



# **Luke Pickett**

## **Teaching Services for Schools 2021/22**

*provided by*  
**Mr Luke Pickett BMus PGCE MISM**



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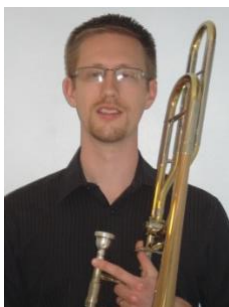
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## Biography



Luke Pickett is a peripatetic brass and recorder teacher and delivers First Access (whole class), group and individual instrumental tuition. As an Associate Provider for [Wiltshire Music Connect](#) Music Education Hub, Luke offers a diverse range of high quality musical learning opportunities for instrumental tuition and First Access, together with Curriculum Music teaching at Key Stage 1 and above. Luke is also a freelance brass player, specialising in trombone/euphonium. He works closely with [Wiltshire Music Connect](#) and [Learning Resources Hub](#), chairing the steering group for the Instrument Hire Scheme in Wiltshire, leading CPD events for other Wiltshire teachers and acting as a mentor for new Associate Providers. Luke also works as a supply teacher across all age ranges, and is a Senior Examiner, Team Leader, Moderator, Examination Paper Scrutineer, and Standards Verifier with a leading exam board, marking GCSE and A Level Music papers, as well as moderating GCSE and BTEC coursework. Luke was nominated for Outstanding Contribution to Music Education 2020, and for Music Education of the Year 2020 – Young People’s Choice, in the Wiltshire Music Education Awards.

Working with children and young people is particularly important to Luke, as he believes music provides a valuable foundation to increase self-confidence, develop teamwork and social skills, and provides an environment for achieving higher self-esteem. As a peripatetic music teacher, Luke works both in schools and in the home environment. Luke’s classroom experience is varied and includes working with primary, secondary and special schools. This provides him with the ability to work with children across the behavioural and educational needs spectrum.

Luke is currently the Musical Director and conductor of [Westbury Choral](#) and [North Wiltshire Intermediate Wind Band](#) and the assistant conductor for [West Wiltshire Intermediate Wind Band](#), [West Wiltshire Junior Wind Band](#), and [Amesbury Town Band](#). He is also the principal trombonist here and plays trombone for [Bratton Silver Band](#), as well as singing with [In Ecclesia](#). He performs at concerts and events throughout Wiltshire and the surrounding area, and regularly conducts and plays for bands across the south west of England, including pit bands for amateur and professional shows.

Extra-curricular activities are very important to Luke; he is passionate about creating highly successful productions and performances for those involved and for the wider community.

### **Professional Qualifications**

- BMus – Cardiff University
- PGCE & QTS (Secondary Music) – Bath Spa University
- ABRSM Grade 8 Trombone & Euphonium
- ABRSM Grade 5 Piano
- Trinity Guildhall/Open University KS2 Music CPD Programme

A list of Continuous Professional Development (CPD) activities, up-to-date Child Protection, DBS, and Public Liability Insurance certificates are available upon request.

## Aims and objectives

Luke Pickett's services provide:

- Sustainable support and inclusive high quality music tuition for children and young people
  - From First Access through to advanced stages of instrumental and vocal tuition.
  - Working with schools and teachers supporting the curriculum as appropriate.
- Support for clubs, groups and ensembles, and opportunities to enable and inspire young people from all social backgrounds to experience high quality performances, which will progress their musical skills and interests.
- Continued contribution and development as a key specialist Associate Provider for [Wiltshire Music Connect](#).

## Benefits of learning music

- Boosts attainment levels
- Improves learning skills
- Fosters team working
- Enhances social skills
- Underpins better behaviour
- Encourages creativity
- Provides an educational building block
- Promotes fun for everyone
- Provides a lifetime of enjoyment

## Services Available

- High quality instrumental tuition
- Whole class First Access instrumental teaching
- Curriculum support for Music
- Conducting and Music Directing
- Support for singing in schools
- Music related CPD and consultancy
- Supply teaching

Teaching programmes develop musicianship and performance skills, are linked to the National Curriculum and extend and enhance Music learning in schools.

## Benefits to your school

- A developed and well tested pedagogical approach
- Provision that compliments the curriculum, responds to Ofsted requirements and adds to your school's achievement
- Support for your school's Music Teachers/Coordinators and Senior Managers
- Quality assurance through strong ties with a wide team of experienced specialists
- Pupil support, guidance & progression
- Strong links with out of school ensembles and choirs
- Up-to-date DBS and reference checks
- Commitment to regular in-service training and CPD

## Services at a glance

The following services are available to all. Please refer to the subsequent pages for further information. The list below contains hyperlinks for your convenience.

- Instrumental brass and recorder teaching – Key Stage 2 and above
  - Individual and small group teaching
  - Large group teaching
- First Access (whole class) instrumental teaching – Key Stages 2 & 3
- Music Theory – All Key Stages
- Conducting/Music Directing – All Key Stages
- Whole class singing/vocal ensembles – Key Stage 2 and above
- Curriculum Music Teaching – All Key Stages
- GCSE & A Level Music Consultancy
- Supply Teaching – All Key Stages

## Instrumental brass and recorder teaching

Many pupils will start to learn an instrument in Key Stage 2 after their First Access (whole class) experience, but it is never too late to learn and pupils from across all Key Stages can benefit. Pupils starting in Key Stage 3 or beyond can often make rapid progress. Tuition alongside First Access is also highly beneficial.

Luke Pickett offers:

- Weekly tuition (up to 33 sessions per year during school term times)
- A range of brass instruments, or descant recorder
  - Recorder suited to Years 3 & 4: pupils will progress onto brass instruments after one year
  - Upper brass suited to all Key Stage 2 pupils upwards
  - Lower brass suited to Years 5 & 6 upwards
- Access to the instrument loan scheme for a small charge (subject to availability)
- Access to subsidies for disadvantaged pupils
- Individual, small and large group lessons
- Tuition within school premises
- Structured programmes of study from the earliest stages to the highest levels of performance
- All pupils are supported in preparing for Key Stage 4 and instrumental examinations as appropriate.
- Strong links with comprehensive, high quality extra-curricular ensembles, bands, choirs and orchestras, from beginner to advanced level.

