

Handbook for Schools



May 2026

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Guidance for EA Music provision in schools

Introduction

EA Music is dedicated to delivering high-quality, engaging musical experiences that inspire and stimulate children and young people. Through accessible opportunities for creativity and self-expression, we enrich lives using the transformative power of music to make a lasting impact.

We believe every child should have the opportunity to make music. Our professional team of tutors provides an inclusive, sustainable, and diverse musical education, ensuring each young person can reach their full potential. With a broad range of musical styles, genres and teaching methods, we tailor our approach to meet the needs of each individual pupil.

Our services include instrumental tuition for individuals and groups, whole-class and large-group tuition, pre-tuition schemes, and projects that expand access to music for pupils with special educational needs. We also promote minority instruments and integrate technology to enhance learning.

To support young musicians, we offer an instrument loan and maintenance service, including an Assisted Instrument Purchase Scheme, and we provide opportunities for children and young people to join orchestras, bands, and ensembles, performing in concerts, recitals, festivals and masterclasses throughout the year.

EA Music plays a vital role in supporting school ensembles and curriculum delivery, including preparation for the practical aspects of GCSE, AS and A2 music examinations. Pupils can also take QCA-accredited graded exams through the Associated Board of the Royal Schools of Music and Trinity College London. We also keep families informed and involved through annual reports and parents' evenings.

We provide access to career opportunities within the music industry and the teaching profession, helping children and young people explore potential pathways in music. Through our EA Music Roadshows, schools experience live music concerts that create lasting and enjoyable memories for pupils. Additionally, we offer weekend courses and summer concert tours, providing enriching musical experiences beyond the classroom.

Registration

Schools

- Existing EA Music schools will receive a re-registration form/questionnaire each April. This must be completed to confirm tuition for the following academic year
- This reflects a partnership agreement with EA Music and helps protect tutor working arrangements within schools, ensuring the best outcomes for pupils.
- Requests to increase instrumental tuition time will depend on pupil uptake and tutor availability
- Requests to increase whole-class projects, including ensemble support, can be made directly by schools and will also be subject to EA Music availability
- Schools not currently accessing EA Music tuition should contact their local EA Music office to enquire about provision, subject to availability

Pupils

- All pupils receiving EA Music tuition must be registered using the registration link or QR code, provided by EA Music
- EA Music tutors will issue 'New Start' flyers to pupils registering for EA Music tuition
- Parent/carers will be contacted directly by EA Music each year to update their child's registration profile
- Initial payments for tuition (including instrument hire if applicable) must be received by EA Music before tuition can commence
- Pupils who receive tuition are committed to the agreed lesson type for the academic year. Pupils who withdraw during the year will only be entitled to a refund if their place can be allocated to another pupil in a reasonable timeframe

'New Start' Procedure (primary schools)

- EA Music's 'New Start' selection process begins each April, allowing instrumental tuition to start promptly at the beginning of the new academic year
- Primary school 'New Starts' will be confirmed by early June to support the direct billing process from the beginning of the academic year
- EA Music tutors will liaise directly with the school's music coordinator or designated point of contact throughout this process
- It is recommended that available places be based on the number of P7 leavers and pupils confirmed as ceasing tuition. This maintains consistent numbers and allows for the effective management of instrument stock

- Successful 'New Start' pupils will receive guidelines and details on how to register with EA Music

'New starts' can also be facilitated in post-primary schools. Requests for these should be discussed with your EA Music tutor and the relevant EA Music manager and will be subject to availability.

Charges and Lesson Delivery

Invoicing and Payment

- EA Music will invoice parents/carers directly for instrumental tuition. Schools will not be required to collect payments
- Payments will be made using EA Music's parent portal via a Schooble account.

Primary School Lessons

- Lesson length and group size will vary depending on pupil age, standard and instrument
- EA Music tutors will determine the most appropriate grouping
- Lesson costs are fixed at £5.50 per lesson for all pupils

Post-Primary School Lessons

- EA Music tutors, in partnership with the school's Head of Music along with the pupil's parents/carers, will determine the most effective lesson length and, if applicable, group size
- Lesson costs are calculated depending on group size and length of lesson. Detail of charges is shared with schools directly and parents are advised of costs prior to each academic year

Lesson Schedule

- EA Music provides a comprehensive package of instrumental lessons and supporting activities throughout the teaching year
- EA Music's calendar and tutor timetables are shared with schools in July
- Tutors deliver lessons across the academic year, with 38 school contact weeks allocated for teaching and service delivery related activities
- Pupils will receive a minimum of 33 lessons each year
- No additional charge applies if more than 33 lessons are offered
- Refunds will be issued if fewer than 33 lessons are delivered

- Pupils who withdraw from tuition during the year will only be entitled to a refund if their place can be allocated to another pupil in a reasonable timeframe
- Payments will be calculated on a pro-rata basis if, when a pupil commences tuition, it will not be possible to deliver 33 lessons within that academic year

EA Music - Instruments

- If a pupil is using an EA Music instrument, an annual hire fee of £50 is due
- EA Music instruments can only be used by pupils who receive tuition from EA Music tutors, or who are members of our Orchestras, Bands and Ensembles programme
- If a pupil withdraws from all EA Music activities the instrument must be returned to EA Music, and no refund will be issued
- EA Music pupils who wish to buy their own instrument can take advantage of the EA Music Assisted Instrument Purchase Scheme

