

**Thurrock Music Education Hub**  
**and**  
**Thurrock Music Services**  
**Remission of Fees Policy**  
**Published: February 2022**  
**Policy to be reviewed: February 2023**

Thurrock Music Services (TMS) is funded by a DfE grant via Arts Council England. Under the terms of the grant, students living or attending school in Thurrock, may be eligible for financial support of their instrumental and vocal lessons with Thurrock Music Service teachers.

**1 Who can apply**

**A 50% remission of fees for instrumental / vocal lessons can be applied to applications that meet the following criteria:**

Applicants must satisfy both points 1 and 2 of the list below and at least one other:

1. Students must live in Thurrock or attend a Thurrock school.
2. Students must be in reception-year – year 13 and in full time education
3. Students are in receipt of Pupil Premium
4. Families are on Income Support
5. Families are in receipt of Job Seeker's Allowance
6. Families are in receipt of of State Pension Credit
7. Families are in receipt of Child Tax Credit but no element of Working Tax Credit and have an annual income (as assessed by HM Revenues and Customs) that does not exceed £16,190
8. Families are in receipt of Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month)).
9. Asylum Seekers with Leave to Remain status in the uk

**A 100% remission of fees can be applied to applications that meet the following criteria:**

- Asylum Seekers with no recourse to public funds and Refugees.
- Children in Care (LAC).
- Discretionary

## **2 Who can't apply**

Remission of fees will not be applied:

- If the student has instrumental and / or vocal lesson with an independent provider
- If the student attends an independent school outside of Thurrock
- If the student is younger than 5 years or over 18 years of age
- On a second instrument / vocal lesson.

## **3 How to apply**

For lessons in schools parents need to confirm they are entitled to Pupil Premium on the TMS1 form (This is also available to download at: <https://thurrockmusic.co.uk/resource/TMS1%20FORM%20-%20Summer%202021.pdf> )

The school will then notify TMS and we will invoice the school accordingly.

For lessons at TMS music schools please inform TMS when applying for lessons that the student is eligible for Pupil Premium or the family is in receipt of one of the benefits listed above. TMS will either contact the school to verify the claim or we may ask for additional evidence.

## **4 Supporting evidence**

You may be asked to provide evidence to support your application. The following are acceptable sources of evidence:

Employment and Support allowance

Free School Meals Award

HMRC Tax credits\*  
Housing Benefit  
Income Support  
Job Seekers Allowance  
Self-Assessment Tax Calculation\*  
Universal Credit\*

Please provide the most recent evidence. Screen captures are accepted but evidence must be dated and include the name of the parent and guardian.

\* These must include annual household income.

Evidence that is more than 12 months old must be supported by a recent bank statement confirming that you are still in receipt of the benefit.

## **5 Period of support**

The remission of fees is reviewed annually. Parents must inform the school / Thurrock Music Services immediately if your entitlement to benefit changes.

## **6 Instrument Hire**

For the Instrument Hire via schools, there is a statement on the hire form to ask parents to contact the office if their child is entitled to Free School Meals.

Alternatively an online Hire Application form can be found at <https://thurrockmusic.co.uk/instrumenthireform.php> .

Ticking the Yes button next to 'Entitled to free school meals' will require TMS to verify that the student receives free school meals. Once confirmed a 50% remission of hire fees will be applied.

100% remission of the hire fee will be applied to:

- Families supported under Part IV of the Immigration and Asylum Act 1999
- Children in Care (LAC).
- Discretionary

Remission of hire fees will not be applied:

- If it is an external hire (eg not learning with TMS or not living or going to school in Thurrock)

- If the student is younger than 5 years or over 18 years of age
- On a second instrument.