



# John Port Spencer Academy – Music VAT Scheme

Pupils who attend John Port Spencer Academy can purchase a musical instrument at net price providing the following rules are met:

The instrument will be used in the school as part of the curriculum

The pupil will use the instrument on a weekly basis either in class or in a school ensemble. If a pupil receives only private tuition (even in school time) but does not use the instrument as indicated (School Band etc.) then this scheme is not applicable. Larger instruments are, by their nature, excluded (e.g. acoustic pianos).

If you meet these criteria, you should follow the procedure outlined below:

Seek advice from your instrumental teacher about the sort of instrument which would best suit your needs.

Agree with a supplier the instruments make, model and price details.

Complete the form below and along with a written quote from your chosen supplier; return it to the Head of Music. Make full payment of the NET amount plus a £5.00 administration fee. We can accept in the following ways:

- o Bank Transfer - Make payment to the below bank details. Please use the Narrative 'Music Scheme – Student Name'

**Account Name:** John Port Spencer Academy  
**Account Number:** 10800476  
**Account Sort Code:** 60 50 94

- o Cheque Payment - Return a cheque with your form made payable to 'John Port Spencer Academy'

Upon receipt of payment, John Port Spencer Academy will then issue an official order to the supplier. The supplier will issue an invoice to the school. Once your chosen supply receives payment, you will be able to collect the instrument.

If you have any queries regarding the use of this form, please contact the finance office.

### Declaration

I have read the above procedure and confirm that that the instrument will be used in school for activities/Lessons. I have made payment by the following method:

- Cheque Payment
- Bank Transfer

**Sign and Print (Parent):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sign and Print (Head of Music):** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Pupil Details

Name of Pupil: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

### Instrument Details

Type: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Supplier Name: \_\_\_\_\_  
 Supplier Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Net Price: £ \_\_\_\_\_  
 Admin Charge: £ 5.00 \_\_\_\_\_  
 Total: £ \_\_\_\_\_

Finance Use Only	
Payment	PO number
Received:	