### Individual and small group teaching

- One-to-one tuition (15 minutes+ per week)
- Paired tuition (20 minutes+ per week)
- Groups of 3-7 pupils (30 minutes per week)
- More one-to-one support and faster progress than in a large group

### Large group teaching

- Many pupils prefer to learn in a large group – an ensemble. They enjoy the social aspect of learning together and they support each other in their learning.
- Large groups (8 individuals or more) are particularly suited to pupils continuing after their First Access (whole class) experience.
- Larger groups share the cost; making it more affordable for families. Lessons last for 30 minutes per week.

Pupils receiving instrumental lessons at school are eligible to purchase an instrument through the [Assisted Instrument Purchase Scheme](#), information for which can be found on page 17. This scheme allows families to purchase an instrument free of VAT and at a substantial discount.

[Prices](#) are available on page 13.

# First Access

The National Plan for Music Education 2011 states that children from all backgrounds and every part of England should have the opportunity to learn a musical instrument and to make music with others. First Access is a programme aimed at Key Stage 2 pupils, giving all pupils an opportunity to play an instrument and experience making music in an ensemble. First Access Programmes:

- give all pupils access to a sustained course of practical music making
- should be free at the point of access
- are targeted at whole classes/year groups and use a variety of instruments
- are complementary and additional to National Curriculum Music
- do not apply to individual or small group tuition

## Who is First Access for?

It is recommended that First Access is best provided for Key Stage 2 pupils. Recorder programmes are best suited to Years 3 or 4, and brass to any age from the start of Key Stage 2, although Year 5 upwards will offer the best results. It is not too late to start at Key Stage 3.

## Programmes

Two models for the delivery of First Access Programmes are available, which can be tailored to suit the needs of individual schools.

**The Music Foundation Programme** teaches general musical skills and uses the recorder or ocarina as the principal instrument. Based on the pioneering work of Dr James Froseth, this programme is aimed at Year 3 or 4 pupils but can be adapted for younger pupils. The course is a dynamic and well-paced programme of activities that develops the basic skills of music making with a range of exciting supporting resources and teaching strategies. It links to the National Curriculum for Music and develops singing, rhythmic and melodic literacy, aural discrimination, aural memory and performance skills. The generic skills developed through the programme have applications across the curriculum. The maximum group size is a standard class (c.30 pupils).

**The Instrumental Foundation Programme** teaches general musical skills using brass instruments as the principal instruments. Building on the success of the Music Foundation Programme, the sister programme is delivered using brass instruments (usually cornet and baritone). Programmes can be delivered to whole or half classes in various formats in agreement with schools. The recommended maximum group size is 20; however class sizes up to 30 can be accommodated. The support of music co-ordinators, class teachers and/or teaching assistants is important in the success of the programme. It is useful, although not essential, for teachers and classroom assistants to learn alongside pupils, giving pupils the knowledge that we are always learning, and giving teachers the skills to deliver a practise session for pupils between lessons.

The aims of these programmes are to:

- inspire and develop a performance orientated focus on music
- develop the basic skills that underpin the learning of all forms of music
- stimulate interest and ability in music through a broad range of repertoire appropriate to KS2 pupils
- raise the profile of and increase the participation in curricular and extra-curricular music
- support the professional development of primary school teachers

Programmes are designed to be delivered over one year, but can be adapted to allow for class rotation within year groups if appropriate. The standard lesson length per group is 30 minutes per week. Lessons of less than 30 minutes are not available, but lessons of 45 minutes or one hour can be appropriate in certain situations.

## Benefits of First Access to your school

First Access has raised the status of music in schools.

Teachers and Teaching Assistants (TAs) gain valuable professional development, acquiring skills that remain in school.

The benefits for pupils have been:

- increased concentration, self-discipline and self-esteem
- improvements in behaviour of the pupils engaged on the programmes
- increased participation in music
- pupils and parents make more informed choices about learning to play an instrument

Experience has shown that schools gain much greater benefit from the programmes if teachers/TAs ***assist with, participate in and consolidate the learning*** of First Access.

[Prices](#) are available on page 13.

Subsidy is available from [Wiltshire Music Connect](#) for schools engaging First Access from an Associate Provider. See the '[Subsidy](#)' section for further details.

## First Access Staff Training

If your school is unable to afford regular First Access tuition from a music specialist, Luke Pickett offers a staff training package to enable your school to deliver this instrumental tuition in-house. In conjunction with [Wiltshire Music Connect](#), this is primarily aimed at those schools that do not currently have any First Access provision, but may be extended further in the future. A one-off fee of around £100 gives you a set of Ocarinas, teaching resources and a training session. If you are interested please [contact](#) Luke Pickett.



## Music Theory

Theory is vitally important for anyone wishing to progress beyond learning a few notes. Whilst this is generally taught alongside instrumental tuition, it is often necessary to focus on key aspects of music theory, especially for progression into the advanced stages beyond Grade 5.

Luke Pickett offers:

- Teaching of the skills necessary to approach music theory from beginner to advanced
- Preparation for, and entry to, theory examinations
- Ad-hoc tuition based on the needs of the pupil i.e. this does not need to be a year-long programme

## Conducting/Music Directing

Luke Pickett offers:

- Conducting and leading of a range of ensembles through regular rehearsals
- Creation of ensembles from a range of instruments or voices
- Arrangement of music suitable for the ability of your ensemble
- Performance opportunities through school concerts, assemblies, shows etc.
- Long-term or short-term direction such as a regular orchestra, band or choir, or a pit band for a production

## Whole class singing/vocal ensembles

Luke Pickett offers:

- Whole class singing sessions
- Whole Key Stage 2 singing sessions to stimulate interest and raise attainment in singing.

