

## Norfolk Music Service

We are pleased to attach an information pack concerning the work and opportunities provided by the Norfolk Music Service. We have worked hard to create a programme of teaching, ensembles and workshop opportunities to support the musical education of the children of Norfolk.

In the pack you should find details of all the key aspects of provision and in particular:

- Service Level Agreement
- Teaching & Activity planner
- Events calendar
- Quality Assurance Questionnaire
- Bursary Information

You may be aware that the cost of the Music Service is funded by the government standards funds and by Norfolk County Council. Our basic charges to schools are therefore kept as low as we possibly can. Teaching remains £28.50 per hour and our hire charge also remains very good value.

<b>Instrumental Hire:</b> Instruments valued up to £150.00	£15.00 per term
Instruments valued up to £400.00	£25.00 per term
Instruments valued above £400.00	£30.00 per term

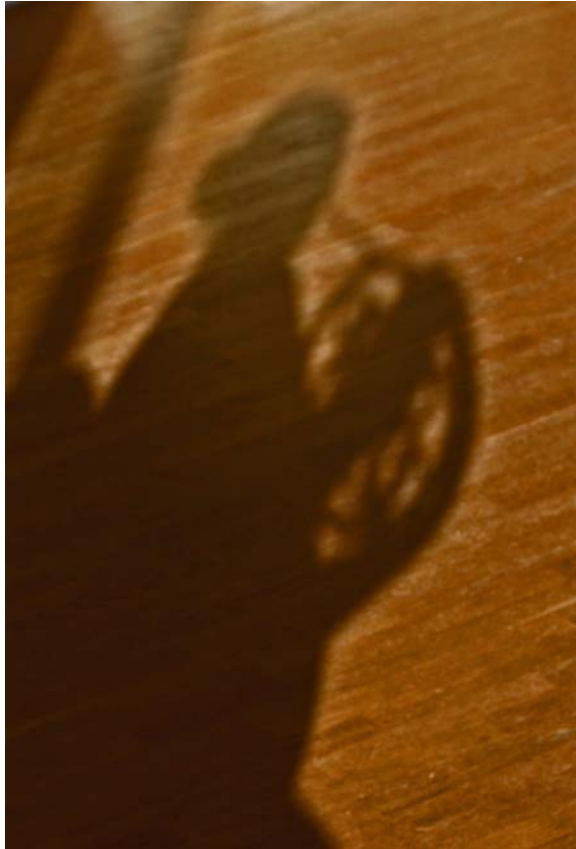
A beginner player in a group of 6 children sharing a 30 minute lesson will therefore pay £2.37 per week; £30.08 for a term and £90.25 for the year.

We would draw your attention to our website situated on the schools website [www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk) inside curriculum and music. It has a range of information about us and a new page feature of a Year of Music. We will be adding a range of music events throughout the year and will be featuring schools that are developing or delivering exciting music that we can all share.

For all enquiries or if you would like us to upload a report of music activity in your school please do not hesitate to contact me directly by e mail: [Maureen.hanke@norfolk.gov.uk](mailto:Maureen.hanke@norfolk.gov.uk) or through our Music Education Service e-mail which is read regularly throughout the day. [music.service@norfolk.gov.uk](mailto:music.service@norfolk.gov.uk)

We look forward to continuing working together.

Maureen F Hanke  
Head of Norfolk Music Service  
Children's Services  
Professional Development Centre  
Woodside Road  
Norwich  
Norfolk NR7 9QL  
Tel: 01603 433276  
Fax: 01603 708074



# **Service Level Agreement**

## **Norfolk Music Service**

**September 2009**

## **Introduction**

The Norfolk Music Service is committed to excellence. We believe that all children and young people have the right to be healthy, happy and safe; to be loved, valued and respected; and to have high aspirations for their musical future. We recognise the importance of the national derived outcomes set out in Every Child Matters

## **Principles of the Service**

A broad and balanced music education for all young people in school.

- Music combines intellect and feeling to enable personal expression, reflection and emotional development. The need to encourage and develop musical feeling, thinking and enjoyment through participation in composing, performing and appraising (listening to and talking about) is fundamental to the work of the service.
- The provision of a high quality instrumental teaching service that promotes the value and importance of instrumental tuition. The Music Service seeks to work in close partnership with all Norfolk schools to provide a service that matches their individual needs.
- The provision of a broad and balanced programme of music making opportunities for young people in Norfolk. Participation in bands, ensembles, orchestras, choirs and other music making activities supports the development of pupils' sense of achievement, self-worth, self-discipline, self-confidence and social awareness.
- The ability and willingness to offer schools, pupils, parents and carers comprehensive advice about playing, maintaining and sustaining their instrumental programme. Valuing pupils' understanding, skill, experience and attitudes is fundamental to the work of the Service.

