

## **IMPORTANT STATEMENT – updated July 2024**

We had to delay opening requests for instrumental/vocal tuition subsidies for 2024-25 because of the uncertainty caused by Arts Council England's Music Hub Investment Programme.

We now know that Wiltshire Music Connect will not be the Hub Lead Organisation (HLO) for Gloucestershire, Swindon and Wiltshire from September 2024 onwards. Swindon Music Service (part of the winning consortium) will instead be the strategic lead for music education in Wiltshire.

Wiltshire Music Connect will provide transitional support for the new HLO between September and December 2024 and we have been asked to open our tuition subsidy as usual. The new HLO has agreed to honour any subsidies that we award for the whole of AY2024-25.

If your school is awarded subsidies then you will receive the payments in a number of instalments. The first instalment will come from Wiltshire Music Connect but it is likely that the remaining instalments will come from the new HLO, GSW Music Hub.

**We have a new portal for schools to make tuition subsidy requests for 2024-25; if you want to submit a request please use [this form](#) to request a log in to the new portal.**

## **Deadlines**

As Wiltshire Music Connect has only been given funding for the transition period September to December 2024, we have had to bring forward the usual deadline for requests for tuition subsidies from February to November.

The new deadline for making tuition subsidy requests for AY2024-25 will therefore be **Friday 8 November 2024**.

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## **About our new Subsidy Portal**

Our new Subsidy Portal asks for *separate* subsidy requests to be made for *each* pupil that needs subsidy.

The information is pseudonymised – this means that we can track individual requests over time, but the data cannot be attributed to a specific child.

- The pseudonymised data is collected in order to target support to, and track the progress of, pupils.
- This data may be used to fulfil the requirements of funders' applications and reporting mechanisms in order to secure (continued) support.
- This is lawful because 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Wiltshire Council.
- This is included in our Privacy Statement [here](#).

## What Information will you need to make a subsidy request?

- Initials and year of birth of each pupil
  - Gender and Ethnicity for each pupil
  - Category of Need for each pupil (see below for eligibility)
  - Name of Associate Tutor
  - Hourly rate of Associate Tutor
  - Instrument taught
  - Number of lessons that will be delivered in each term
  - Length and type of lesson (15 min individual or 20 / 30 min shared)
  - Number of years that the child has received tuition subsidies
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## Associate Tutors and Rates of Pay

The tutor **MUST** be an Associate of Wiltshire Music Connect. You can check if your tutors are Associates using our online [Associate Directory](#).

We will only pay subsidies for pupils where Associate Tutors are being paid between £30.40 and £40.80 per hour. We will not subsidise lessons where the Associate is being paid less than this.

If the Associate Tutor charges more than £40.80 per hour the subsidy will not increase beyond this.

We *suggest* an Associate is paid the equivalent of between £36.65 and £40.80 per hour.

A pupil can only be supported to learn with **ONE** Associate Tutor per academic year, and NOT with a number of tutors in the same or different schools. Should the pupil be learning with a few Associate tutors in the same school, the school must coordinate with the pupil, parent/s and Associate/s on how the funds will be used.

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## Subsidy Caps

We have set subsidy caps for all Wiltshire schools in order to control the overall cost of the subsidy scheme and ensure fair distribution of funds.

For AY2024-25 schools have been placed into Subsidy Cap Bands based on the following factors:

- Size of school and numbers on roll
- Number of PP / FSM pupils on roll
- Number of SEND pupils on roll (both EHCP and SEND Support)

Once logged into the new Subsidy Request Portal schools will be able to see what band they have been placed in, and the total amount of subsidy available. If you feel that your school has been placed in the wrong band, please contact [info@wiltshiremusicconnect.org.uk](mailto:info@wiltshiremusicconnect.org.uk)

If you need more subsidy than is available for your school you should consider using school funds to cover the gap. If this is not possible we will ask you to prioritise continuing pupils rather than new starters.

## School Commitment

If we agree to provide subsidies for pupils at your school we expect you to commit to the following:

- Ensure that lessons take place as planned
- Communicate clearly with Associate Tutors
- Pay Associate Tutors promptly
- Have contingency plans in place in case lessons have to be cancelled
- Engage with Wiltshire Music Connect's Music Clusters
- Provide your annual music data to our Cluster Coordinators when asked

Please note that if you do not provide your annual music data we may insist that you return any tuition subsidies that we have awarded to your school.

## Subsidy Rates and Eligibility

Category of Need	Subsidy rate	Eligibility – click link to check criteria
<b>Pupil Premium (PP)</b>	70%	<a href="#">Pupil Premium</a>
<b>Free School Meals (FSM)</b>	70%	<a href="#">Free School Meals</a>
<b>Special Educational Needs and Disability (SEND)</b>	70%	<a href="#">Special Educational Needs and Disability code of practice</a> We do not require proof of a pupils SEN/D. If the school is providing SEND support for the child, this is enough for us. No EHCP is required.
<b>Looked After Children (LAC)</b>	100% (50% from Virtual School is released to the school directly through Pupil Premium Plus funds, the remaining 50% from the Hub)	Any child who is in the care of the <u>Wiltshire local authority only</u> , special guardianship or in a children's residential home or child is in custody. We will only subsidise <b>one</b> instrument initially, email us if you intend to apply for more than one.
<b>(For Continuing Pupils Only)</b> <b>Vulnerable for other reasons (school based assessment)</b>	40%	The eligibility of this category is left for your professional judgment. The intention of this category is to avoid pupils slipping through the net; some examples might be: <ul style="list-style-type: none"> <li>• A pupil on a low income, but does not qualify for FSM/PP.</li> <li>• A pupil with high levels of anxiety</li> <li>• A pupil with low self esteem</li> <li>• A pupil who is a young carer</li> </ul>

## Other Rules and Information

Lessons must not be compressed or doubled up. In order for pupils to make the best progress incrementally we expect lessons to be spread out across the academic year (e.g. 1 session per week)

Subsidy requests cannot be made retrospectively - amendments may be accepted where details could not be clarified at the time of making the request.

We have a finite budget for tuition subsidies and so we encourage schools to get make requests early to avoid disappointment. Once the overall budget has been allocated we will close the subsidy request scheme for the remainder of the academic year.

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## Hearing back about your requests

Approval panels will take place monthly, and you will be notified when your requests have been approved. You will then need to log back into the Subsidy Request Portal to see the full details of the funding awarded.

If the panel cannot approve your requests you may be asked to provide further information.

We will notify Associate Tutors about requests approved for pupils that they teach.

If you need further support please contact [info@wiltshiremusicconnect.org.uk](mailto:info@wiltshiremusicconnect.org.uk)