Luke works with whole classes and whole Key Stages to teach, inspire and excite pupils about singing. The programme lays the foundation for continued development of singing and creates an expectation of high standards of singing in schools.

### Benefits to your school

Singing is a joy - an end in itself, but there are also positive aspects for education generally. Pupils work together in a non-competitive way; for the good of the whole class, developing team working, respect for others and self-discipline.

### Benefits for your pupils

Pupils will learn valuable singing techniques including good breathing, diction, rhythm and pitch, how to produce a good sound and to sing together.

By learning to sing well pupils:

- are better prepared to take on the rest of the curriculum, particularly within Music.
- enjoy increased self-esteem, self-confidence and a feeling of well-being.
- increase achievement and social skills

[Prices](#) are available on page 13.

# Curriculum Music Teaching

Luke Pickett can deliver Key Stages 1-5 music tuition to whole classes, or can support specific aspects of the schools' delivery of the Music curriculum.

## What to expect

- A comprehensive Music curriculum well suited to pupils and to individual schools that complies with the National Curriculum and/or exam specification requirements.
- Well-sequenced, carefully planned lessons, within termly/half-termly units that are relevant to individual schools' needs.
- Lessons are planned to include a balanced programme of activities across the musical areas of performing, composing, listening and appraising.

## Resources

Instrumental work will be based around the instruments found in school. Other resources such as listening materials and music book/songs etc. are either taken from existing resources in school or provided by Luke Pickett.

Schools may wish to build their school resources for Music and Luke Pickett will be happy to advise you on suitable resources.

## Assessment and reports

Formative assessment, usually at the end of the unit, will provide a note of pupils' attainment against expectations.

Where something unexpected or significant occurs during the lesson this is usually shared verbally with the class teacher.

Luke Pickett can support the class teacher through discussion in writing reports. It is not expected that Luke should write extensive reports.

## Benefits of Curriculum Teaching to your school

Luke Pickett will support your school in the delivery of the National Curriculum for Music, raising standards of attainment in Music and increasing the accessibility of Music for all children/pupils. Additionally there will be support for class teachers in the teaching of Music, which will leave a legacy for your school.

## Extra curricular/extended curricular teaching

For special occasions/events such as Christmas and other Festivals, Luke Pickett can work with more than one class. Plenty of notice must be given so Luke can plan appropriately.

## GCSE and A Level Music Consultancy

For confidentiality reasons this service may not currently be available – [contact Luke](#) for the most up-to-date information.

As a senior examiner, team leader and moderator for a recognised leading exam board, Luke Pickett offers consultancy on the teaching, marking and moderating of GCSE and A Level Music examinations, specialising in:

- GCSE performance
- GCSE written paper
- A Level written paper

This tailor-made service does not form part of a year-long programme. It could include:

- Training for Music teachers
- Classroom-based sessions with students
- Assistance with marking and moderating

[Prices](#) are available on page 13.

## Supply Teaching

As an experienced supply teacher, Luke Pickett is available for casual day-to-day supply teaching:

- Non subject-specific
- Full day or half day
- Booking in advance, or on the day
- FS2 and KS1, providing work is set
- KS2, ideally with work set, but can provide work if necessary
- KS3-5, providing work is set

[Prices](#) are available on page 13.

## What you need to provide

- Accommodation should be a normal teaching space or the hall, especially for First Access and curriculum lessons, where other people are not working e.g. teaching of small groups in the back of the room. It is important to remember that music lessons can be noisy: pupils and staff must be prepared to expect and accept noise from a music lesson. Access to a projector and whiteboard, as well as a sound system, is requested for all First Access and curriculum lessons.
- Name badges worn by children during all First Access and curriculum sessions aid communication with individual pupils and identify them for assessment, as well as the provision of class lists at the start of the year.
- Information should be available about any pupils with health, emotional or behavioural problems, or any pupils with special educational needs and disabilities, and particularly if something significant has happened recently in a pupil's life that may affect their attitude or progress.
- Information in advance (at the beginning of the term) about school closures, school trips etc. so that this can be taken into account when planning. At least 4 calendar weeks' notice must be given to avoid costs being incurred.
- If possible the class teacher or a teaching assistant should remain in the classroom during the music sessions. This supports continuity of practice within the school regarding ethos, discipline procedures etc, and gives the class teacher the opportunity to observe how their pupils progress in Music.

# Fees and Payments

For academic year September 2021 - July 2022

Service	Charges per hour (or part thereof)
Individual and small group instrumental teaching* <sup>1</sup>	£37.00
Large group instrumental teaching (8 pupils or more)* <sup>1</sup>	£42.00
First Access* <sup>2</sup>	£42.00
Instrument hire (brass only)	See <a href="#">Instruments</a>
Music Theory	£37.00
Conducting/Music Directing	£42.00
Whole class singing/vocal ensembles	£42.00
Curriculum Teaching	£46.00
GCSE & A Level Consultancy	£42.00
Supply Teaching	£130 full day / £75 half day

\*<sup>1</sup> [Subsidy](#) is available from [Wiltshire Music Connect](#) Music Education Hub for pupils in receipt of remissions.

\*<sup>2</sup> [Subsidy](#) is available from [Wiltshire Music Connect](#) Music Education Hub for all schools booking before the deadline.

- There is a discount of £2.50 per hour on all time over 8 hours per week on all services, excluding supply teaching.
- The minimum order is 30 minutes per week, which can be made up of a mixture of services. For supply teaching the minimum order is half a day.
- If your school is more than 15 miles from Trowbridge, Luke Pickett reserves the right to add an additional charge for any order less than two hours.
- Arranging (writing) music for ensembles may attract an additional charge, to be agreed as necessary.
- Should you need to change your order during the year this can be arranged, providing at least 4 calendar weeks' notice is given. Full [terms and conditions](#) can be found in the Appendices.
- Subsidy is available from [Wiltshire Music Connect](#) for pupils entitled to remission. See the '[Subsidy](#)' section for further details.
- All fees are inclusive of PPA and set-up time. In the case of Curriculum Teaching the fee is also inclusive of discussions with class teachers for annual report writing in line with school requirements.
- Subsidy and instrument hire must be booked through [Wiltshire Music Connect](#). Luke Pickett will assist with the completion of the necessary paperwork and will contact schools upon booking to arrange a meeting.

