



GRAVENEY SCHOOL

GRAVENEY SCHOOL ASSISTED INSTRUMENT PURCHASE SCHEME

HMRC have provided a concessionary scheme whereby parents can purchase musical instruments for their child and obtain relief from the VAT on the purchase.

Most music shops will advise you of their arrangements and encourage you to use the scheme. Graveney School participates in this scheme and is happy to help you with purchases.

We would advise you to consult with your child's instrumental teacher before making a purchase.

There are certain conditions imposed by HMRC which *all* have to be met in order for the scheme to operate legally:

- The student must be in full time education at Graveney School.
- The student must be receiving music tuition for the instrument at school from one of the Graveney School Visiting Music Teacher Team.
- The instrument must be available and used on a regular basis at school. This means that:
 - the student is studying music at KS3 (Years 7 and 8), GCSE or A level; *and/or*
 - the student is involved with at least one musical ensemble or group at school
- The instrument must be appropriate for the student's needs.
- The instrument must be portable.
- The instrument will be delivered to school, and must be collected from school. In the case of instruments on approval, any damage or loss is entirely the responsibility of the parent.

Please follow the procedure below for applications using this scheme:

1. Request for the purchase is made by letter or email to the Head of Instrumental Studies, who will then issue an application form.
2. The request will be accepted if the above conditions are met and the declaration on the application form has been signed.
3. The completed application form (with payment) is returned to the Finance Department at Graveney School.
4. The Performing Arts Department orders the instrument.
5. When the instrument arrives in school it is delivered to the Performing Arts Department and will be handed over to the student, who will sign to say they have received the instrument.

Please address any further enquiries regarding this scheme to The Bursar (Ms C. Rickman) or Head of Music (Miss C. King).