



Dulwich Hamlet  
Junior School

# Assisted Instrument Purchase Scheme

## **The Assisted Purchase Scheme enables parents and carers to purchase musical instruments without paying VAT, offering a 20% saving.**

At Dulwich Hamlet, we are fortunate to provide instruments for every child receiving instrumental tuition. Some parents and carers may wish to purchase an instrument for their child.

To support our Year 6 musicians as they transition to secondary school, we offer this scheme to parents and carers.

## **Conditions of the Scheme**

To participate, the following conditions must be met:

- ☑ The pupil must be in full-time education at a local authority school.
- ☑ The pupil must be receiving instrumental tuition for the instrument being purchased at the school.
- ☑ The instrument must be appropriate for the pupil's needs and be portable.
- ☑ The instrument must be delivered to the school and given to the pupil in a designated teaching room.
- ☑ The instrument must be purchased at the school's cost, excluding VAT (non-profit basis). Delivery charges may apply.
- ☑ Each pupil is limited to one instrument purchase.

## **How the Scheme Works**

- ☑ This scheme is available to all Year 6 pupils receiving instrumental tuition at Dulwich Hamlet.
- ☑ The parent/carer and pupil select an instrument from a participating music retailer.
- ☑ The parent/carer reserves the instrument without paying a deposit.
- ☑ Parents/carers write to Ms Bartle with full details of the instrument.
- ☑ The VAT-free amount is paid directly to the school.
- ☑ The school places an official order.
- ☑ The school is invoiced for the full amount, including VAT.
- ☑ The school reclaims the VAT.
- ☑ The pupil collects the instrument from the office.

## **Timeline for the Assisted Purchase Scheme**

- ☑ February – 13 March: Parents/carers select and reserve an instrument.
- ☑ A confirmation letter must be sent to Mrs Roberts.
- ☑ Upon confirmation: The amount will be added to ParentPay, and the instrument will be ordered.
- ☑ Final payment deadline: The last school day in March.
- ☑ Collection: Once payment is received, instruments can be collected from the office.

## **Further Information**

For advice on choosing an instrument, please use your child's green book to communicate with their music tutor.

## **Contact information:**

**For further information, please contact Miss Campbell, Music Co-Ordinator.**

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