For instrumental teaching and music theory, payment can either be made direct from parents or through the school. Please indicate on the booking form which method of payment you would like to use. For all other services schools will be invoiced directly. Invoices will be raised termly in advance, based on a three-term year. If payment has not been received by the deadline stated on the invoice, Luke Pickett reserves the right to cease delivery of the service until payment is received. Payment can be via cheque, made payable to 'Mr Luke Pickett', or preferably via BACS transfer to the account listed on the invoice.

Please see the Appendices for full [terms and conditions](#) regarding payment.

# Subsidy and remissions

## Instrumental brass and recorder teaching

Schools booking an Associate Provider at a rate between £28.93 - £39.64 per hour can:

- Access instruments at reduced rates for their pupils (subject to availability)
- Claim subsidy from [Wiltshire Music Connect](#) for some categories of pupil for 15 minute individual, 20 minute paired, or 30 minute paired lessons:
  - **100% reduction in fees** for pupils who are **Looked After/In Care (LAC)** – this is through a partnership with Wiltshire Virtual School.
  - **70% reduction** for pupils eligible for **Pupil Premium** and/or **Free School Meals**.
  - **70% reduction** for pupils with **Special Educational Needs** and/or a **Disability**.
  - **40% reduction** for pupils who schools classify as **vulnerable for other reasons** and who are **unlikely to take up (or continue) lessons as a result of economic or social circumstances**. This is at the school's discretion.
  - Note that there is no option for a 15 minute individual lesson on the booking form for parents. If pupils are entitled to subsidy, parents should select a 20 or 30 minute paired lesson option. If a suitable pairing cannot be found, pupils will be allocated a 15 minute individual lesson.
  - The amounts of remission are set in blocks and do not vary if other music teachers are charging different rates.
  - Further remission will be considered on a case by case basis for pupils in the above categories who really need a longer lesson.
  - The majority of pupils in the county (and who don't need financial support) are therefore paying the real cost of their tuition and that cost is no longer vulnerable to cuts in public funding. The real cost is £37.00 per hour.
  - Pupils in receipt of remission will be getting their provision at a level which is set to be sustainable over a period of time.
  - Subsidy must be claimed in advance through [Wiltshire Music Connect](#), in conjunction with the provider. The form to complete can be found [here](#). Luke Pickett can liaise with schools to set up meetings to assist with this, if required. The deadline for applying for subsidies is **Thursday 1<sup>st</sup> July 2020**.

## First Access

Schools booking an Associate Provider (First Access) at no less than £41.21 per hour can:

- Request First Access instrument sets (brass and ocarina) from [Wiltshire Music Connect](#) at a subsidised rate (subject to availability) – see [Instruments](#).
- Claim subsidy based on the following:
  - Schools with a **Year 3 intake of up to 30 pupils** can claim £5.39 towards 30 minutes of tuition
  - Schools with a **Year 3 intake of 31-60 pupils** can claim £8.09 towards 60 minutes of tuition
  - Schools with a **Year 3 intake of 61 pupils or more** can claim £10.80 towards 90 minutes of tuition

Levels of subsidy are calculated on a school's intake in Year 3 but the provision itself does not have to be for Year 3 pupils.

- The real cost to the school for a standard 30 minute session charged at £42.00 per hour therefore becomes £15.61.
- Subsidy must be claimed in advance through [Wiltshire Music Connect](#), in conjunction with the provider. Luke Pickett will liaise with schools to set up meetings to assist with this.
- If schools take advantage of the 'early bird' offer, the subsidy can be increased by up to a further £2.50 making the costs to schools £13.11 for the first 30 minutes, provided that bookings are confirmed with Luke Pickett and [Wiltshire Music Connect](#) by 12noon on **Monday 7<sup>th</sup> June 2021**.
- Further details and the subsidy request form can be found [here](#).

# Instruments

Pupils and schools learning with an Associate Provider can access the county’s pool of instruments at subsidised rates through [Wiltshire Music Connect](#). The charges consider sensitivities and the needs of pupils.

Note that Wiltshire Music Connect will not offer administration of the Assisted Instrument Purchase Scheme; however this is still available through schools (see next page).

## Instrumental brass and recorder teaching

Instrument	Annual Hire Charge	Estimated cost of purchasing a beginner instrument (inc. VAT)	Equivalent Weekly Charge
Trumpet	£52.50	£258+	£1.01
pTrumpet	£52.50	£111+	£1.01
Cornet	£52.50	£206+	£1.01
French Horn	£52.50	£822+	£1.01
Trombone	£52.50	£258+	£1.01
Baritone	£52.50	£566+	£1.01
Euphonium	£52.50	£463+	£1.01
Tuba	£52.50	£925+	£1.01
Descant Recorder	N/A	£5+	Provide own instrument

Pupils already in need of subsidy for tuition fees can claim:

- **100% reduction** for pupils eligible for **Pupil Premium** and/or **Free School Meals**.
- **100% reduction** for pupils with **Special Education Needs** and/or a **Disability**.
- **100% reduction in fees for pupils who are Looked After/In Care (LAC)** – this is through a partnership with Wiltshire Virtual School.
- **50% reduction for pupils who schools classify as vulnerable for other reasons** and who are **unlikely to be able to take up (or continue) lessons** as a result of economic or social circumstances. This is at your school’s discretion.

If parents wish to hire an instrument they should indicate this on the booking form. Luke Pickett will then order the instrument hire on their behalf. Parents will receive confirmation from Learning Resources Hub together with instructions for payment and agreement to the Terms and Conditions. The instrument will be delivered to the child’s school at the start of the next term (September, January or April). Full details about the scheme are available [here](#).

