**Cornwall Music Education Hub – Co-ordination & Delivery of school projects 2020/2021 – West Cornwall**

# Introduction

Cornwall Council, the lead partner of the Cornwall Music Education Hub (CMEH), seeks to contract a supplier to undertake to co-ordinate and deliver primary school projects in West Cornwall, as outlined in the delivery plan approved by The Arts Council. Primarily the purpose of this work will be to support progression following First Access through targeted cluster projects, focusing on composition and playing of instruments.

The deliverer can be a self-employed individual, or a named individual from an organisation and will be responsible for working in conjunction with the CMEH Manager to ensure that CMEH is engaging with all Cornish schools (includes special and AP Academies).

**Functions**

* to support instrumental progression, especially after First Access
* to deliver projects directly to students in cluster of schools, in conjunction with school staff
* to encourage schools to provide the opportunity to learn an instrument
* to encourage schools to provide performance and ensemble opportunities
* to increase staff confidence and skills in delivering music activity as part of project
* to support schools with planning and delivering their music curriculum
* to identify appropriate resources to support schools’ needs
* to increase engagement with CMEH
* to increase participation in music activity

The Hub areas for development are identified within the Arts Council approved Hub Activity Plan as:

* Increase number of schools engaging with Core Roles as set out in the National Music Plan
* Increase number of schools engaging with Whole Class Ensemble Teaching (WCET)/First Access
* Increase continuation rates following First Access
* Improve progression opportunities for all young people but especially those on Free School Meals, Children in Care and students with Special Educational Needs

# Scope

The contract deliverer will deliver to clusters of primary schools time limited Music projects with a focus on encouraging instrumental progression, especially after First Access, and supporting composition in the classroom. Each project should culminate in a performance opportunity for the participating schools. Some projects can also include a focus on transition and will include the relevant secondary school.

The contract deliverer must promote the work and vision of the CMEH - The Cornwall Music Education Hub will champion, celebrate and grow Cornwall’s rich music heritage and, through inclusive, dynamic and innovative learning, will inspire children and young people to achieve their musical potential. The deliverer will need to challenge and support school leaders to bring the numerous benefits of a good music education to all pupils, not simply the few who choose, or who have the resources, to specialise in the subject or an instrument.

**The target area for delivery is West** **Cornwall, consisting of the following areas:**

Camborne, Falmouth, Hayle, Helston, the Lizard, Penzance, Pool, Redruth

This area = 75 primary schools, 11 Secondary Schools, 2 AP Academies and 2 Special Schools

**Background**

The provision is funded through Arts Council England funding which has been awarded until 31st March 2021. The contract will be let to one provider to ensure continuity of provision and standard for the end user.

# Service Conditions

Withdrawal of funding due to failure to meet the core roles outlined in the delivery plan.

1. **Statement of Requirements**

The contract deliverer must be available for 1 day a week during term time to target and deliver in clusters of schools (as identified in conjunction with the CMEH Manager) for time-limited music projects:

* Minimum of 4 different cluster projects per term in West Cornwall with schools as identified on the School Engagement Tracker and in consultation with the CMEH Manager and the Secondary Lead where appropriate.
* Each project to focus on playing instruments, with the aim of improving progression following First Access and, in the longer term, to encourage more children to play an instrument and join an ensemble. Each project to include composition and culminate in a performance.
* Each project to include an element of development/cpd for the classroom teachers of the schools involved
* Ongoing liaison with the CMEH Manager
* Organising network meetings for participating schools (twilights)
* To provide updates to the CMEH Planning and Strategy Meetings as required
* To provide the CMEH Manager with an updated list of engagement schools at the start and end of each term, with details of year groups and numbers
* To update School Engagement tracker on an ongoing basis
* To provide CMEH manager with details of twilight meetings and performances

1. Contract Purpose(s)

The purpose of this contract is to increase primary school engagement with the Hub and deliver projects which encourage and support progression as well as composition. The deliverer should ensure that they are constantly reviewing the engagement of primary schools through the School Engagement Tracker with the aim of ensuring that all schools are engaged in some way with the Hub by March 2021.

