



CRANBROOK STATE SCHOOL

ARTS HANDBOOK

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Welcome



Music has the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging students to reach their creative and expressive potential. Music learning can have a significant impact on the cognitive, affective, motor, social and personal competencies of students.

The purpose of the Instrumental Music and Vocal Program is to:

- To provide students the opportunity to experience the expressive qualities of music through learning to play a band/orchestral instrument and to participate in ensembles, such as concert band and string orchestra.
- To master technical skills on their instrument and the develop musical sensitivity.
- To complement the classroom music program, ensuring compatible and continuing learning experiences.
- To foster opportunities for greater music education for the whole school community as well as enrichment experiences for gifted and talented students. Students will interact with other year levels in the band/orchestra setting.
- To enable students with a wider range of options in vocational choices, leisure pursuits and lifestyle decisions.

Students are encouraged to learn a musical instrument at Cranbrook State School. Students are also encouraged to involve themselves in some of the many wonderful co-curricular music ensembles on offer.



Mrs Suellen Onslow & Ms Sarah Earle
Directors of The Arts



Instrumental & Tuition Information

Commitment to the Program

Parents

- Provide a suitable instrument if not hiring one from Cranbrook State School.
- Pay the required Start Up Kit costs before their first lesson at school and pay for any additional replacement costs throughout the life span of the programs.
- Commit to home and school practice, rehearsals and performances for the entire enrolment year. Perseverance during the 'tough times' is an important character-building quality that may arise in the instrumental music program.
- Show interest and give encouragement in your students' efforts when learning their instrument.
- Arrange a quiet place and regular time for practice, and help maintain the practice diary.
- Provide safe instrument storage as repairs can be costly.
- Ensure the instrument maintains a satisfactory condition
- Encourage your student to be responsible for his/her instrument and take it to school at the required times, ready to play at the allocated lesson/rehearsal times.
- Encourage your student to perform in front of others as often as possible.



Students

- Practice at home at least 3-4 times a week, for at least 10 minutes each session.
- Bring instruments and all equipment on rehearsal days and as directed by the Instrumental/Classroom Arts Teachers.
- Participate in the concert band/string orchestra, or other groups as directed by the Instrumental/Classroom Arts Teachers.
- Attend music workshops and performances.
- Be prompt and polite when attending all lessons and rehearsals.
- Try your best and always ask for help if you are unsure. It is your teacher's duty to help you with music related matters.

Instrument Availability & Music Staff

If you would like your child to participate in instrumental music tuition at Cranbrook State School, please read the following information and complete an Enrolment Form, located at the back of this handbook.

Forms are also available on the school website under **Curriculum – The Arts**, and can be completed, signed, scanned and emailed, to arts@cranbrookss.eq.edu.au with “Music Enrolment” in the subject line.

The following instruments are available for students to learn

Brass	Euphonium, Trombone, Trumpet, French Horn
Woodwind	Clarinet, Flute, Saxophone (Alto, Soprano & Tenor)
Strings	Cello, Double Bass, Viola, Violin
Percussion	Percussion (tuned, untuned, auxiliary)
Guitar	Acoustic and Electric Guitar

The following Music Staff are responsible for Instrumental Tuition

Brass	Mrs Shelley Gardiner
Woodwind	Mr Josh Kehoe
Strings	Ms Caroline Lloyd-Doolan
Percussion	Mr Josh Kehoe
Guitar	Mr Damien Hill

The School will make every effort for students to retain their existing teachers however, the School does not guarantee that a student will be taught by the same teacher from year-to-year, due to a number of factors.

Music Tuition Fees and Lesson Formats

Instrumental tuition is offered in a variety of formats, with varying fee schedules, to cater for the individual requirements of each music student. These lessons are typically scheduled during the school day and on a fully rotating timetable. Please note that lunchtime, before, and after-school lessons are subject to availability and at the discretion of the Instrumental Music Teachers. Tuition fees are in addition to school fees and will be charged each term.

Will my student receive a report?

A: Progress reports are issued to parents/caregivers at the end of each semester for Brass, Woodwind, Strings and Percussion. These will appear as part of your student's overall report card. Guitar is not reported on.