## First Access

Instrument	Annual Hire Charge	Approximate cost of purchasing a set of 30 instruments (inc. VAT)	Equivalent Weekly Charge (33 weeks)
Brass	£190.39 + VAT (LA schools) £228.47 inc. VAT (non-LA schools)	£4000+	£5.77 £6.92
Recorder	N/A	£150+	N/A
Ocarina	N/A	<a href="#">Contact Luke</a>	N/A

Schools must provide their own descant recorders and ocarinas for these First Access sessions. Please contact Luke in advance of any purchase of musical instruments.

If schools wish to hire a brass instrument set they should indicate this on the order form, which Luke Pickett will assist in completing. Schools will receive confirmation from Learning Resources Hub together with an invoice. Payment will consist of a single lump sum. The instruments will be delivered to school at the start of the next term (September, January or April).



## Assisted Instrument Purchase Scheme

Pupils receiving instrumental lessons at school can purchase new musical instruments through the Assisted Instrument Purchase Scheme at a discount including full VAT reclamation.

In all cases the following criteria must be fulfilled:

- The pupil must be in full-time education
- The pupil must be receiving tuition from a visiting instrumental teacher
- The instrument must be appropriate to the pupil's needs – e.g. a beginner may not purchase a Stradivarius violin!
- The instrument must be handed over from the school to the pupil in a teaching room
- The instrument must be charged to the pupil at or below cost

Through this scheme it is possible to buy an instrument as an outright purchase from any local or national retailer. While considering your options it is recommended that you take into account the quality of the instrument and the quality of service (including the quality and convenience of after-sales service), as well as the price. In all cases the first step is to talk to Luke Pickett about the prospective purchase to identify the most appropriate instrument for the child.

To obtain the instrument from your chosen supplier the order must be placed by the school. For brass instruments Luke Pickett often uses [John Packer Ltd.](#), a well-respected instrument supplier in the south west. You will need to contact the supplier to get a quote, which should exclude VAT, but include delivery. The school will need to know the following information:

- Instrument type
- Instrument make
- Instrument model

It is recommended that pupils visit the supplier prior to purchase to try out different instruments, as each make of instrument differs slightly; however the purchase still needs to be made through the school: it will not be able to take the instrument away from the supplier at this stage.

**N.B. This must be organised through the school, in conjunction with Luke Pickett. It will not be administrated through Wiltshire Music Connect.**

## Demonstrations

Luke Pickett will contact current schools each year during term 4 to arrange a demonstration to pupils not currently receiving instrumental tuition. In most cases this will apply to pupils currently in Year 2, in preparation for them starting an instrument when they reach Key Stage 2. New schools interested in services from Luke Pickett should make [contact](#) to arrange a demonstration date. Demonstrations are free of charge and are currently scheduled for 10-14<sup>th</sup> May 2021. Luke Pickett will provide a letter to be distributed to parents. It would be appreciated if access to a photocopier was possible. In some circumstances it may be possible to arrange a taster session for those pupils who show an interest. If you have not yet had a demonstration in 2021 and would like one, please [contact](#) Luke.

## Contracts

Contracts will be issued to schools and/or parents at the time of booking. It is expected that signed contracts will be returned to Luke Pickett prior to teaching commencing. In the event that contracts are not returned by the stated deadline Luke Pickett reserves the right to refuse delivery of the service until a signed contract has been returned.

## Policies

Luke Pickett has policies, which are available on request, covering the following areas:

- Able, Gifted and Talented
- Anti-bullying
- Attendance
- Behaviour
- Charging and Remissions
- Code of Conduct
- Communication
- Complaints
- Data Protection
- Emergency Closure
- Equality
- Examinations
- Health & Safety
- Safeguarding and Child Protection
- Special Educational Needs and Disabilities
- Teaching and Learning

## Booking

To book a service with Luke Pickett please complete the [booking form](#) and return it via [email](#) no later than **Monday 7<sup>th</sup> June 2021**. Supply and consultancy services can be booked at any time. Electronic copies of the booking forms are available on request. If you would like to arrange a meeting or telephone consultation prior to booking please [contact](#) Luke.

Subsidy and instrument hire must be booked through [Wiltshire Music Connect](#). Luke Pickett will assist with the completion of the necessary paperwork and will contact schools upon booking to arrange a meeting.

## Contacts

Luke Pickett	Email:	<a href="mailto:luke@lukepickettmusic.co.uk">luke@lukepickettmusic.co.uk</a> (preferred, can be given out)
	Mobile:	07816 200706 (school use only, not to be given to parents)
	Home:	01225 345408 (school use only, not to be given to parents)
	Web:	<a href="http://lukepickettmusic.co.uk">lukepickettmusic.co.uk</a>
		<a href="http://lukepickettmusic.teaching">lukepickettmusic.teaching</a>
		<a href="http://lpickettmusic">lpickettmusic</a>

Wiltshire Music Connect, Music Education Hub [wiltshiremusicconnect.org.uk](http://wiltshiremusicconnect.org.uk) 01225 713991

## Clubs and Groups

Wiltshire Young Musicians	<a href="http://wiltshireyoungmusicians.org.uk">wiltshireyoungmusicians.org.uk</a>
West of England Youth Orchestra	<a href="http://wiltshiremusic.org.uk">wiltshiremusic.org.uk</a>
Wiltshire Youth Jazz Orchestra	<a href="http://wiltshiremusic.org.uk">wiltshiremusic.org.uk</a>
Trowbridge & District Youth Band	<a href="http://tdyb.org.uk">tdyb.org.uk</a>
Amesbury Town Band	<a href="http://amesburyband.club">amesburyband.club</a>
Bratton Silver Band	<a href="http://brattonsilverband.com">brattonsilverband.com</a>
Westbury Choral	<a href="http://westburychoral.org.uk">westburychoral.org.uk</a>

## Endorsements

*"I've shared the link for this week's video. I've already had one child send me a video of them practicing singing and their recorder. They looked so happy! I just wanted to say a huge thank you for making those videos."*  
[School Music Coordinator, February 2021]

