

This PDF is for guidance so you can see all of the questions we ask in the online data return. If you wish, you can use this document to help gather your data, but you'll need to submit it using the online form. Unfortunately, the online form does not allow you to partially complete your data and return later to finish.

When you are ready to send us your data, please follow the weblink:

If you're unsure of anything, please let us know as soon as possible and we'll do our best to help: admin@smscio.co.uk. The information and questions below appear exactly as they are in the online form (although the question numbers may differ).

Section 1 Introduction

Music Education Hubs (MEHs) are required to submit an annual data return to Arts Council England (ACE) about music making in their area, as part of their funding agreement. We are asking for your help to gather the information we need. MEH funding directly benefits your young musicians, including: subsidised First Access, subsidised instrumental tuition for low income families, instrument hire scheme, and free CPD for Associate Providers and teachers in schools. An accurate data picture of musical learning enables us to share and celebrate the fantastic work that you are doing.

Many questions are structured to collect aggregated data for the Arts Council. Other questions ask about your work and how we can help you. There are 7 sections:

1. Introduction
2. About You
3. Instrumental & Vocal Tuition (and other individual and small group music making such as songwriting and music tech).
4. Groups, bands, choirs, ensembles.
5. First Access / Whole Class Ensemble Teaching (WCET).
6. CPD, curriculum teaching, early years & anything else.
7. Details of schools where you work.

We ask all Associate Providers (individuals and organisations) to complete the introductory 'About you' section of the data return and the CPD questions, even if you have no data to report. You do not need to tell us about work which is through another organisation (such as Wiltshire Young Musicians, Salisbury Area Young Musicians) as they will give us that data directly.

In order to target Wiltshire Music tuition subsidy effectively, we have started to ask for more detailed data about your pupil's circumstances (tuition subsidy other than from the Hub, Pupil Premium and Special Educational Needs). We understand that tutors do not always have this information. Please only complete these columns if you already have accurate data – we are not asking you to estimate numbers or to spend additional time gathering this data.

It's possible that not all sections will be relevant to your work – you'll be able to skip through the sections which aren't relevant. We value all kinds of music making – if you feel that the work you are doing with children doesn't fit into any of the categories, then please tell us about it in Section 6.

Data Protection

In 2018 we reviewed our Data Protection processes to ensure they are compliant with the new General Data Protection Regulations (GDPR). Anonymised data is not subject to the GDPR. As long as no individual child is identifiable in the data we are asking you for, then there is no problem with you sharing it with us. Please be aware that you shouldn't share any data which would enable the identification of an individual young person, without parental consent. We need to advise you that Wiltshire Music Connect contracts a third party to analyse research and monitoring data on our behalf (including this Data Return). They are contractually obliged by us to comply with Data Protection legislation. Our **privacy policy** is available on our website.

A few Pointers:

- This Data Return concerns children you will have worked with during the September 2024 to August 2025 academic year.
- You don't need to differentiate between students you taught for a whole year and those who ceased lessons during the year or who started later in the year. Just count each student once.
- If you're not able to get all of the more detailed information we need (such as gender and key stage) then please estimate.
- To be inclusive, an additional other/non-binary gender category has been added to the answer options for questions about pupil numbers. Where you know that a young person you teach identifies as other/non-binary, you can show this in your data submission. However, no one is requesting that you survey your pupils about their gender identity.
- It is not possible to start completing the form, save some data and return to finish later. Please use the PDF version to collate all your data before you begin (note: the numbering of questions may be different in the online form if you skip through sections that are not relevant to your work).

FINAL DEADLINE: Monday 7th July 2025 at 12 noon.

For activities taking place in July and August please submit estimates for participants and if there's significant variation, please let us know in September.

We'd encourage you to submit your data as soon as possible. As an incentive, we will do a prize draw to win money to spend on musical instruments or equipment relevant to your work for data returns submitted by 12 noon on Monday 23rd June 2025 (3 x prizes of £100), which will be drawn after the final deadline. You can choose to enter the prize draw at the end of the data return

Section 2: About you

1.	First name		Surname		Associate Org. name (if applicable)	
2.	Your email address					
3.	Brief description of your work (eg. instruments you teach, ensemble/group leadership, composition/songwriting tuition)					
4.	Are you an:	Individual Associate Provider (includes members of music co-ops)			Associate Organisation	

Safeguarding questions – for Individual Associates

Following discussions with Wiltshire Council’s safeguarding team about changes to Keeping Children Safe in Education, we have added a small number of safeguarding related questions and a declaration. Any queries raised by these questions will be followed up by members of the hub team.

