



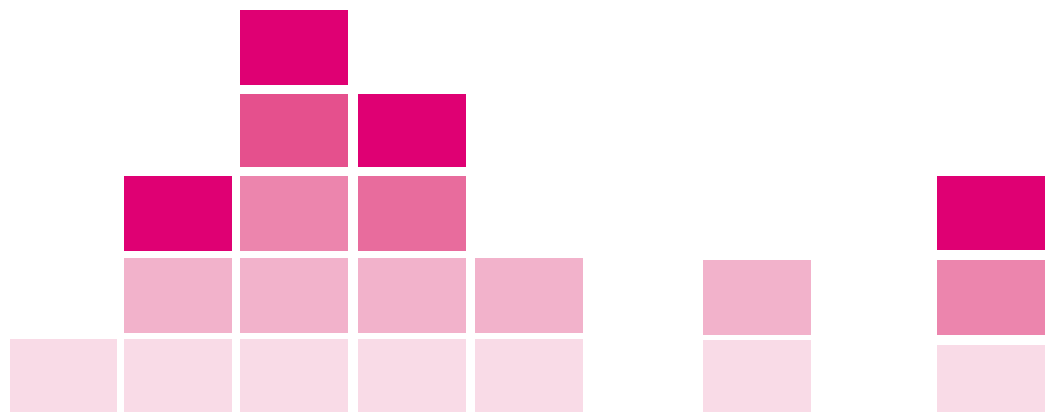
# Cornwall Music Education Hub

## Subsidy Policy 2021-2022

**For Instrumental/Vocal Tuition, Instrument Hire and Ensemble Membership (1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022)**

27<sup>th</sup> July 2021

Cornwall Music Education Hub, Together for Families



## Important information about this scheme

The total amount of funding made available to the CMEH for subsidies is fixed and therefore the Hub reserves the right to limit the number of students who are able to participate in the scheme. This will be reviewed on a termly basis and therefore **all schools and providers are required to submit a list of students for whom they wish to claim on a termly basis by the deadline. Failure to do this will result in a claim not being paid.**

## About the CMEH Subsidy Scheme

The funding for instrumental tuition/hire subsidy is provided to the CMEH via Cornwall Council from the Dedicated Schools Grant, as agreed with the Cornwall Schools Forum. This funding is available to any child attending an LA or former LA school who meets the eligibility criteria, as long as they are learning with a CMEH Registered Provider (see below). The subsidy will only apply to one instrument per child and for a maximum of 34 lessons per year.

The subsidy for Instrumental and Vocal Tuition provided by a Cornwall Music Education Hub Registered Provider (see below) is split into three levels depending on category of eligibility:

### **100% subsidy (up to a maximum of £5.00 per lesson)**

- Children currently identified as being eligible for Free School Meals (not including the FSM Universal Entitlement which came into force for Key Stage 1 in September 2014)
- Children currently in Care (not adopted)

### **50% Subsidy (up to a maximum of £2.50 per lesson)**

- Children where the parent or child learning is currently in receipt of Disability Living Allowance or Personal Independence Payments.
- Services Children (ie one or more parents is currently a serving member of the armed forces of Great Britain and Northern Ireland)

### **Special Educational Needs**

- Students with Statements of Special Educational Needs or an Education, Health & Care Plan can receive a subsidy which allows them to receive an individual 20 minute instrumental or vocal lesson at the same cost of a small group lesson (value of subsidy is up to a maximum of £8.50 per lesson and usual small group fee still applies). This subsidy only applies if a student has an ECHP/Statement of Special Education Needs and the school feels that it would be beneficial for the student to receive individual tuition rather than learning as part of a small group.

## Registered Providers

In order to claim subsidy for instrumental or vocal tuition, lessons must be delivered by an individual or organisation who has registered with the Cornwall Music Education Hub, ie an organisation or individual who has submitted a Registered Provider Application Form, with the required documentation, which has been approved by the CMEH Manager.

In order to become a CMEH 'Registered Provider', organisations/individuals should complete the application form which can be found on the Hub website [www.cornwallmusiceducationhub.org](http://www.cornwallmusiceducationhub.org) and return to the CMEH office. Applications will then be reviewed by the Hub Manager to ensure that applicants meet the necessary requirements. Organisations will be requested to resubmit details of insurance and DBS checks on an annual basis.

A list Providers currently registered with the Hub for subsidised tuition can be found on the Hub website on the 'Subsidised Lessons' page - <http://cornwallmusiceducationhub.org/musical-learning-tuition/subsidised-lessons>

If a school wishes to claim subsidies but the music teacher who delivers lessons in their school is not on this list, they should ask the teacher to complete and submit the Registered Provider Application form so that they can be added. **CMEH is unable to provide subsidies for lessons delivered by teachers or organisations who have not registered with the Hub.**

### **How to Claim Subsidies:**

#### ***Where School collects instrumental lesson fees from parents and pays the music teacher –***

- Ensure music teacher(s) is a Hub Registered Provider.
- Complete each term and submit by the stated date to [CMEH@cornwall.gov.uk](mailto:CMEH@cornwall.gov.uk) the electronic CMEH Subsidy Claim Form. This should list all the children for whom you wish to claim that term. Subsidy forms received after the deadline may not be accepted.
- In order to qualify for the subsidy on the grounds of being in receipt of Disability Living Allowance/PIP or a Services Family, families should provide their school with a copy of evidence.
- All student names will be checked by the CMEH office against the Central Cornwall Council register for eligibility. Please ensure names and dates of birth are correct.
- Submit registers of attendance for eligible children at the end of term.
- Payment will be made to the school via BACS once registers have been received and checked. Payments are usually made early in the following term.
- Where the Registered Provider invoices parents directly for lessons, they should apply to the Hub for subsidy as set out below.

#### ***If you are a Registered Provider collecting tuition fees directly from parents –***

- Complete and submit by the stated date each term the electronic CMEH Subsidy Claim Form listing all the students for whom you wish to claim. Subsidy forms received after the deadline may not be accepted.



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- On receipt of your claim form, the CMEH office will raise a projected Purchase Order number for the whole term which you should use for your invoices.
- Payment will be made in arrears and on receipt of an invoice quoting the Purchase Order number **together with completed registers which confirm the number of lessons delivered to each pupil**; this can be either half termly or termly.
- In order to qualify for the subsidy on the grounds of being in receipt of Disability Living Allowance/PIP or a Services Family, families should provide their Registered Providers with a copy of evidence.
- All student names included on claim forms will be checked by CMEH office against the Central Cornwall Council register to confirm eligibility for Free School Meals and Children in Care. Therefore, please ensure that all student names and dates of birth are correct. Inaccuracies will result in your payment being delayed.
- Registered Providers are required to resubmit information relating to DBS checks and public/employer liability insurance on an annual basis.

### **Cornwall Music Education Hub Supported Ensemble Membership and County Orchestral Courses**

Pupils currently eligible for Free School Meals, Children in Care and children of Services families are eligible for a 50% subsidy for their termly membership fee for Hub supported ensembles, Hub choir membership fees or the cost of county orchestra courses. Families eligible for this subsidy should indicate on their ensemble membership forms.

### **Instrument Hire**

Pupils currently eligible for Free School Meals, Children in Care and children of Services families are eligible for a 50% subsidy for their termly instrument hire fee. Families eligible for this subsidy should indicate on their Hire Agreement Form.