

Schools Handbook 2025-26

Our mission is to amplify young
people's voices and enhance their
lives and life chances through the
arts



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Contents

Contents	2
Introduction	3
Quick Overview.....	4
Individual and small group lessons.....	4
Whole Class Programmes.....	5
After school activities.....	5
How can I get lessons started in my school?	5
How will my school be invoiced for lessons?	6
Services for Schools	7
Arts and Culture Schools Development Journey.....	7
School Support Hub Resources	7
Network Meetings and Bespoke CPD.....	7
Croydon Schools Arts Network (CSAN).....	7
Croydon Cultural Education Partnership (CEP)	8
Classroom Programmes in Primary Schools	9
Small Group and Individual Tuition	11
Out of School Programmes for Young Musicians and Artists	12
Progression Pathways.....	12
Quality Standards	13
Child safeguarding	13
Quality of Teaching and Learning.....	13
Charging and Remissions Regulations.....	14
Charging for Classroom Music Programmes in Schools.....	14
Charges for Services in State Schools in Croydon	15
Group and Individual Instrumental / Vocal Tuition fees	15
Classroom Programmes.....	16
Croydon Young Musicians and Artists	16
The Benefits of Arts Education for Children and Young People.....	17

Introduction

Croydon Music & Arts (CMA) is a service within Croydon Council, and a Lead Delivery Partner for Southwest London Music (SWLM), the DfE funded Hub Lead Organisation for delivering the National Plan for Music Education in SW London. We work to ensure all children and young people in the borough have access to creative opportunities. We work as part of a network of local partners that includes Croydon schools, cultural organisations and services for children and young people.

Our mission is to amplify young people's voices and to enhance their lives and life chances through the arts.

Through our **DfE Music Hub** grant, CMA has funding for supporting children and young people. Through discussions with schools, cultural partners and other services for children and young people we developed a strategy for using that funding to meet the needs and aspirations of the children and young people in your schools.

Our strategy includes:

- CPD for teachers
- Network meetings
- Supporting schools with all aspects of their students' musical and creative journey
- Affordable and accessible out of school opportunities
- Providing opportunities to perform and experience live music
- Opportunities to collaborate with other schools and celebrate Croydon's culture.
- Supporting personal development outcomes and learning across the curriculum.
- An online communication platform enabling schools to use their students' participation in our activities as evidence for meeting **Ofsted** personal development criteria.

All our programmes are developed in partnership with schools. We are very grateful to the many teachers in Croydon schools who work with us to continually develop and improve our programmes. If you would like to get involved with shaping music in Croydon you could join our Schools Advisory Board, which helps us to make decisions for Schools.

Please contact us if you would like someone to visit your school to discuss how we can help to support your school's priorities. We really enjoy visiting!

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Quick Overview

Individual and small group lessons.

If you wish to start lessons at your school, we advise you to begin with large group tuition for your first term and then build from there. A teacher must have at least one hour a week on their timetable to make it financially viable.

Pupil Premium learners are discounted as below.

Looked After Children should have their lessons funded by their Virtual School fund.

Group Tuition (G)	£84 per 10 lessons (£42 if FSM)	3 in 30 minutes, 10 minutes per pupil in other shared lessons.
Paired Tuition (P)	£126 per 10 lessons (£63 if FSM)	2 in 30 minutes, 15 minutes per pupil in other shared lessons
Individual Tuition (I20)	£173.50 per 10 lessons	Individual 20 minute lesson
Individual Tuition (I30)	£260 per 10 lessons	Individual 30 minute lesson
Large Group Tuition (L)	£42 per 10 lessons (£21 if FSM/ using school PP funding)	4 in 20mins, 5 in 25mins, or 6 in 30 minutes (or 7 in 35 minutes) for introductory term if teaching space is suitable
	THIS IS AN INTRODUCTORY OFFER FOR THE FIRST TERM ONLY TO GET LESSONS STARTED IN YOUR SCHOOL.	
Merit Bursary	<p><i>Change for 2025-26</i></p> <p>The CMA Merit Bursary is for students who have individual lessons* on an instrument, are making good progress and either attend, or would like to attend one of our centres. For parents/carers who are financially squeezed (but not eligible for the Free School Meals discount of 50% on all activities,) the CMA Merit Bursary offers a 50% fee reduction on their main centre activity.</p> <p>*Lessons do not need to be with a CMA teacher.</p> <p>A minimum of 90% attendance is expected at rehearsals and performances to retain the bursary. Students can apply via this form. CMA will then request a short report from their teacher confirming progress made over the previous year.</p>	

Whole Class Programmes

These are the costs per term for 10 lessons, **which have been frozen for 2025-26**. Your students' musical experience will be planned and taught by CMA staff supported by school staff. These are available for KS1 and KS2 and follow the criteria of Model Music Curriculum progression framework.