Format	Description	Indicative Music Levy/Costs
A - Brass & Woodwind	Year 4 to 6 ONLY 30 minute Group Lessons	\$70/Year Music Levy
B - Strings	Year 3 to 6 ONLY 30 minute Group Lessons	\$70/Year Music Levy
C - Percussion	Year 4 to 6 ONLY 30 minute Group Lessons	\$70/Year Music Levy
D - Guitar	Prep to Year 6 30 minute Individual Lessons	\$260.00/term - \$32.50/lesson
E – Guitar	Prep to Year 6 30 minute Shared Lessons – Group of 2	\$150/term - \$18.75/lesson
F - Guitar	Prep to Year 6 30 minute Shared Lessons – Group of 3	\$120/term - \$15.00/lesson
G – Recorder Ensemble	Year 1 to 6 20 minute Shared Lessons	Nil – Start Up Kit required

Music Levy Elements & Start Up Kit Costs

Brass & Woodwind		Strings	
Music Levy Elements			
- NQ Region IM Levy - \$15.00 - Annual Music Diary - \$8.00 - Eisteddfod Entry Fees – up to 3 X \$9.00 - Uniform Levy (Arts Performance Shirts) - \$5.00/year - Photocopy costs for ensemble and rehearsal. - \$5.00 - Purchase of additional repertoire - \$10.00		- NQ Region IM Levy - \$15.00 - Annual Music Diary - \$8.00 - Eisteddfod Entry Fees – up to 3 X \$9.00 - Uniform Levy (Arts Performance Shirts) - \$5.00/year - Photocopy costs for ensemble and rehearsal. - \$5.00 - Purchase of additional repertoire - \$10.00	
Start Up Kit Costs - The costs of the kits are below the kit value due to the school being able to purchase in bulk. Note: Replacement items will be billed to the student's school account as they are required throughout the period of enrolment in the Instrumental Music Program.			
- Trumpet – \$75.00 - French Horn - \$75.00 - Trombone - \$75.00 - Euphonium - \$75.00	- Flute – \$50.00 - Clarinet – \$100.00 - Saxophone - \$100.00	- Violin – \$75.00 - Viola – \$75.00 - Cello – \$75.00 - Double Bass - \$75.00	
Maintenance Levy			
The levy covers annual maintenance costs which include biannual: - Basic clean and maintenance - \$65.00 - Major maintenance schedule - \$150.00		The levy covers annual maintenance costs of replacement strings. - Spare set of strings: - Violin - up to \$40.00/set - Viola – up to \$60.00/set	
Percussion		Recorder	
Music Levy Elements			
- NQ Region IM Levy - \$15.00 - Annual Music Diary - \$8.00 - Eisteddfod Entry Fees – up to 3 X \$9.00 - Uniform Levy (Arts Performance Shirts) - \$5.00/year - Photocopy costs for ensemble and rehearsal. - \$5.00 - Purchase of additional repertoire - \$10.00		- Photocopy costs for ensemble and rehearsal. - \$5.00 - Purchase of additional repertoire - \$10.00 - Yamaha YRS-24B Soprano recorder - \$20.00	
Start Up Kit Costs - The costs of the kits are below the kit value due to the school being able to purchase in bulk. Note: Replacement items will be billed to the student's school account as they are required throughout the period of enrolment in the Instrumental Music Program.			
\$75.00		\$20.00	
Maintenance Levy			
Nil		Nil	
Guitar			
Music Levy Elements			
Nil			
Start Up Kit Costs - The costs of the kits are below the kit value due to the school being able to purchase in bulk. Note: Replacement items will be billed to the student's school account as they are required throughout the period of enrolment in the Instrumental Music Program.			
\$20.00 - Annual Music Diary - \$8.00			
Maintenance Levy			
Nil			

Additional Costs

Guitar
Tuition Books – up to \$22.00

Start Up Kit Contents

Please note; if your student is continuing with the same Instrument, you will only be charged the contents that you require.

Brass

	Trumpet	French Horn	Trombone	Euphonium
Valve Oil – up to \$12.00	✓			✓
Rotor oil – up to \$15.00		✓		
Tuning Slide Grease – up to \$12.00	✓	✓	✓	✓
Slide Cream up to \$12.00			✓	
Mouth Piece Brush - up to \$3.00	✓	✓	✓	✓
Flexible Cleaning Brush – up to \$15.00	✓	✓	✓	✓
Polishing Cloth – up to \$5.00	✓	✓	✓	✓
Folding Music Stand for home practice - up to \$20.00	✓	✓	✓	✓
Music Folder – up to \$20.00	✓	✓	✓	✓
Tuition Text – up to \$22.00	✓	✓	✓	✓
Total Value	\$109.00	\$112.00	\$109.00	\$109.00
Total Cost to Parents	\$75.00	\$75.00	\$75.00	\$75.00

