



MUSIC PARTNERSHIP NORTH

MUSICAL INSTRUMENT ASSISTED PURCHASE SCHEME

The aim of the scheme is to enable pupils attending schools within Northumberland to purchase musical instruments that are essential to the furtherance of their musical studies, at the most advantageous price. This can be achieved by a concession, which enables the Local Authority to recover the VAT on such instruments and to sell the instrument free of VAT to the pupil. This will reduce the cost of the instrument by a significant amount.

HM Customs & Excise have laid down certain conditions to avoid abuse of the scheme and have stated that certain controls must be exercised.

Who is eligible?

Children receiving instrumental lessons from Music Partnership North staff in Local Education Authority Maintained Schools.

Who might benefit from the scheme?

A child for whom a Music Partnership North instrument is not available or a child at a more advanced level, in need of a higher quality instrument.

Who runs the scheme?

The Assisted Instrument Purchase Scheme is run by Music Partnership North.

How does a pupil qualify for the scheme?

- The pupil must be in full-time education at a Local Education Authority Maintained School.
- The child must be receiving tuition in school from an Music Partnership North instrumental tutor.

What other conditions must be met?

- The instrument must be handed over from the school to the child on educational premises.
- The instrument must be 'portable', produced in school regularly (at least once a week) and used in studies that form part of the normal school curriculum.

NB. Pianos and full-size electronic keyboards are not regarded as portable, whereas a double bass is.

How exactly do parents go about making a purchase?

- 1) Talk to your son/daughter and discuss the proposed purchase of the instrument with your school music teacher and the Music Partnership North instrumental tutor.

- 2) After this discussion, take the opportunity to go to a reputable retailer and try out suitable instruments.
- 3) Before completing the application form obtain from the retailer the exact details and price of the instrument, as this is needed for the application form. This price should be exclusive of VAT and include any delivery charge.
- 4) After you have done this, complete all sections of the application form.
- 5) The completed form must then be signed by the school's Headteacher and returned to you.
- 6) Send your completed form and cheque (made payable to Northumberland County Council) to Music Partnership North. The cheque should be for the price of the instrument, excluding VAT.
- 7) Music Partnership North will place an order with the retailer, who will arrange for the instrument to be delivered to the school or educational premises. Music Partnership North will then pay the retailer.

Applications

Headteachers, or an authorised representative will be responsible for ensuring that the application form is completed at parts **1** and **2** by the appropriate person. Completed forms should be forwarded to: Music Partnership North, County Hall, Morpeth, NE61 2EF prior to any further action being taken.

The scheme will be administered jointly by the VAT Liaison Officer and Music Partnership North. Any dispute or disagreements arising from any applications will be dealt with by these persons or their representatives.

For further details please contact:

Mrs L Scott
Music Partnership North
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 624045
Lesley.Scott@northumberland.gov.uk



MUSIC PARTNERSHIP NORTH
ASSISTED PURCHASE SCHEME – APPLICATION FORM

Please return completed form to:
Music Partnership North
County Hall
Morpeth, NE61 2EF

PLEASE NOTE: APPLICATIONS – Headteachers, or an authorised representative, will be responsible for ensuring that the application form is completed at Parts 1 and 2 by the appropriate person. Completed forms should be forwarded to Music Partnership North at County Hall prior to any further action being taken. The Scheme will be administered jointly by the VAT Liaison Officer and Music Partnership North. Any disputes or disagreements arising from any applications will be dealt with by these persons or their representatives.

PART ONE – TO BE COMPLETED BY PARENT / GUARDIAN

Please complete in BLOCK CAPITALS		Name of Child
_____		_____
Full Name (Parent/Guardian)	_____	Attending School
_____	_____	_____
Address _____	_____	School Address _____
_____	_____	_____
_____ Post Code _____	_____	_____ Post Code _____
_____	_____	_____
Telephone _____	_____	Telephone _____
Name of Instrumental Tutor _____		
Instrument Required (eg Clarinet, Trumpet, Violin) _____		
Make	Model	
_____	_____	
Cost (Excluding VAT) £		Delivery Charge (if applicable) £
Supplier Name		
Address: _____		

	Postcode: _____	
Telephone: _____	Fax: _____	Email: _____
I enclose a cheque for £ _____ (ex VAT Cost – Payable to Northumberland County Council)		
Parent / Guardian signature: _____		Date: _____

PART 2 – TO BE SIGNED BY HEADTEACHER

DECLARATION

The child named above fulfils the criteria laid down by Music Partnership North and is eligible to purchase an instrument.

Headteacher's Signature _____ Date _____

PART 3 – TO BE COMPLETED BY MUSIC PARTNERSHIP NORTH

Certified as approved: _____ Lead Officer Music Partnership North
Date: _____