*"I watched the recording of your CPD session on video making. I think it was fabulous. You pitched it perfectly for the audience and your delivery style is super clear and logical."*  
[Participant, June 2020]

*"Thanks for everything you're doing with us at the moment – your dedication does not go unnoticed. We're all so grateful that we get to work with you!"*  
[Manager, Music Organisation, June 2020]

*"Luke you have been an absolute star and a major factor in the girls' enjoyment of music. Thank you."*  
[Parent, May 2020]

*"A huge thank you for all you have done for [...]. The gift of learning to play an instrument and the joy I know they get from the wind band rehearsals and concerts will stay with them as they move through their lives. You have actively encouraged them to step out of their comfort zone and play in public (something I was never able to do). That confidence will also stay with them for the rest of their lives – it's no small thing and a major contributor to raising strong confident girls who will go on and be successful in all they choose to do. Our enormous gratitude."*  
[Parent, May 2020]

*"I have known Luke since 2011 when he took up the position of Conductor of Westbury Choral Society, of which I was then Chairman and have been Secretary since 2012. His energy and drive, even after a day's teaching, are commendable, and his commitment to the Choral Society is shown in many ways. He is always well-prepared for rehearsals, puts a lot of thought into choosing music for our concerts, and has set up a website for us. He has even organised an online meeting for us since coronavirus put a stop to rehearsals for our spring concert, so that we could keep in touch. He has formed good relations with our members, knowing all by name, and is well-liked by all."*  
[Secretary, Westbury Choral, March 2020]

*"You are a true team player: at every stage in the examining process you generously give of your time to support others. You have been the "go-to" man for all advice on IT and ePEN. Thank you for spending hours ahead of the marking season watching ePEN tutorials and getting to grips with ePEN functionality. We have all benefitted. Thank you. It was unfortunate that you were allocated many new markers this year; however, you looked after them and supported them with great care and I know that they very much appreciated your professional approach. You are excellent at keeping me up to date with the progress of your team. Your own marking was exemplary: you worked very carefully through your allocation and maintained excellent accuracy even when marking trickier items (adjacency agreement: 100% in both Validity and Backreading). You are very loyal. We are incredibly fortunate to have you on board."*  
[Principal Examiner, July 2019]

*"Thank you so much for all your hard work this year as a team leader. I greatly appreciated your well-considered suggestions for additional points to the mark scheme prior to Pre-Standardisation in addition to collating points from examiners in your team. Your input and contributions during the three days of Pre-Standardisation meetings were valued. You selected appropriate validity items and responded to those in a short timescale. I very much appreciate the support and encouragement that you gave to your examiners with a particularly large and demanding Online Standardisation experience and a new marking system which brought significant challenges to the examining this year. You bring a lot of experience as an examiner and you worked with superb efficiency and accuracy. It was a pleasure to backread your marking which was accurate and showed clear and helpful annotations. You communicated extremely well with me throughout the marking session, keeping me well informed about the progress of the examiners in your team with useful regular updates. You carried out your duties as team leader conscientiously with careful*

*monitoring, feedback and on-going support for your examiners. You took on extra marking in ePEN which was greatly appreciated in order to help reach the final deadline. You wrote informative E13 reports to your examiners and you provided me with an extremely useful U4 report at the end of the marking session I look forward to working with you again...* [Principal Examiner, July 2019]

*"I have had three new parents speak to me about how much their children are enjoying your [whole class brass] lessons and how unique an opportunity this is. Hearing the children's progress throughout the term has been lovely. Thank you."* [Headteacher, October 2018]

*"Just to say that my daughter is thrilled with her trumpet and thoroughly enjoyed her first lesson. She is busy practising as I write and your lesson notes are extremely helpful. Thank you for organising everything and getting her off to a great start."* [Parent, September 2018]

*"I suspect that you rarely sleep, as you are always several steps ahead of me! Your meticulous and effective approach to every TL task is quite simply staggering. I have very much appreciated your regular contact: at every stage of the game, you have kept me informed of the progress of your team. I feel very privileged to have had you working on this unit. I know that there were aspects of the Face-to-Face Standardisation that made you a little anxious. However, the proof is in the pudding: your team were excellent and clearly respected your guidance. Your own marking is super. You spend a significant amount of time marking each item and your careful use of highlighting tools and dialogue boxes makes it easy to ascertain where, and why, you have awarded marks. Your Validity statistics, even on the trickier items, are strong. I have really enjoyed working with you this year. I very much hope that you will want to be a TL again for this unit in future years."* [Principal Examiner, July 2018]

*"I would like to wish you the very best for the future. This also seems an opportune moment to congratulate you on your excellent communication, it is far above the standard I experience elsewhere or expect. Well done!"* [Parent, May 2017]

*"Luke, I can't thank you enough for being a great music teacher here at Walwayne. You are certainly instilling a love of music which is making our children flourish and blossom. The children absolutely love brass during Sparkletime. Thank you for all your contributions over the past couple of years."* [Headteacher, Dec 2016]

*"My son had such a fantastic day yesterday with North Wiltshire Intermediate Wind Band. It was the first time he had been involved in such an event and it certainly motivated and inspired him. He was so proud to be involved. As audience members it was a great event and we enjoyed all the performances. I would like to thank you for all the hard work you obviously put in and let you know we truly appreciate it. Your obvious dedication, teamwork and enthusiasm for music is teaching our children so much more than just how to play an instrument. It's something really special and I am so happy my son has become a part of it."* [Parent, Wiltshire Young Musicians]

*"My daughter came home yesterday expressing how overjoyed she was with her lesson with you and that you were funny, she was a little scared to give it a go but really wanted to do it, so just to say thank you, you obviously made her feel at ease."* [Parent, September 2015]

*"It was a pleasure to work with you as always [...] I enjoyed the concert very much; you compiled a super programme. The choir goes from strength to strength under your guidance and several members commented about how you have given them confidence."*

[Soloist, Westbury Choral, April 2015]

## References

Should you require an up-to-date reference, please [contact](#) Luke Pickett. A list of CPD activities is also available on request.