Number of CMA staff	Cost (per term)
One	£650
Two	£1,160

For schools starting a new whole class programme, CMA has funding available to provide class sets of instruments, on loan, while stocks last. Schools may wish to apply to the Humphrey Richardson Taylor Charitable Trust for support with the costs associated with Classroom Instrumental Learning. (For more details look at [The Humphrey Richardson Taylor Charitable Trust](#) Schools page.)

After school activities

CMA offers after school activities in Music, Dance and Drama known as Creatives. The lesson length and activity can be tailored to you school's needs and pro rated for more than ten sessions. Examples of classes and price structure are below

Class	Cost per child per Week/ Term	Minimum Student numbers
1hr Keyboard Club	£6.50 / £65	10
90min Dance Class	£10 / £100	10

How can I get lessons started in my school?

CMA can offer a free recruitment demonstration in school assembly. We recommend schools use Pupil Premium funding alongside the Group tuition rates, to provide an opportunity for those students, and to support lessons getting started quickly. After the first term of Large Group lessons, students will need to change to the Group rate. After two terms, teaching tends to increase as word spreads amongst parents and students, and excitement builds!

PP funded illustration: Large Group Rate (term 1) and Small Group Rate (term 2)

<p><u>Term 1</u> 6 PP pupils per group for 30 mins $£21 \times 6 = £126$</p> <p>Two Large Groups provides an hour of teaching. $£126 \times 2 = £252$ if the school funded 12 PP students.</p>	<p><u>Term 2</u> 3 PP pupils per group for 30 mins $£42 \times 3 = £126$</p> <p>Two Small Groups provides an hour of teaching. $£126 \times 2 = £252$ if the school funded 6 PP students.</p>
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How will my school be invoiced for lessons?

CMA will invoice schools directly for whole class sessions after half term for the current term. As a Department within Croydon Council the invoice will come from:
Croydon Council, Corporate Debt Recovery Service, Bernard Weatherill House, Mint Walk, CR0 1EA – in the same way Croydon Education Partnership Invoices are sent.

For Small Group, Individual lessons and Instrument hire, a provisional invoice will be sent to a named Music Co-ordinator or Finance individual to confirm the charges and any Lesson reductions for students being taught. This will come from
isabel.fixter@croydon.gov.uk

Students taking individual or group lessons that are paid for by their parents will register on our database called Speed Admin. They will receive their individual invoices through our database.

Services for Schools

School Development and CPD for Teachers

Arts and Culture Schools Development Journey

Schools embraced opportunities during Croydon's year as London Borough of Culture. The Arts and Culture School membership means schools can collect badges to show their commitment to the Arts without having to pay any costly fees or write long essays. The scheme is completely FREE. CMA is offering schools the opportunity to build on their commitment and work their way through the badges:

- Bronze: for offering choice of arts forms in the curriculum and co-curricular activity
- Silver: for providing progression in school and signposting out of school opportunities
- Gold: for using the arts to support social and emotional learning and mental health
- Platinum: for supporting the development journey of other schools

School Support Hub Resources

CMA is building a library of exclusive resources for Arts and Culture Schools which can be accessed from our website. They include:

- **Guidance Documents**
 - Primary Scheme of Learning: Overview of terminology and progression points from the Model Music Curriculum (2021), including a link to listening repertoire
 - Progression in Primary Music documents, provided by Merton Music Foundation
- **Exemplar Resources**
 - Resources provided CMA teachers and local colleagues. Contact musicandartseducation@croydon.gov.uk to gain access to these.
- **School Music Development Plan**
 - Our self-evaluation tool which creates a draft school music development plan to meet the aspirations in the DfE / DCMS National Plan for Music Education.

Network Meetings and Bespoke CPD

Network meetings can be attended in person and/or online. These offer subject leads the opportunity to discuss issues with specialists from other schools.

Bespoke CPD on specific topics will be planned based on the need identified through school self-evaluation and discussions at network meetings. Sessions will be curated for both specialist music teachers and those new to teaching music.