We no longer require Associates to update their Public Liability Insurance expiry date each year, however, please confirm that you have ongoing and appropriate Public Liability Insurance.

These safeguarding questions are for Individual Associates. Associate Organisations will be contacted about this separately by a member of our team.

If you work individually as well as for a co-operative, you still need to answer these questions.

5.	<p>Since you last completed a data return (or if you became an Associate after September 2023), have you: Acquired Qualified Teacher Status YES / NO Lost Qualified Teacher Status YES / NO</p> <p>If you've answered YES to either question above, please provide your Teacher Reference Number in the box below.</p> <p>If you are not able to enter your Teacher Reference Number at the moment, please leave blank and a member of the hub team will contact you.</p>
6.	<p>Since you last completed a data return (or if you became an Associate after September 2023), have you changed your legal name or your trading name? YES/NO</p> <p>IF YES please provide</p> <ul style="list-style-type: none"> • full current legal name • the date this changed • and confirm your previous name <p>We will then contact you regarding documentation and any additional information we may require.</p> <p>Please make a note to let us know if you change your name in the future.</p>

7.	<p>Since you last completed a data return (or if you became an Associate after September 2023), have you changed your address? YES/NO</p> <p>IF YES please provide</p> <ul style="list-style-type: none"> • full current residential address and postcode • the date this changed • confirm previous address <p>Please make a note to let us know if you move in the future.</p>
8.	<p>Can you confirm that you have Public Liability Insurance that is ongoing and appropriate for the work you do?</p> <p>YES/NO</p>

9. SELF-DECLARATION	
Have you ever been reported to any children’s services department or to the police as being a risk or potential risk to children?	Yes / No
Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	Yes / No
Do you have any unspent convictions or conditional cautions?	Yes / No
If yes to any of the above, please provide details:	
10. Confirmation of declaration	
I agree that the information provided here may be processed in connection with the quality assurance procedures required to maintain my Associate Provider status with Swindon Music Service and I understand that my Associate status may be suspended or terminated, and further action may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention.	Yes / No
I agree to inform Swindon Music Service within 24 hours if I am investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	Yes / No
I understand that the information I have provided, the results of any DBS update and barred list checks, and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	Yes / No

Individual Associates only:

11.	About your work in Wiltshire – please select whichever best describes you:	
	<p>I have data to report about my music work in Wiltshire (which won't be reported through co-ops, funded ensembles or other organisations) NB. schools don't give us information about pupils who have tuition whilst at school, so we rely on Associates including those pupils in their data submitted through this form. Please include data on all pupils/ activities that takes place in schools and outside of schools (whether or not it is directly subsidised by GSW Music Hub – through Swindon Music Service).</p>	
	<p>I have not done any music work with children and young people in Wiltshire during the 2024-25 academic year.</p>	
	Information about all my work in Wiltshire for ensemble organisations (Wiltshire Young Musicians or Salisbury Area Young Musicians).	
	Information about all my work in Wiltshire will be reported through another organisation (please tell us who below).	
	Name(s) of other organisation(s):	

[If you have no data to report the online form will skip forward to Section 4].

Associate Organisations only:

12.	Has your Associate Organisation done any work with children and young people in Wiltshire during the 2024-25 academic year?	Yes / No
13.	How many tutors will have worked on behalf of your Associate Organisation during the academic year 2024-25? (please count yourself in this number)	

[If you have no data to report the online form will skip forward to Section 4].

Section 3: Instrumental & Vocal Tuition (and other individual and smaller group music making)

Instrumental & Vocal Tuition (and other individual and smaller group music making) includes activities like songwriting and music tech.

14.	Do you provide instrumental or vocal tuition in Wiltshire schools or privately outside of schools?	
	Yes	
	No (if you select no, you'll skip forward to Section 2)	

15.	In this section, please tell us about all the children you teach in Wiltshire. Do you:	
	Teach in schools during the school day	Yes / No
	Teach on school premises after school	Yes / No
	Teach privately in other venues (inc your home or student's home)	Yes / No
	Offer online tuition	Yes / No

The hub wants to understand how common online tuition is following the pandemic to ensure that our support / CPD offer meets Associates' needs. If you offer online tuition, please tell us in what circumstances you provide online tuition (eg. student or parent/carer preference, in event of school closures or strikes, tutor illness/isolation, student illness/isolation).

Please tell us how many children you teach, broken down by:

- **Individual** singing/instrumental lessons
- Singing/instrumental lessons in **small groups** (between 2 and 10 students)
- Singing/instrumental lessons in **large groups** (more than 10 students – but not including First Access / WCET as we ask about this in Section 3).
- Gender
- Key Stage

Where you know details of your pupils' circumstances re. subsidy, Pupil Premium or Special Educational Needs (SEND), please also enter numbers for each Key Stage. We understand that tutors do not always have this information. Please only complete these columns if you already have accurate data – we are not asking you to estimate numbers or to spend additional time gathering this data. Please only count individual pupils once in the 3 Pupil Premium and SEND columns – just PP, just SEND or both.