# Appendices

## General Terms and Conditions for the supply of services to schools

### 1. **Definitions**

- 1.1 "The agreement" is defined as the order received for services purchased from the Service Provider.
- 1.2 "The Service Provider" is defined as Luke Pickett providing the service as described in *Luke Pickett Teaching Services for Schools*.
- 1.3 "The School" is defined as the Headteacher and/or the Chair of Governors and/or the School Business/Finance Manager.

### 2. **General Statement of Intent**

- 2.1 The Service Provider will deliver services as set out in *Luke Pickett Teaching Services for Schools*.
- 2.2 The School will provide information as required and meet target dates.

### 3. **Services to be provided**

- 3.1 The terms and conditions apply to services described in *Luke Pickett Teaching Services for Schools*.
- 3.2 Both the School and the Service Provider agree to treat the agreement as if it were a binding contract.
- 3.3 Orders submitted via email will be treated as signed booking forms.
- 3.4 In providing all or some of the services, the Service Provider shall comply with all statutory or other regulations applicable to the provision of the relevant services.

### 4. **Duration**

- 4.1 For subscription services (year-long and music theory) the Service Provider will deliver the services until the end date specified in the relevant service schedule/order form, or if not specified, until receipt of due notice in accordance with clause 6.
- 4.2 Thereafter, the agreement, and the terms and conditions, are open-ended and will continue annually until either the School or the Service Provider provides a minimum of four calendar weeks' notice of intention to change.
- 4.3 For Pay as You Go services (supply and consultancy), the time for delivery of the services will be agreed by the Service Provider and The School when the request is made.

### 5. **Charges**

- 5.1 The Charges payable for each Service ordered are as set out in the "Fees and Payments" section of *Luke Pickett Teaching Services for Schools*, order forms, and associated invoices, or as otherwise agreed between the parties in writing.
- 5.2 Fees payable in relation to services purchased will be charged termly (three term year) in advance by invoice; therefore invoices will be due for payment in September, January and April.
- 5.3 The School agrees to administrate the subsidies provided by Wiltshire Music Connect. This will involve an application form, a data return, receipt of monies, and payment to the Service

Provider. Fees payable in relation to pupils receiving subsidies will be charged termly (three term year) in advance by invoice according to the dates mentioned in 5.2.

- 5.4 Same-day Supply Teaching will be invoiced in arrears.
- 5.5 Invoiced fees are payable within 14 calendar days of the invoice date.
- 5.6 Any queries regarding invoices must be registered in writing with the Service Provider within one week of the invoice date.
- 5.7 The Service Provider reserves the right to withdraw services in the event of failure to pay the fees due.
- 5.8 The School will make a suitable room available on the dates and times agreed for use by the Service Provider in delivering the services required. There will be no charge for the use of the room unless agreed by both parties in writing in advance.

#### **6. Alteration to and withdrawal from services by Schools**

- 6.1 The School may withdraw from or buy into any services by providing at least four calendar weeks' notice of intent before the end of a school term (three term year) for the termination to take effect at the end of that term (three term year) or the commencement to take effect from the start of the subsequent term (three term year). Such termination will take effect at the end of a term only (three term year) and not at any other time.

#### **7. Alterations and withdrawal of services by the Service Provider**

- 7.1 The Service Provider may offer additional or amended services at any time.
- 7.2 The Service Provider may withdraw or modify the whole or any part of the service at any time if there is insufficient demand for the relevant service.
- 7.3 The School will be notified of any change in the description or price of any service it is purchasing. If the School then wishes to amend or withdraw its agreement it may do so by giving four calendar weeks' notice in writing without penalty.

#### **8. Variation to level of service initiated by the School**

- 8.1 Additional services may be requested at any time by contacting the Service Provider. All requests for additional services are subject to availability.
- 8.2 Any variation to a request for services is subject to four calendar weeks' notice.

#### **9. Cancellation of specific dates**

- 9.1 If the School wishes to cancel any pre-booked Service it may do so by telephone or in writing giving a minimum of four calendar weeks' notice. The Service Provider will attempt to re-schedule the work to the School's satisfaction but is under no obligation to do so.
- 9.2 Dates cancelled at less than four calendar weeks' notice will incur payment of the agreed fee.
- 9.3 Should the Service Provider become unavailable for an agreed date then a new date will be agreed with the School or, if the School prefers, a suitably qualified alternative found.
- 9.4 Should the Service Provider become unavailable for an agreed date and a suitable alternative arrangement not agreed then the Service Provider will repay to the School the agreed fee for this date. The Service Provider will not reimburse any further cost the School incurs as a consequence.
- 9.5 The Service Provider will charge for any scheduled lessons which pupils do not attend, unless the Service Provider chooses not to do so because of exceptional circumstances.

- 9.6 Should a training course recruit insufficient numbers to make it viable, the Service Provider may cancel the course, without penalty, giving minimum notice of five working days.
10. **Failure to give notice**
- 10.1 If the School fails to give full notice to amend or terminate an agreement in accordance with the above clauses, the following charges will be made in lieu of notice:
- (a) Where the notice given is less than that required under Condition 6, but is four calendar weeks or more before the start of the next school term (three term year): 50% of the fees for the next school term (three term year);
  - (b) Where the notice given is less than four calendar weeks before the start of the next school term (three term year): 100% of the fees for the next school term (three term year).
- 10.2 If a pupil stops attending lessons in the middle of a term, neither the School, the pupil, or the pupil's parent or guardian is entitled to a refund of any fees paid for that term. The pupil is entitled to attend any lessons paid for.
- 10.3 If the Service Provider stops lessons without giving the correct notice specified in clauses 7 and 9 above, the Service Provider shall refund any fees already paid for any lessons not given.
11. **Force Majeure**
- 11.1. The Service Provider shall not be liable to the School for any delay in or non-performance of its obligations under the agreement arising from any cause beyond its control including, without limitation, any of the following: Act of God, governmental act, war, fire, flood, explosion, widespread outbreak of disease or declared epidemic or pandemic, civil commotion, chemical, biological or nuclear contamination or terrorist act.
- 11.2 If the School is closed due to any cause beyond its control fees will be paid in full for any missed sessions. The Service Provider will endeavour to either make up missed sessions or offer alternative provision but is under no obligation to do so.
12. **Limit of Liability**
- 12.1 The Service Provider is not liable for any loss that the School may suffer as a result of the School making use of a service.
- 12.2 The Service Provider cannot undertake to provide a service where materials, for instance, have not been returned to it by other schools.
- 12.3 The Service Provider cannot provide the relevant service if it does not receive the necessary information and orders from the School by the required deadlines.
13. **The School's devolved responsibilities**
- 13.1 If the School chooses to make its own provision for any services described in this document, it will need to take account of its statutory and specific responsibilities.
14. **Customer Care**
- 14.1 The Service Provider will exercise all reasonable care in the performance of its duties as described.
- 14.2 Any complaints, difficulties or suggestions should be directed in the first instance, in writing, directly to the Service Provider.
- 14.3 All written correspondence from either the School or the Service Provider will be acknowledged within three working days during term time. Correspondence will be answered within five working days during term time.





