



Education Queensland Instrumental Music Program

Cranbrook State School - Enrolment Form

STEP 1 – STUDENT DETAILS

Student Name: _____ Class: _____

Parent Email Address: _____

STEP 2 – IS YOUR CHILD NEW OR CONTINUING?

☐ New to Instrumental Music ☐ Continuing- no changes ☐ Continuing - requesting changes

If continuing and changing, current instrument: _____

Parent/Carer name: _____ Email: _____

STEP 3 - CHOOSE INSTRUMENT PREFERENCES

Tick ALL instruments your child would be happy to learn. Instrument allocation is subject to availability and suitability.

Percussion Years 4-6	Brass Years 4-6	Woodwind Years 4-6	Strings Years 3-6	Other lessons
☐ Percussion	☐ Trumpet ☐ French Horn ☐ Trombone ☐ Euphonium	☐ Flute ☐ Clarinet ☐ Saxophone	☐ Violin ☐ Viola ☐ Cello ☐ Double Bass	☐ Guitar

STEP 4 - DO YOU NEED TO HIRE AN INSTRUMENT?

☐ We intend to purchase an instrument	☐ We would like to hire a school instrument (\$25 per year, subject to availability)
Instrument: _____	Preferred instrument: _____

COSTS - Please read before signing

- \$40 Music Levy - payable every year by all Instrumental Music students.
- \$75 Start Up Kit - generally paid once when starting a new instrument. It is not repurchased each year if continuing on the same instrument; replacement items may be charged as required.
- \$25 Instrument Hire Fee - payable each year only if hiring a school-owned instrument.

☐ I understand the applicable Instrumental Music costs outlined below and in the Arts Handbook.

Submitting this form is a request to join the program. The school will contact you when a place is available. Your child's place is confirmed once the school's offer is accepted. If you later wish to discontinue lessons, please notify the Arts Director in writing at arts@cranbrookss.eq.edu.au in accordance with the cancellation requirements in this handbook.

Please return the signed and completed form to the Administration Office or alternatively, email a signed, completed form arts@cranbrookss.eq.edu.au with "Music Enrolment" in the subject line.

Parent/Guardian Signature: _____ Date: / /

Offer correspondence will be sent as soon as a place in the program becomes available. The offer for Instrumental Music lessons and/or instrument hire will need to be confirmed via email. If no decline notice has been received by the date specified, your child will automatically be enrolled in the Instrumental Program and the Music Tuition fee will be applied to your child's school fees.

Please note Cancellations outside of the offer dates need to be submitted in writing to arts@cranbrookss.eq.edu.au Once a place in the program has been accepted, cancellations of lessons will incur lesson fees for the remainder of the semester.



EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Reason for Request		

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	
		Date returned:	
Officer receiving returned equipment	Name: _____ Signature: _____		

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature _____ Date ____ / ____ / ____

APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.

(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name: _____

Designation: _____

Date: / /

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

The equipment should be used only by the student to whom it is lent and by no other person.

The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).

Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.

Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.

The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.

Loss or damage of any equipment on loan must be immediately reported to the school.

If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.

Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____

Date: / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____

Date: / /