1. Contract Objectives

* To work with all primary schools in West Cornwall, but primarily focusing on schools to support instrumental progression following First Access
* To ensure that by March 2021 all schools in West Cornwall are rated as Green in terms of engagement with the Hub through engagement or signposting to other Hub opportunities
* To work with primary schools in West Cornwall to identify First Access and progression opportunities
* To encourage all schools in West Cornwall to take up First Access
* To liaise with Progression and Ensemble Lead with regards to progression opportunities in the area
* To liaise with the Secondary Project with regards to support for secondary schools in the area
* To increase confidence of classroom teachers with teaching music through project engagement
* To work with partners on specific projects as identified by the CMEH Manager
* To plan and oversee performance opportunities for school clusters in West Cornwall
* To feed back to the CMEH Manager potential areas of further support for schools

1. Detailed requirements

The contract deliverer will identify a named individual or individuals who will be responsible for the following delivery

* To target and support identified primary schools, in conjunction with the CMEH Manager and work with schools in clusters (minimum of 4 different clusters per term) in West Cornwall as identified by the CMEH Manager. Clusters may involve secondary and support transition.
* To ensure that primary schools in West Cornwall have completed the annual data return and support the CMEH Manager with the collection of this data
* To plan and oversee performance opportunities for school clusters in West Cornwall (each cluster project should culminate in a performance opportunity)
* To review current music delivery in targeted schools and feed back to the CMEH Manager with detailed end of term report
* To provide feedback to the CMEH Planning and Strategy meetings as required
* To update the School Engagement Tracker Spreadsheet (on Hub Google Drive) on an ongoing basis
* To liaise with the CMEH Manager to identify potential clusters, ensuring a wide geographic spread
* To capture feedback regarding impact on participating school through use of evaluation forms
* To develop resources to support staff in cluster schools on an ongoing basis and share these resources for wider use
* To identify CPD needs based on feedback from schools and feed into CMEH CPD plans and conferences
* To deliver CPD/resource sharing sessions to support primary schools at twilight sessions and conferences (1 twilight per cluster and attend Hub annual conference).
* To work with partners on specific projects as identified by the CMEH Manager, including Vocal Outreach leads, Progression & Ensemble leads and Secondary Project Lead.
* To act as an ambassador and champion for the CMEH in West Cornwall and utilising Hub branding on all correspondence, including emails.
* Ensure that all project activity is clearly attributed to the CMEH and use CMEH logo on all correspondence with schools/parents/venues involved and use other CMEH promotional resources ie banners at events

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# Contract and KPIs

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| --- | --- |
| **Contract Title** | CMEH School Project Co-ordination - West Cornwall |
| **Estimated Total Value** | £11,000 |
| **Contract Length** | 12 Months (1st April 2020 – 31st March 2021). |
| **Basic Description of**  **services** | The provider will deliver to clusters of schools time limited music projects to encourage students to play instruments and support progression. Each project should be planned in conjunction with the CMEH Manager, culminate in a performance opportunity for the participating schools, increase school engagement with the CMEH and increase confidence of the school staff in delivering music activity on a regular basis. The target area for delivery is West Cornwall – see appendix for full list of schools |

Contract reviews will be held on a termly basis. The following Key Performance Indicators will be used to monitor the performance of the Contract and will be reviewed at the meeting:

