

Leicestershire Music Instrument stock and management policy

Approach to instrument management

Local Plan for Music Education

The instrument hire scheme in Leicester City and Leicestershire County is run by **Leicestershire Music**. Full details including the range of instruments available, charges, remissions, hire agreement and processes can be seen here: <https://leicestershiremusic.org/hire-instrument>.

Hire Prices for Schools

New Price Structure 2024/25

School Instrument Hire (LA maintained/Academies)

Varied instruments	Cost per year	Cost per term
1-15 instruments (cost per instrument)	£19	£7
16-30 instruments (cost per instrument)	£14	£5
31+ instruments (cost per instrument)	£11.50	£4
Specialist instruments (cost per instrument) (e.g. Harp, Bass clarinet, Timpani)	£50	£20
Soundbeam	£400	£150
Skoogs	£75	£25
Hire of class sets of same/similar instruments (32 instruments)	Cost per year	Cost per term
Whole Class set Ukulele	£150	£50
Whole Class set Taiko	£375	£125
Whole class set of instruments (brass, guitar, flute, clarinet, djembe) (32 instruments)	£350	£125

New Price Structure 2024/25

School Instrument Hire - Independent Schools

Varied instruments	Cost per year	Cost per term
1-15 instruments (cost per instrument)	£23.00	£8.00
16-30 instruments (cost per instrument)	£17.00	£6.00
31+ instruments (cost per instrument)	£13.00	£5.00
Specialist instruments (cost per instrument) (e.g. Harp, Bass clarinet, Timpani)	£62.00	£22.00
Soundbeam	£500.00	£168.00
Skoogs	£93.00	£33.00
Hire of class sets of same/similar instruments (32 instruments)	Cost per year	Cost per term
Whole Class set Ukulele	£185.00	£60.00
Whole Class set Taiko	£450.00	£160.00
Whole class set of instruments (brass, guitar, flute, clarinet, djembe) (32 instruments)	£430.00	£145.00

When a school buys in a **Leicestershire Music** Whole Class Instrumental Tuition Project, the fee is included in the charge for the programme. Other instrument loans to schools are managed by Leicestershire Music.

Hire Prices for Students

Band 1 £33 per Year, £11 per Term	Guitar, Viola, Violin Clarinet, Flute Trumpet/Cornet, French Horn, Trombone P-Bone Percussion Pack Turntable Pack
Band 2 £66 per Year, £22 per Term	Cello, Double Bass Oboe, Alto Saxophone Baritone Horn, Euphonium & Tuba Tabla
Band 3 £99 per Year, £33 per Term	Bassoon Harp

Accessible instruments are available through the instrument hire scheme as well as being sourced to meet individual needs on a case-by-case basis. We use different organisations for advice for specific needs, where required, such as Drake Music, OHMI.

Stock control

Instruments are managed by **Leicestershire Music**, which has storage in Leicester as well as at Leicestershire County Council - County Hall. Storage is secure and dry and, generally, sufficient in terms of space. Access is limited to authorised personnel. Instruments are covered by Leicestershire County Council's insurance policy.

Instruments / equipment are checked and maintained by **Leicestershire Music's** Instrument and Resource Technician, along with wider Music Leader staff from Leicestershire Music on an *ad hoc* basis. There is a range of administrative support from the Business and Operations Team on an *ad hoc* basis. Maintenance and minor repairs are carried out in-house, where this is viable. There is some capability to repair woodwind, brass, music technology and percussion instruments in-house however other repairs are outsourced to reputable repairers locally. We are currently seeking an external Strings specialist repair service.

Records are kept on SpeedAdmin and Excel spreadsheets about the location and condition of instruments. New information about purchasing, and when repairs are required, are entered on to the system. Some historic records, where available, of the age, origin and repairs of stock are kept on the SpeedAdmin database.

Instruments are regularly checked by staff to help guide and make projections about where potential replacements are due to be required. Wider Needs Analysis is carried out across the Hub area to identify purchases of new instruments where current stock is not available.

Unavoidable disposal of instruments, at end-of-life, follows **Leicestershire Music's** policy for disposal. Where possible, parts and accessories are retained for spares.

Purchasing

Historically, purchases of instruments, resources and equipment have been made in line with Leicestershire County Council's procurement policy.

In view of the serviceable life required of some hire instruments, **Leicestershire Music** prioritises buying better quality, branded instruments. Leicestershire Music allocates instruments, depending on their intended usage. For example, cheaper or lesser condition instruments are used for WCIT projects and complete beginners. Instruments for higher level players, bands and ensembles are generally of a higher quality and condition.

Instruments have been purchased, using traded income, and are recorded on the database.

Capital Grant

Leicestershire Music will adhere to the Capital Grant conditions at all times when spending this grant and will keep meticulous records of any assets purchased.