**Luke Pickett**  
**Supply & Consultancy Services Order Form**



Please return to Luke Pickett at [luke@lukepickettmusic.co.uk](mailto:luke@lukepickettmusic.co.uk)

School	<input type="text"/>	DfE No.	<input type="text"/>
Telephone	<input type="text"/>	Supply Coordinator / Head of Music	<input type="text"/>
Email	<input type="text"/>	Headteacher	<input type="text"/>

**DAILY REQUIREMENT**

Please note: the minimum time for supply teaching is half a day (morning or afternoon). The minimum time for consultancy services is 30 minutes.

**Supply Teaching**

*(£130 full day / £75 half day)*

Date(s) required	<input type="text"/>
Moming, afternoon or full day?	<input type="text"/>
Times of morning session	<input type="text"/>
Times of afternoon session	<input type="text"/>
Year group to be taught	<input type="text"/>
Will the work be set?	<input type="text"/>
Any other information	<input type="text"/>

**GCSE & A Level Music Consultancy**

*(£42.00 per hour)*

Preferred date(s)	<input type="text"/>
Preferred time of day, and duration	<input type="text"/>
GCSE or A Level?	<input type="text"/>
Further details regarding the required service	<input type="text"/>

By signing this booking form you are entering into an agreement that will be treated as a binding contract.

I agree to the terms and conditions as set out in *Luke Pickett Teaching Services for Schools*.

Signed:

Position:

Date:

# Luke Pickett Teaching Dates

## 2021/22 *All dates are subject to change*



v.1 Feb 2021

	September 2021					October 2021					November 2021						
Monday			6	13	20	27		4	11	18	25	1	8	15	22	29	
Tuesday			7	14	21	28		5	12	19	26	2	9	16	23	30	
Wednesday	1		8	15	22	29		6	13	20	27	3	10	17	24		
Thursday	2		9	16	23	30		7	14	21	28	4	11	18	25		
Friday	3		10	17	24		1	8	15	22	29	5	12	19	26		
Saturday		4	11	18	25			2	9	16	23	30		6	13	20	27
Sunday		5	12	19	26			3	10	17	24	31		7	14	21	28

	December 2021					January 2022					February 2022						
Monday			6	13	20	27		3	10	17	24	31		7	14	21	28
Tuesday			7	14	21	28		4	11	18	25		1	8	15	22	
Wednesday	1		8	15	22	29		5	12	19	26	2	9	16	23		
Thursday	2		9	16	23	30		6	13	20	27	3	10	17	24		
Friday	3		10	17	24	31		7	14	21	28	4	11	18	25		
Saturday		4	11	18	25		1	8	15	22	29		5	12	19	26	
Sunday		5	12	19	26		2	9	16	23	30		6	13	20	27	

	March 2022					April 2022					May 2022						
Monday			7	14	21	28		4	11	18	25		2	9	16	23	30
Tuesday	1		8	15	22	29		5	12	19	26	3	10	17	24	31	
Wednesday	2		9	16	23	30		6	13	20	27	4	11	18	25		
Thursday	3		10	17	24	31		7	14	21	28	5	12	19	26		
Friday	4		11	18	25		1	8	15	22	29	6	13	20	27		
Saturday		5	12	19	26			2	9	16	23	30		7	14	21	28
Sunday		6	13	20	27			3	10	17	24	1	8	15	22	29	

	June 2022					July 2022					August/September 2022						
Monday			6	13	20	27		4	11	18	25	1	8	15	22	29	
Tuesday			7	14	21	28		5	12	19	26	2	9	16	23	30	
Wednesday	1		8	15	22	29		6	13	20	27	3	10	17	24	31	
Thursday	2		9	16	23	30		7	14	21	28	4	11	18	25	1	
Friday	3		10	17	24		1	8	15	22	29	5	12	19	26	2	
Saturday	4		11	18	25			2	9	16	23	30	6	13	20	27	3
Sunday	5		12	19	26			3	10	17	24	31	7	14	21	28	4

Bank and Public Holidays 2021/2022			
Christmas Day Holiday	25th December 2021	Term 1	36
Boxing Day Holiday	26th December 2021	Term 2	35
New Years Holiday	1st January 2022	Term 3	34
Good Friday	15th April 2022	Term 4	30
Easter Monday	18th April 2022	Term 5	24
May Day Holiday	2nd May 2022	Term 6	36
Spring Bank Holiday	30th May 2022	TOTAL	195
Summer Bank Holiday	29th August 2022		

	School holidays
	Teaching dates
	Non-teaching date
	Catch-up dates
	Demonstrations*
	2022/23 booking deadline

- Monday 4<sup>th</sup> April to make up for bank holiday on Monday 2<sup>nd</sup> May
- \* Demonstrations/taster sessions to offer lessons for 2022/23 – will contact schools nearer the time to arrange. **No lessons for anyone during this week due to KS2 SATs.**