

Suffolk County Music Service (SCMS) and the Suffolk Music Education Hub (SMEH) aim to make Suffolk a singing community, with every school a singing school, and every child and young person a singer.

**Sing Suffolk** is a programme of CPD, often spanning a term of work, that aims to support schools to develop and enhance sustainable programmes of singing with their pupils. School practitioners from a cluster group of schools will meet together with the SCMS Singing Leader to develop effective strategies to support high-quality teaching and learning of singing with their own pupils.

Schools select and agree the participating age group that the programme is targeted to, for example KS1, lower or upper KS2 age ranges.

### **Step 1 – Contact**

Nominated singing leaders from schools discuss with the SCMS vocal leader the focus of, and repertoire for, the *Sing Suffolk* CPD. This communication may happen via email and/or telephone conversations.

### **Step 2 – Questionnaire (one half-term before the programme starts)**

Following Step 1 individual school singing leaders will be asked to fill in a short questionnaire to identify and inform their own specific CPD requirements. This questionnaire will be returned to the SCMS vocal leader and will form the beginning of an ongoing evaluation which will remain 'live' throughout the entire CPD course.

### **Step 3 – Twilight CPD (at initiation of CPD programme)**

Singing leaders from schools attend a twilight CPD session led by the SCMS vocal leader (1.5 hours).

The SCMS vocal leader facilitates and supports school singing leaders to learn a section of a song(s), or even a whole song, for sharing with pupils at the Step 5 workshop.

The SCMS vocal leader will provide a set of songs for teachers and pupils to learn. Resources, including rehearsal CD where appropriate, will be shared at this stage.

### **Step 4 – Professional practice (one half-term)**

School singing leaders work with pupils in their own school(s) to prepare the songs agreed in Steps 1 and 3 for the next workshop.

Help and advice is available from the SCMS vocal leader via email and/or telephone throughout this action research time.

### **Step 5 – Workshop 1**

SCMS vocal leader visits paired schools to deliver an on-site workshop (2 hours) to school singing leaders and their pupils. Where schools are unable to partner with another school from the cluster group we will discuss this with you and seek to make alternative arrangements.

## **Step 6 – Professional practice (one half-term)**

School singing leaders work with their own pupils in schools.

Help and advice is available from the SCMS vocal leader via email and/or telephone throughout this action research time.

## **Step 7 – Workshop 2 and sharing event**

All singing leaders, their pupils, and the SCMS vocal leader meet together for the final workshop that concludes with a sharing performance, of no more than 30 minutes duration, to an invited audience (2.5 hours total). This sharing will provide an opportunity for schools' Singing Leaders to share their leadership skills, if they so choose!

At this stage the 'live' questionnaire will be recirculated with some additional reflection points. This is returned to the SCMS vocal leader and will contribute to the evaluation of the CPD programme.

## **Step 8**

Where schools have arranged to film the performance in a standard format, the SCMS is able to copy and distribute one DVD to each participating school.

## **Estimated programme costs**

Total cost for programme, including meetings, preparation, INSET, ongoing telephone / email help and advice, workshops, and final performance with piano accompanist, all resources and SCMS vocal leader's time and travel £1500.00

Estimated cost per school (assuming five schools contributing) £300.00

**NOTE:** schools to arrange, as appropriate, transport of pupils, staffing arrangements and costs, and risk assessments.

# Sing Suffolk 2018

## Partnership Schools will between them:

- In consultation with SCMS broker key dates for the delivery of CPD Steps 1-7.
- Agree the lead school who will undertake the responsibility for the financial management of the programme, which will include processing the invoice from Suffolk County Music Service.
- Commit the financial funding for the programme prior to its commencement.
- Provide a central venue for the final workshop and performance, and manage all logistical arrangements and any associated costs.
- Organise the audience and all corresponding arrangements for the final performance / sharing event (considering primary / secondary liaison opportunities).
- Ensure that any promotion of **Sing Suffolk** includes the appropriate SCC, SCMS, SMEH, and Arts Council England (ACE) branded logos. Please contact Flo Wenden at [county.music@scms.suffolk.gov.uk](mailto:county.music@scms.suffolk.gov.uk)
- Agree if audio/video record is to be made and, where necessary, arrange for a colleague to record the final performance for copying and dissemination by SCMS.

## Individual schools will:

- Allocate time required for the successful completion of this programme, for example up to the equivalent of three days of professional time from each participating school, made up of six hours contact, and the rest 'in school' professional practice.
- Nominate a singing leader who is a member of the teaching establishment in school and who is able and willing to participate in, and attend each of the steps set out in the schedule.
- Submit the short pre-course questionnaire, completed by the school's nominated singing leader to guide the development of any specific CPD requirements, and the end of course evaluations.
- Agree with SCMS and all partner schools a cohort of children to be involved in the programme for its duration, either KS1, lower or upper KS2.
- Resource the programme both financially and through providing access to: ICT resources required, for example IWB, projector, sound systems, space, LSA, teacher time.
- As a minimum:
  - commit to allowing the singing leader time to facilitate their visits to other schools for twilight CPD (Step 3); workshop 1 (Step 5), which, in most cases, will require travel 'off site'; and workshop 2 / sharing event (Step 7).

Additional useful support could involve:

- offering further support for the singing leader and their development through their work with class/es in trying out the guided programme of ideas and activities, and so on.
- Manage their own in-house cover arrangements.
- Manage their own transport and coordination of educational visits (inc. risk assessments).

## The SCMS will:

- Liaise with schools to broker key dates for the delivery of CPD Steps 1-7.
- Organise the communication between the SCMS Vocal Leader and the Singing Leaders from each participating school to discuss the programme and its expected outcomes (Step 1).
- Lead and deliver the planned schedule of CPD including twilight CPD (Step 3); the bespoke on-school site workshops (paired sessions as described in Step 5); and the final workshop and sharing event (Step 7).
- Provide all CPD resources including a copy of the core singing text.
- Provide a programme plan with specific detail from the chosen core singing text.
- Provide opportunities for schools to work both independently and in larger and smaller coaching groups.
- Offer ongoing help and support via email and telephone.
- Copy and disseminate any recording (see above) of final sharing event, one master copy per school.
- Signpost links to progression routes in music making for children.



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