For your reference, a guide to Key Stages:

Early Years Foundation Stage: Reception (ages 4-5)

Key Stage 1 (Primary): Year 1 (ages 5-6) & Year 2 (ages 6-7)

Key Stage 2 (Primary): Year 3 (ages 7-8), Year 4 (ages 8-9), Year 5 (ages 9-10) & Year 6 (ages 10-11)

Key Stage 3 (Secondary): Year 7 (ages 11-12), Year 8 (ages 12-13) & Year 9 (ages 13-14)

Key Stage 4 (Secondary): Year 10 (ages 14-15) & Year 11 (ages 15-16)

Key Stage 5 (Sixth Form/Tertiary): Year 12 (ages 16-17) & Year 13 (ages 17-18)

16. Numbers of children: Individual singing / instrumental lessons							
	Boys	Girls	Other / non-binary	Number in each Key Stage who receive fee subsidy (other than the Hub's tuition subsidy)	Number eligible for Pupil Premium (but NOT with SEND)	Number of pupils with SEND (but not eligible for PP)	Number of pupils eligible for PP and have SEND
EYFS / reception							
Key Stage 1							
Key Stage 2							
Key Stage 3							
Key Stage 4							
Key Stage 5							

17. Numbers of children: Singing / instrumental lessons in small groups (between 2 and 10 students)							
	Boys	Girls	Other / non-binary	Number in each Key Stage who receive fee subsidy (other than the Hub's tuition subsidy)	Number eligible for Pupil Premium (but NOT with SEND)	Number of pupils with SEND (but not eligible for PP)	Number of pupils eligible for PP and have SEND

EYFS / reception							
Key Stage 1							
Key Stage 2							
Key Stage 3							
Key Stage 4							
Key Stage 5							

18. Numbers of children: Singing / instrumental lessons in large groups (more than 10 students)							
	Boys	Girls	Other / non-binary	Number in each Key Stage who receive fee subsidy (other than the Hub's tuition subsidy)	Number eligible for Pupil Premium (but NOT with SEND)	Number of pupils with SEND (but not eligible for PP)	Number of pupils eligible for PP and have SEND
EYFS / reception							
Key Stage 1							
Key Stage 2							
Key Stage 3							
Key Stage 4							
Key Stage 5							

19.	Have your tuition pupil numbers changed significantly in 2024-25 compared to the previous academic year?	
	Yes, significantly increased	
	Yes, significantly decreased	
	No	
	Don't know / not sure	
	If your pupil numbers have significantly increased or decreased since last year, are you aware of any reasons why? (for example, you've chosen to reduce your teaching hours, fewer new pupils due to fewer recruitment opportunities).	

20.	Of the children you told us about in Section 1 (Instrumental & Vocal Tuition) who you teach, please tell us the numbers of children who have reached these standards.	
	Entry level: Pre Level 1 NQF	
	Foundation: Level 1 NQF (Grades 1-3)	
	Intermediate: Level 2 NQF (Grades 4-5)	
	Advanced: Level 3 NQF (Grade 6 and above)	

Section 4: Groups, bands, choirs, ensembles etc.

Please tell us about ensembles, groups, bands and choirs which you organise independently.

If you lead groups through organisations which are directly funded by GSW Music Hub (through Swindon Music Service) (eg. Wiltshire Young Musicians or Salisbury Area Young Musicians) you don't need to tell us about that on this form as we'll be collecting that information separately.

21.	Do you offer any music groups, clubs or choirs/vocal groups for children and young people?	
	Yes	
	No (if you select no, you'll skip forward to Section 3)	

22.	How many of these different <u>types of groups</u> do you offer or support? [Numbers of children taking part is the next question].	
	Orchestra (large)	
	Orchestra (chamber / mixed)	
	String Ensemble	
	Jazz Band	
	Rock / pop / electronic bands	
	World Music / diverse music bands	
	Acoustic guitar / classical guitar group	
	Wind / Military Band	
	Brass Ensemble	
	Woodwind Ensemble	
	Percussion Ensemble	
	Keyboard Ensemble	
	Choir / vocal group (upper voices)	
	Choir / vocal group (mixed voices)	
	Folk (mixed) Ensemble	
	Special Education Needs / Disability (SEND) Inclusive Ensemble	
	Other / mixed ensemble	

23.	Do any of the groups/bands/choirs/ensembles have participants who use adapted/adaptive instruments or equipment, or have you made adjustments to enable young people with SEND to take part? Please give details.	

