

Charging & Remissions Policy

Purpose

This policy outlines the Berkshire Music Trust's (BMT) approach to fees, charges, and financial support (remissions) for instrumental/vocal lessons, ensemble memberships, and related services.

1.0 Charges

1.1 Lesson Fees

- **Instrumental/Vocal Lessons (33 sessions per year):**
 - Group (3-6 pupils, 30 mins): £10.00 per session
 - Paired (20 mins): £12.50 per session
 - Paired (30 mins): £15.50 per session
 - Individual (20 mins): £20.60 per session (£22.60 for adults)
 - Individual (30 mins): £30.90 per session (£33.90 for adults)
 - Individual (40 mins): £41.20 per session (£45.20 for adults)
 - Individual (60 mins): £61.80 per session (£67.80 for adults)

1.2 Ensemble Membership Fees

- Termly fees for ensembles vary by level and duration:
 - Let's Play Membership (45 mins): £68.00
 - Intermediate Ensembles (1.5 hours): £89.00
 - Senior Ensembles (2 hours): £116.00
 - Mini Maestros Membership: £77.00

1.3 Instrument Hire

- Instruments are categorized into five bands with fees ranging from £26.50 to £51.00 per term for BMT students (higher for external students), plus an initial £10 setup fee.

1.4 Discounts

- Students may access the following discounts:
 - 10% family/multi-activity discount for families with multiple memberships.
 - 10% discount for County Choir members taking voice lessons through BMT.
 - Free sessions for trying out choirs or ensembles.
 - Free membership of a choir for Mini Maestros participants.

2.0 Remissions

2.1 Eligibility

Remissions apply only to lessons, ensembles, instrument hire, and exam fees for children and young people, not adults. Supporting documentation is required for all remission applications.

2.2 Criteria

- **Income Support/Job Seekers Allowance:** 70% remission on lessons. For 140/160 lessons, eligibility is subject to Grade 6 level and teacher recommendation
- **Pupil Premium (PPG):** 70% remission on lessons, with written confirmation from the school
- **Asylum Seekers:** 100% remission with confirmation from the Unitary Authority
- **Military Pupils:** 70% remission with confirmation from the School or Military Base
- **Looked After Children (CLA):** 100% remission, funded by BMT or the relevant Unitary Authority
- **Special Educational Needs (SEN):** 120 lessons charged at the group lesson rate. Proof of an EHCP or equivalent is required

2.3 Additional Support Funds

- **BMT Bursary and Partner Funds:** For families just outside remission criteria or facing temporary financial hardship. Includes:
 - Greenham Trust Bursary (£60 per term)
 - Prince Philip Trust Fund (£50 per term)
 - Short-term hardship or exceptional ability cases

2.4 Amber Trust

For visually impaired students, the Amber Trust provides funding for lessons. Application requires confirmation from the Trust.

3.0 Administration

3.1 Conditions

- All remission recipients must show commitment to their lessons and ensemble activities. Attendance is monitored, and remissions may be withdrawn for non-compliance
- Remissions are restricted to children attending Unitary Authority schools and/or BMT Music Centres
- Fees and remissions are reviewed annually
- The CEO has final sign-off on SEN remission and short-term hardship funds

3.2 Documentation

Applicants must provide current supporting documents, such as proof of income, PPG status, or Local Authority confirmation, as specified for each category.

4.0 Review

This policy will be reviewed annually to ensure alignment with funding changes and organisational priorities.

5.0 Version Control

Document Name	Charging & Remissions Policy		
Version	1.0		
Document Owner:	Effective Date	Review Date	
CEO	01.09.24	31.08.25	