (recorder, flute, clarinet, saxophone, oboe, bassoon)
- Harp
- Accordion

Other specialisms

- Piano/keyboard
- Songwriting
- Rap & Lyricism
- Music Production
- Music Technology (including Accessible Music Technology)

Instruments

All the instruments above can be hired for £21.61 per term (for guitars), and £24.85 per term (all other instruments)

To support the uptake of less familiar instruments, subject to availability we will be offering the following instruments on hire for FREE when schools buy in Lewisham Music provision: Double bass, viola, trombone, French horn, bassoon, oboe, accordion.

A close-up, profile view of a woman with long, dark dreadlocks. Her face is in profile, looking towards the right. The lighting is soft, highlighting her features. The background is dark and out of focus.

Ensemble/ choirs/ group music- making

KS1 – KS5

Enrich the musical lives of your pupils and the cultural life of the school through group music activities.

Duration

From 45 to 60 minutes per session

Please note that depending on the size and set up required, extra preparation time (usually 15 mins) may need to be included for ensembles¹⁵

Cost

£52.79 per hour

Type of instrument

- Instrumental groups - e.g. brass, woodwind, strings or mixed/combination
- Guitar, ukulele or keyboard
- Percussion, Djembe or Samba
- Music technology/music production
- Songwriting
- Rap and lyricism
- Genre-specific - e.g. Rock band, Pop band, Jazz band
- Choirs/vocal ensemble - in a range of formats/styles
- SEND-focused accessible group/Open Orchestra.

Rap Lyricism Songwriting

A photograph of two young people performing on stage. On the left, a young man with short dark hair is wearing a dark jacket and holding a microphone, looking towards the right. On the right, a young woman with long dark hair is wearing a white t-shirt and holding a microphone, looking towards the left. The background is dark with some blurred lights, suggesting a stage setting.

Our specialist tutors can explore the artform of rap across a range of sub-genres (Hip-Hop, Grime, Trap and more), as well as linking to creative literacy and personal expression by working on lyricism.

Songwriting can support the creativity and self-expression of individuals or small groups, or work with larger groups, linking to creative literacy and cross-curricular topics.

Cost

- One-off workshops: £56.44 per hour
- Whole class: £52.74 per hour
- Large groups, ensembles/clubs: £52.79 per hour
- Individual/small groups (up to 4 pupils): £47.64 per hour

Music Technology / Production

Music Technology lessons/workshops. These can be focused on music production, or on Assistive Music Technology (e.g. using iPads to make music-making inclusive, especially for those with SEND).

Software/Hardware requirements

We can work with whatever software or hardware the school has. Our specialist Tutors can make use of GarageBand, Logic and other DAWs. We can also utilise free software like SoundTrap and BandLab. In addition, our partnership with Charanga means we can support schools with access to VIP Studio Sessions for KS2 - KS5.

Cost

- One-off workshops: £56.44 per hour
- Whole class: £52.74 per hour
- Large groups, ensembles/clubs: £52.79 per hour
- Individual/small groups (up to 4 pupils): £47.64 per hour





Workshops

KS1 – KS5

One-off workshops that can be tailored to fit with a school's curriculum. Varying from singing workshops to class sessions exploring songwriting, rap and lyricism, or music technology/production.

Cost

£56.44 per hour (minimum 2 hours)

Size of group

Ideal group size will vary depending on the type of workshop. Please consult with Lewisham Music to discuss further.

Type of instrument

- Singing (EYFS-KS5)
- Songwriting (KS2-KS5)
- Rap and Lyricism (KS2-KS5)
- Music Technology/Production (KS2-KS5)

**Specialist
advice,
consultation
/music
audits, CPD
provision
and lesson
observations**





KS1 – KS5

Including music curriculum and extra-curricular music advice and support, training for music specialist and class teachers, singing, music tutor observations.

Cost

£51.75 per hour

We offer limited free 1-hour phone/ in-person consultations to support schools to review and develop their music provision.