**Key Performance Indicators (KPI’s)**

| **Output/Outcome** | **Target** |
| --- | --- |
| Deliver school cluster projects culminating in a performance – each project to include composition and playing of instruments | Work with 4 different school clusters per term, each cluster made up of a minimum of 4 schools.  Schools to sign project agreement at the start of term and provide feedback after project has finished |
| Information on identified schools recorded on CMEH School Tracker Spreadsheet | Information updated on all schools in each cluster by the end of term |
| Submit report to CMEH Manager using reporting template provided | CMEH Manager to be updated at the start and end of term. |
| Schools engage with Hub by participating in events and conferences | No schools in West Cornwall rated as Amber or Red on School Tracker by March 2021. |
| Encourage take up of First Access provision in schools in West Cornwall and promote/facilitate where possible | 90% of schools in West Cornwall to have received First Access by March 2021 |
| Information regarding impact of projects | Capture evaluation from 100% of participating schools. Provide information for Hub newsletter |
| Liaise with CMEH Manager and Progression & Ensemble lead to identify new ensemble opportunities, such as Next Steps, to support progression in the area | 2 new Next Steps projects by February 2021 |
| Twilight resource sharing/CPD sessions for school staff and music leaders | 1 session for each cluster |
| Up to date information regarding music activity in schools in the area | All schools to complete annual Hub data return by the deadline |
| CPD Sessions which meet identified needs delivered at CMEH events | 1 session at annual CMEH conference |

1. **Safeguarding**

All delivery must comply with the CMEH Safeguarding policy and the CIOS Child Protection Procedures

1. **Timetable**

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| Service Commencement | 1st April 2020 |

**All expressions of interest must be submitted via the procurement portal and must be received by 30th January 2020.**

**Appendix**

List of Schools in target area

**Primary**

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| Alverton Primary School |
| Bodriggy Academy |
| Boskenwyn Community Primary School |
| Breage C of E School |
| Connor Downs Academy |
| Coverack Primary School |
| Crowan Primary School |
| Cury CE Primary School |
| Falmouth Primary Academy |
| Garras Community Primary School |
| Germoe Community Primary School |
| Godolphin Primary School |
| Grade-Ruan CE Primary School |
| Gulval Primary School |
| Gwinear Community Primary School |
| Halwin School |
| Heamoor Community Primary School |
| Illogan School |
| Kehelland School |
| King Charles Primary School |
| Landewednack Comm P School |
| Lanner Primary School |
| Leedstown Comm Primary School |
| Ludgvan School |
| Manaccan Primary School |
| Marazion School |
| Marlborough School |
| Mousehole Comm Primary School |
| Mullion Community Primary School |
| Nancledra Primary School |
| Nansloe Academy |
| Newlyn School |
| Parc Eglos School |
| Pencoys Primary School |
| Pendeen School |
| Pennoweth Primary School |
| Penpol School |
| Penponds School |
| Pensans Community Primary School |
| Porthleven School |
| Portreath Comm Primary School |
| Rosemellin Comm Primary School |
| Roskear School |
| Sennen School |
| Sithney Community Primary School |
| St Buryan Academy Primary School |
| St Day and Carharrack Comm School |
| St Erth Community Primary School |
| St Francis CE Primary School |
| St Hilary School |
| St Ives Infant School |
| St Ives Junior School |
| St John's Catholic School |
| St Just Primary School |
| St Keverne Primary School |
| St Levan Community Primary School |
| St Maddern's C of E School, Madron |
| St Mary's C of E P Sch, Penzance |
| St Mary's Catholic Prim Sch, Falmouth |
| St Mary's Catholic Prim Sch, Penzance |
| St Meriadoc CE Junior Academy |
| St Meriadoc CE N & Inf School |
| St Michael's CE Prim School |
| St Uny CE Academy |
| Stithians Community Primary School |
| Trannack Primary School |
| Treleigh Community Primary School |
| Treloweth Primary School |
| Trevithick Learning Academy |
| Trewirgie Infant School |
| Trewirgie Junior School |
| Troon School |
| Trythall Comm Primary School |
| Weeth Community Primary School |
| Wendron CE Primary School |

**Secondary Schools**

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| Camborne Science and International Academy |
| Cape Cornwall School |
| Falmouth School |
| Hayle Academy |
| Helston Community College |
| Humphry Davy School |
| Mounts Bay Academy |
| Mullion School |
| Pool Academy |
| Redruth School: Technology College |
| St Ives School |

**AP Academies**

Nine Maidens AP Academy

Penwith AP Academy

**Special Schools**

Curnow

Nancealverne