



MONA VALE PUBLIC SCHOOL BAND



MONA VALE PUBLIC SCHOOL BAND – INSTRUMENT REPAIR PROCEDURE FOR HIRED INSTRUMENTS

Dear Parents/Tutors,

The Band Committee and the school have organised for all instrument repairs with a reputable repairer in Dee Why, Ben Dickson. This streamlines our repairs and assist the band program with record keeping for instrument maintenance. Please find below the Instrument Repair Procedure which applies to all Mona Vale Public School hired instruments. Ben also repairs instruments that are owned privately but this will be at the parent's own cost.

If your child's tutor, Band Conductor or your child notices there is an issue with the instrument you are hiring from Mona Vale Public School, please follow the steps below:

Step 1: Go to the website: www.bendickson.com.au and it will have all the information on opening hours. The opening hours are updated regularly.

Step 2: Drop the instrument down to Ben Dickson and he will notify the Music Instrument Co-ordinator (Leanne Haines) that the instrument is in the workshop. **Please note it is the parent's responsibility to take the instrument down to the repairer.**

Step 3: At the time of drop off, Ben will evaluate your instrument and let you know when the instrument will be ready for collection.

All repairs booked in via this process will be paid for in accordance with the Instrument Hire Agreement.

Please Note: If you choose to use another repairer for a Mona Vale Public School hired instrument, the repair will be at your own expense. There may be extraordinary circumstances for certain instruments, however, this will need to be discussed and agreed upon before any action is taken. All discussions will have the input of the Instrument Coordinator, Band President and the Coordinator of Creative Arts.

If you have any questions or concerns, please do not hesitate to email Leanne Haines on leeweehainsey@hotmail.com

Leanne Haines - **Music Instrument Co-ordinator**
Jacqui Shaw – **Creative Arts coordinator**
Tanya van der Wall – **Band Committee President**
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