**Other
opportunities
in schools and
in the community**



Saturday Music Centre

Our Saturday Music Centre runs during school term time and offers instrumentalists and singers at all levels (beginner to advanced) a wide range of bands, choirs, groups and ensembles covering a variety of genres, as well as music theory classes and individual instrumental tuition.

Whether you're picking up an instrument for the first time or have been playing for years, our Saturday Music Centre is ideal for children and young people who wish to develop their musical journey in a fun, friendly and supportive environment.

Lewisham Youth Concert Band

Our youth concert band is ideal for children and young people who wish to develop their instrumental skills. The group offers opportunities to play alongside other musicians in a supportive environment and work towards performing in festivals and taking part in exciting projects with our partner organisations. The band currently runs on a Friday evening.

Creative community music programme

Our community music spaces above The Fellowship Inn in Bellingham includes a music technology suite, band rooms and a music hall. Our diverse programme of music connects young people with industry professional musicians and leading creative organisations. Our activities include songwriting, music production, singing, studio sessions, radio, rap and lyricism and much more. We also run a range of holiday courses including Animate Orchestra, Lewisham Junior Orchestra.

Through our space at The Fellowship we are able to provide accessible and affordable creative spaces for Hub partner organisations and local schools. Regular users include Heart n Soul, Fairbeats, as well as a local secondary school and pupil referral unit.



Creative Futures

Our exciting creative careers programme is ideal for young adults aged 18 to 30. The programme offers opportunities to kickstart your career in the creative industry. Learn and gain invaluable skills and insights from the industry professionals leading our courses and panel discussions.

Events

Bringing young people together is at the heart of what we do, and our large-scale events give unique opportunities for schools to collaborate and perform together. Regular events include Turning of the Year at Blackheath Halls, Live Unplugged, and SongFest.

We email regularly with information about these opportunities and how to register your interest. Places are usually limited, so it's best to apply as soon as possible.

Hub partnership projects

As the lead partner in Lewisham Music Hub, we utilise our local, regional and national partnerships to offer unique opportunities to our schools. Recent examples have included SEND-focused music placements with Live Music Now; London Symphony Orchestra's 'On Track' programme; and a series of inclusion focused training sessions delivered by Sound Connections.

These partnerships also allow us to bring additional funding and investment into the borough.

Some projects are targeted, and some may be more widely available to schools who want to take up the opportunity. And we are always happy to advise and connect schools with our specialist partner organisations.



Summary of charges

Programme	Cost
Whole Class Ensemble Tuition (WCET); whole class or large groups for instrumental or vocal teaching, Songwriting, Music Technology/Production and Rap and Lyricism	£52.74 per hour
Individual and small group tuition (up to max. 4 pupils)	£47.64 per hour
Ensembles/choirs/group music-making	£52.79 per hour
Workshop	£56.44 per hour (please note that this includes 10% planning and preparation time for the Music Tutor)
Curriculum Lessons for Primary Schools	

Instrument hire for all Lewisham Music programmes

Guitar hire	£21.61 per term
All other instruments	£24.85 per term
Double bass, viola, trombone, French horn, bassoon, oboe, accordion (*SPECIAL OFFER! To support the uptake of less familiar instruments, subject to availability)	Free
Whole class sets of instruments (recorders)	Free
Whole class sets of instruments (ukuleles, guitars)	£26.25 per term flat charge
Whole class set of instruments (all other instruments)	£57.75 per term flat charge