Remissions, Subsidies and Refunds

EA Music Remissions Policy

- Pupils with Free School Meal Entitlement (FSME) are eligible for a remission of 70% on the cost of all EA Music provision (including tuition, instrument hire and ensemble membership)
- This remission will be implemented directly by EA Music
- Parents will be asked to confirm eligibility during registration

School Subsidies

- Schools wishing to provide an additional subsidy for EA Music provision should contact their local EA Music office
- Confirmation and details of any subsidy must be provided to EA Music in the summer term before the next academic year
- Schools are responsible for providing EA Music with subsidy details and informing parents/carers
- EA Music will continue to invoice parents directly after applying any agreed subsidies
- EA Music will collect any subsidy from the school using agreed methods (generally Journal Transfer/LMS) and timescales
- Schools should be aware of Circular 2025/10 - Charges in grant-aided schools | Department of Education, and Chapter 18 of "Every School a Good School, The Governors' Role (A Guide for Governors)" and its application to tuition for AS/A2 music students. Legislation prevents schools from charging A-level music students for individual tuition related to their studies; this is not treated as an 'optional extra.'

Refunds

- Schools should be aware that certain internal school arrangements are beyond the control of EA Music and can affect the attendance of pupils at lessons. Schools may wish to consider the effect on the tuition schedule of:
- school holidays taken outside the recommended holiday periods
- Monday school closures that are in addition to existing public holidays that fall on Mondays
- internal/external examinations
- other school activities e.g. field trips, sporting activities, assemblies
- pupils not being released from class to attend lessons
- If lessons are not delivered due to EA Music tutor absence, resulting in delivery falling below the 33-week target, a refund will be issued to parents/carers on request
- Pupils who withdraw from tuition during the year will only be entitled to a refund if their place can be allocated to another pupil
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Instrumental Tuition Terms and Conditions

Pupils selected for tuition are expected to:

- Attend weekly lessons provided by EA Music tutors regularly and punctually
- Show evidence of sufficient practice and carry out instructions regarding work set by the tutor
- Maintain a rate of progress acceptable to the tutor and school music staff
- Provide necessary method books, examination music and accessories as advised by the tutor

Pupils are also strongly encouraged to:

- Attend rehearsals of the school orchestra, band, or ensemble if selected as a member
- Attend rehearsals of an EA Music orchestra, band or ensemble if recommended by an EA Music tutor

Withdrawal of Tuition

EA Music reserves the right to withdraw tuition:

- If the above requirements are not met
- For non-payment of fees

Lessons

- Instrumental tutors visit schools on a weekly basis and, wherever possible, lessons are organised on a rota system (post-primary) to prevent pupils from missing the same school periods every week
- Although the amount of provision required and delivery model will be discussed and agreed with the school/Head of Music, the contract will be between EA Music and parent/carer
- **Primary school lessons** will be delivered in small groups as arranged by EA Music tutors
- **Post-primary school lessons** will be delivered as individual or shared lessons as agreed in partnership with EA Music tutor, parent/carer and school
- EA Music recommends that pupils receive tuition from a single instrumental tutor to ensure consistency in teaching style, avoid conflicting guidance and to allow the tutor to track the pupil's progress effectively over time
- Pupils who receive tuition are committed for the academic year. Pupils who withdraw during the year will only be entitled to a refund if their place can be allocated to another pupil in a reasonable timeframe
- Pupils should only receive lessons with one EA Music tutor on one instrument. This helps ensure that tuition opportunities are allocated fairly and are not limited for other pupils who may otherwise wish to access provision. Any exceptions must be discussed with EA Music management via the instrumental tutor

Exams

- Pupils will be prepared and encouraged to enter for practical examinations through the Associated Board of the Royal Schools of Music or Trinity College London when deemed ready for external assessment
- Aural and accompaniment provision will be provided by either EA Music or supported by a child's school
- Pupils will only be entered for examination with approval from their tutor
- Parents are advised to adhere to application deadlines. Late entries cannot be accepted

Safeguarding Policy

[EA Music safeguarding policy can be read in full here](#)

Organisational Chart

Title	Staff Member
Head of EA Music	Darren Canmore

Title	Staff Member
EA Music (East) Deputy Head	Aisling Butler
EA Music (North) Deputy Head	Jan Huthchinson
EA Music (South West) Deputy Head	Sonia Kenny
EA Music (North) Locality Lead	Naoimh Simpson
EA Music (North) Locality Lead	Janet Cooke
EA Music (East) Locality Lead	Philip Ferguson
EA Music (East) Locality Lead	Gary Myles
EA Music (South West) Locality Lead	Claire Cunningham
EA Music (South West) Locality Lead	Simon O'Hare
EA Music (North) Locality Manager	Anne Bergin
EA Music (North) Locality Manager	Colin Elliott
EA Music (East) Locality Manager	Krista Gallagher
EA Music (East) Locality Manager	Therese McKinney
EA Music (South West) Locality Manager	Louise Edwards
EA Music (South West) Locality Manager	Uel Faulkner

Office Contact Details

Office	Email address	Telephone Number
Antrim Office	musicservice.antrim@eani.org.uk	028 9448 2212
Belfast Office	musicservice.belfast@eani.org.uk	028 9047 0044
Dundonald Office	musicservice.dundonald@eani.org.uk	028 9047 0218
Omagh Office	musicservice.omagh@eani.org.uk	028 9047 0033
Portadown Office	musicservice.portadown@eani.org.uk	028 9047 0100