Woodwind

	FLUTE	CLARINET/ BASS CLARINET	ALTO/TENOR SAXOPHONE
Microfibre Cleaning Cloth – up to \$5.00	✓ (to clean inside of Flute)	✓	✓
Silver Polishing Cloth - up to \$5.00	✓ (to clean outside of Flute)		
Mouthpiece Protector (stick on patch) Clarinet/Saxophone - \$10.00		✓	✓
Thumb Rest -up to \$12.00		✓	
Pull through (Cleaning Swab) Clarinet – up to \$12.00 Saxophone – up to \$16.00		✓	✓
Reed Guard - up to \$6.00		✓	✓
4 Reeds – Rico (Size 2) Clarinet – up to \$12.50 Saxophone -up to \$21.00		✓	✓
Cork Grease - up to \$5.00		✓	✓
Folding Music Stand for home practice - up to \$20.00	✓	✓	✓
Music Folder – up to \$20.00	✓	✓	✓
Tuition Text – up to \$22.00	✓	✓	✓
Total Value	\$72.00	\$124.50	\$112.50
Total Cost to Parents	\$50.00	\$100.00	\$100.00



Percussion

- **Drumsticks** - up to \$25.00
- **Practice Pad** – up to \$30.00
- **Music Folder** – up to \$20.00
- **Tuition Text** – up to \$22.00
- **Folding Music Stand** for home practice. - up to \$20.00

Total Value - \$97.00

Total Cost to Parents - \$75.00



Strings

	Violin	Viola	Cello	Double Bass
Rosin – up to \$20.00	✓	✓	✓	✓
Shoulder Rest – Violin - up to \$20.00 Viola – up to \$25.00	✓	✓		
Rock Stop or black hole – up to \$15.00			✓	✓
Folding Music Stand for home practice. - up to \$20.00	✓	✓	✓	✓
Music Folder – up to \$20.00	✓	✓	✓	✓
Tuition Text – up to \$20.00	✓	✓	✓	✓
Total Value	\$100.00	\$105.00	\$95.00	\$95.00
Total Cost to Parents	\$75.00	\$75.00	\$75.00	\$75.00



Billing of Levies

1. Music tuition for Formats A, B & C is free and commences Week 3, Term 1 and runs until Week 9, Term 4. Students in these groups are still required to pay the Music Levy, Instrumental Hire and Maintenance fee if hiring from the school which will be invoiced at the start of the year.
2. Music tuition for Formats D, E, F, G & H are fee paying lessons consisting 8 lessons/term commencing week 2 of each term. These fees will be invoiced prior to the commencement of the term. Payment is required prior to the beginning of the term's lessons.

Hire of Musical Instruments

Cranbrook State School has a variety of instruments available for hire subject to availability. We recommend that students hire for the first 12 months of their tuition and then move to purchase their own instrument where practical.

If you would like your child to hire an instrument, please read the following information and complete the hire form provided by your child's Instrumental Teacher and return the form to the school's administration.

Instrument	Approximate Retail Price	Indicative Lifespan (years)	Indicative Annual Hire Fee	Annual Maintenance Fee
Clarinet	\$499	10	\$100	\$100
Flute	\$499	10	\$100	\$100
Saxophone	\$1799	10	\$150	\$100
Euphonium	\$2395	15	\$150	\$100
Trombone	\$1349	10	\$150	\$100
Trumpet	\$599	10	\$100	\$100
French Horn	\$2395	15	\$150	\$100
Cello	\$1199	10	\$100	\$20
Double Bass	\$1775	10	\$150	\$20
Viola	\$359	5	\$100	\$20
Violin	\$285	5	\$50	\$20
Glockenspiel	\$155	5	\$50	\$0

Instrument Hire Policy

1. Hire Fees and Maintenance Fees are for one calendar year only.
2. Hire Fees and Maintenance Fees will be charged to your school account along with music tuition fees and levies.
3. Hire Fees, Maintenance Fees and levies will not be reimbursed upon discontinuation of music lessons.
4. While the School agrees to cover general maintenance costs, parents/guardians agree, when they hire an instrument from the school, to reimburse the School for any costs associated with the loss or damage of the instrument that may require significant repair or replacement of parts. Damage through fair wear and tear is expected and accepted which the Annual Maintenance Fee covers.
5. Broken strings, replacement reeds and other consumable items will be provided to the students as required and invoiced to your school account.
6. All instrument hire and distribution will occur upon commencement of lessons or as soon as possible.
7. All instruments must be returned to the school at the end of the school year, in order to allow for maintenance over the Christmas holiday period.



