



SOUTH WILTS GRAMMAR SCHOOL

ASSISTED INSTRUMENTAL PURCHASE SCHEME

Please return to the Music Department or by email music@swgs.wilts.sch.uk

Student nameForm

Address

Parents' telephone number

Parents' email address

InstrumentSupplier.....

Model.....Make.....

Net cost

Peripatetic Teacher Grade.....

My child is a member of SWGS Ensemble

If you have received a quote please attach to this request form

I wish to purchase an instrument through the above scheme. We understand that my child will bring the instrument to school weekly and will use it in her/his (delete as appropriate) timetabled school music lessons

I understand that should my child wish to discontinue her/his (delete as appropriate) lessons within two terms we will be required to repay South Wilts Grammar School the VAT

I agree to the above statements;

Parent/Guardian Name.....

Signed (parent/guardian)

Date

Request agreed

Julian Fagan-King
Head of Music

Becky Watts
Business Manager



SOUTH WILTS GRAMMAR SCHOOL

Parents/carers may purchase an instrument for their child if the following criteria are met:

- The instrument must be used as part of the normal school curriculum; the student must be receiving instrumental lessons within school and be part of a SWGS ensemble.
- The instrument must be suitable for their level of use.
- The instrument must be transportable to school and brought to school at least once a week during term time.
- The student must use the instrument in school, not solely for use at home.
- The student must have lessons for a reasonable period after purchase, i.e., two terms, otherwise the parent/carer will be expected to repay the VAT saved by purchasing the instrument through school.
- Once the request has been authorised payment of the NET amount will need to be made by cheque to South Wilts Grammar School or by BACS (please email for details). The Music Department will confirm this by email with the parent/carer.
- Once payment is received the Finance Office will issue an official purchase order to the supplier and the instrument will be delivered to school.
- The Music Department will email the parent/carer to arrange collection. The school will supply a copy of the invoice to the parent/carer for insurance purposes.