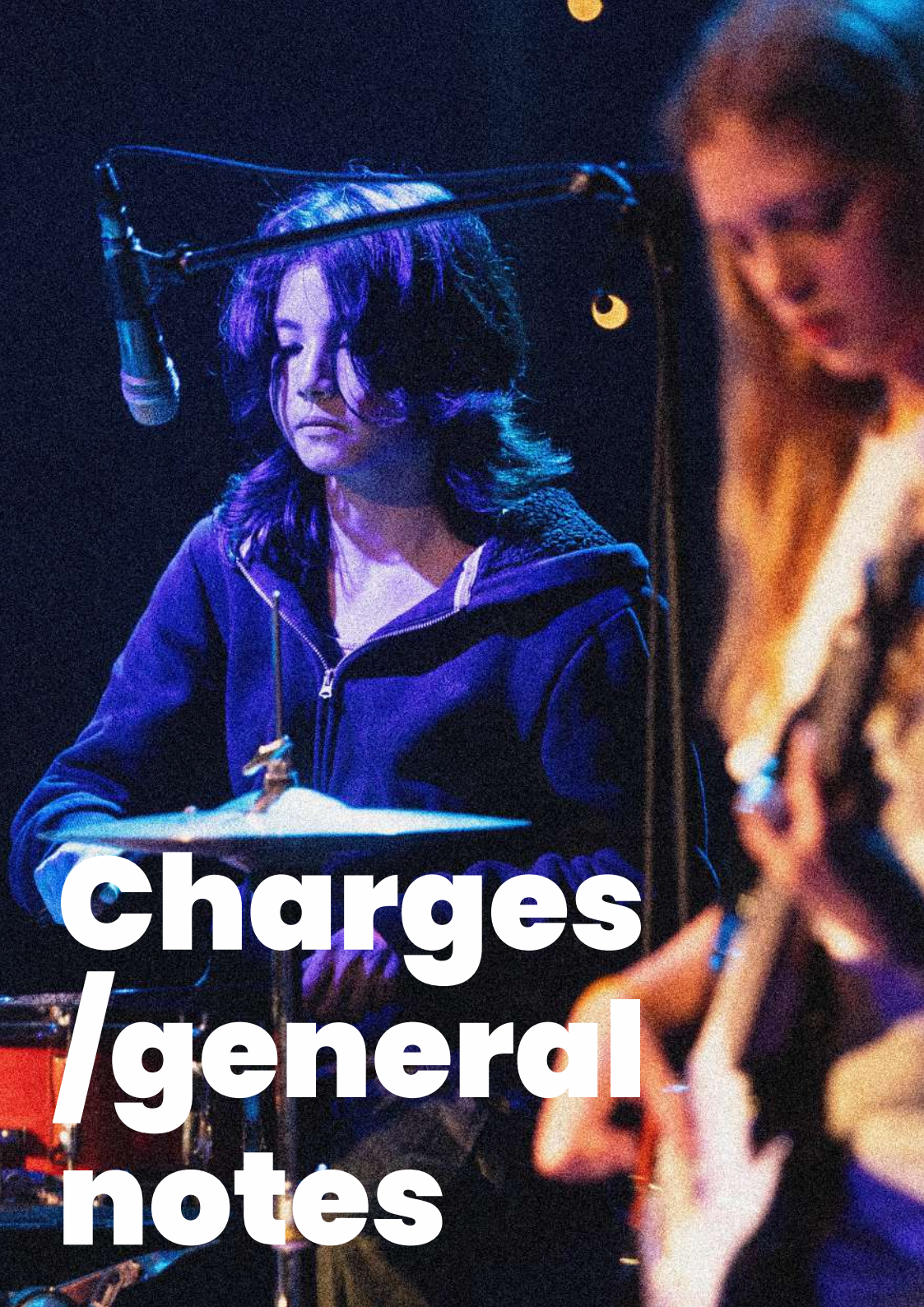
Instrument hire for all school-run programmes

Whole class sets of instruments (recorders)	£50 per term flat charge
Whole class sets of instruments (ukuleles, guitars)	£150 per term flat charge
Whole class set of instruments (all other instruments)	£250 per term flat charge

We strongly encourage schools to pick up or return instruments to us at our premises above The Fellowship Inn, SE6 3BT. However, we can offer a delivery-collection service for whole class sets of instruments and for all new programmes. These are subject to a set £40 delivery/collection fee.

Support services for schools and academies

Specialist advice and support for singing, curriculum and extra-curricular music; in-school bespoke staff training; music lesson observations	£51.75 per hour
We offer limited free 1-hour phone/in-person consultations to support schools to review and develop their music provision	Free



Charges /general notes

Whole Class Ensemble Tuition (WCET)

In the National Plan for Music Education it is recommended that this programme should be accessible to pupils for a minimum of one term.