Instrumental Music Enrolment

Re-enrolment of Lessons

1. If you wish to continue your child's instrument lesson with the same lesson format in the following year you are **NOT** required to complete an enrolment form. Your child will automatically be re-enrolled into the Instrumental Music program for the following calendar year.
2. If you wish to make changes to your enrolment (i.e. lesson format, instrument hire, additional instrument lessons) a new enrolment form should be completed.
3. **Instrument Hire, Maintenance Fees and Music Levy fees are payable each calendar year.**

New Enrolment of Lessons

1. Parents/guardians will receive a letter confirming a student has been offered a position in the Cranbrook Instrumental Music program.
2. In order to confirm acceptance of the position, parents/guardians will need to complete the Music Contract and return it to the school.
3. If hiring a Cranbrook instrument a completed *External Request for Equipment EDQUIP EQ11* form should be returned before commencement of lessons.

Discontinuation of Lessons

1. If a student wishes to discontinue lessons, written notification must be emailed to the Arts Directors at arts@cranbrookss.eq.edu.au providing at least a term's notice.
2. Verbal or written cancellations to Instrumental Teachers are not acceptable methods of notification to discontinue lessons.
3. A parent/guardian who formally accepts a Music position and subsequently withdraws from the position will be liable for the full term or year Music Tuition Fees/levies.
4. Requests for any adjustments to a student's enrolment must be in writing to arts@cranbrookss.eq.edu.au and will only be considered if reasonable and appropriate.



Weekly Procedure

Music Diaries, Music Folders, Tuition Books and Instruments

1. Students are required to bring their Music Diary, Music Folder, tuition books and instruments to all lessons.
2. Parents are encouraged to monitor and sign the Music Diary each week.
3. Large percussion instruments and keyboards are supplied by the school and should not be brought to school.
4. Some extra instruments are available for students to loan if they forget their instrument, however this stock is extremely limited and lesson loaned equipment cannot be guaranteed.

Timetables

1. Lesson timetables are rotational in order to minimise students missing the same class each week.
2. A timetable will be given to all students and emailed to parents at the commencement of each term by the appropriate instrumental teacher.
3. Lesson times will be displayed on The Arts notice board for student reference.
4. Timetables are emailed to classroom teachers to make available to students in their class.

Changing Lesson Times

1. In the case of a lesson clashing with school excursions, school incursions/events or scheduling of class assessments/tests, the Instrumental Music Teacher will reschedule the lesson time if given prior notice.

Leaving Class to Attend a Lesson

1. Students are required to leave 5 minutes prior to the scheduled lesson time.
2. Students are expected to go promptly to their music lesson and to return to class immediately after the music lesson.
3. Teachers will attempt to remind students to depart the classroom 5 minutes prior to lesson times. For students who are not at the Arts Block at the scheduled start time the Instrumental Music teacher will attempt to contact the class teacher by phone to send the student to the Arts Block.
4. All classroom teachers are required to release students for scheduled instrumental music lessons. If teachers fail to release students to attend their instrumental music lessons parents will be credited the cost of the lesson on their school account.

Storage of Instruments at School

1. All instruments should be neatly stored in the Arts Block's allocated storage area whilst at school. This area can be accessed between the hours of 8:00am – 3:30pm.
2. Students are discouraged from leaving their instruments unattended in bags or bag racks. Instruments in classrooms can cause tripping hazards and as such should not be stored in classrooms.
3. All instruments, whether privately owned or hired, must be clearly labelled with the name and contact details of the student.
4. It is strongly advised that privately owned instruments be insured against damage, theft or accidental loss whilst the instrument is not at home. Please keep a record of the instrument's model and serial number.

Missed Lessons

1. If parents provide the school with an explanation of absence on the day of the absence, paid music lessons (piano and guitar) will be made up as well as all lessons that are to be missed due to school excursions, school incursions/events
2. Any lessons missed due to unexplained absences will **not** be rescheduled unless there are extenuating circumstances.
3. Lessons will **not** be rescheduled for **voluntary** absences such as family commitments, holidays or non-school activities that are scheduled during the school term.

Rescheduled Lessons

1. Lessons missed due to an explained absence will be rescheduled as soon as possible by the instrumental teacher.
2. A maximum of two lessons may be rescheduled in any one semester under the above- mentioned circumstances.

Roll Marking

Instrumental Music teachers maintain a daily roll to monitor attendance. Rolls are available to parents as evidence of attendance to scheduled music lessons. The following codes are used to mark the daily roll:

- ☐ I - Present for the full lesson.
- ☐ E - Absent for the full lesson with explanation (lesson to be made up).
- ☐ A - Absent for the full lesson without explanation.
- ☐ L - Late for the lesson.

Make up lesson attendance will be recorded on the rolls by adding the student's name to the roll when in attendance.





