Robertson Public School

 Parents and Citizens Association

 Committed to helping our children and teaching staff

Robertson Public School Musical Instrument Hire Program

***“****Children's involvement in musical activity has a profound effect on the development of the child's general learning. It is now proven beyond doubt that children who are engaged in arts activities, especially music, have advantages in all areas of learning.****”***

***Richard Gill, Musical Educator and Maestro, 9 Feb 2011***

**Welcome**

Welcome to the Robertson Public School Musical Instrument Hire Program.

Students in Years K to 6 are invited to join this very successful extra-curricular program at Robertson Public School.

The program has been operating since 1995 and has established a tradition of excellence, achievement and enormous fun for the participating students, as well as having earned a notable reputation throughout our wider community.

This handbook is designed to provide information about our musical instrument hire program as well as to answer some of your queries.

**Special Note to Parents**

For your child to gain the most from our musical and band program, please remember:

* For those who have children in the Band, you are as much a part of the Band and music tuition program as your child;
* To encourage your child with their practice and the challenges they will face when they are learning to play an instrument;
* To ensure your child attends music lessons each week unless unwell;
* To help your child attend band rehearsals each week once they join our band;
* To pay all fees promptly on receipt of invoice or contact the P&C Musical Instrument Hire Coordinator to discuss difficulties and to make a payment arrangement.

**Objectives:**

The Music and Band Program aims to:

* Provide an opportunity for any Robertson student to learn to play a musical instrument for their own and other's enjoyment;
* Build confidence and self-esteem through public performance;
* Learn to play solo and in groups to develop an appreciation for music;
* Once proficient, perform in our Band to encourage team spirit and represent the school;
* Achieve competent or higher levels of musicianship for all participating students; and
* Do so, on an equitable basis without imposing excessive cost on families.

**Obligations:**

We cannot achieve these objectives without certain obligations on students, parents and the school:

* Students are expected to practise regularly and to commit to the band program for the full year.
* Students are required to undertake music lessons in addition to attending band practices;
* Parents must notify our Band Coordinator, Mrs Haworth or Music Co-ordinator, Mrs Horton if their child is unable to make a practice or lesson;
* Parents commit to support their child's participation by way of instrument hire or purchase and payment of music tuition costs.
* The school facilitates the music and band program by:
* The provision of the rehearsal and tuition space required and
* Allowing the music program to co-exist collaboratively with other school activities.

**Music Committee**

The Music and Band Program at Robertson Public School is run by our School Band Coordinator, school Music Tutors and School Principal in conjunction with the supportive P&C Association.

**Instrument Hire**

The musical instrument hire program has 2 different options for hire – general hire and hire to own.

General Hire

The Robertson Public School P&C has a stock of band instruments ready for hire. These are made available to music students and band members at a low hire fee of $30 per term up to a total of $210. Once a student has reached the $210 total the student can continue to have possession of the instrument until such time as they no longer wish to use it OR they leave the school, in which case it will need to be returned to the school. These instruments are hire only instruments and always remain the property of the P&C. Students can never own these instruments.

Hire to Own

Upon request, after approval by the music tutors and the P&C Musical Instrument Coordinator and providing sufficient funds are available, instruments may be purchased for students and issued on a hire to own contract. Quality instruments are sourced by our Music Co-ordinator often at significantly lower than RRP price and hired to students at $50 per term until the value of the instrument (deemed by the coordinator) has been paid. If a student continues to pay hire fees and these hire fees pay off the cost of the musical instrument, that student is then deemed to own this instrument.

Instruments under this hire agreement need to be paid for in full prior to the student leaving the school at the end of year 6 or earlier if they move schools in order for them to keep the instrument. If any monies are outstanding, this amount will need to be paid or the instrument will need to be returned to the P&C and any monies previously paid towards hire fees will be forfeited.

**Bond**

A bond of $50 is payable in full prior to an instrument being provided to a student. The bond is refunded when the instrument has been returned and the P&C Musical Instrument Coordinator has deducted the cost of any service or maintenance required to allow the instrument to be made available to a new student OR a hire to own instrument has been paid for in full.

An *Instrument Indemnity form* must be completed and the bond paid at the beginning of the hire period before the instrument is provided to the student.

Prior to a student taking an instrument home, a parent **must** meet at school with their child’s music tutor. This is to complete the hire agreement and indemnity forms and to demonstrate the cleaning and safe keeping methods and also to ensure a parent understands the responsibility of having an expensive instrument ($700 and upwards) travelling between home and school in their child’s care.

**Fees for Usage Only Instruments**

All percussionists and keyboard players are charged a **usage fee** of **$20 per year** to help us cover the cost of keeping these instruments and amplifiers in sound working order, and replacing them when required.