## **Key Service Elements**

Norfolk Music Service aims to provide a service to schools that includes

- Instrumental tutors who are trained and qualified in their own specialist area and who expect to teach both individual pupils and groups of pupils.
- Instrumental teachers who enjoy the benefits of routine observations and performance management, who are supported by a professional

team of senior staff and who undergo a programme of regular staff development.

- Advice and support on any aspect of the design and delivery of music in the National Curriculum; e.g. inclusion, special needs, schemes of work and an annual programme of professional development and training for all teachers.
- A wide range of musical activity including countywide bands and ensembles.
- The opportunity to hire musical instruments to schools and guidance on purchasing, maintenance and general care of the instrument.
- Assistance with practical music-making in the classroom e.g. the primary music curriculum, Key Stage 3, GCSE and GCE A level performance.
- Specific support for music education in the foundation stage and Key Stage 1 through the Norfolk *Early Years Music Skills* programme.
- Resources of musical equipment for use by Norfolk Music Education tutors and, subject to availability, for loans to schools.

### **Anti-Racist Statement and Equality Statement**

The Norfolk Music Service works within the LA policy of equality of regard and educational opportunity. We support and encourage schools in the delivery of a culturally diverse curriculum, in their adoption of non-discriminatory procedures and anti-racist practice. We endorse and support the County policy on recording racist incidents in school and elsewhere. If we become aware of any racist incident in or near a school we will ensure that it is brought to the attention of the headteacher. We will actively challenge racism and discriminatory practice, whether it is direct, indirect or by omission, whether it is institutional or consciously perpetrated. Our equal opportunities statement is available on our web site.

### **Child Protection**

The Norfolk Music Service works within the LA safeguarding children policy. We have a child protection policy available on request. When teaching we ensure that the exit for the children is unobstructed either by people or objects. If staff are in the position of being in a room into which others can't see they will:

- Leave the door open when practical and possible to do so
- Positively invite the head and music teacher to visit at any time
- Establish a *knock and walk in* rule rather than have pupils wait outside

Sometimes it feels a natural part of the learning process to touch children's hands to place them in a correct position in such cases staff will **ALWAYS**:

- Ask the pupil whether he/she minds
- Announce their intention very clearly and involve other pupils to watch e.g. *Look I want you all to watch how I'm moving Sheila's bow hold.*

Staff **NEVER TOUCH** the chest, waist, diaphragm or ribs of a pupil e.g. to explain about breathing. It is **never acceptable** for teachers to ask pupils to touch them nor is it acceptable for them to touch each other. Any concerns that staff have about individual children will be raised with the appropriate member of staff and the Head of the Service. Our child protection policy and procedures are available on our web site.

## Instrumental Teaching

Pupils develop specific instrumental and musical skills through tuition from specialist qualified instrumental tutors. The range of instruments taught currently includes:

- Upper strings (violin and viola)
- Lower strings ('cello and double bass)
- Woodwind
- Brass (band and orchestral)
- Guitar
- Kit and tuned percussion
- Keyboards
- Recorder
- Singing
- Djembe Steel Pans and Samba

The selection of pupils, the group size and the duration of the lessons are for the school to determine in consultation with the service, subject to the following:

- The Norfolk Music Service recommends that an overall average of 8/10 pupils per hour at Key Stage 1 and 2 and 4/6 pupils per hour at Key Stage 3 across the whole programme of instrumental tuition is a good figure. E.g. beginner students at primary age could be taught in a group of up to 4/5 per half-hour.
- Lessons of less than 15 minutes duration are impractical and educationally unsound; indeed for more advanced pupils and larger groups, lessons **must** be longer if they are to be of any real value.

Norfolk Music Service advises a **minimum** of 20 minutes contact time for instrumental lessons

- No evidence exists to suggest that selection of pupils by tests will identify those who will succeed more than self-selection of enthusiasm and interest.

### **Musical Instruments**

The Norfolk Music Service is able to offer an instrumental hire service.

- The instrument is hired to the school for a term at a time. Payment is identified at the start of each term and there are no refunds. Instruments may be returned and payments cease only at the end of the term. The headteacher or a school representative will be asked to sign for the instrument, and the school is responsible for insuring the instrument and maintaining it. Keyboards are also hired to schools, but the Music Service will only provide one mains adapter per keyboard. Please note we only hire instruments to schools that enjoy the benefits of our service.
- Free advice on maintaining, repairing and purchasing musical instruments.

