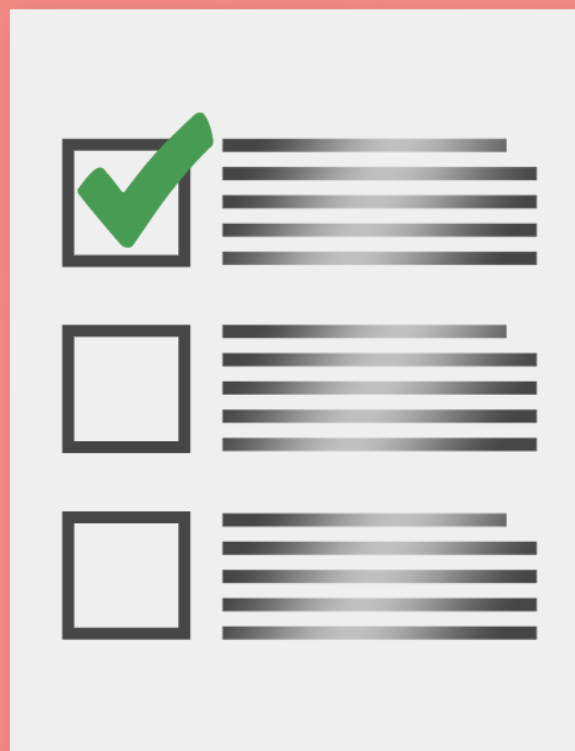


Music Education Hubs: Local Plan for Music Education



Easy read booklet

What this booklet is about



We are **Arts Council England**. We support creativity and culture in England.

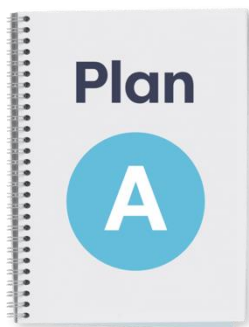
We manage **Music Education Hubs**.

These are groups of organisations that teach young people to play music.



This booklet tells you more about how to create your **Local Plan for Music Education** or **LPME** for short.

You need to write and send the **LPME** to us. When we get it we can send the funding money for your **Music Education Hub**.



We want to see your **LPME** by **1 September 2023**.

This should tell us your plans and ideas from **1 September 2023** to **31 August 2024**.



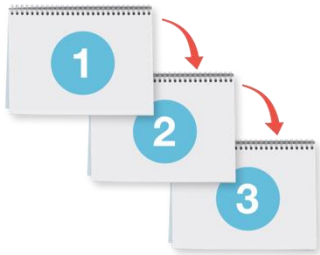
Your **LPME** is like a business plan but with some changes.

Local Plan for Music Education



The **LPME** should

- focus on what people in the local area need
- be written together by the **Hub Lead Organisation** or **HLO** for short, and **Hub partners**
- look at publishing parts of your **LPME** so that everyone can see what you are doing
- say how you will deliver the **3 main aims** and **5 strategic functions** for **Music Education Hubs**



Your **LPME** should be easy and clear to understand. It should show how you will follow the **National Plan for Music Education** or **NPME** for short.

You should show us that you are making progress and your **Music Education Hub** is working well.



Your **Hub Board** should show that they have signed off all the papers within the **LPME**.

Needs, objectives and activities



Your **LPME** should include

- ✓ showing what people need in music. This is called a **needs analysis**.
- ✓ your **SMART** objectives – these are the main things you want to make happen. Please use our template.
- ✓ your **programme of activity** – this means all the musical activities that happen in and out of schools



You should tell us as much as you can about all the musical projects.



We want to know

- who will take part
- who will make it happen
- when things will happen
- where things will happen
- what each activity is
- how each activity links to a need



We want to know how you will work with different teachers and musicians. We call them **practitioners**.

Hiring instruments, communication and making a difference

Hiring instruments



Your **LPME** should say how you will make sure children and young people can get instruments.

This include instruments for people with disabilities.

Communication



We want to see how you support music in schools so that everyone can take part.

You might want to think about

- different audiences
- how you will tell schools about taking part in **Music Education Hubs**
- how everyone can be part of the **Music Education Hub** vision



Making a difference

Your **LPME** should say how you will keep standards high so that everyone gets the best music teaching.

Information about partners



You should tell us about **partnerships** with other groups and organisations.

You will need to send us information about who you are working with. Your plan should show:

- ✓ what each partner is doing
- ✓ how you will work together
- ✓ how you will connect with other arts programmes in education.



Partners can be from lots of different places like:

- music education
- music industry
- youth and community services
- local cultural places
- other education places
- areas that need more music to happen



You should make a **partnership agreement** in writing to show how you are working together.

You should send this as a separate document to your **LPME**.



Working with schools



You should tell us how you plan to work with schools.

Your plan should say how you will:



- support schools in your area to do the best they can for young people – this includes special schools for young people who have different needs

- work with new schools that don't know about **Music Education Hubs** yet

- show how you understand what your area needs in music



- show how you will keep working with the governments **Model Music Curriculum** in schools

Making progress, including everyone and music costs



We want to see an outline plan for how your **Music Education Hub** will support children and young people to progress in music, known as a **Progression Strategy**.



We also need to see how you will include everyone in **Music Education Hubs**. This is called an **Inclusion Strategy**.

We need to see this as part of your **LPME**. You can send all or part of the **Inclusion Strategy**. We need to see this by **1 September 2023**.



Please tell us how you will charge for music lessons and equipment.

This can be in your **Inclusion Strategy** or in a separate document.

Your **Relationship Manager** can help you with this.



We need to see you

- ✓ have enough instruments for everyone
- ✓ can store instruments safely

Be sustainable



Being **sustainable** means keeping going in a good way and looking after the environment.

We want you to think about plans and have training about the environment and how much energy/carbon you use.



We need to see your plans to be sustainable with **money**. The funding money from the government will only be part of the money you need to run a **Music Education Hub**.

We want to see how you will raise money for your work and manage money well.



We want to see how you will

- find other sponsors to give you money
- look closely at chances and challenges
- think about how you can fund your costs



Think about how you can make your **Music Education Hub** strong in finance and money.

Managing your Music Education Hub



You must tell us how you will run your **Music Education Hub**.

We need to see

- who is working with you and how things are organised
- how you will make decisions
- how you will follow the **SMART objectives**
- a list of risks and how this could change how your **Music Education Hub works**
- copies of **safeguarding** policies to show how you will keep young people safe



How you will take in different views to write the **Music Education Hub** strategy.

You should have a workforce that is different and has lots of different skills.



You might want to think about who is working with you and how you will work together.

The **Hub Board** should review the skills and experience of everyone working with you.

Managing your finances and funding



You should use our finance templates to help you manage finances and funding.

We need to see that your budgets and finances are managed in a good way.



You must make sure that

- all your costs are clear
- you can get funding from other places to meet local needs
- you work well with partners
- you use at least 80% of the funding for activities
- you support young people getting access to music
- Income from the grant is kept safe for **Music Education Hub** activity



You can use our Additional Conditions to help you with this **LPME** checklist.