Croydon Schools Arts Network (CSAN)

[CSAN](#) is a Facebook group for music and arts teachers where they can:

- share ideas and collaborate with colleagues in other Croydon schools
- keep up to date with national arts education information and initiatives including Music Mark of Recognition and 50% discount on annual Schools membership to Music Mark
- receive news of in school and out of school projects such as the annual Croydon Schools Music Association festival concerts and offers from partners
- receive news of other opportunities across Croydon's Cultural Education Partnership

Croydon Cultural Education Partnership (CEP)

The CEP is a group for arts teachers and cultural organisations run by CMA and Stanley Arts where they can:

- share ideas and collaborate with colleagues
- network with other creatives
- find out about funded opportunities within the borough
- hear about funding streams for your school

School Contacts

So that we can keep schools informed of developments and opportunities please keep us updated with contact details for the lead members of staff responsible for:

- ***Performing and Creative Arts***: for Arts and Culture School development journey
- ***Music***: for Music Hub support and Croydon Schools Music Association festivals
- ***Finance***: for school invoicing
- ***Arts subject leads / specialist subject teachers***: for CSAN membership and CPD

Our Contact Information

Croydon Music and Arts, Oasis Academy Shirley Park, Shirley Road, Croydon CR9 7AL

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Classroom Programmes in Primary Schools

Together these programmes form a coherent curriculum for primary schools based on the [DfE Model Music Curriculum](#).

Whole Year programmes for each school year

	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Mini Performers	✓	✓	✓				
Soundstart (Ukulele, Mini keyboard and perc)			✓	✓			
Sound Progress (Ukulele, guitar, keyboard or drums/ percussion)					✓	✓	✓
Whole Class Strings (violin, cello)			✓	✓	✓	✓	✓
Whole Class Mini-Winds or Brass (with Mini-instruments)			✓	✓	✓		
Whole Class Winds (clarinet, trumpet, trombone)					✓		✓
After School Clubs <i>Music, Dance, Drama</i>	✓	✓	✓	✓	✓	✓	✓

Mini Performers (Reception, Year 1 and Year 2, can be taught by school staff)

- Singing, movement and percussion with children's songs and chants
- Sharing songs and stories from children's own heritages
- Using voice to explore simple rhymes and create own songs
- Adding actions to songs and stories to explore expression and develop control
- Improvising and composing using graphic scores

SoundStart (Years 2 and 3, can be taught by school music specialist)

- Instrumental playing using small instruments with accessible playing technique for younger children: choice of ukulele, mini keyboard and percussion
- Forming a class band to perform songs from traditional and popular music traditions
- Learning rhythm and melody notation
- Improvising, composing and song writing based on simple harmonic structures

Sound Progress (Years 4, 5 and 6, can be taught by school music specialist)

- Singing and instrumental learning in classroom music for the rest of Key Stage 2, covering a wide range of traditional, classical and popular styles.
- Listening and composing activities are included to make a full music curriculum.
- Playing ukulele, guitar, keyboard or drums / percussion; or if having lessons on another instrument this can also be incorporated into lessons
- Online resources for music production freely available to all students via YuStudio login

Integrating with School Curriculum and Cultural Life

The extension to traditional curriculum music available through CMA classroom programmes leads to more advanced skills and a greater range of outputs. This enhances music's contribution to other school subjects and initiatives, for example:

- building knowledge through songs;
- developing literacy through lyric writing;
- developing understanding through performing and composing music linked to school development priorities and classroom themes;
- music performed / created to enhance dance or drama performances or other school events.

Music for All, regardless of background and ability

The CMA member of staff leading any whole class programme works with a school member of staff, e.g. a Teaching Assistant who has an interest in music and arts, who will:

- learn alongside the pupils and develop skills in leading activity;
- lead activity while CMA member of staff supports pupils needing differentiated support for access or extension activity *see below*;
- lead sessions using plan provided by CMA member of staff for weeks when CMA staff is not present, for example if school is using CMA for **PPA** cover.

***Heads-Up Approach**

- The CMA teacher sends information about themselves and the course in advance of the first session, which will give a heads-up to students who need supporting with transition into something new, especially pupils with autism and anxiety.
- The CMA teacher should be provided with information about additional needs in the class at the start of the first session, or before. The first session may include observing the class for a few minutes in their normal classroom before the teacher is introduced to deliver their demonstration and warm up session.
- With advanced notice, CMA can source adapted instruments for those with physical disabilities so no pupils should be excluded from classroom instrumental learning.
- The CMA teacher will take small groups of students to another space periodically. These short sessions will be focused on students with additional needs to give them a head start on new learning objectives. Pilot schemes in other parts of the country provide evidence that such interventions gave pupils huge additional confidence, and that the whole class made better progress over the course of lessons. The number and frequency of these sessions and who they focus on will vary from class to class. The CMA teacher will provide clear instructions for the school member of staff for the period they are out of the room.
- Alternatively, the CMA teacher may use the first session of the term, or part of it, to deliver a Heads-Up session to those with additional needs.

