

Sawston Village College

Pupil Premium Grant: Help for children and young people to access music education



Introduction

Sawston Village College currently offers funding for pupils in receipt of Free School Meals (FSM), or those who have been in receipt of FSM in the last 6 years, of up to £265 towards instrument or vocal lessons but with additional flexibility to assist at a higher level if required. Children in care are entitled to fully funded music tuition. Authorisation for these remissions has been made by the Principal in consultation with the Chair of Governors and approved by the Local Governing Body. The process is overseen by the Head of Music as outlined below.

Process

If your child wishes to access tuition and/or instrument resources, please contact the Head of Music directly by letter or email requesting remission. No proof of entitlement to FSM or LAC status is required as the school already holds any pertinent information. The Head of Music will then speak to the Pupil Premium Coordinator and other appropriate persons to agree the level of remission before informing parents/carers of the outcome. The school will then arrange for costs and fees to be taken from the Pupil Premium Fund.

For those children who are unable to access lessons without support but do not meet the school's criteria, we would encourage parents to apply to the Music Hub Programme:

<https://www.cambridgeshiremusic.org.uk/discover-music/help-and-support/apply-for-a-bursary.html> For children learning in school, support is usually available where the College provides a matching level of help and the parent also contributes. For activities outside of school, the Hub will normally support families on a matched funding basis. The types of situation where help might be provided include:

- Instrumental and vocal learning for families with limited income but who are not eligible for FSM
- Transport costs for attending activities at a distance, where cost or ability to travel would be an issue
- Instrument borrowing costs for expensive instruments (not purchase schemes)
- Extended lessons for gifted and talented pupils (with school support when in school)
- Membership of bands, ensembles and country academies where financial circumstances would otherwise prevent participation.
- Instrument modification to support access for children and young people with SEN or disabilities.

Application is made via a bursary form on the webpage and can be completed and emailed to cm@cambridgeshire.gov.uk.

Assisted Instrument Purchase Scheme (AIPS)

The Assisted Instrument Purchase Scheme (AIPS) is outlined by the HMRC in their 2012 publication, 'Local authority education services: related activities: assisted instrument purchase scheme'. More detailed information about this scheme can be found in Appendix 1.

Policy approved by the Local Governing Body: 2 May 2023

Review: Spring 2026

Appendix 1

Assisted Instrument Purchase Scheme (AIPS)

The Assisted Instrument Purchase Scheme (AIPS) is outlined by the HMRC in their 2012 publication, 'Local authority education services: related activities: assisted instrument purchase scheme'.

This scheme is enacted by the College and enables pupils of local authority and academy schools to purchase musical instruments through their school, net of VAT (20%), providing the sale to the pupil meets the criteria below.

For the purposes of AIPS the following definitions apply:

"State education" includes the following:

- Musical tuition at a local authority school;
- Musical tuition at an academy;
- Musical tuition in either a school orchestra or local authority orchestra; and
- Musical tuition in a local music hub.

"Musical Instruments" includes replacement parts.

For the purchase to qualify for the AIPS, the following criteria must be met:

- The instrument or item must be sold to the local authority or school and then supplied onto the pupil or their carer;
- The pupil must be receiving state education;
- The instrument must be used as part of their musical tuition;
- The instrument must be appropriate to the pupil's needs; and
- The price charged to the pupil for the purchase of the instrument must be at or below cost (please see [VATGPB7815](#) for a definition).

In practical terms this means the following steps should be followed:

1. Parents/carers and pupils should source instruments from a supplier (in person or online).
2. The supplier should then raise a **purchase order/invoice** which should be passed to the school via the Head of Music who will ensure that the pupil meets the above criteria and pass the invoice to finance.
3. We would also ask that this form is completed: [AIPS form](#) and sent to the Head of Music alongside the invoice. The Head of Music will organise for the price of the instrument to be put onto Wisepay.
4. Parents/carers will pay for the instrument on Wisepay.
5. Once the invoice/purchase order, form and payment have been sent in and the instrument paid for, the school will purchase the instrument and parents/carers will be contacted when the instrument is ready for collection (either from the supply or from school).