

# Colyton Grammar School

## ASSISTED INSTRUMENT PURCHASE SCHEME

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

Most music shops will advise you of their arrangements and encourage you to use the scheme. Colyton Grammar 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 Colyton Grammar School.
- The student must be receiving music tuition for the instrument at school from one of the CGS Visiting Music Teacher Team
- The instrument must be available and used on a regular basis at school. This means that
  - (i) The student is studying music at KS3 (Year 7 and 8), GCSE or A Level *and/or*
  - (ii) 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 to Mr House (*Director of Music*) who will then issue an application form. Alternatively, the application form and guidance can be downloaded from the school website – see <http://www.colytongrammar.devon.sch.uk/handbook/documents/index.htm>
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 Admin Centre.
4. The school orders the instrument.
5. When the instrument arrives in school it is delivered to the Music Department and Mr House will hand it over to the student.

Please address any further enquiries regarding this scheme to the Business Manager at the school.

COLYTON GRAMMAR SCHOOL MUSIC DEPARTMENT

**ASSISTED INSTRUMENT PURCHASE SCHEME**

Application Form

Student Details

Student Name \_\_\_\_\_ Form \_\_\_\_\_

Musical involvement \_\_\_\_\_

Instrument Details

Instrument to be purchased \_\_\_\_\_

Model \_\_\_\_\_

Cost [ex. VAT] \_\_\_\_\_

[Please attach quote from Music Shop if applicable and **send a cheque with this form for the cost payable to 'Colyton Grammar School'**]

Supplier Details

Supplier name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Declaration

I confirm that the purchase of the above musical instrument complies with the conditions laid down by the VAT authorities, as listed overleaf:

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Director of Music Authorisation

Student on roll  Student participating  Cheque enclosed

Order to Finance Office

DoM signature \_\_\_\_\_ Date \_\_\_\_\_

## COLYTON GRAMMAR SCHOOL MUSIC DEPARTMENT

### **CONDITIONS**

The following conditions must ALL be met in order for this purchase to comply with HMRC requirements:

- The student must be in full time education at Colyton Grammar School.
- The student must be receiving music tuition for the instrument at school from one of the CGS Visiting Music Teacher Team
- The instrument must be available and used on a regular basis at school. This means that
  - (i) The student is studying music at KS3 (Year 7 and 8), GCSE or A Level *and/or*
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