

SAMPLE CONTRACT LETTER

Dear Name of artist(s)

I am writing to confirm the details for our forthcoming project entitled: Name of project.
I have listed the details and arrangements, as I understand them below:

1. Planning & INSET

You will attend a planning session in school on Date between the times of Start time – Finish time. You will be paid £amount for this session.

You have agreed to lead an INSET session for number members of our school's staff on Date between the times of Start time – Finish time. You will be paid £amount for this session. The INSET session will cover list items to be covered in the session.

2. Workshops

The workshops will be on the following dates at the following times and will be for the following groups and numbers of students:

- e.g. 1. *Monday 18th October 2003, 0930-1200, 1330-1530, 30 Year 9 students.*
2. *list other sessions.*
3. *etc.*

The workshops will take place in venue e.g. the music room and we will organise for all chairs and tables to be cleared to the edges of the room to provide an open space.

The school will provide list equipment/materials provided by the school e.g. CD player, 4-track recording equipment, for the workshops.

You will provide list equipment/materials provided by the artist(s), e.g. percussion instruments, for the workshops.

The school will ensure that a member of teaching staff is present for all of the sessions

(N.B. this is a legal requirement).

The school will provide you with refreshments including tea/coffee and a sandwich lunch during your workshop visits.

OR

The school will provide you with tea/coffee throughout the days of your workshops, but is unable to provide lunch.

Your fee for the workshop sessions will be £amount. (*This includes travel expenses/subsistence – or list these separately*).

3. Evaluation

You have agreed to attend an evaluation session at school on Date between Start time – Finish time. Your fee for this session will be £amount.

I have enclosed two copies of this letter, both of which have been signed by myself and the Headteacher. If you agree to what I have outlined, please sign both copies, return one to me and keep the other one for your own records.

We very much look forward to working with you on the project.

Yours sincerely

Name of Teacher

I understand and agree to the above details and arrangements for Name of project.

Signed

Signed

Signed

Name of Contact Teacher

Name of Headteacher

Name of Artist(s)

Date

Date

Date