Individual and group lessons

Recommended group size is 4 pupils for primary and 3 pupils for secondary. Larger groups may be set up with the agreement of the Lewisham Music. Group sizes need to be assessed on sound musical and educational grounds and also need to take full account of health and safety issues.

Instrument hire

Instruments may be available for hire for instrumental programmes provided by school based tutors or Music Hub partners subject to availability and agreement with terms and conditions (contact Lewisham Music for details). Please note additional charges may be levied for tuning and maintenance of some types of instrument, and for accessories (e.g. replacement strings, ear plugs etc). Lewisham Music will confirm in advance if such charges may apply.

General notes

Following guidance set out in DCSF Regulation No. 2239, 2007, parents/carers can be charged by schools and academies for all in-school Lewisham Music programmes with the exception of whole class ensemble tuition which is required to take place as a curriculum offer during the normal school day.

Looked After Children should not be charged for individual or group tuition during the school day under guidance set out in DCSF Regulation No. 2239, 2007. Please contact the Lewisham Music office for further information on supporting the costs of lessons for pupils in this category.

Lewisham Music recommends use of Pupil Premium to reduce or remove charges of music lessons for eligible children.

Schools will be charged for damage to instruments beyond normal wear and tear. Lost instruments will be charged at replacement cost.

Why use Lewisham Music



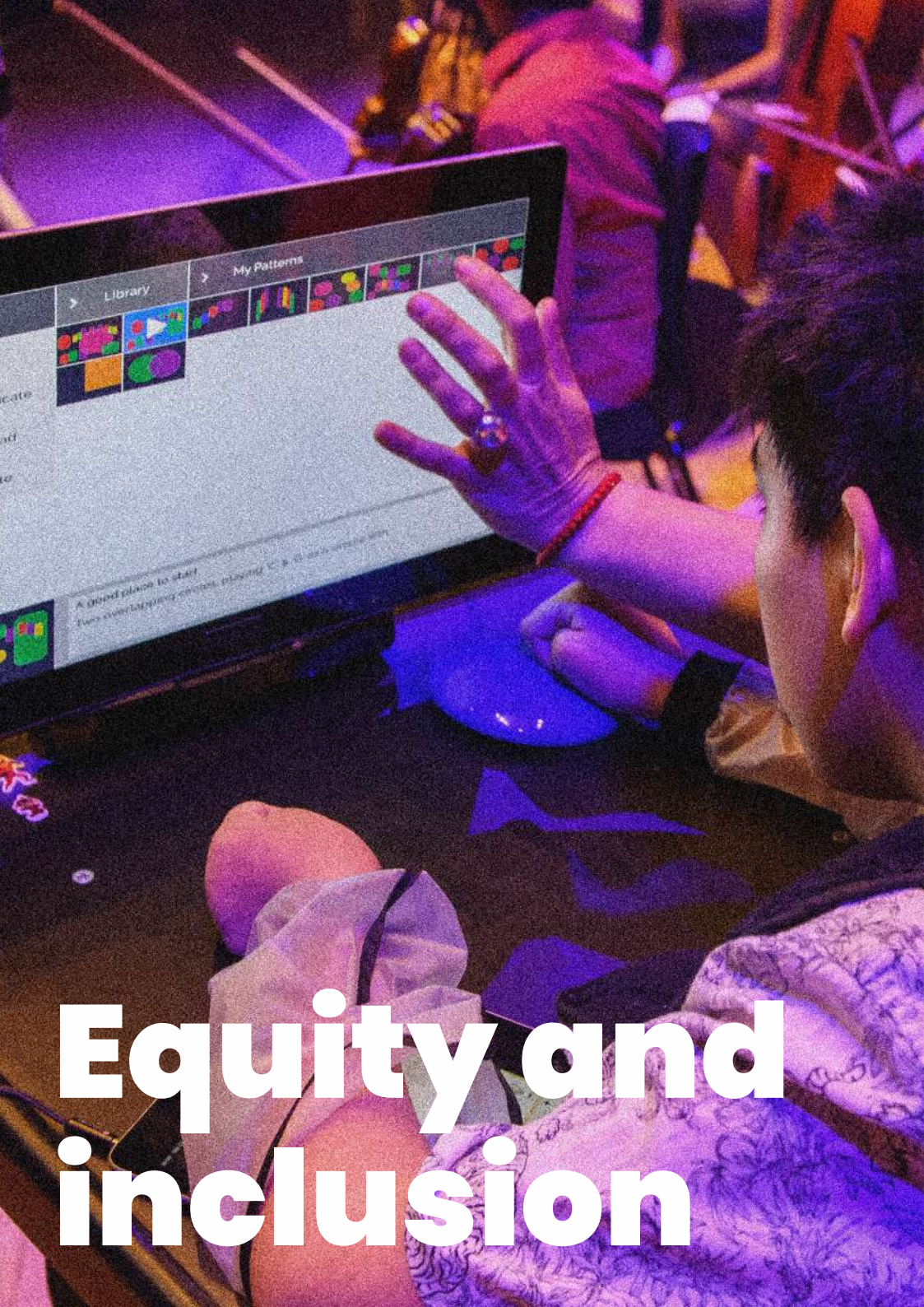
We're a locally-focused charity with a Government remit to support schools with their music offer and to connect young musicians with the opportunities available in their community. You can find out more about us here: www.lewishammusic.org/our-story

