



MACCLESFIELD  
MUSIC CENTRE

# MMC Bursary Policy and Processes

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Created April 2023  
Approved June 2023  
Next Review due June 2024

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## Policy Statement

Macclesfield Music Centre (MMC) is keen to extend its reach to help develop the musical ability of young people under the age of 18 whose families have difficulty meeting the costs involved.

A typical bursary may help with the cost of playing in an MMC ensemble and/or go halfway towards meeting the cost of private tuition on the young person's instrument.

Bursaries are funded in different ways:

- through financial support from donations.
- through fund-raising activities.
- through agreed transfer from unrestricted MMC income

Income received specifically for the bursary fund is held in a restricted account.

Recipients of a bursary are assessed through their tutor and are expected to demonstrate commitment to learning their instrument and to make reasonable progress. They are also expected to participate in Music Centre activities and concerts.

The trustees, together with the Musical Director and the Business Manager, review the bursary fund annually to ensure it covers our commitments.

In order to ensure that an equitable measure is used in the assessment of a bursary, MMC will follow the regulations set down by Cheshire East in their criteria for offering a Pupil Premium. These criteria are set out on the Cheshire East website which can be accessed at:

[http://www.cheshireeast.gov.uk/schools/free\\_school\\_meals.aspx](http://www.cheshireeast.gov.uk/schools/free_school_meals.aspx)

## Bursary Process

Initial contact can be made directly to the Musical Director, the Business Manager or the Saturday Front Desk, either by the family or an MMC tutor, using the Bursary Application Form which is published on the MMC website. [MMC Bursary Form](#)

The application is assessed and the family invited to visit the centre for an informal chat, to see their prospective tutor and, when appropriate, for a short musical assessment.

If a bursary is approved, an online registration form is completed. The membership secretary and the book-keeper are informed of the bursary approval.

Bursaries are reviewed annually. The young person's family are asked to confirm that their financial position has not changed significantly and the tutor is asked for a summary of their progress.

At the end of each term, on receipt of the tutors' invoice, the book keeper transfers the MMC membership fee for each bursary holder and half the cost of the private tuition fees from the bursary account. MMC should have a copy of the invoice in order to ensure that the 50% fee is being contributed by the parent.

## Responsibilities

Overall responsibility for the Bursary fund sits with the MMC Trustees.

Chair of Trustees: Jenny Thorpe, [jennythorpe52@gmail.com](mailto:jennythorpe52@gmail.com)

Practical responsibility for the Bursary Fund sits with named members of the Business Committee.

Chair: Ruth Bardsley, 07851 586666, [ruth.bardsley@maccmusiccentre.org.uk](mailto:ruth.bardsley@maccmusiccentre.org.uk)

Business Manager: Deirdre Groombridge, [deirdre.groombridge@maccmusiccentre.org.uk](mailto:deirdre.groombridge@maccmusiccentre.org.uk)

Musical Director: Angela Aiken. 07754 305543, [angela.aiken@maccmusiccentre.org.uk](mailto:angela.aiken@maccmusiccentre.org.uk)

## Supporting Documents

- Bursary Application Form
- Trustee meeting minutes
- Business Committee Handbook
- Business Committee minutes

## Checklist

- Each term, the accounts need to be checked to ensure that the fees supporting bursary applicants are transferred.
- Each term, recipients' attendance to groups and lessons to be checked by BC.
- Each year, bursary recipient families are asked to confirm eligibility.
- Each year group tutors are asked to give verbal feedback to the musical director regarding the progress of the recipient.
- Each year, individual tutors are asked to provide a short-written summary of the recipient's progress.
- Each year, careful consideration is given to fundraising requirements, and budget constraints of the fund.