### **Instrumental Examinations**

Where appropriate, instrumental teaching will lead to public examinations. The Music service enters candidates for ABRSM practical exams, Music Medals and for Trinity/Guildhall practical examinations

### **Classroom Teaching**

The National Curriculum for Music for England sets out every pupil's statutory entitlement. It is for schools to organise their programme of music inside the curriculum, however, Norfolk Music Service currently offers:

- Advice and support on the management of music education in school and the implementation of the National Curriculum for Music. For further information about this service, please contact the Head of the Norfolk Music Service at the Norwich Professional Development Centre, any of the instrumental staff in school
- A full INSET training and professional development programme for Music Education.
- A team of staff to deliver the widening opportunities whole class instrumental scheme

- Specialised teaching to deliver a programme of music for the foundation stage, Key Stage 1 and widening opportunities

### **Special Schools**

The Norfolk Music Service welcomes the opportunity to work with Special Schools. Negotiated timetables, however, must include adequate time for preparation and discussion with the school.

Particular interest to Special Schools could be:

- instrumental teaching
- group music making e.g. percussion groups
- music projects

### **Curriculum Documents**

The Service has developed a comprehensive scheme of work for strings, woodwind, percussion, and brass teaching.

The curriculum team follows the QCA published scheme of work and the Early Years Music Skills team implements a designed programme for music in the early years.

All instrumental teachers will make available, on request, their detailed planning and record keeping.

### **Assessment and Pupil Reports**

Formative assessment is recorded each week on each teacher's planning sheet. This information is used to prepare an annual report for the school and the pupil.

- Individual reports will be provided for each pupil at the end of each academic year. The report will summarise progress in each area of learning. The report will be for the pupil to keep and take home.
- Schools may request reports at different times of the year. Instrumental teachers will be happy to oblige. Please remember that these will be in addition to the service reports. Please make the format and content clear to each instrumental teacher.

### **Additional Music Requirements**

The Service carefully plans the lesson content and expectations for the pupils in advance of the lesson. We recognise, however, that some local arrangements between schools and instrumental teachers are in operation, whereby the instrumental teacher undertakes work in addition to teaching. A teacher may e.g. help in the preparation of and perform in the school concert. We do not want to stop any such successful arrangements and we do not want to

destroy examples of good practice. This Service Level Agreement enables all such arrangements and any such work undertaken for schools in addition to instrumental teaching to be included in the financial planning of the school.

In addition to instrumental teaching, we are able to support school ensemble and concert rehearsals, call upon resource information for the generalist teacher e.g. music and songs to support topic work, GCSE performing and composing support, starting a school band or ensemble and organising support practice sessions.

Some schools organise concerts, parents' consultation evenings and playing days and would like appropriate members of staff to be available for such events. The Head of Service is always available for such events. In many cases members of the service are happy to oblige, however such evening duties lie outside directed time.

#### **Monitoring Arrangements and Quality Assurance**

Monitoring of all work and quality assurance is a continuous process undertaken by the service in partnership with schools.

- All teaching is carried out in accordance with **Teaching and Learning** guidelines given to all staff and available on the website
- All contracted teachers in the Service participate in the performance management arrangements.
- All work is monitored through the appropriate management structure of the Norfolk Music Service.
- Liaison with individual schools will ensure that all work undertaken is meeting the school's requirements and the expectations of the Norfolk Music Service.
- Responses to urgent enquiries will normally be within two working days. All non-urgent enquiries will be answered within one week.

The monitoring arrangements are intended to ensure that over time all schools using the Music Service are visited and that each instrumental teacher is part of a planned programme of professional development.

These arrangements are intended to ensure that the Music Service is able to offer a consistently high standard of tuition to schools: they are not intended to



replace a school's right and responsibility to monitor the teaching and learning that forms part of its own offered curriculum.

Any Norfolk Music Service Teacher working in a school that is being inspected by Ofsted can be observed and the grades awarded are taken into account on the overall judgement of the school. The head of the Music Service will always be pleased to enter into discussion about any Ofsted judgements. In particular, in the unlikely case of a teacher being judged unsatisfactory, please inform the Head of Music Service as soon as possible.

During each school year there will be opportunities to review the quality of the service given. This includes the standards of its operational performance, its administration and the responsibilities of the school, within the context of this agreement. Such a review will, perhaps, take the form of a meeting between the Head of Service and the Headteacher. Schools may request such a meeting at any time. Adjustments to the Service Level Agreement that may follow will normally be implemented the next financial year. Sometimes the school may wish to request an alternative teacher. In all cases we ask that if possible the school discuss the need for change with the teacher concerned. The Norfolk Music Service will do its best to replace teachers as required but this may not always be possible immediately.

In addition all schools using the Service will be invited to complete an annual quality assurance questionnaire. The information will be fundamental to the improvement of the Music Service delivery and development. The findings will be reported to the Director of Community Learning and Development and will form targets as part of the Music Service Development Plan.