We do not make a profit from our services to schools. In fact, everything Lewisham Music offers is subsidised using our funding from Department for Education via Arts Council England.

Our tutors are employed. This means not only are schools and Lewisham Music demonstrating best-practice when it comes to HRMC guidance, legislation related to IR35 and employment law; we are also giving our professional Music Tutors the stability and benefits they deserve.

In addition to paying our Music Tutors, there are many other hidden costs for every hour of tuition which are not fully covered by our charges to schools:

- Advertisement, recruitment, and pre-employment checks.
- Enhanced DBS checks and references.
- Employer on-costs (Teachers' Pension, National Insurance).
- Sick pay, maternity pay and paternity pay.
- Payroll.
- Legal and insurance costs.
- Logistics and administration of programmes.
- An ambitious year-round programme of Continuing Professional Development and training.
- Peer support and advice.
- Quality Assurance and professional development through a programme of observations and mentoring.
- Opportunities for Music Tutors to upskill themselves through partnership projects and qualifications such as the Certificate for Music Educators (CME).



Equity and inclusion

We realise these costs are out of reach for many families in Lewisham. For every 5-18 at school in the borough, we receive around £8.50 per pupil in Government funding per year, which doesn't go very far.

However, we are absolutely committed to working in partnership with schools, funders and other organisations to remove barriers and make music accessible to all. Examples of these efforts include:

- Encouraging schools to use PPG money to subsidise access to low-income families.
- Wide-scale use of small-group learning to make costs more affordable (and many children actually learn better this way!).
- Partnerships with Young Sound's Connect programme and London Music Fund, offering completely free tuition to 50 families.
- Large discounts for children and young people from low-income families attending our Saturday Music Centre alongside heavily subsidised and/or fully funded activity through our Fellowship programme.
- Ongoing ambitious fundraising activities to build-up access funds for underprivileged young musicians in the borough.



Useful websites



Click the titles/links to head to the website

Book a programme

www.lewishammusic.org/schools-music

Our story

www.lewishammusic.org/our-story

Saturday Music Centre

www.lewishammusic.org/saturday-music-centre

Lewisham Youth Concert Band

www.lewishammusic.org/LYCB

Guide to what we offer

www.lewishammusic.org/music-menu

The Fellowship

www.lewishammusic.org/the-fellowship

Our impact

www.lewishammusic.org/impact

The power of music to change lives: a national plan for music education

Model Music Curriculum

Young Sounds - Connect

London Music Fund

Open Orchestra

Soundabout

London Symphony Orchestra - On Track

Sound Connections

Trinity Laban Conservatoire of Music & Dance

Youth Music

Contact details

www.lewishammusic.org

@lewishammusic

schoolprogrammes@lewishammusic.org

First Floor, The Fellowship Inn
Randlesdown Road, Bellingham, SE6 3BT

Registered charity number: 1169721





Frequently asked questions

Find the answer

Click a title to head straight to the question/answer

Safeguarding

Tutor hours

Instruments

Booking programmes and changing existing programming

Lewisham Music programmes

Student absence

School staff support

Communication

Tutor recruitment and monitoring

Invoicing

School closures and tutor absence

Safeguarding

Are your staff DBS checked?

