12 September 2018

Dear Parents and Carers

Instrument Hire

As you may be aware the Music Department hire instruments to students in order to assist with your student’s musical tuition. The cost of hiring that instrument is £30 per term. This fee assists the department with the care and upkeep of these instruments.

It may have been the case that you hired an instrument last year free of charge, this was due to an oversight on our part that has now been rectified and we are sorry for any inconvenience this may cause.

Please complete the reply slip below if you would like to, or are already hiring and instrument and make cheques payable to Rickmansworth School. These can be left into the bursar’s office in an envelope clearly marked with your son/daughters name and instrument hire fee on the front.

If you already hire an instrument from the department please could you also complete the slip below and provide the serial number of the instrument.

Thank you for your continued support.

Yours sincerely

Mr C. O’Reilly
Teacher of Music
To: Bursar’s Office  
Re: Instrument Hire

I would like (Son/Daughter’s name and form)…………………………………………………………… To hire an instrument from the music department.

Instrument required:…………………………………………………………………………………………

Serial Number (if already in possession of instrument):…………………………………………………..

Please tick against method of payment below:

Online payment: I am registered for the School internet payment facility and would like to make online payments. Please check back daily should the system not yet show this item. ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursar’s Office ☐

Cash payment: please hand in with this slip at the Bursars’ Office ☐

Pupil Premium: My son/daughter is in receipt of Pupil Premium ☐

My email address is………………………………………………………………………………………………

Signed (Parent/Carer)…………………………………………

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.