



## Remission Policy

### Introduction

Pupil Premium and Pupil Premium Plus funding is made available in English schools to raise the attainment of disadvantaged pupils and to close the gap between them and their peers. Wandsworth Music does not receive Pupil Premium or Pupil Premium Plus funding.

Wandsworth Music is however committed to giving every young person access to a music education and to supporting eligible young people to develop their musical talent where possible.

### Remissions

Wandsworth Music provides a fee remission of up to 50% off Wandsworth Music Academy fees to those children who are eligible for free school meals. Currently infant children (reception, year 1 and year 2 pupils) are entitled to a Universal Infant Free School Meal. This is not the same as free school meals from the Local Authority.

You may be entitled to a fee remission if you receive any of the following:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Applications can be made online, through the parent portal, please click the following link to apply [Remission Application Form](#)

Please note that all applications for remission will be treated in the strictest confidence.

Remission is available for the 1st study instrumental lesson & ensemble memberships/ theory (i.e. it is not available for 2nd study instrumental lessons)

Pupils on FSM will also be entitled to discounted instrument hire of £12.50 per term on their 1st study instrument.

Pupils in receipt of 50% remission are required to give their full commitment to all Music Academy activities and have regular and punctual attendance at all rehearsals, courses and performances.

Wandsworth Music reserves the right to withdraw funding should pupils fail to meet the expected level of commitment and progress. The remission will be reviewed termly and continued funding is subject to pupils demonstrating the required level of commitment and progress.

## Discretionary funding

Wandsworth Music is keen to ensure that all pupils who attend the Wandsworth Music Academy are able to access high quality music provision. To aid this we offer Discretionary Funding awards to children who may not meet the criteria for Free School Meals but who have a specific and demonstrable financial need that presents a barrier to participation. Discretionary funding is only available for children who have been members of the Wandsworth Music Academy for at least one academic year. If you have a specific and demonstrable financial reason that presents a barrier to participation, then please apply using the link at the bottom of this section.

Please note that we can only consider applications that are supplied with clear evidence of a specific and demonstrable financial need.

Discretionary funding decisions will take into account a combination of; financial need, commitment, musical potential, previous commitment and attendance at Wandsworth Music activities, and the ability to make a positive contribution to, and take full benefit from activities at WMA.

Where a need has been identified and an application has been accepted, Wandsworth Music may choose to award a time limited discretionary award to support the child's continued musical education at the Music Academy. Awards are offered for a limited time period of 1 term, at which point the application will be reviewed to consider whether further funding can be offered (awards are not automatically renewed). Further funding will be subject to the following criteria:

- Financial need
- Commitment to all Music Academy activities
- Musical progress and potential
- Regular and punctual attendance at all rehearsals, courses and performances
- Behaviour and attitude

Applications can be made online, through the parent portal, please click here [Discretionary Funding Application Form](#) to apply. Please note that all applications for discretionary funding or remission will be treated in the strictest confidence.

Discretionary funding awards are solely at the discretion of Wandsworth Music and any decision by the Chief Executive of Wandsworth Music is final. Wandsworth Music reserves the right to withdraw funding should pupils fail to meet the expected level of commitment and progress.

## Looked after children (LAC)

Wandsworth Music work in partnership with the Wandsworth Virtual School to ensure that children in care have access to free music tuition and ensemble membership. This is currently funded by the virtual school for Wandsworth looked after children. WM also provides free instrument hire for children in care. For more information please contact us.

## Family discounts

Families with 2 or more children attending the Music Academy who do not receive either remission or discretionary funding are entitled to receive a 15% discount on tuition fees and ensemble memberships.

**Wandsworth Music** - Registered Charity no: 1186662

**Wandsworth Music**, Burntwood School, Burntwood Lane, London, SW17 0AQ

Tel: 020 8333 3899 Email: [info@wandsworthmusic.co.uk](mailto:info@wandsworthmusic.co.uk)

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# Debt Policy

## Introduction

Wandsworth Music has a duty to ensure that it receives all the funds to which it is entitled. This policy has been created to ensure the appropriate procedures are in place to deal with debts and the recovery of assets. It encompasses all debts owed to the hub including, but not limited to payments for programmes within schools and instrumental lessons.

This Policy has been compiled recognising the difficulties placed on us in balancing the social welfare of pupils with the management of the service's budget. This policy is fair and just and sets out a clear procedure for families. By introducing a zero-tolerance debt policy, we aim to reduce the risk of parents incurring large debts that they will struggle to pay and minimise the amount of staff time taken chasing up outstanding payments.

## Services & Payment Methods

Wandsworth Music provides a number of services, these include, music tuition, instrument hire in schools, half term courses and tours. All payments for chargeable services should be made in advance at the start of each term and must be made within 14 days of receiving an invoice.

We prefer payment using the parent portal, alternatively we are also able to accept payment by BACS or cheque, which can be sent to our registered office address.

Account Name: Wandsworth Music - Account No:12280477 - Sort Code:40-02-16\*

\*This is a business account, some banks will prompt you to specify this

If you have any difficulty making payment by BACS please contact the office immediately.

Full payment terms and conditions can be found on our website, or by clicking [here](#)

## Debt Recovery

Parents who are experiencing difficulty in paying for a service offered by Wandsworth Music should contact the office as soon as possible. In most circumstances a payment plan can be agreed to help parents clear their debt.

Where payment for services is not received in advance and arrears accumulate longer than 7 days, the following procedures will apply:

**First formal reminder letter** – If the debt remains unpaid despite an informal reminder, a formal letter will be sent by the Administrator requesting immediate payment. Parents are able to set up a payment plan to bring the arrears up-to-date by contacting our Community Engagement Manager or the Finance Administrator.

**Payment Plan** – If payments agreed in the Payment Plan (sufficient enough to cover the ongoing costs and pay off past debts for all services) are made on time, the service provision will continue. If regular payments are not made, then services will be withdrawn.

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**Second reminder letter** – If no payment plan has been set up and debt is still outstanding seven days after a first formal reminder letter, the Administrator will send a letter to the parent advising them that we will no longer provide the service if the debt has not been paid within 7 days. Please note that all services will be suspended if one service remains in debt.

**Final letter before action** – If after a further seven days no payment plan has been set up and the debt remains outstanding a final letter before action will be issued and services will be suspended. If the debt remains outstanding the debt will be passed over to a third-party collection agency

**Possible legal action** – Please note that Wandsworth Music reserves the right to take legal action to recover debts.

### **Waiving of Debts**

The waiving of debts is at the discretion of the Head of Wandsworth Music. A debt may be waived when it is believed the debtor is experiencing serious financial hardship. Please contact us if you feel this applies to you.

We hope that by implementing this policy, we are able to help you, as parents, manage your payments and, at the same time, ensure that our available budget is used to enhance all children's learning. The chasing of debts is also extremely time-consuming for our staff. Time spent checking debts and sending out letters takes our staff away from other duties that would benefit all children. We ask that all parents and carers work with us to avoid unnecessary time spent chasing debts by making regular payments, in advance, for our services.

This policy will be kept in the policy file in the office and parents will be informed of the policy when sending payment reminders, in occasional newsletters and on the Wandsworth Music website. Hard copies of the policy will be available on request.

This policy will be reviewed annually by Wandsworth Music.

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