

Listen2Me: Hampshire Music Service's Whole Class Instrumental and Vocal Teaching Provision

Service Specification for Schools (Academic Year 2026–27)

1. Purpose

This document sets out the operational arrangements, expectations and delivery model for the Listen2Me Whole Class Instrumental Teaching Programme delivered by Hampshire Music Service (HMS) to schools, for the period 1 September 2026 and 31 August 2027.

This document should be read and agreed to in conjunction with the [HMS Service Level Agreement \(SLA\)](#).

2. Scope of Provision

Listen2Me provides whole-class instrumental/vocal teaching on first access instruments for primary schools.

- Weekly lessons are taught by a specialist HMS teacher, supported by a member of school staff.
- Teaching is for whole classes or groups of **up to 33 pupils**, unless otherwise agreed.
- A class set of instruments is loaned to the school for use in lessons. Schools may select **one instrument per term** (maximum three instruments per year).
- Teaching is **curriculum-aligned** and supports the National Curriculum for Music.
- HMS provides planning, resources, teaching and assessment support, and performance opportunities where requested.

3. Cost and Financial Arrangements

- Schools are charged **£2,028 per class per year**.
- Charges are invoiced in **three equal termly instalments** of £676
- For state-maintained schools, the charge will be deducted from the school's budget line. Academy schools will be invoiced at the end of each term.
- Charges cover:
 - specialist teaching
 - planning and preparation
 - loan of instruments
 - basic instrument maintenance
 - health and safety guidance

4. Duration and Programme Structure

- Provision runs for one full academic year (Autumn–Summer Term). One-term's programme may be available on request (subject to availability).
- Provision is sold in **weekly blocks per class**, each including:
 - **45-minutes** teaching
 - Allocated time for setup, preparation and tuning of instruments
- Lessons are delivered during the school day.
- The **first session of each term** is a non-teaching **planning and preparation** (PPA) session.
- Teaching will not take place on HMS Professional Days.

Allocated time for number of classes:

1 class: 1 hr 5 mins

2 classes: 2 hrs

3 classes: 3 hrs

Example time allocation:

	Class 1		Class 2		Class 3		Total allocated time:
10 mins set up & preparation	45 mins contact teaching	10 mins pack up					= 1 hour 5 mins
10 mins set up & preparation	45 mins contact teaching	10 mins change over	45 mins contact teaching	10 mins pack up			= 2 hours
15 mins set up & preparation	45 mins contact teaching	10 mins change over	45 mins contact teaching	10 mins change over	45 mins contact teaching	10 mins pack up	= 3 hours

5. Timetabling and Provision Allocation

- Schools are asked to submit provision requests to HMS by **13 May 2026**. Schools may indicate instrument preference, allocated year groups, and identify unsuitable teaching periods.
- Allocations are confirmed by HMS in **July 2026**
- While HMS will consider preferences, specific timetable slots or instrument allocations cannot be guaranteed due to county-wide rota planning.
- Schools are committed to the agreed allocation for the **full year**.

6. Instrument Provision and Logistics

6.1 Supply

- HMS provides and maintains suitable instruments, which remain HMS property for the duration of the programme

6.2 Instrument Preference

- Schools may express preference for instrument sets
- Typical Listen2Me model includes **three different instrument sets across the year**. Alternative delivery models may be agreed to meet local needs
- Instrument allocation takes account of:
 - pupil age and physical suitability
 - school preference
 - HMS staff and resource availability

*Please be aware that Listen2Me is **not suitable for Early Years** and is most effective for **Key Stage 2** pupils. If you would like any specific advice regarding instrument suitability, or to enquire about other HMS whole-class provisions, please contact the Music Service.*

6.3 Collection and Movement

- Schools are responsible for collecting instruments from a local school or collection point
- HMS will arrange collection/delivery of instruments when instruments are coming in/out of store, or to/from a school deemed too far away to be a reasonable expectation for a school to collect
- Instruments remain on the school site for the duration of the programme

6.4 Storage and Care

Schools must:

- Provide secure and appropriate storage
- Ensure instruments are accessible and ready for use before lessons
- Keep instruments on site (*not loaned to pupils to take home*)
- Cover costs for loss or damage beyond normal wear and tear

7. Health & Safety and Safeguarding

HMS will provide:

- Relevant risk assessments
- Safety guidance for instruments used

Schools retain responsibility for:

- A safe teaching environment
- All safeguarding procedures
- Supervision of pupils during lesson

8. Staffing and Absence

HMS responsibilities:

- Notify schools in advance of HMS Professional Days (*no lessons will take place on these days*)
- Where HMS staff absence occurs, HMS will make reasonable efforts to provide alternative arrangements or reschedule in line with service procedures
- HMS will reimburse for sessions that cannot be delivered or rescheduled due to HMS staff absence

School responsibilities:

- Inform HMS in a timely manner of any timetable changes or disruptions that affect delivery
- Provide a consistent member of school staff to support learning and ensure strong pupil engagement in every lesson

9. School Responsibilities

By subscribing, schools agree to:

- Provide a suitable teaching space for whole-class instrumental/vocal learning
- Ensure instruments and learning spaces are accessible and prepared prior to each lesson
- Share SEND information, classroom routines and relevant pupil needs with the HMS teacher.
- Ensure a consistent member of staff is present for every lesson
- Support behaviour, pupil engagement, and classroom management
- Facilitate end-of-term performances where requested
- Notify HMS of any changes or disruptions to timetabled teaching that will impact the delivery of Listen2Me
- Promote continuation pathways for pupils wishing to learn an instrument beyond Listen2Me

10. HMS Responsibilities

HMS will:

- Provide a specialist music teacher
- Loan and maintain instruments (*excluding loss or avoidable damage*)
- Deliver curriculum-aligned lessons
- Supply planning materials, teaching resources and assessment guidance
- Hold termly planning discussions with school staff
- Provide health and safety information
- Offer performance opportunities each term

11. Review and Amendments to Provision

- Schools commit to a **full academic year of provision**
- Requests from schools for changes to provision delivery will require mutual agreement with HMS and are subject to capacity and availability.
- Any requests must be agreed in writing and will require **a minimum of a term's notice**
- Any changes to provision may **incur revised costs**