All staff have an enhanced DBS.

How do I get DBS details for a member of LM staff?

DBS details will be sent to staff when a tutor starts a programme, and when a tutor's DBS is renewed. If you do not have access to this information and need it again, please email Wil Pritchard on wil.pritchard@lewishammusic.org

Do you send a letter of assurance for safeguarding?

Yes, a letter of assurance is sent out each year with SLA's.

Does Lewisham Music have a safeguarding policy?

Yes, this can be found on our website. www.lewishammusic.org/our-policies



Tutor hours

Can tutors do extra hours to help with a performance?

Yes, but please note that the school will be invoiced for these hours at the tutor's usual rate for the programme in the school. Please ask the tutor if they are available for extra hours and then let us know at Lewisham Music any additional hours you have agreed. Please email Wil Pritchard on wil.pritchard@lewishammusic.org



Instruments

Do you deliver instruments?

We can deliver instruments in exceptional circumstances. We don't have a dedicated member of staff responsible for delivering instruments, so it is dependent on availability of staff members to do this. Usually, we would prioritise delivering whole class sets of instruments and instruments for new programmes. Please note that there is a flat rate charge of £40 for the delivery or collection of instruments.

What happens if an instrument gets broken?

Please inform us as soon as possible if an instrument gets broken – even if there is a spare instrument that can be used in the school.

- General wear and tear will be covered by Lewisham Music
- Repair costs for damaged instruments or instrument cases will be charged in full to the school
- Instruments which are damaged beyond repair will be charged at replacement cost
- These costs if applicable will be added to your termly invoice
- The school should arrange for the broken instrument to be returned to our premises above The Fellowship Inn, SE6 3BT. Please email all instrument queries to instruments@lewishammusic.org

What happens if an instrument is lost or stolen?

- Please note that whilst instruments are in your school they are covered under Lewisham Music's insurance policy in the event they are lost or stolen (excesses may apply)
- If instruments are taken home by pupils you should issue them an Instrument Loan Contract form.
- Parents/carers are responsible for instruments and accessories when they are not on the school premises, and they should arrange suitable insurance.

How does a school get more instruments for a programme?

Please email instruments@lewishammusic.org with any queries relating to instruments.

How do I know how many instruments the school has on hire from Lewisham Music?

Schools are sent a link to an excel document which lists all the instruments on hire from Lewisham Music. This system is set to change in September 2025, so please look out for communication from Lewisham Music.

Do you provide accessories for instruments like reeds and spare strings?

When instruments are first loaned out, all accessories are supplied so that instruments are ready to play. This includes:

- Rosin for bowed strings (not in whole class sets as the tutor will be supplied with rosin)
- Reeds for clarinets and saxophones
- Strap for playing saxophone
- Cork grease for clarinets and saxophones.

We do not supply valve oil as this is deemed a health and safety risk for children, but tutors should have access to valve oil.

We do not continually supply accessories once programmes are up and running, and it is advised that parents/carers should purchase these when required.

Who is responsible if a student breaks/loses an instrument?

The instruments are on hire to a school, so the school must take responsibility for any instrument that is lost, broken or stolen. We strongly advise issuing loan agreements with parents and keeping a log of the instrument number that is on hire to each child. There should be a security number or serial number on every Lewisham Music instrument.

Can a school hire instruments independently for a non-LM programme?

Subject to availability, instruments can be hired to schools for programmes that do not have a Lewisham Music tutor. Please note that these are subject to higher loan costs This is due to the higher levels of liability due to instruments not being supervised by Lewisham Music staff. The school is also responsible for organising any maintenance and repairs of the instruments.



