



Dear Parent/Carer

### **INSTRUMENT PURCHASE SCHEME**

Students who are taking instrumental music lessons in school are eligible to purchase new instruments without paying VAT as they are classed as for educational use. The instrument must be the actual item to be used in school (so unfortunately no pianos for example). The transaction must go through the school's books to satisfy the HMRC. If you wish to take advantage of this opportunity to buy a new instrument, we ask that in the first instance you seek advice on which instrument is recommended for your child from your child's instrumental teacher. Of course, a new instrument even without the VAT may still be more expensive than a good second hand instrument which may be more appropriate for a student starting out; there are many suppliers who provide this service.

You will need to phone the supplier to confirm the availability and the price of the instrument before submitting the completed application form, together with the full payment, to the Finance Office here at the school. Don't forget that if you are having the instrument sent, you will need to include any carriage charges the supplier makes (to save on carriage you may collect the instrument from the supplier but it must be brought into the school to be "received" on our accounts system and hence complete the HMRC formalities). We also have to add a small fee of £10.00 to cover our administration costs. As soon as your payment is received, an order will be placed and you will be notified when you may collect your instrument from the school. Please note we must retain the form with an original signature so we cannot accept e-mail or facsimile forms.

By preference, payment should be made by internet payment (eg CHAPS/Faster Payment) to:

Account: Aylesbury High School Bank: HSBC

Sort Code: 40-08-39 Account No: 22039001

When making the bank payment, you must set the reference for the payment to be your daughter's surname and initial (in the format "IPS-SURNAME-I") as this will ensure we can correctly identify the payment. If you wish to pay in cash, please come to the Finance Office in person, where you will be issued with a receipt. Cheques will have to be cleared and so will take a minimum of 2 weeks after receipt before the order is placed; they should be made payable to Aylesbury High School and may be sent by post together with the completed form.

In cases of family hardship there are two charities that may help with purchase of an instrument if you live in Aylesbury or the surrounding area. Please contact them directly, as the school cannot help with any application to them. Contact details are as follows:

The William Harding Charity  
c/o Parrot & Coales  
14 Bourbon Street  
Aylesbury  
Bucks  
HP20 2RS

The Charles Pope Memorial Trust  
c/o Mrs S Baxter  
77 Regent Street  
Leighton Buzzard Beds  
LU7 8JY

If you have any questions about this scheme, please email the Finance Officer at:  
[finance@ahs.bucks.sch.uk](mailto:finance@ahs.bucks.sch.uk)

Yours sincerely

Lisa Greenway  
Chief Finance & Operations Officer

