



## Bursary Information 2019 to 2022

### GUIDANCE FOR YMH BURSARIES

<b>Annual Bursary Amount</b>	<b>£300</b>
<b>Number of Lessons per term</b>	<b>10</b>
<b>Per Lesson Rate</b>	<b>£10 per lesson</b>

### REVISIONS MADE 2019 to 2022

Following extensive consultation with approved tutors and other Music Hubs, we have made some changes to the bursary scheme. It was recommended that to make full use of the bursary fund, and to pay our tutors at suitable rates, lessons should be individual and at a rate of £10 per lesson. It was also recommended that no more than 30 lessons should be delivered across the academic year.

From September 2019 this new guidance will be in place regarding the payment of Bursaries. It will be expected that children in receipt of a bursary will be taught individually. We accept that there may be circumstances where this not possible or appropriate, in those cases please contact YMH directly to outline why there is a need for the child to be taught in a group. It is expected that most lessons will be weekly, either 20 or 30 mins in duration, and no more than 10 lessons will be claimed for in any given term.

### GENERAL INFORMATION

Bursaries are available for children who are looked after or on free school meals - whether they have lessons privately or in school. They must be learning with a Music Hub Approved Tutor and be resident and/or attending school in York.

A further sum may be claimed to pay for the full cost of any public examinations (e.g. ABRSM, Trinity, Rockschoo) and an accompanist fee (up to £45).

Bursary pupils are also entitled to a free instrument (except drums and electrical instruments such as keyboards and electric guitars).

Bursaries are only for tuition and examination costs. Other costs such as music and 'disposables' (e.g. reeds, strings, valve oil etc.) must be met by the parent/carer.

Approved tutors or schools only may apply for the bursary on behalf of their pupil(s).

Only one bursary can be awarded per pupil.

NOTE: If there are no bursaries available, tutors will be notified immediately and will be advised in due course when a bursary becomes available.

## The following terms and conditions apply:

- Bursaries run from September to July and will be reviewed annually.
- Bursaries cannot be allocated retrospectively – i.e. tutors cannot claim for any lessons given before the bursary date of approval.
- Bursaries are allocated on a first come first served basis.
- Bursaries are only for pupils taking lessons with a York Music Hub Approved Tutor from the updated list (July 2019).
- The pupil must be resident and/or at school in York.
- Bursaries and examination fees will be paid directly to the tutor on receipt of an invoice.
- Tutors must provide a brief report (1-2 sentences) detailing progress at the end of each term.

### IMPORTANT GUIDELINES FOR APPROVED TUTORS

- Claims should be sent to [payments@yorkmusichub.org.uk](mailto:payments@yorkmusichub.org.uk) either termly or half termly.
- Each pupil should be listed separately on the invoice.
- Whenever an invoice is submitted, the tutor must confirm which pupils are continuing or giving up.
- Approved Tutors must notify York Music Hub immediately if a pupil discontinues lessons. Bursaries are only paid until a pupil gives up and not until the end of that term.
- If a pupil fails to attend more than 3 lessons in any term (without good reason) the Approved Tutor must determine if that pupil wishes to discontinue and should inform the York Music Hub accordingly. The York Music Hub will not reimburse an Approved Tutor for more than 3 missed lessons per term.
- Approved Tutors must make sure parents/carers are aware of the guidelines below.

### IMPORTANT GUIDELINES FOR SCHOOLS, PARENTS, CARERS AND PUPILS

- Schools, parents, carers and pupils should ensure that all lessons are attended unless there is good reason. Tutors must be notified in good time if a lesson is to be missed or rescheduled. Pupils should not miss more than 3 lessons in any term (without good reason) otherwise the bursary may be withdrawn.
- Schools, parents and carers should support and encourage pupils to practise regularly in order to make the required progress.
- All pupils should be entitled to a maximum of 30 'free' 20 or 30 minute lessons in any given 12 month period.
- Parents and carers are advised to resolve any immediate issues with either the tutor or the school as appropriate. We also appreciate any feedback that may help us run the system better. Contact: [info@yorkmusichub.org.uk](mailto:info@yorkmusichub.org.uk)

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**