### School Responsibilities

Instrumental teachers are part of the school provision for music. As such there are several responsibilities that fall to schools in order to ensure they get the best possible value from the Service. **Please inform our staff of any individual learning and / or behaviour needs of their pupils.** Staff undertake regular training to support meeting children's particular needs. Wherever possible the teaching accommodation should reflect the following standards:

- The teaching location and conditions should be suitable for the task. The room needs to be light,

airy and with sufficient room for music stands and chairs for certain instruments.

- The room should be in close proximity to other teaching rooms with a window and/or glass panelled door with emergency evacuation procedure clearly displayed.
- The teaching situation needs to be as free as possible from planned interruption.
- Basic materials are required. Music stands, chairs are required for certain instruments. For the effective delivery of certain parts of the instrumental curriculum, a piano is essential, even if only on an occasional but regular basis.
- Backing tracks are used with increasing frequency to support the musical context in which to place the learning. The Music Service has a limited supply of CD players but may on an occasional basis ask the school, in advance of the lesson, to borrow a CD player.
- Please ensure that the instrumental teacher is given all the appropriate school information to ensure the smooth running of their work (a school calendar is invaluable). In particular the criteria for selection if it differs from the advice given by the Music Service, the organisation of groups **and a procedure to follow if a pupil forgets to attend the lesson**. In addition information on any pupil with special learning needs together with named staff who the instrumental teacher is able to discuss teaching and learning issues with as appropriate.
- Any extra additions to the instrumental curriculum e.g. GCSE composition, band parts, festival events etc. need to be given to the instrumental teacher in advance of the lesson.

All schools and are busy organisations. It would be very helpful if a school could identify a communication system between the named person in charge of instrumental lessons (e.g. the music co-ordinator or the head of music) and the instrumental teacher; perhaps the pigeon hole system or a shared base.

## Behaviour and Attendance

The music service has a behaviour policy available on our website. We expect that pupils are supported to:

- Arrive and leave lessons quietly and on time
- Arrive with the correct equipment

- Enter the room calmly
- Never shout
- Show respect to the rest of the group and the teacher
- Work to the best of their ability
- Practice in between lessons

Especially good work is rewarded with a written congratulations.

Our staff need to be aware of the following

- the whole school reward system
- the whole school behaviour sanctions
- a member of staff with whom they discuss any behaviour and /or attendance issues

### **Summary of Services Available**

The range of services available to schools from the Norfolk Music Service can be summarised as follows:

- Instrumental teaching (including any additional music requirements)
- The hire of musical instruments
- Classroom teaching
- Foundation Skills programme
- Widening Opportunities

We are mindful of the need to provide the highest quality service possible and also to keep the cost to schools as low as possible.

It is the intention of the Music Service to enable all schools to access the full range of its services and benefit from the skills, knowledge and understanding that we can offer. In the last two years we have been able to provide the services at such low costs due to the sustained support of Government Standards Funds and the Norfolk County Council

### **Instrumental Bursary**

The Government Standards funds has enabled the Norfolk Music Service to offer a modest bursary, through which it is able to provide financial support for the cost of instrumental lessons and the hire of instruments.

The bursary is allocated to children who:

- show commitment and enthusiasm for music
- are entitled to free school meals
- demonstrate very good progress and/or ability in music

All those who are awarded a bursary are required to commit themselves to membership of at least one Norfolk Student's County band or ensemble.

Each bursary is the financial equivalent of 38 lessons each year in school and the hire of an appropriate instrument.

Applications are made in writing from all parents and carers in the County to the Head of the Norfolk Music Service to arrive by the end of the first half of each autumn term.

The Music Service supports Norfolk schools in the promotion of cultural diversity and we welcome the opportunity to provide for young people wishing to learn instruments not normally featured in the western orchestral tradition.

In addition the Music Service would like to encourage more students to play the following instruments:

- Trombones
- French Horns
- Tubas
- Double Bass
- Oboes
- Bassoons

## **Recruitment**

All our teachers are appropriately qualified and appointed through the Norfolk County Council Children's Services following the safeguarding children recruitment procedures. These include interview, audition, employment, medical and police checks, salary assessment and the issuing of appointment documentation conforming with statutory and contractual requirements; subject to the statutory conditions of employment of school teachers in England and Wales as detailed in the current Education (School Teachers' Pay and Conditions) Order. We want our schools to feel confident that they are working with a professional colleague and remind schools that our teaching staffs are of an equal professional status to all Norfolk County Council staff.

A standard level of service is offered across the County consistent with the funding received from schools. All the services described are offered in support of individual school programmes of music and the National Curriculum requirements for music.