**Fees**

|  |  |
| --- | --- |
| Bond – payable prior to issue of instrument and refundable at completion of hire if instrument returned in good working order and all outstanding fees have been paid. | $50.00 |
| Instrument Hire – Hire to own instrument | $50.00/term |
| Instrument Hire – P&C supplied instrument, hire only no opportunity to own | $30.00/term |
| Usage Only Hire – keyboard and percussionists in band | $20.00/year |

Instruments are hired on a term by term basis. Hire is for one full term and not part of a term. If an instrument is returned after the term commences and the hire fee has been paid, a refund will not be issued.

Instrument Hire fees are invoiced to families by the P&C Musical Instrument Hire Coordinator three weeks before the end of the term, for the next term. Our preferred method of payment is via direct deposit into the Robertson P&C Band Account. Bank account details are included on the invoice.

At the end of each school year, instruments must be returned to school. If a student wishes to keep their instrument over the Christmas summer school holidays, hire fees for the first term of the New Year must first be paid in full prior to the end of the school year.

If a student fails to pay instrument hire fees, the following process will occur:

* If fees have not been paid by week three of the new term, contact by letter will be made by the P&C Musical Instrument Hire Coordinator
* If experiencing difficulties contact should be made to the Robertson Public School Principal or P&C Musical Instrument Hire Coordinator by either a phone call or letter to discuss difficulties with fee payment.

Following this if payment is still not received, it will be determined whether the hired instrument is returned or arrangements for payment need to be made.

**Insurance, Indemnity and Repairs**

Whilst a student has a school instrument, whether it is at home, school or during travelling, he or she is **solely responsible** for that instrument. It is recommended that siblings, in particular younger siblings, do not touch or play a school instrument.

Students, and thereby their parents, **will be liable for all costs for repairs and freight** as a result of any damage incurred.

In the event of an instrument being lost or stolen, it will be the student’s responsibility, and thereby their parents, **to meet the cost of a replacement instrument**.

All students are expected to keep their instruments in good order and ensure they are cleaned regularly.

All Band students who play reed instruments will be provided with 2 reeds at the commencement of the year. All additional reeds will be the responsibility of the parent/carer. Please ensure all students have spare reeds with them when using their instrument.

Insurance

The Robertson Public School P&C Association through the Instrument Account owns all the musical instruments until hire fees pay off the cost of the instrument, except in a hire only situation where families do not have the option of owning those instruments.

The family is responsible for any loss or damage to any instrument in their possession and should check their insurance policy to see that an instrument is covered. This includes loss or damage caused by the family’s intentional or wilful act with or without the family’s knowledge or consent.

Musical instruments can only be issued to children on the condition that their parents accept these responsibilities and sign the Instrument Hire Indemnity form.

An instrument cannot be provided until

* the school has received the signed indemnity form,
* a parent has met with their child’s music tutor or other nominated person and
* the bond payment has been received.

Caring for the Instrument

Please make sure your child’s tutor shows you how to maintain and take proper care of the instrument. Damage and Repairs to any instrument must be reported to the Music Coordinator or Music Tutor before any repairs are undertaken, as tutors can provide the best advice as to how to repair or who to get to repair.

**INSTRUMENT INDEMNITY FORM- Robertson Public School**

**I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name of parent)**

**of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(address of parent)**

**contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(parent’s phone no.)**

in consideration of hire by Robertson Public School Parents and Citizens Association of:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(instrument being hired) (serial number)**

**to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(child’s name) (child’s class)**

hereby acknowledge responsibility for the proper care of the instrument (which includes its

case and any accessories provided with it) while on hire to my child and I agree to:

* Maintain the instrument in good working condition;
* Notify Mrs Amber Haworth or Mrs Kirrily Horton promptly if the instrument is lost, stolen or damaged, and follow all instructions given;
* **Be responsible for the cost of any repairs to, or replacement of, the instrument if there is loss or damage to it beyond fair wear and tear. This includes loss or damage caused by our family’s intentional or wilful act or with or without our knowledge or consent.**
* Pay hire fees promptly on receipt of invoice from Robertson P&C Treasurer

I am aware that the current cost of replacement $***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

for an equivalent new instrument is approximately: **(replacement value)**

**I understand this instrument is a** 🞎 hire to own instrument 🞎 hire only instrument

Fee payable per term is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I enclose the refundable bond payment of $50**

**Cash**  🞎  **Cheque** 🞎 **or Internet banking transfer confirmation receipt**🞎.

Our preferred method of payment is via direct deposit (please include child’s surname as a reference

Account name: Robertson P&C Association Bank Account

BSB 062:576 Account number: 10128910

Cheques payable to Robertson P&C Association Band Account.

Please return to the school office.

**Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**