New for 2026

We want as many children as possible to have the opportunity to perform to a live audience. As part of this we are introducing a new element to our whole class provision for 2025/26.

- In the summer term every whole class programme will be invited to perform at Fairfield Halls, alongside other schools, to celebrate their achievements and learn about progression routes through hearing older students perform.
- The performance will be in lieu of Lesson 30

DfE investment grant for new instruments and musical equipment

Funding has been made available to music hubs to acquire new instruments and musical equipment. All schools received an email in May 2025 with further information. CMA intends to provide sets of class instruments for all Classroom Instrumental Learning programmes delivered by CMA staff. We will prioritise the Free Loan of instruments for Key Stage 2 programmes in primary and special schools, or for a secondary school introducing a strings or winds programme. The school will be responsible for maintaining the instruments. [The HR Taylor Charitable Trust](#) is available to assist with running costs of programmes and can also support schools in buying their own instruments.

See **Charging for Classroom Music Programmes in Schools** for suggestions on covering instrument maintenance costs.

Small Group and Individual Tuition

Tuition is available in schools for orchestral and band instruments, keyboard, piano, guitar, drum kit and voice. Ranging from beginner level through to university and music college entrance.

To meet the needs of schools:

- Free recruitment demonstration and recital by instrumental teachers
- Options from group tuition for beginners to individual lessons for more advanced players
- Performance opportunities for pupils both in and out of school
- Instruments to hire at low cost
- VAT free scheme for assisted purchase of instruments
- Charging policy meeting legal requirements including:
 - free tuition and instrument for children who are Looked After;
 - 70% remission of fees for pupils eligible for Free School Meals;
 - support for other low income families.
- CMA can invoice schools for tuition or invoice parents / carers directly.

Progression in small group / individual tuition is encouraged through:

- acknowledging and rewarding progress through Star Awards;
- encouraging independent learning at home with CMA online learning materials;
- providing quality information, advice and guidance at all stages on the opportunities available;
- school support through providing performance opportunities
- presenting Star Award certificates
- use of Pupil Premium.

Out of School Programmes for Young Musicians and Artists

Schools can recommend young musicians and artists who would benefit from developing their talents and interests through additional activity. Our communication platform, Speedadmin, allows young musicians and artists to share their achievements with their schools as well as their family. Schools can use the learning students gain from our programmes to contribute to their school outcomes and as evidence for meeting criteria in the Ofsted framework.

Using public funding, we make arts activities accessible to low-income families who would not ordinarily be able to afford the classes, accreditation and performance opportunities available through commercial providers.

CMA offers further reductions for **Future Talent** students whom the school has identified as showing enthusiasm and potential, including a reduced price first term.

Progression Pathways

Schools Students are introduced to learning musical instruments through their Whole Class Programmes or Group Lessons	Star Class Students attend large group lessons to learn a specific instrument that may not be available in their school
Saturday Centre Students develop their playing, progress through ensembles and make friends Accessible and Inclusive music groups from Year 3	
Tuesday Centre Develop musical creativity Acoustic, Rock, Jazz, Singing	Friday Centre Find your orchestral home Strings, Winds, Percussion

CMA centres provide classes and progression pathways which young musicians and artists from all Key Stages can join.

Star Award accreditation is available for students at Key Stages 2 and 3 across all art forms. Students can be recommended by school or CMA staff as well as through membership of a CMA Class.

For further information please see our website: croydonmusicandarts.co.uk

Quality Standards

CMA activity is based on international research demonstrating the benefits of arts education and the quality characteristics which create greatest impact. Our programmes meet the highest national standards for child safeguarding and quality of teaching and learning. As a member of Music Mark, the UK Association for Music Education, CMA is at the forefront of developments in music education and is able to use that learning for the benefit of children and young people in Croydon.