**Staff Absence**

The Music Service teaching year is created from the *Teaching and Activity Planner*. Each year this identifies the minimum number of weeks that a school can expect to be charged for. Teachers will be available to teach in schools for 38 weeks in each academic year. The planner takes account of staff absence and school changes by identifying 'make up days' throughout the year. In the event of a staff absence or by agreement with the school, staff can use the make up days to complete the contractual amount of teaching. Schools must provide a period of one half term notice to cancel lessons or they will be charged payment. In the case of staff absence, the instrumental teacher will contact all schools that are expecting them until 12 noon of the day. The Norfolk Music Service will then immediately inform each afternoon school. The cost of lessons that cannot be made up will be deducted from the school bill.

**Charging Policy**

Schools are required to have a Charging and Remissions Policy. This must be described in the school's brochure. The responsibility for the policy lies with the school's governing body, which may, if it wishes, decide not to make a charge for music tuition.

A copy of the recommended Norfolk County Council Charging Policy is available on request. Where changes are made to the school's policy these need to be included in the Governors' Annual Report to Parents.

**Complaints**

Any enquiries concerning the operation of this agreement should be made to the Head of Music Service. If after 5 working days there is no satisfactory outcome the matter should be referred to the Director of Community Learning and Development who is accountable for the organisation, management, conduct and effectiveness of the Norfolk Music Service. Schools who feel that they have not received an adequate response from the Head of Service should appeal directly to the Director of Community Learning and Development

**The Service Level Agreement**

This agreement will run from 1 September 2009 to 1 September 2010. The intent is to regulate dealings between the parties by setting out respective obligations relating to the expectations of Norfolk Music Service and payment for such services.

Any such agreement is ultimately made between the governing body of the school and Norfolk Music Service, Norfolk County Council. It is not made with any individual teacher employed by that service.

# Norfolk Music Service Teaching and Activity Planner 2009-2010

Autumn Term 2009 7 September - 18 December (14 weeks)					Spring Term - 2010 5 January to 1 April (12 weeks)					Summer Term 2010 - 20 April to 23 July (13 weeks)				
Day:	September	October	November	December	Day:	January	February	March	Day:	April	May	June	July	
Sunday			1		Sunday				Sunday					
Monday			2 wk 8 Wkshop day		Monday		1 wk 19	1 wk 22	Monday			1		
Tuesday	1			1	Tuesday		2	2	Tuesday			2		
Wednesday	2		4	2	Wednesday		3	3	Wednesday			3		
Thursday	3	1	5	3	Thursday		4	4	Thursday	1		4	1	
Friday	4	2	6	4	Friday	1	5	5	Friday	2 Easter		5	2	
Saturday	5	3	7	5	Saturday	2	6	6	Saturday	3 Holidays	1	6	3	
Sunday	6	4	8	6	Sunday	3	7	7	Sunday	4	2	7	4	
Monday	7 wk 1 INSET 1	5 wk 5	9 wk 9	7 wk 13	Monday	4 INSET 3- wk 1	8 wk 20	8 wk 23	Monday	5	3 May Day	7 wk 33	5 wk 37	
Tuesday	8 INSET 2	6	10	8	Tuesday	5	9	9	Tuesday	6	4 wk 29	8	6	
Wednesday	9	7	11	9	Wednesday	6	10	10	Wednesday	7	5	9	7	
Thursday	10	8	12	10	Thursday	7	11	11	Thursday	8	6	10	8	
Friday	11	9	13	11	Friday	8	12	12	Friday	9	7	11	9	
Saturday	12	10	14	12	Saturday	9	13	13	Saturday	10	8	12	10	
Sunday	13	11	15	13	Sunday	10	14	14	Sunday	11	9	13	11	
Monday	14 wk 2	12 wk 6	16 wk 10	14 wk 14	Monday	11 wk 16	15 Half Term	15 wk 24	Monday	12	10 wk 30	14 wk 34	12 wk 38	
Tuesday	15	13	17	15 Make up	Tuesday	12	16	16	Tuesday	13	11	15	13	
Wednesday	16	14	18	16-Recital	Wednesday	13	17	17	Wednesday	14	12	16	14	
Thursday	17	15	19	17- Groups	Thursday	14	18	18	Thursday	15	13	17	15	
Friday	18	16	20	18	Friday	15	19	19	Friday	16	14	18	16	
Saturday	19	17	21	19	Saturday	16	20	20	Saturday	17	15	19	17	
Sunday	20	18	22	20	Sunday	17	21	21	Sunday	18	16	20	18	
Monday	21 wk 3	19 wk 7	23 wk 11	21- Xmas	Monday	18 wk 17	22 wk 21	22 wk 25	Monday	19 wk 27 INSET3	17 wk 31	21 wk 35	19 wk 39 Make up	
Tuesday	22	20	24	22 holidays	Tuesday	19	23	23	Tuesday	20	18	22	20 Live Music	
Wednesday	23	21	25	23	Wednesday	20	24	24	Wednesday	21	19	23	21	
Thursday	24	22	26	24	Thursday	21	25	25	Thursday	22	20	24	22	
Friday	25	23	27	25	Friday	22	26	26	Friday	23	21	25	23	
Saturday	26	24	28	26	Saturday	23	27	27	Saturday	24	22	26	24 Summer	
Sunday	27	25	29	27	Sunday	24	28	28	Sunday	25	23	27	25 Holidays	
Monday	28 wk 4	26 Half Term	30 wk 12	28	Monday	25 wk 18		29 wk 26	Monday	26 wk 28	24 wk 32	28 wk 36	26	
Tuesday	29	27		29	Tuesday	26		30	Tuesday	27	25	29	27	
Wednesday	30	28		30	Wednesday	27		31	Wednesday	28	26	30	28	
Thursday		29		31	Thursday	28			Thursday	29	27 INSET4		29	
Friday		30			Friday	29			Friday	30	28		30	
Saturday		31			Saturday	30			Saturday		29		31	
Sunday					Sunday	31			Sunday		30			
Monday					Monday				Monday		31 Half Term			
Tuesday					Tuesday				Tuesday					
<b>KEY:</b>														
wk	Directed teaching weeks 1-39													
INSET	Service CPD days													
	16-18 December 09													
	20 - 23 July 10 Recital groups or teaching													
	Teaching make up, timetabling													
	Holiday periods													
	Workshop day													

