

# **Sawston Village College**

## **Music Remission Policy: 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 £130 towards instrument or vocal lessons. 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 level of remission will be determined based on the total amount of Pupil Premium funding already awarded to the pupil during the academic year. The school will then arrange for costs and fees to be taken from the Pupil Premium Fund.

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

<https://www.cambridgeshiremusic.org.uk/individuals/help-and-support/apply-for-a-bursary.html>

For pupils 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 tuition;
- access to instrument provision (costs of instrument loan but not purchase);
- access to ensemble membership;
- access to workshops and projects;
- help where needed for adjustments to equipment or support for SEN students to access learning opportunities;
- advanced musician development: help for young people identified as gifted and talented or working at advanced learning levels needing additional help to develop further.

Application is made via a bursary form on the webpage and can be completed and emailed to [cm@cambridgeshire.gov.uk](mailto: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: 22 September 2026***

***Review: Autumn 2029***

## 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).