

Form 2PT – Primary Weekly Class Teaching

Academic Year 2013/2014



School:

Headteacher:

DfE Number: Tel:

Area:

Class teaching is usually provided in half or full day slots. A morning session is 3 ¼ hours; an afternoon session is 2 ¼ hours, including breaks. Smaller slots can be bought by schools with a minimum of 1 hour.

Two or three schools can join together in requesting a class teacher for the full year e.g. an Infant and Junior school may wish to join together, or schools in the same cluster. In this case one school will need to take the lead for billing purposes, selling the teaching on to the other schools.

Class teaching guidelines are on the reverse of this form. If you wish to discuss your provision please contact a member of the Primary Curriculum Team at Hampshire Music Service on 023 8065 2037.

FOR SCHOOLS BUYING CLASS TEACHING FOR HALF A DAY OR A WHOLE DAY

Morning		Afternoon		Timing of School Day		Please specify how you intend to deploy your HMS teacher	
(Please tick)							
		Morning		Afternoon			
		Begins		Begins			
		Ends		Ends			

FOR SCHOOLS BUYING PROVISION IN SMALLER SLOTS

Hours per week		Timing of School Day for our Information		Please specify how you intend to deploy your HMS teacher	
Morning		Afternoon			
		Morning		Afternoon	
		Begins		Begins	
		Ends		Ends	

Completed forms can be faxed to 023 8061 8241 or posted to Hampshire Music Service, Rookwood Centre, Penshurst Way, Eastleigh, SO50 4RJ. Courier route: CD51. This form can also be downloaded at www.hants.gov.uk/hms

If you have any queries concerning your music provision, please contact Hampshire Music Service on 023 8065 2037 or e-mail music.service@hants.gov.uk

Headteacher signature:

Date:

ALL FORMS TO BE RETURNED BY FRIDAY 3 MAY 2013

Class Teaching Guidelines

- HMS class teachers can be bought in for an agreed period of time (minimum 1 hour) on a weekly basis throughout the year, working with a class for a minimum of half a term of consecutive lessons.
- PPA cover. You can deliver your music curriculum while also giving the regular class teacher PPA time. An LSA will need to be with the class.
- Having an HMS class teacher working with your school-based class teachers will support your music manager in extending music provision throughout the school by developing the confidence of the staff with whom they work.
- Starting points will be identified through negotiation with your music manager and class teacher, in order to encourage progression and continuity in the delivery of an effective music curriculum.
- HMS staff will work closely to the school's own scheme of work and music policy, contributing to and developing these as appropriate for each individual school.
- Your HMS teacher will agree with the LSA or teacher supporting the class music teaching on the processes for assessment, sharing of planning across and between year groups, follow-up between visits, behaviour management and health and safety.
- HMS teachers will be experts at delivery and joint planning but we ask the school to retain the overarching responsibility for supervision, reporting, sustainability and, through their music manager, for ensuring cohesion, progression and continuity.
- PPA time for the HMS teacher will be scheduled in consultation with your school, it is often the first visit of each term.
- Please ensure that there is some time planned, during each visit, for liaison with your music manager, brief discussions with your class teachers and for the organisation of instruments and listening equipment.
- Please ensure that a range of classroom percussion instruments is available (both tuned and untuned), along with good quality recording and listening equipment. Some useful music resource books may be suggested by our staff for follow-up work