

Instrument Security



The Music Department strongly advises that:

- Instruments should be kept in lockers while at school. There are many different sized lockers currently available; please see Lynne Langdon in the Music Office to request a locker.
- Students should only use their own (or hired) instrument. If students are aware that another student is using their instrument this should be reported to a member of the Music Department staff.
- Day students' instruments should be kept at home and brought to school on the days they are required.
- Instruments should be taken home over the school holidays.
- Instruments should be kept in their cases when not being used.
- Instrument cases should be named and easily identifiable (preferably from a distance) – this might include having a label with the student's name on it and a coloured ribbon tied on the handle.
- Students should be regularly using their instruments and should notify Lynne Langdon directly and as soon as possible if they can't locate their instrument.
- When reporting a missing instrument, students need to supply their specific instrument make, serial number and any other information which will help identify the instrument (including identifying features on the case). They should also identify when and where they last had the instrument.

The College's insurance does not cover student instruments, so please ensure that your insurance covers the instruments for use at school.

For any further info, please contact **Lynne Langdon**, l.langdon@kingscollege.school.nz.