



New & Ad hoc Provision Request

This form is for schools to request new music provision (**small group, individual or ensembles**) provided by Ealing Music Service (EMS) tutors or to request extra ad hoc contact hours for current tutors (i.e. concerts). **To request a new WCET provision contact Lee Marchant (marchantl@ealing.gov.uk)**

This form must be signed by an authorised school signatory and returned to EMS. If schools wish to request two different provisions, two different requests must be returned.

School		Date	
Music Coordinator/ Head of Music		School Contact (if not Music Coordinator):	
Name:		Name:	
Email:		Email:	

A Details of Provision:		
Type of Provision	<input type="checkbox"/> Small Group/Individual	<input type="checkbox"/> Ensemble/Choir
Instrument(s)		

B Hours			
Number of hours			
Current EMS charge	per hour per tutor	Total weekly cost of new provision	

C Day/Time						
Please place a tick in preferred times, a cross in times that are not possible and leave blank where there is no preference.						
	8-9am	9am-12pm	12-1pm	1-3pm	3-5pm	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

D Ad hoc provision request	
Please use this section to request extra one-off use of an EMS tutor: (e.g. concert/parents evening/event/exam)	
Provision/Event: _____	Explanation of event: _____
Tutor requested: _____	
Day & Time: _____	

For costs and T&Cs see document EMS101 Service Level Agreement downloadable from www.ealingmusicservice.com/schools

The above request for provision has been agreed by the following signatory:

School's Authorised Signatory	Sign: _____	Name: _____
		Title: _____



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EMS103

Additional Notes:

For EMS office use only	
<input type="checkbox"/> Costs sent to school / <input type="checkbox"/> n/a <input type="checkbox"/> Costs accepted by school, <input type="checkbox"/> (correspondence attached) <input type="checkbox"/> Form returned for revisions – see notes	Notes
Final provision details:	
Teacher:	
Day:	
Times:	
Duration:	
<input type="checkbox"/> Provision confirmed by EMS <input type="checkbox"/> First date of start of provision change __/__/____ <input type="checkbox"/> Paritor updated <input type="checkbox"/> Pay spreadsheet updated <input type="checkbox"/> Rejected – see notes	