Invoicing

When are schools invoiced?

Schools are invoiced around the midpoint of the term in which the programmes are taking place.

Who do I contact if I have a query about an invoice?

Please email Simon Francis on simon.francis@lewishammusic.org about any queries relating to invoicing.



Booking programmes and changing existing programming

We want to increase the hours a tutor is teaching, how do we do this?

Please email schoolprogrammes@lewishammusic.org stating the additional hours that the school would like. Please put in email heading REQUEST FOR INCREASED HOURS.

We need to reduce a tutor's hours, how can we do this?

Please email schoolprogrammes@lewishammusic.org stating which programme you would like to reduce hours for. Please note that 5 weeks' notice are required for a reduction in hours at the following points of term:

- End of Autumn first half term for the beginning of Spring term
- End of Spring first half term for the beginning of Summer term
- End of summer first half term for the beginning of Autumn term

We need to cancel a programme, how can we do this?

Please email schoolprogrammes@lewishammusic.org stating which programme you would like to cancel. Please put in the email heading REQUEST TO CANCEL PROGRAMME. Please note that 5 weeks' notice are required for a reduction in hours at the following points of term:

- End of Autumn first half term for the beginning of Spring term
- End of Spring first half term for the beginning of Summer term
- End of summer first half term for the beginning of Autumn term

Please note that in the summer term a reminder will be sent and a booking form to book or cancel any programmes before the end of the first half of summer term.

Who do I contact if we would like to book a new programme?

Please email schoolprogrammes@lewishammusic.org with any programming requests. A booking form will be sent to all schools for booking programmes for the next academic year in the previous summer term, but requests can be made at other times in the academic year. Please put in your email heading REQUEST TO BOOK A LEWISHAM MUSIC PROGRAMME.



School closures and tutor absence

What happens if the school is closed to students for a polling or INSET day?

Please ensure that you give at least 2 weeks' notice to any tutors affected in your school. We deliver 10 weeks' sessions per term to allow for any lessons that may need to re-scheduled.

What happens if the school has to close for an emergency?

Please notify the tutor and Lewisham Music as soon as possible if the school has to close for an emergency. In this instance, the school will be invoiced for the missed session.

What happens if a tutor cannot attend a session?

We deliver 10 weeks' sessions per term to allow for any lessons that may need to re-scheduled due to tutor absence so hopefully the session can be made up. If this is not possible, the session will be deducted from the schools' invoice.

Does Lewisham Music provide cover if a tutor is sick?

We do not have a cover team of tutors, so it is

unlikely that we can cover for last minute sickness. However, if a tutor is on long term sick leave, we will endeavour to find a tutor to cover the sessions, but this cannot be guaranteed.

What happens if there are school trips planned which means students will miss music lessons?

Please give the tutor at least 2 weeks' notice if their teaching is going to be affected by students out on trips. If possible, the tutor will endeavour to re-schedule sessions.

What happens if the tutor is not able to teach 10 sessions in a term due to school closures and/or students on school organised trips

The SLA agreement is for 10-week terms. If the tutor is not able to deliver 10 weeks because of school closures and/or pupil absence, the school will still be invoiced for 10 weeks as the tutor has been available to work. In some circumstances, it may be possible for the tutor to teach an additional week the following term, but this has to be in agreement with the tutor.

What if the tutor has not been able to teach 10 weeks because of tutor absence?

The missed sessions will be credited in the invoice the following term. It is also possible with the school and tutor agreement to schedule an additional week in the following term to make up for any lost sessions.

Who do we contact if a member of staff is absent, and we haven't been informed?

Tutors are requested to let schools know as soon as possible if they are unable to attend a session. If you are concerned about a tutor's absence and have not heard from them, please contact Lewisham Music.



Student absence

What happens if a child is sick and misses a lesson in school?

Tutors are contracted to work for an agreed number of hours in a school. If a student is absent from a session, this will be marked as absent on the tutor register, but the tutor is not obliged to make up that session for any individual. Tutors will remain in school for the duration of their contracted hours.



