

# Valley Gardens Middle School

## Assisted Instrument Purchase Scheme

This is a scheme whereby parents wishing to purchase a musical instrument can reduce the cost by not paying the VAT.

The scheme is an arrangement in compliance with current VAT legislation and HM customs and Excise Guidance which allows the purchase of instruments for pupils receiving tuition through the Local Education Authority, without paying the current VAT charges.

### The conditions of the scheme are as follows:

- The pupil must be receiving regular instrumental tuition arranged by the school.
- The pupil must attend Valley Gardens Middle School.
- The instrument must be portable.
- The instrument must be appropriate to the ability of the child.

### If the conditions are met, the following procedure can be followed:

1. The parent sources the instrument (which can be new or second-hand) to be purchased and then provides the school with the following information.
  - Name and Address of supplier
  - Type of instrument
  - Make and model number
  - Price excluding VAT
2. Once the school has agreed to go ahead with the purchase, the parent should transfer the full cost of the instrument to the school bank account using the following details.

Sort Code	089006
Account Number	50095955
3. The school places an order for the instrument from the supplier identified by the parent requesting delivery is made to the school. Please note that the instrument can not be delivered directly to the parent or collected by the parent from the supplier.
4. The cost of the instrument must be charged to the student/parent at NET cost (excluding VAT)
5. The cost of delivery should be paid by the parent.
6. Once the instrument arrives in school, the student/parent is informed and the instrument can be collected from the school.
7. If required, an administration charge of up to £10 may be levied.
8. VAT is reclaimed in the normal manner.

**Please click on the link below to proceed with ordering through our assisted instrument purchase scheme.**

<https://forms.gle/jUJaKUiT3obWEiFJA>