



First Access Subsidy Booking Guidance – academic year 2023-2024

The guidance is to accompany the online booking form and resources for 2023 – 2024 which are in the list below:

[How to apply](#)

[Criteria](#)

[The Subsidy](#)

[Deadlines](#)



How to request support for your pupils

The order in which schools need to approach this is as follows:

1. **Identify suitable Associate Tutor and agree terms** - Please see our list of [Associate Providers \(First Access\)](#) within the [Music Providers](#) section of this site. Associates work as freelance tutors or in some cases as part of co-operatives or organisations offering provision. They are not employed or hired by Wiltshire Music Connect. **If you have a tutor in mind who is not an Associate of Music Connect**, please direct them to the [process for applying to be one](#).
2. **Request subsidy and instrument sets** by completing our [online form](#). You will need to be able to access Google Forms to complete this, please check your internet connection permissions before contacting the Hub. You will also receive a receipt from our gmail account, again you may need to check your email filter.
3. Before you do, please be aware that you'll need the following information for each set of sessions (or programmes) that a particular Associate will lead:
 - The name(s) of your chosen First Access Associate (in some cases we will support work where the tutor is about to become an Associate).
 - The equivalent hourly rate that you have agreed with your First Access Associate.

- The duration of the sessions E.g. 30 mins.
- The number of sessions that will take place over a year (max 33 over 6 term year).
- The terms in which the sessions will take place.
- The instrument 'group'(s) E.g. Strings.
- Whether you need to request a set of instruments.
- The estimated number of pupils benefitting from each programme.
- How many of those you estimate will be receiving this tuition for the FIRST time.
- How many pupils will be continuing to learn an instrument in/out of school.
- Their year group(s).

If you're wanting to reserve instrument sets for First Access then you also need to complete the more detailed form on requirements with your chosen Associate.

What to do if you want to change your booking after you've submitted it:

- Once you have submitted the request for a school, you will receive an automated email from our gmail account (please ensure your network provider allows access to Google Forms, and the online [form is not compatible with Internet Explorer](#))



Criteria

- **Subsidy can only be offered where schools are using a quality assured 'Associate (First Access)' tutor** who is being paid the equivalent of £42.45 p/h or more (this reflects a 2 % pay rise for tutors). If you have a tutor in mind who is not an Associate of Music Connect, please direct them to the [process for applying to be one](#).

Or

- **Where schools can confirm that it is effectively extending an employed teacher's (rather than tutor) employment contracts to cover First Access work**, we can provide subsidy in the same way as we would for schools hiring Associate tutors.

And

- **Where provision is taking place on the equivalent of weekly basis over a minimum of one term (minimum of 10 sessions)**. Subsidy is available for up to 33 sessions / weeks of sessions. If you're developing a model within your school that doesn't fit and would like to discuss it with us, please [get in touch](#).
- **Pupils can access the provision for free** and without needing to buy an instrument.
- That time is made available to introduce options for continuation to pupils / parents.

- That schools provide some feedback to Wiltshire Music Connect in relation to pupils' continuation – we will provide an accessible template.
- **Primary schools can request subsidy for First Access as well as requesting subsidy for pupils needing support with Instrumental or Vocal tuition** – the processes are different.

IMPORTANT

If we agree to subsidise your pupils' First Access Programme/s then we expect your school to have plans for and agreements with our Associates to teach pupils online as a backup if any school closures take place.

If this is not possible for any reason, you must tell us. If for some reason subsidised tuition has to be postponed or cancelled (due to COVID restrictions) and cannot be delivered online, rescheduled / caught up with, we may require that the school(s) return the appropriate portion of that subsidy to us and will suggest that they consider paying the Associate the balance.

The Subsidy

You are entitled to claim subsidy based on the number of pupils in Year 3 from September 2023 and the length of your programmes.

0-30 pupils - 30 minute prog. - subsidy £5.55 per session (Plus £2.50 per week for Early Bird offer)

31-60 pupils - 60 minute prog. - subsidy £8.33 per session (Plus £2.50 per week for Early Bird offer)

61+ pupils - 90+ minute prog. - subsidy £11.11 per session (Plus £2.50 per week for Early Bird Offer)

NB. If the sessions are longer than the time stated above, the remaining time will **not** be subsidised.

The subsidy has increased to reflect a 2 % pay rise for minimum hourly rate for tutors. We *suggest* a tutor is paid £44.50 prhr for their First Access work.

Deadlines

First Access requests open – 6th March 2023

First Access Early Bird Offer – 19th June 2023, 12 noon

First Access Final Deadline to guarantee approval before Sept 2023 – 3rd July 2023, 12 noon

Final First Access approval before monthly rolling approvals – 25th September 2023

