Leicester-Shire Schools
Music Service

Dear Headteacher / Music Co-ordinator,

**Guidance for Schools on instruments taken home by pupils:**

As part of the WCET project your school has bought, the borrowing of the county music instruments is free. The school is ultimately responsible for the instruments. The school can choose whether they wish to let the children take the instruments home or whether they wish to keep them in school all the time. It is suggested that children don't take instruments home for the first few weeks until they are really confident that they can put them together, to minimize the risk of damage.

As per the terms and conditions (attached), there is a £50.00 excess charge for instruments returned in a damaged state. If a brand new replacement instrument costs less than £50 to purchase you will be charged for the value of the replacement instrument only, i.e. the Insurance excess for a Ukulele is £15.00.

Schools can choose whether they wish to pass this insurance charge on to parents. Some schools send letters home asking for the parents' permission to take the instrument home with the acceptance that they will pay the excess if damaged. Please find attached the following documents which may help:

- A hire loan form for schools to amend (sections in red to be inserted by the school)
- A 'conditions of taking an instrument home' form for the WCET pupil.

Schools are advised to log the instrument numbers (LS-------) against each child's name so that at the end of the year, it is easy to see if everything has come back.

Should you have any queries regarding this, please contact LSMS on 0116 3050405 or by email lsms@leics.gov.uk