Child safeguarding

- **Recruitment:** safe recruitment procedures are followed for all CMA staff, including checking the right to work in the UK
- **DBS:** all CMA staff are required to have an enhanced DBS (Disclosure and Barring Service) check carried out by Croydon Council, re-checked every three years
- **Child Protection:** council child protection procedures are followed, including that all CMA teaching staff undergo full child safeguarding training every three years with annual updates
- **Communication:** when a new teacher starts at a school, CMA will notify the school in writing of the name of the teacher.
- **Identity:** teachers are required to wear their Croydon LA photo ID card, which includes their post title, at all times when visiting schools.
- **GDPR:** CMA is covered by the Croydon Council GDPR compliance. The privacy notice for [Culture services](#) can be found on the council website.
- **Code of Conduct:** CMA has a code of conduct for staff when teaching in schools. CMA staff are also bound by the Council Code of Conduct

Quality of Teaching and Learning

- **Recruitment:** during the selection process, all staff must demonstrate appropriate artistic / performing and teaching skills to be placed on the panel of CMA teachers
- **Teacher Standards:** through induction and continuing professional development, all teachers are required to demonstrate meeting national standards for teachers
- **Continuing Professional Development:** all teachers have access to continuing professional development through Appraisal by senior staff, including observation of lessons, Development Days and other forms of training and development
- **Schemes of Work:** music staff follow the CMA schemes of work and planning documentation for lesson delivery. CMA tuition:
 - supports learning in other areas of the curriculum;
 - contributes to children's personal development: confidence, self-esteem, cultural identity, emotional development, physical development and enjoyment of learning;
 - develops skills transferable to other situations in school and in the work place.
- **Practice Guidelines:** music pupils receive written instructions for their practice and other musical development during the week using a secure online portal within our database, SpeedAdmin.
- **Examinations:** young artists are able to take *Star Awards* and music *Grade Exams*
- **Report:** an annual Summer report for parents / carers is written for each pupil having music lessons
- **Cultural Life:** CMA teachers and their students contribute to the cultural life of schools, families and their communities.

Charging and Remissions Regulations

The Charges for Music Tuition (England) Regulations 2007 came into force on 1 September 2007. They apply to music tuition in state schools during the school day. This includes:

- schools which engage their own instrumental / vocal teachers;
- schools where CMA charges the school and the school passes on charges to parents and carers;
- schools where CMA charges the parents and carers directly.

It is legal to charge for instrumental and vocal tuition during the school day, subject to the parent / carer requesting the tuition. There is no restriction on group size.

Exceptions

Charges may not be made for:

- Tuition which is part of National Curriculum provision
- Tuition in the first year of whole class “wider opportunities” provision at Key Stage 2
- Tuition for children who are Looked After. These lessons should be funded by their Virtual School funding

Restrictions

- Remission policies should make tuition, including incidental costs of instruments and music books affordable for all pupils. Schools are expected to review their remissions policies in relation to children who are in receipt of Free School Meals and also for siblings.
- Charges should not result in a surplus, i.e. a school should not buy in tuition at one rate and then charge parents and carers more.

Charging for Classroom Music Programmes in Schools

- If the school provides a first year of “wider opportunities” provision, it is legal to ask parents and carers to contribute towards the cost of the second teacher (£15 per term per pupil) for *Strings* and *Winds* programmes.
- Headteachers on the CMA Board considered the legislation and suggest that schools are able to request an Instrument Hire payment to cover the maintenance and insurance costs for the *Strings* and *Winds* instruments where pupils are taking them home. A charge of £10 per term per pupil should cover ongoing maintenance.
- Schools which make a charge are recommended to not allow the pupil to take the instrument home until it has been paid. This charge could be an important element in encouraging commitment from parents / carers.

Charges for Services in State Schools in Croydon

from September 2025

Group and Individual Instrumental / Vocal Tuition fees

- charges per pupil, for 10 lessons in each term
- CMA can invoice schools for tuition or invoice parents and carers directly
- please note charging and remissions regulations for schools invoicing parents and carers

Notes

1. Remissions are available for **L**, **G** and **P** lessons:
 - For children who are **Looked After**, the lessons should be funded by their Virtual School money
 - There is a **reduction of 50%** for **Pupil Premium (PP)** students through eligibility for Free School Meals
 - A **reduction of 30%** is available where not eligible for Pupil Premium reduction, but finance is a barrier to learning. Applications are considered on an individual basis against guidelines set by headteachers on the CMA Board.
2. Remissions are available for the first instrument only. All remissions are reviewed annually.
3. Remissions are not available for **I20** and **I30** lessons. Pupils may switch to a **P** lesson to access a remission.
4. Schools (or parents and carers where invoiced directly) may choose **G**, **P** or **I** lessons.
5. **Large Group Tuition (L)** available for schools to request where PP funding is being used
£42 per 10 lessons (£21 if FSM)
 - 4 in 20 minutes, 5 in 25 minutes, 6 in 30 minutes, or 7 in 35 minutes for introductory term if teaching space is suitable
 - will be **G** lessons if fewer than four apply and after introductory term

