



McKinnon Primary School Musical Instrument Bond Policy

1. Rationale

- 1.1. McKinnon Primary School (McKPS) is committed to the instrumental music program we offer and the benefits learning music can provide students. We are aware of the cost of purchasing individual instruments to families, this policy support families by allowing them to borrow an instrument on an annual basis. This is in line with the Family Payment Policy.

2. Aims

- 2.1. To facilitate the benefits of instrumental music practise and rehearsal outside of school hours to support the in-school learning of students participating in the instrumental music program

3. Procedures

- 3.1. Students participating in the instrumental music program may borrow instruments to practice and rehearse outside of school hours.
- 3.2. Instruments must be registered and a refundable bond (AUD200) is required prior to the issue of the instrument to the student. Musical Instrument Bond Forms must be completed.
- 3.3. Families experiencing hardship may direct their enquiry to the Principal or Business Manager for consideration.
- 3.4. Bonds will be entered onto CASES21 as an Optional Educational Item, with an identifying code for the year.
- 3.5. Monies will be receipted in accordance with the school's Cash Handling Policy. Families will be issued with receipts.
- 3.6. Upon return of the instrument to the school on or before the end of the school year:
 - 3.6.1. Bonds will be refunded if the instruments are returned in fair to good condition, where only general maintenance is required, in a fair and reasonable amount of time.
 - 3.6.2. If instruments are returned damaged, the cost of repairing the damage will be deducted from the bond and the balance of the bond shall be refunded in a fair and reasonable amount of time. To maintain transparency, only the cost the school incurs for the repairs will be passed onto the family. The family will be advised of all quotes and costs, and may request evidence to support the costs incurred (ie. Copies of the invoices, receipts, quotes issued to the school) at any time. These will be provided upon request. General maintenance will not be deducted from the bond.
 - 3.6.3. If the instrument is lost, the bond shall not be refunded.
- 3.7. Bonds will be refunded in line with the McKPS Cash Handling Policy. Families may elect a credit on their school account or a direct payment into their nominated account.
- 3.8. Instruments remain the property of McKinnon Primary School at all times. McKPS insurance does not cover the instrument outside of school grounds. McKPS recommend families organise their own insurance cover.

4. Evaluation

- 4.1. This policy will be reviewed as part of the schools three year review. Review date: June 2020

This policy was last ratified by School Council in: June 2017