



Chorleywood Primary School

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Chorleywood Primary School

Musical Instrument Hire Policy

Committee	Finance and Premises
Author	Model Policy
Date of Issue	
School Issue Number	
Approved by Committee	March 2017
Approved by Governing Body	N/A
Frequency of Review	Three years
Next review Date	March 2020



Musical Instrument Hire Policy

Chorleywood Primary School owns a selection of musical instruments that can be hired to our pupils.

The aim of this policy is to:

- Ensure a high quality of service to parents/carers and pupils.
- Protect the musical instrument assets of the School to maintain them in good working order for all pupils wishing to learn to play an instrument.
- Provide a fair loan service to enable pupils the opportunity to learn to play an instrument.

Hire Contract:

- The rental of the musical instrument will be £10.00 per term.
- These rates will be reviewed by the Governing Body at the start of each academic year. The School will notify the Hirer in writing if any rate increases.
- The hire charges do not include replacement of consumables such as a reed, strings, rosin, valve oil, etc, which are the responsibility of the Hirer.
- At the Head teacher's discretion, fees may be reduced or waived.

Hire Contract Terms:

1. Instrument issue;

Instruments hired will be issued to a parent/carer of the pupil who will be using the instrument. On collection of the instrument the parent/carer will sign the hire contract, which is a legally binding hire agreement, taking full responsibility for the instrument and payment terms. Instruments will always be in full working order when issued. Any previous minor damage (small chips, small dents) will be noted on the hire contract. Instruments are not insured by the school; it is the Hirer's responsibility to insure it or pay for any repair/replacement costs as necessary.

2. Instrument return;

Instruments must be returned to the School Office at the end of the rental period. The instrument must be returned, signed back in and checked for any damage. The instrument must be returned in the condition in which it was issued and in working order.

3. Hire charges;

Parents/carers will be charged the hire rates, as detailed above, on a termly basis for the hire period. A combined payment for hire tuition is payable termly. Payment dates are displayed on the invoice and if payments are not forthcoming, a late payment fee of £10 will be added to the invoice. Payments should be made through the Schoolcomms Gateway.

4. Cancellation;

If a parent/carer wishes to cancel a contract then the instrument will need to be returned as in paragraph 2. No refund will be given with respect to that term's payment.

5. The instrument is lost, stolen or broken;

The parent/carer has full responsibility for the instrument and is advised to include the instrument on household or specific insurance to protect from loss, theft or damage, as he/she will be liable for any costs relating to these.

Any loss will be charged to the Hirer at the full replacement rate for the instrument and damage at the full cost price of repair. Please notify the School immediately if anything should happen to the instrument and return it to the school. The School will seek advice from an independent instrument repairer as to cost of repair. You should not undertake any damage repair without first notifying the School.

6. Responsibilities;

Chorleywood Primary School will:

- Supply an instrument in good working order and good condition.
- Provide a safe place to store instruments during the school day.

The Hirer will:

- Take reasonable care to keep the instrument in full working order and good condition at all times.
- Make sure that no modification or alterations are made to the instrument.
- Make sure the pupil stores the instrument in a safe place whilst at school and at all other times.

7. General;

The Hirer acknowledges and agrees that:

- the instrument shall at all times remain the property of Chorleywood Primary School and the Hirer shall have no right or title to the instrument
- Chorleywood Primary School retains the right to inspect the instrument at any time on notice to the Hirer.

Musical Instrument Hire Agreement

This Musical Instrument Hire Agreement incorporates each of the terms of the Musical Instrument Policy.

Name and address of Hirer	
Name of pupil	
Instrument	
Hire cost per term	£10.00
Note of any previous minor damage	
Replacement Cost	
Commencement date	

I hereby accept the conditions set out in the Musical Instrument Policy for hire of the instrument from the School.

Signature: _____

Name of Hirer (block capitals): _____

Date: _____

Telephone number: _____

E-mail address: _____

On instrument return:

Signature (Hirer): _____

Name (in block capitals): _____

Signature (on behalf of Chorleywood Primary School): _____

Date returned: _____

Any damage noted: Yes/No

If yes, action required: _____