

Partnership arrangements with schools

Identify your arts offer

We tailor our programme to your need. The first step is to arrange a meeting between senior school staff and representatives from DPA.

We advise that before the meeting you discuss your arts offer and set out your short term aims and long term ambitions. Be inspirational and creative - try not to focus on costs or operational issues at this stage - there may be solutions.

If you are making small changes to an existing programme the visit may be quite short and be little more than a review and confirmation of plans for next year. When you are making significant changes or implementing new programmes we would expect a longer visit and are happy to discuss the pros and cons of all options. We will leave you with an idea of the costs and confirm this by email afterwards.

How we provide services

Identifying and recruiting staff

We maintain a bank of specialist staff and as requirements across the hub become clear we will start to recruit additional personnel as required. The range and quantity of our work means that we will be recruiting people for a significant bank of time rather than the odd hour here and there. For that reason, most of our staff stay with us for many years allowing the development of professional skills and long-term relationships with schools. It is an aim of every DPA tutor to be considered as one of your school staff.

All staff are recruited in line with local authority policy with safeguarding at the forefront of our induction programme.

Scheduling

Once we are in receipt of partnership agreements we will start to allocate staffing appropriately. We aim to keep staff changes to a minimum but there are times when this is unavoidable.

Draft schedules will be available before the end of the summer term with revisions coming on line as things develop. Often this is completely out of our control (e.g. a school has a change of swimming day) and we may talk to you about the possibility of changes.

As well as a schedule for your school, we will send you a calendar for the year that sets out our teaching schedule with start and end of terms along with major events that we organise.

Partnership agreements, billing and adjustments

During the summer break we will send you a detailed agreement that confirms your costs for the academic year ahead. We will invoice you at the end of each term and will send you a detailed record of charges linked to each DPA tutor and their visits. You will be able to identify any sessions that you have not been charged for and will be able to query anything you believe to be wrong.

We are able to add any additional activity to your invoice, for example participation in an event, and as such your total activity can be managed by 3 invoices each year.

DPA trading model

For regular weekly work our agreement is to deliver 34 sessions over an academic year. Our calendar includes 2 'contingency weeks' in July where we can catch up sessions missed (for example school INSET day/staff absence). If all contingency time has been used we will not bill you for any sessions missed due to DPA staff absence.

Charges are calculated at an hourly rate of £40.50 for small group/individual music tuition and £43.50 for all other activities. We will subsidise a specific number of hours per week from the Music Education Hub Grant for activity linked to the 4 core roles of the National Plan for Music Education. The number of hours per week that we subsidise is calculated on the size and type of school. Please contact DPA for more information. If required, our administration team will manage the process of any parental billing/fee collection for small group tuition on your behalf.

Changing your programme mid year

Our aim is to develop long term partnerships as we believe that this provides the best outcomes for our children. We will try to staff any additional requests you have during the year (for example, if an extra student wishes to learn an instrument) but would hope to get your needs identified as close as possible before the year starts.

If you need additional work simply contact our office and we will try to find a solution.

It is not possible to change whole class, bands, choirs etc once the year is underway. However, we understand that scheduling issues can arise and ask you to contact us to discuss options should this happen.

For small group and individual tuition we offer you the option of reducing tuition by 20% over an academic year. This is to manage students transferring to other schools, year 11 leavers and the occasional instances where, for whatever reason, a student is simply unable to continue. However, our aim is always to prevent this in the first place and would always hope to replace with new students.

Instruments

We will provide stock for your tuition at no cost. Our agreement is that schools are liable for ongoing maintenance costs or for replacing any lost instruments. Should this happen we will discuss the process with you and any costs will be added to your end of term bill.

Quality assurance

The quality of teaching and learning is at the heart of everything we do. All of our staff engage with a development programme that is similar in design to appraisal for teachers. We follow a set of standards that are tailor made for our area of specialism and all staff have regular lesson observations and review meetings. We welcome feedback from school staff and encourage you to look at our work that takes place in your schools.



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