School staff support

Can whole class teaching be used for PPA time?

We require for whole class teaching that a school member of staff is present to support the teaching sessions. This can be a class teacher (most recommended) or a teaching assistant. These sessions provide a good opportunity for CPD for school-based staff.

Can curriculum teaching be used for PPA time?

We require for whole class teaching that a school member of staff is present to support the teaching sessions. This can be a class teacher (most recommended) or a teaching assistant. These sessions provide a good opportunity for CPD for school-based staff.



Communication

Who do I contact for information about invoicing?

Please email Simon Francis, Business and Operations Manager for Lewisham Music simon.francis@lewishammusic.org

Who do I contact if we would like to change programming?

Please email schoolprogrammes@lewishammusic.org

Who do I contact for information about DBS/safeguarding?

Please email Wil Pritchard, Finance and Operations Coordinator on wil.pritchard@lewishammusic.org

Who do I contact if I have a concern about provision?

Please email Sarah Plummer, Schools Music Leader on sarah.plummer@lewishammusic.org

Can we contact tutors directly?

Tutor emails are given to schools when arranging scheduling in the school – please use these emails to contact tutors directly. You can request tutors to give you a phone number should you wish to contact them urgently, but we do not pass on phone numbers.



Tutor recruitment and monitoring

How does Lewisham Music recruit its staff?

We follow a safer recruitment policy when recruiting. We do blind shortlisting to avoid bias and always interview tutors with a panel of at least two managers. We require tutors to do short activities, including a teaching activity in the interview as well as answering questions.

Do LM staff have QTS?

A small number of LM staff have QTS. Some have other music teaching qualifications such as an LRSM or CME. We require tutors to have relevant experience when applying and to have a qualification in music.

What training do LM staff receive?

All staff are required to have an induction session before starting work for us. We provide CPD sessions in September which are open to all staff as well as some more bespoke sessions for particular areas of our work. We work with partner organisations such as Music Mark that have an ongoing programme of CPD that our tutors have access to. In the first 15 weeks of teaching, we also give tutors the opportunity to observe and talk with more experienced tutors.

How does Lewisham Music monitor the quality of teaching staff?

All tutors are observed in one of the settings in which they teach once a year. New staff are observed at least once within the first 10 weeks of employment. We are also open to school feedback and will follow up any concerns about the quality of provision.



Lewisham Music programmes

How do small group programmes work?

We suggest that groups of 4 work well in primary schools with students of around the same level. Lessons are usually scheduled for 30 minutes. We offer a selection of instruments (please see the schools brochure for more information)

In secondary and special schools, the size of the group can be smaller – dependent on the students and space that is available. Again, lessons are usually scheduled for 30 minutes.

How do individual lessons work?

Lessons of 30 minutes work best for individual lessons. Sometimes a shorter lesson can work, but it depends on whether students are able to find their own way to lessons as time can be lost with changeovers between lessons making 20 minutes quite a short lesson.

A student leaves the school or decides not to continue can we reduce the hours

Schools are required to give 5 weeks' notice at these given points in the year to reduce hours. Please email schoolprogrammes@lewishammusic.org stating which programme you would like to reduce hours for. Please note that 5 weeks'

notice are required for a reduction in hours at the following points of term:

- End of Autumn first half term for the beginning of Spring term
- End of Spring first half term for the beginning of Summer term
- End of summer first half term for the beginning of Autumn term

How do whole class programmes work?

Lewisham Music provide a class set of instruments, including enough for the school-based member of staff to participate. Lessons last for 45 minutes, and the tutor will need 15 minutes before the session to tune and set up the instruments.

Can I book lessons for just one term?

In theory this is possible, but staffing one term programmes can be tricky as most staff prefer to know what their programme is for one year. It is important to be clear when booking the programme that it is required for one term only, as by default our programmes run on a rolling basis.

What is the minimum amount of time a programme can be scheduled for?

We recommend a minimum of 2 hours when booking a Lewisham Music programme. Occasionally we can programme shorter durations, but it is very difficult to timetable tutors for less than 2 hours.