Instrument Hire (charged directly to hirer) £38 per term (£19 if FSM)

- £19 for the first term or part term
- Free for 'Endangered Species' instruments where pupils are members of a CMA centre
- These must be covered by the Contents and/or School insurance policy for damages or loss

Whole class instrument sets – available directly to schools for £120 per term, where provision is not delivered by CMA staff.

Looked after Children

LAC receive free Ensemble memberships to all CMA centres
Lessons and Instrument hire should be funded by Virtual School / Local Authority funding.

For out of borough children living in Croydon, CMA can invoice other Local Authorities for these lessons and hire.

Classroom Programmes (charged to school – fees frozen for 2025-26)

- 10 sessions of one hour per term or pro rata

Number of CMA staff	Cost (per term)
One	£650
Two	£1,160

Notes

1. All CMA classroom programmes can be delivered by a single teacher.
2. For Strings and Winds programmes with both instruments in the same class a second teacher is necessary. It is possible to cover the cost of the second teacher and instrument maintenance through a combination of charges to parents and carers and Pupil Premium if the school provided a whole class “wider opportunities” programme in a previous year.
3. CMA can advise on strategies for music during the weeks the CMA staff are not present. Where the whole class programme is providing PPA cover CMA can provide the plan for a TA to deliver the lesson.
4. Additional sessions over 10 each term can be provided at pro rata rate.

School Workshops / CMA Teacher hours

£65 per hour

- working alongside teachers in the classroom
- For additional lessons, introductory lessons, concert support, ensemble coaching

Croydon Young Musicians and Artists (charged directly to parents / carers)

Star Award internal assessment

£12 (£3 if FSM)

Performing and Visual Arts Classes

£45 per term (£22.50 FSM)

(Music Makers, Percussion, Vocal, Dance, Drama, Visual Arts) -

- there is a 50% charge reduction for belonging to any additional Centre activity/Ensemble

Instrumental Star Classes and Workshops

£45 per term (£22.50 FSM)

- there is a 50% charge reduction for belonging to any additional Centre activity/Ensemble

Music Ensembles

£90 per term (£45 if FSM)

- there is a 50% charge reduction for belonging to any additional Centre activity/Ensemble

Grade 5 Theory

£50 per term (£25 if FSM)

Remissions for Activities. All ensembles are free for Looked After Children.

CMA also offers 30% fee reduction for low-income families who are not eligible for FSM – this should be applied for via the CMA website.

Additional bursaries may also be available on request to ensure ensemble activity remains accessible to all, progress bursary award (merit bursary).

The Benefits of Arts Education for Children and Young People

Our mission is to amplify young people's voices and enhance their lives and life chances through the arts. The arts are a safe space for children and young people to explore the world around them, including race and gender equality issues.

At each school stage, the young artist adds a new layer to their development.

Early Years	Play	Children use artistic forms to play and communicate with others, and to learn about the world around them.
Key Stage 1	Exposure	They also experience a wide range of art forms and enjoy taking part in a wide range of arts activity.
Key Stage 2	Choice	They also discover and develop their artistic interests and skills and contribute to cultural life in their community.
Key Stage 3	Voice	They also shape their own artistic journey and use the arts to explore personal and social issues.
Key Stage 4/5	Employability	They also use their arts skills to present themselves and express their ideas with confidence and conviction.

Through young people producing great art and using the arts as a tool for learning, we aim to support schools to meet these Personal Development criteria in the Ofsted framework:

- The curriculum extends beyond the academic, technical or vocational and provides for learners' broader development, enabling them to *develop and discover their interests and talents*
- The school provides these rich experiences in a *coherently planned way, in the curriculum and through extra-curricular activities*, and they considerably strengthen the school's offer
- The school ensures that participation in extra-curricular activities is consistently very high, *including among those from disadvantaged backgrounds*, so that all can benefit from these opportunities and experiences.

Please contact us if you would like someone to visit your school to discuss how we can help to support your school's priorities. We really enjoy visiting!

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