Choir, Band & Ensemble Information

Vocal Program

There are a variety of choral ensembles available for vocalists at Cranbrook State School.

Participation from all students interested in singing is greatly encouraged and no prior experience is required.

There is no cost for participation in the Cranbrook Vocal Program however participation in the Cranbrook Choirs at the Townsville Eisteddfod will attract a per student cost.

	Piccolo Chorus	Songbird Chorus	Nightingale Chorus
Eisteddfod Entry Fees - up to 3 X \$9.00/year		✓	✓
Uniform Levy (Arts Performance Shirts) - \$5.00/year		✓	✓
Photocopy costs for rehearsal - \$5.00/year		✓	✓
Purchase of additional repertoire - \$10.00/year		✓	✓
Total Value	\$0	\$47.00	\$47.00
Total Cost to Parents	\$0	\$10.00	\$10.00

NOTE: No cost will be incurred if a student has already paid an Instrumental Music Levy.

Choral Ensembles

Choral Ensemble	Description
Piccolo Chorus Years 1&2 Choir	<i>Commences Week 3, Term 1.</i> Open to students from Year 1 - 2. Contemporary and traditional repertoire.
Songbird Chorus Years 3&4 Choir	Open to students from Years 3 - 4. Contemporary and traditional repertoire.
Nightingale Chorus Years 5&6 Choir	Open to students from Years 5 - 6. Contemporary and traditional repertoire.

Band and Ensemble Program

There are a variety of bands and ensembles available for instrumentalists at Cranbrook State School.

Students who learn a musical instrument outside of Cranbrook State School are also encouraged to participate.

Band & Ensembles

Ensemble	Description	Prerequisites
String Orchestra	All students who have received string lessons for at least 1 year MUST attend.	Note reading is essential
Junior Strings	For all beginner strings students.	Note reading is an advantage
Percussion Ensemble	All students who have received percussion lessons for at least 1 year MUST attend.	Note reading is essential
Concert Band	All students who have received brass, woodwind and percussion lessons for at least 1 year MUST attend.	Note reading is essential
Junior Band	For all beginner brass, woodwind and percussion students.	Note reading is an advantage
Recorder Ensemble	All students who are willing and committed to playing the recorder.	Note reading is an advantage
Ukulele Ensemble	All students who are willing and committed to playing the ukulele.	Note reading is an advantage





Education Queensland Instrumental Music Program

Cranbrook State School - Enrolment Form

Student Name: _____ Class: _____

Parent Email Address: _____

Current/Past Student: (please complete if you are wishing to change instruments)

☐ Involved in the instrumental program last year ☐ Involved in the instrumental program in previous years

Previous Instrument: _____

New student (please indicate with an X in the box): ☐ New to the instrumental program

Instrument Preference (please indicate your preferences. Put an X in any of the boxes you are interested in enrolling):

Percussion (Year 4 to 6)	Brass (Year 4 to 6)	Woodwind (Year 4 to 6)	Strings (Year 3 to 6)	Contracted Teachers
☐ - Generic	☐ Trumpet ☐ French Horn ☐ Trombone ☐ Euphonium	☐ Flute ☐ Clarinet ☐ Saxophone	☐ Violin ☐ Viola ☐ Cello ☐ Double Bass	☐ Piano ☐ Guitar

Instrument Information (please place an X in the box as is relevant):

☐ - I own the current instruments		☐ - I am willing to purchase the following instruments		☐ - I am only interested in hiring the following instruments	
☐ Trumpet	☐ Saxophone	☐ Trumpet	☐ Saxophone	☐ Trumpet	☐ Saxophone
☐ French Horn	☐ Violin	☐ French Horn	☐ Violin	☐ French Horn	☐ Violin
☐ Trombone	☐ Viola	☐ Trombone	☐ Viola	☐ Trombone	☐ Viola
☐ Euphonium	☐ Cello	☐ Euphonium	☐ Cello	☐ Euphonium	☐ Cello
☐ Flute	☐ Double bass	☐ Flute	☐ Double bass	☐ Flute	☐ Double bass
☐ Clarinet	☐ Glockenspiel	☐ Clarinet	☐ Glockenspiel	☐ Clarinet	☐ Glockenspiel

All Instrumental Music lessons, instrument hire fees, maintenance levies, music levies and tuition fees are outlined in the current year's Arts Handbook, which is available via the School website.

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.

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.

OFFICE USE ONLY	
Student No. _____	
Student updated in Music System ☐	Instrument Hire: ☐ Y ☐ N
Student updated in Teacher Timetable ☐	Instrument Asset No: _____



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:** / /