



Charging and remissions policy

Approved by: Board of Trustees
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1. Aims

West Sussex Music aims to:

- Have robust, clear processes in place for charging and remissions.
- Keep charges to a minimum.
- Set out clearly the types of activity that can be charged and when charges will and will not be made.
- Offer a range of activities whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy complies with our Department for Education funding agreement and Trust's Articles of Association.

3. Definitions

Charge: a fee payable for specifically defined activities, products, and services.

Remission: the cancellation of a charge which would normally be payable.

4. Roles and responsibilities

a. Board of Trustees

The Board of Trustees has overall responsibility for approving the WSM charging and remissions policy but can delegate this to the Board's finance committee or the Chief Executive.

The Board of Trustees also has overall responsibility for monitoring the implementation of this policy.

b. Hub Board

The Hub Board will be consulted on the implementation of the charging and remissions policy.

c. Senior Leadership Team (SLT)

SLT is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

d. Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying SLT of any specific circumstances about which they are unsure or where they are not certain if the policy applies.
- WSM will provide staff with appropriate training in relation to this policy and its implementation.

5. When charges are made

Charges for each activity are determined by the Board of Trustees and reviewed in April each year. Schools will be informed of SLA charges for the coming year in April each year. Parents and carers are informed of the charges for the coming year in June each year.

a. Charges to parents/carers

- Instrumental and vocal tuition
- Music Centre membership
- Online courses
- Instrument hire
- Instrument repairs and maintenance
- Holiday activities
- Workshops

b. Optional extras

In addition to our charges for ongoing provision, we may also charge for optional extras. Such as:

- Residential courses
- Any materials, books, or equipment, eg. reeds, concert uniform, etc
- Examination fees
- Concert tickets
- Transport

c. Charges to schools

Charges to schools are contracted on a Service Level Agreement:

- Time4Music (T4M) – for music teaching, ensemble activities, workshops, projects, instrument hire.
- Classroom Instrumental Lessons (CIL) – for one-term or one-year whole-class first access programmes.

6. When charges cannot be made

Pupils **cannot** be charged:

- If the teaching is provided Classroom Instrumental Lesson (CIL) programme, ie. 1Term2Learn, Key2Music, GetIn2Music.
- If they are looked after by a local authority.

7. Remissions

In some circumstances, West Sussex Music may not charge for items or activities set out in section 5 of this policy. This will be at the discretion of the Board of Trustees and will depend on the activity in question. For further information see the [help with costs](#) information on the website.

The West Sussex Music Bursary Fund supports children and young people aged 5-18 years of age, living in West Sussex, or attending a West Sussex maintained school (local authority, academy, or free school) for Hub activities.

Bursary fund – major

The Bursary Fund can give a major bursary of up to 100% reduction to pupils who are:

- Receiving benefits-related free school meals, or
- A Child in Care, or have
- Refugee status.

For the following activities:

- Tuition (group lessons, one instrument only)
- Instrument hire fees
- Music Centre membership
- Holiday activities

Bursary fund - minor

The Bursary Fund can give a minor bursary of up to 50% reduction for pupils whose school is unable to support them through pupil premium funding and whose parent/carer receives one or more of the following:

- Income Support/Employment and Support Allowance (ESA)
- Jobseekers Allowance (JSA)
- Child Tax Credit/ Working Tax Credit/Universal Credit
- Incapacity Benefit
- Housing Benefit
- Pension Credit (Guarantee Credit)

For the following activities:

- Tuition (group lessons, one instrument only)
- Instrument hire fees
- Music Centre membership

8. Annual review

The SLT monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed annually.

At every review, the policy will be approved by the Board of Trustees following consultation with the Hub Board.