

Education, Leisure and Housing

Executive Director: Wilfred Weir.

Council Offices, Kirkwall, Orkney, KW15 1NY.

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Assisted Instrument Purchase Scheme

What is it?

The Assisted Instrument Purchase Scheme enables pupils at Local Education Authority Schools, who receive tuition as part of their curriculum, to purchase instruments without paying United Kingdom V.A.T. (20%). This procedure has the approval of H.M. Customs and Excise.

What is the choice?

An instrument can be purchased from any UK supplier who is V.A.T. registered. Professional advice can be obtained from the child's visiting Instrumental Music Instructor or Class Music Teacher.

- Complete outfits or the instrument alone may be purchased through the scheme.
- Cases and accessories are not eligible unless purchased as part of the outfit in a single purchase.

How the Scheme works

On receipt of a completed order form, and cheque made payable to Orkney Islands Council for the Assisted Purchase price, the Education Department will place an official order with the supplier. The instrument will then be delivered to the child's school and handed to the pupil. The instrument then becomes the property of the pupil.

How long will it take?

In most cases, the instrument will be delivered to the school within three weeks of the Education Department receiving your order. Occasionally this may take longer if the instrument is out of stock with the supplier.

What are the rules?

In order to comply with the regulations imposed by H.M. Customs and Excise, the following rules must be applied:

- The pupil must be in full-time education at a Local Authority School.
- The pupil must be receiving music tuition for the instrument from a local authority teacher or instrumental music instructor as part of the school curriculum.
- The instrument must be used by the pupil at the school or in a local authority orchestra.
- The instrument must be appropriate to the pupil's needs.
- The instrument must be portable.
- The instrument must be handed to the pupil in a designated teaching room, and

- The instrument must be charged to the pupil, or below the VAT exclusive price paid by the local authority for its purchase.

What you need to do?

- Fully complete the form with instrumental music instructor's / music teacher's signature.
- Payment options:
- Cheque payable to "Orkney Islands Council" (enclosed with form).
- Cash payable at Warehouse Buildings in Stromness or the One Stop Shop in Kirkwall.
- Credit/Debit card payable at Warehouse Buildings in Stromness or the One Stop Shop in Kirkwall.

Payment

Please return the form with your payment to:

Education, Leisure and Housing, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

The instrument will then be ordered and delivered to the school.

We are sure that you will appreciate the benefits offered to pupils through this scheme. If you have any questions or require further information please do not hesitate to contact Education, Leisure and Housing.

Lynn Procter

Principal Teacher of Expressive Arts.

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Assisted Instrument Purchase Scheme

Instrument Order Form

Pupil name.	
Home address.	
Telephone number.	
Email address.	
School name.	
Details of instrument (if necessary please attach a printout of the instrument).	
Product reference	
Price of instrument (excluding V.A.T.).	
Delivery charge.	
Total to pay.	
Supplier.	
Parent/Carers signature.	
Date.	
Instrumental music instructor/music teachers signature.	
Date.	

Please return this form and indicate your preferred method of payment below:

Education, Leisure and Housing, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

(Please tick as appropriate):

Cheque payable to "Orkney Islands Council" (enclosed with form).

Cash: Please pay in at Warehouse Buildings in Stromness or t Customer Services at School Place, Kirkwall. Quote ledger R14 733 000 204-01 when paying.

Credit/Debit card: Please pay in at Warehouse Buildings in Stromness or Customer Services at School Place, Kirkwall. Quote ledger R14 733 000 710-00 when paying.

For office use only

OIC Purchase order no.	
Ordered by.	
Date ordered.	
Order total.	
Supplier order number.	
Date instrument arrived.	
Instrument checked (date/by).	
Date handed to pupil.	