





# Instrument Hire Scheme New Instrument Request Guidance for Parents & Families

This guidance is for <u>new</u> instrument requests for hire commencing September 2024 onwards. For those who already hire an instrument, your hire will continue automatically, unless you inform The Learning Resources Hub **by 1**<sup>st</sup> **July** that you wish to cease hire (you will be invoiced in the summer). Further details about the Instrument Hire Scheme can be found at <a href="https://wiltshiremusicconnect.org.uk/instrument-hire-scheme/">https://wiltshiremusicconnect.org.uk/instrument-hire-scheme/</a>

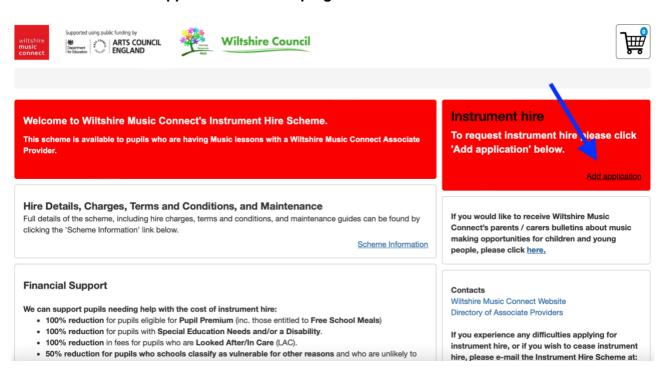
Before starting the request process, you will need to know:

- Instrument required (and size if relevant)
- Name of Associate Provider (teacher)
- Any remission that your child qualifies for

Please liaise with your child's Associate Provider in order to accurately complete the form.

## To request new instrument hire, please follow these steps:

- 1. Visit <a href="https://ukwiltshire.speedadmin.dk/registration#/">https://ukwiltshire.speedadmin.dk/registration#/</a>
- 2. Click on 'Add application' at the top right:







# 3. Agree to the GDPR Terms and Conditions <u>and</u> the Instrument Hire Terms and Conditions by ticking the boxes, then click 'Next':

### Accept the terms and conditions

Please accept conditions before proceeding

In order to request instrument hire from Wiltshire Music Connect's Instrument Hire Scheme you will need to agree to the GDPR statement and the Terms and Conditions of hire

#### **GDPR**

The personal data collected in this application directly from you is given voluntarily by you. You are not required to provide this personal information and may withdraw it at any time. If you choose not to disclose the required personal information, the consequence will be that your application cannot be processed. The personal data we collect is used solely for hiring an instrument from Wiltshire Music Connect's Instrument Hire Scheme, facilitated by The Learning Resources Hub which is part of Wiltshire Council.

Please note, you will also be consenting to the Instrument Hire Scheme retaining the child's name, your name, email address, postal address and telephone number, as well as the name of the child's school – this enables us to administer the service for you. This data is kept for as long as necessary for the purposes stated above. The registrant is aware that more information about the Personal Data Act and the Personal Data Regulations is available at https://ico.org.uk/

For more information regarding Wiltshire Council's data protection regulations please see the Wiltshire Council Privacy Policy (www.wiltshire.gov.uk/privacy).



#### Instrument Hire Scheme Terms and Conditions

Instruments are hired on the understanding your child is having music lessons with a Wiltshire Music Connect Associate Provider. Instruments are hired on a rolling annual basis; therefore, it will be assumed that you wish to continue instrument hire for subsequent academic years, unless The Learning Resources Hub are informed. Hire charges are subject to an annual increase.

When your child ceases lessons, The Learning Resources Hub must be informed (WLSRInstrumentLoans@wiltshire.gov.uk) and the instrument must be returned to the Associate Provider at your child's final lesson. Non-return of an instrument by the end of the term in which your child ceases lessons will incur a fee for the replacement value of the instrument hired.

Instruments must be returned in the same condition as when received. You agree to be responsible for routine maintenance of the instrument (as per the guidelines issued), and for any damage or unreasonable wear sustained during the period of hire, regardless of hire cost.

It is strongly recommended that you insure valuable instruments, as you will be required to pay for repair or replacement of the instrument in the event of damage or loss. You may wish to consider a specialist musical instrument insurer as they may offer more comprehensive cover than your home insurance.

Please speak to your child's Associate Provider before undertaking any repair work. Repairs should only be carried out by trained professionals.

Instruments should be taken for an annual service at a reputable instrument workshop. It is particularly important that this is undertaken prior to returning the instrument.

Any device with an electric adaptor will be PAT safety tested prior to delivery. It is recommended that all electrical adaptors should be PAT safety tested on an annual basis; therefore, any pupils wishing to retain the musical instrument and the electrical device over the summer holidays should either make arrangements to bring the device adaptor for PAT safety testing to The Learning Resources Hub, or buy a new adapter from a reputable supplier (approx. cost £10) and return the corresponding receipt with the item at the end of the hire period, as proof a new adapter has been purchased. Purchases of adapters will not be reimbursed.



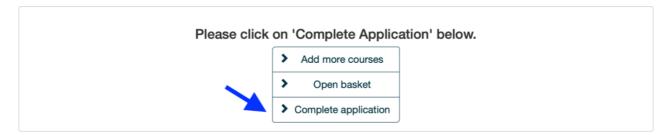
4. Select the required instrument (and size if relevant), the name of the Associate Provider (teacher) and, if applicable, the type of remission your child is entitled to. Then, click 'Add application':



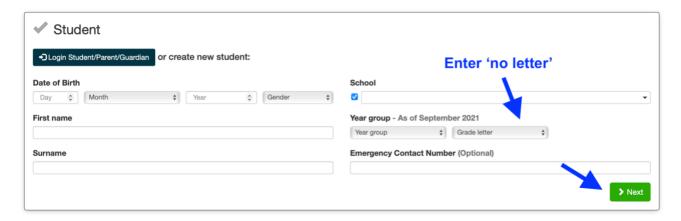




5. Click 'Complete application':



6. Enter the <u>child's</u> information, then click 'Next'. For 'Grade letter' please input 'no letter':



7. In the 'Payer' section, enter the <u>parent/carer</u> details (the person who is completing the form and who will be responsible for the instrument, and for payment of the invoice). Then click 'Submit registration'. The 'house' field can be used to automatically look up an address using the postcode and house number:



8. You will receive an on-screen confirmation and an automated email confirming your request for instrument hire and details on next steps.