## KEY:

**wk** Directed teaching weeks 1-39  
**INSET** Service CPD days  
 16-18 December 09  
 20 - 23 July 10 Recital groups  
 or teaching

Teaching make up, timetabling  
 Holiday periods  
 Workshop day

# Norfolk Music Service Events Calendar September 2009 – July 2010

## One Day Workshops

Monday 2 November 2009	Rock Band Workshop	Hellesdon High or Costessey High School, Norwich tbc	
Monday 2 November 2009	Norfolk's Young & Traditional Strings Workshops No.1	Various Venues around Norfolk	9.30am – 3.30pm
Monday 2 November 2009	Guitar Ensemble Workshop	Greyfriars Primary, King's Lynn	9.30am – 3.00pm
Monday 2 November 2009	Wind Band West Workshop	King's Lynn (Venue tbc)	9.30am - 3.30pm
Monday 2 November 2009	Wind Band North Workshop	North Norfolk (Venue tbc)	9.30am – 3.30pm
Monday 2 November 2009	Grade 5 Theory Day	Venue tbc	tbc
Tuesday 3 November 2009	Norwich Youth Music Jazz Workshop	St Thomas More Junior School, Norwich	4.00pm – 9.00pm
Sunday 22 November 2009	Flute Day	St Thomas More Junior School, Norwich	10.00am – 4.00pm
Tuesday 10 November 2009	A Level Study Day	The Waterfront, Norwich	10.00am – 3.00pm
Friday 27 November 2009	Norwich Youth Music Jazz Workshop	Fakenham High School, Fakenham	9.30am - 3.30pm
Tuesday 15 December 2009	Wind Band Day East	East Norfolk (Venue tbc)	10.00am – 4.00pm
Tuesday 26 January 2010	Norwich Youth Music Jazz Workshop	St Thomas More Junior School, Norwich	4.00pm – 9.00pm
Sunday 31 January 2010	Saxophone Day	St Thomas More Junior School, Norwich	9.30am - 3.30pm
Tuesday 2 March 2010	Norwich Youth Music Jazz Workshop	St Thomas More Junior School, Norwich	4.00pm – 9.00pm
Thursday 4 March 2010	Norfolk's Young & Traditional Strings Workshops No.2	Hellesdon High School, Norwich	9.30am – 3.30pm
March (tbc)	Guitar Workshop	Poringland Primary School	9.30am – 3.00pm
Sunday 25 April 2010	Double Reed Day	St Thomas More Junior School, Norwich	10.00am – 4.00pm
Saturday 8 May 2010	Norfolk's Young & Traditional Strings Workshops No.3	Hellesdon High, Norwich	2.00pm – 5.30pm
Monday 19 July 2010	Wind Band South	South Norfolk (Venue tbc)	9.30am – 3.30pm
June/July(tbc)	Guitar Workshop	Smithdon High School, Hunstanton	9.30am – 3.00pm
Sunday 4 July 2010	Clarinet Day	St Thomas More Junior School, Norwich	10.00am – 4.00pm