24. How many children will have taken part in these groups during the year?							
	Boys	Girls	Other / non-binary	Number in each Key Stage who receive fee subsidy (other than the Hub's tuition subsidy)	Number eligible for Pupil Premium (but NOT with SEND)	Number of pupils with SEND (but not eligible for PP)	Number of pupils eligible for PP and have SEND
EYFS / reception							
Key Stage 1							
Key Stage 2							
Key Stage 3							
Key Stage 4							
Key Stage 5							

Section 5: First Access / Whole Class Ensemble Teaching (WCET)

25.	Do you teach First Access / WCET?	
	Yes	
	No (if you select no, you'll skip forward to Section 4)	

26.	Are you teaching First Access / WCET in any schools where the Hub is <u>NOT</u> providing financial subsidy to the school? We already have all the information we need about First Access activities where schools have requested financial subsidy from Wiltshire Music Connect to pay an Associate Provider.	
	Yes	
	No (if you select no, you'll skip forward to Section 4)	

27.	Please only tell us about First Access / WCET which is <u>NOT</u> being subsidised by the Hub. For each school where you teach First Access, please tell us: <ul style="list-style-type: none"> Name of school Number of children you will have taught First Access in this school during the current academic year Their year group For how many terms will they be taking part (based on 6 terms per year)? How many of these children are doing First Access for the first time this year? What instrument/s are they learning? 	

Section 6: CPD, curriculum teaching, early years and anything else

28.	Do you do music curriculum teaching in schools?	
	Yes	
	No (if you select no, you'll skip forward to question 31)	

29.	Please tell us about the schools where you teach in Section 5.	
	In how many primary schools do you teach curriculum music?	
	In how many secondary schools do you teach curriculum music?	

30.	Do you do any early years work with children aged under 5 (in Foundation Stage 2 / Reception year at school, family groups, or nursery and pre-school settings)?	
	Yes	
	No (if you select no, you'll skip forward to question 33)	

31.	Please tell us about your work with under 5's, for example, the settings where you work, the number of children and their ages.	

32. Please tell us about all the different CPD (including online) you will have done in the current academic year (you'll need to select either yes or no for each row (including "other") in order to move on to the next question).			
	Yes, done this in 2023-24 (or plan to by the end of the academic year)	No, haven't done this type of CPD in 2023-24	Please select the 3 types of CPD which are most valuable to you.
A training course or conference supported by the Hub			
A training course or conference by other providers (not supported by Hub)			
Networking events supported by the Hub			
Networking events by other providers (not supported by the Hub)			
Peer-to-peer learning eg. faculty meetings, peer observation			
An online course			
Mentoring			
Reading journals, newsletters, research or other professional literature			
Other (give details below)			
Please give details (we want to understand how CPD by other providers and professional associations, such as ISM or MU, complements hub-supported CPD).			

33. CPD topics

Please tell us if you've done any CPD during the year in:

- Safeguarding? **Yes/No**
- Any topic other than safeguarding that's relevant to your practice? **Yes/No**

34.	Is there any other music making with children which you have not been able to put elsewhere on this form, or anything else you'd like to tell us? Examples could be: challenges you've dealt with, achievements, future plans or ideas for developing your work, suggestions of how the Hub can support you, issues related to the pandemic (such as pupil engagement or wellbeing, progression, reductions in lessons due to absences etc.).

Section 7: Schools where you work

36.	<p>If you teach in schools, please list the schools where you teach and tell us how many students you teach in each school, broken down by instrument, for example:</p> <p>St John's Primary, violin 10, viola 3</p>

As a thank you for the time you've taken to complete the Data Return. As an incentive, we will do a prize draw to win money to spend on musical instruments or equipment relevant to your work for data returns submitted by **12 noon on Monday 23rd June 2025** (3 x prizes of £100), which will be drawn after the final deadline. You can choose to enter the prize draw at the end of the data return

37.	Would you like to be entered in the draw for the cash to spend on instruments & equipment?	
	Yes	
	No	

Many thanks for your help.

To monitor the diversity of Associate Providers, we are asking for monitoring data about Associate's gender, ethnicity, age etc. A separate Google Form is available for you to complete, along with your financial return . These questions are completely anonymous and cannot be linked to your name or any of the information you have already given on this form.

We understand that we are asking very personal questions. All questions are optional but completing the monitoring form will help us to get a comprehensive picture of current Associates' characteristics. We can then track the effect of Hub initiatives to support greater diversity in the music education workforce.