## Residential Courses

Fri 13 – Sun 15 November 2009	Junior Strings Residential	Whitwell Hall	Start 5.30pm - Finish 3.30pm
Fri 12 - Mon 15 Feb 2010(tbc)	Symphonic Wind Band Residential	Langley School,	Start 5.30pm - Finish 3.30pm
Mon 5 – Thur 8 April 2010	Keyboard Residential	Whitwell Hall	Start 5.30pm – Finish 3.30pm
Tue 6 – Thur 8 April 2010	Norfolk County Intermediate Orchestra	Langley School	Start 10.00am - Finish 4.30pm
Tues 13 - Fri 16 April 2010	Norfolk County Youth Orchestra	Langley School	Start 5.30pm - Finish 1.30pm
Fri 7 – Sun 09 May 2010	Guitar Residential	Whitwell Hall	Start 5.30pm – Finish 3.30pm
Fri 11 – Sun 13 June 2010	Junior Strings Residential	Whitwell Hall	Start 5.30pm – Finish 3.30pm
Sun 22 – Sat 28 Aug 2010	Tour to Novisad, Serbia		

## Concerts

Wednesday 14 October 2009	High School Choirs' Festival	St Andrew's Hall, Norwich	7.30pm
Tuesday 1 December 2009	Jazz Ensembles Concert	St Thomas More Junior School	6.30pm
Sunday 6 December 2009	Symphonic Wind Band	St Thomas More Primary, Norwich	2.30pm
Monday 7 December 2009	Monday Ensembles Christmas Concert	The Arc, City of Norwich School, Norwich	5.00pm
Mon 15, 16, 17, 24 & 25 March 2010	CASMA	St Andrew's Hall, Norwich	7.00pm
Tue 23 March 2010	Jazz Ensembles Concert	St Thomas More Junior School, Norwich	6.30pm
Saturday 27 March 2010	Norfolk County Youth Orchestra	Hippodrome, Great Yarmouth	7.30pm
Friday 16 April 2010	Norfolk County Youth Orchestra	St Andrew's Hall, Norwich	7.30pm
Saturday 1 May 2010	Norfolk County Intermediate Orchestra	Attleborough Church, Attleborough	7.30pm
Saturday 26 June 2010	Norfolk County Youth Orchestra	Langley School, Loddon	7.30pm
Friday 2 July 2010	Symphonic Wind Band	tbc	
Tue 6 July 2010	Jazz Ensembles Concert	St Thomas More Junior School, Norwich	6.30pm

/continued

**Ensembles**

Autumn Term 2009  
Spring Term 2010  
Summer Term 2010

**Start**

Monday 14 September  
Monday 11 January  
Monday 26 April

**Finish**

Monday 30 November  
Monday 22 March  
Monday 05 July

**Ensemble Events**

Thursday 3 December 2009  
Sunday 6 December 2009  
Tuesday 22 December 2009

Wymondham Area Brass Band Dickensian Evening  
Norfolk Keyboard Orchestra Christmas Busking  
WASBB performing for Centre Parks Xmas Entertainment (invite only)

Wymondham Market Place/Baptist Church  
Castle Mall, Norwich  
Center Parks, Elvedon

6.30 - 7.30pm  
10.00am – 1.00pm  
9.30 – 6.00

Wednesday 10 March 2010  
Sunday 14 March 2010  
Monday 03 May 2010  
May 2010 (tbc)

Jazz Ensembles, Norfolk County Music Festival (invite only)  
NSJO Music for Youth Regional Qualifier (invite only)  
NSJO playing at Norwich Jazz Party (invite only)  
NSJO playing at Norfolk & Norwich Festival (invite only)

City of Norwich High School, Norwich  
Springwood High School, King's Lynn  
Holiday Inn, Norwich  
Theatre Royal, Norwich

6.30pm  
tbc  
tbc  
tbc

**Norfolk Intermediate County Youth Orchestra**

Saturday 19 September 2009  
Saturday 10 October 2009  
Saturday 7 November 2009  
Saturday 28 November 2009  
Saturday 16 January 2010  
Sunday 14 February 2010  
Sunday 7 March 2010  
Saturday 24 April 2010

Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal

St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich

9.30am - 3.30pm  
9.30am - 3.30pm  
9.30am - 3.30pm  
9.30am - 3.30pm  
9.30am - 3.30pm  
9.30am - 3.30pm  
9.30am - 3.30pm  
9.30am - 3.30pm

**Norfolk County Youth Orchestra**

Sunday 20 September 2009  
Sunday 18 October 2009  
Sunday 8 November 2009  
Sunday 29 November 2009  
Sunday 18 January 2009  
Saturday 5 December 2009  
Tuesday 15 December 2009  
Sunday 24 January 2010  
Sunday 28 February 2010  
Sunday 21 March 2010  
Saturday 19 June 2010  
Sunday 20 June 2010

Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Christmas Busking  
Christmas Carols  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal

St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
Castle Mall, Norwich  
The Forum, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich

10.30am – 4.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm  
11.00am – 4.00pm  
5.30pm – 7.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm  
10.30am – 4.30pm

**Symphonic Wind Band**

Sunday 13 September 2009  
Monday 28 September 2009  
Sunday 11 October 2009  
Monday 19 October 2009  
Sunday 15 November 2009  
Monday 30 November 2009  
Sunday 17 January 2010  
Monday 1 February 2010  
Monday 1 March 2010  
Sunday 13 March 2010  
Monday 29 March 2010  
Sunday 25 April 2010

Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal  
Rehearsal

St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich  
St Thomas More Junior School, Norwich

1.00pm – 4.00pm  
7.30pm – 9.00pm  
1.00pm – 4.00pm  
7.30pm – 9.00pm  
1.00pm – 4.00pm  
7.30pm – 9.00pm  
1.00pm – 4.00pm  
7.30pm – 9.00pm  
7.30pm – 9.00pm  
1.00pm – 4.00pm  
7.30pm – 9.00pm  
1.00pm – 4.00pm



## **Quality Assurance Questionnaire**

In order to maintain and improve our service provision, please complete this questionnaire.

All comments will be taken into account and used to inform our Music Service targets.

Please remember that Head of the Music Service is available at any time if there are any issues you wish to discuss.

School \_\_\_\_\_

Do all your instrumental/classroom teachers arrive punctually, suitably dressed and prepared for teaching?

Is there any comment you would like to make about attendance?

To the best of your knowledge, are your pupils motivated and enjoying instrumental/classroom lessons?

Are you satisfied that pupils overall are reaching a suitable standard of achievement?

Are there any comments you would like to make about any aspects of instrumental/classroom teaching in your school?

Are you satisfied with the level of communication and information from the Norfolk Music Service?

Are there any other issues you would like to raise that would improve the value of the Norfolk Music Service?

Thank you.

Please return to Maureen Hanke, Norwich Professional Development Centre,  
Woodside Road, Norwich NR7 9QL or email [musicservice@norfolk.gov.uk](mailto:musicservice@norfolk.gov.uk)

## Instrumental Bursary

Norfolk Music Service is able to offer financial support for the cost of instrumental lessons and the hire of instruments.

The bursary is allocated to children and young people if they

- show commitment and enthusiasm for music
- are entitled to free school meals
- demonstrate very good progress and/or ability in music

All those who are awarded a bursary must play in a Music Service band or ensemble.

In addition the Music Service must have

- A letter signed by a parent or carer to say that they will support the child as an instrumentalist. The person named must ensure that the child can get to a music service band or ensemble.
- Evidence of musical achievement and enjoyment so far e.g. a CD of work, participation in a school concert etc,

A bursary entitles your child to an instrumental lesson each week of term (20mins or longer as appropriate) and the hire of an instrument. The lesson can be as part of a group or as an individual.

Applications for financial support are invited from all families in the County, to arrive by the end of the Autumn Half Term.

The music service supports Norfolk schools in the recognition of cultural diversity and inclusion. We welcome the opportunity to provide for young people wishing to learn instruments not normally featured in the western orchestral tradition.

In addition the music service would like to encourage more students to play the following instruments

- Trombones
- Tubas
- French Horns
- Double Bass
- Oboes
- Bassoons

All requests for instrumental bursaries are to be made directly to the Head of the Music Service, The Professional Development Centre, Woodside Road, Norwich, NR7 9QL.

E-mail: [Maureen.hanke@norfolk.gov.uk](mailto:Maureen.hanke@norfolk.gov.uk)

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## Application for Instrumental Bursary

I would like to apply for an instrumental bursary for my child.

Name of Child ..... Year Group.....

School .....

I understand that each bursary entitles him/her to lesson each week in school and the hire of an instrument.

I also understand that all those who are awarded a bursary must join at least one Norfolk Student's County band or ensemble for free.

- ☐ The teacher suggests that he/she join .....  
band/ensemble
- ☐ He/she is already a member of .....  
band/ensemble

I enclose

- ☐ Evidence that he/she is entitled to free school meals
- ☐ A letter of support
- ☐ Some examples of musical achievement and enjoyment so far

Please indicate which instrument the pupil would like to learn

- Trombone
- Tuba
- French Horn
- Double Bass
- Oboe
- Bassoon

Any other .....

Signed (Parent or carer).....

Name .....

Head Teacher ..... School .....