



April 16, 2020

Dear Parent/Guardian of Music Student at Sir Winston Secondary School,

The District School Board of Niagara (DSBN) is happy to be able to support at-home learning by loaning to you DSBN-owned musical equipment to help support your child's continued learning during this period of ongoing school closure.

We think it is also important that everyone understands the conditions of the loan so that there is no confusion when schools re-open. Please note the following:

- The equipment belongs to the DSBN and will be returned at the end of the school closure, or when requested by the school.
- We ask that only our students use the musical instruments/equipment and only for education purposes.
- Students should continue to follow the training that they received from their teachers with regards to proper care and instrument hygiene.
- The musical instrument/equipment needs to be cared for and returned in the same condition as received. If the instrument is damaged, lost or stolen, please contact the Principal.
- Please do **not** attempt to repair any musical equipment. This is very important.
- If you encounter any problems with your instrument, please contact your teacher/Principal right away (contact information below).
- Each piece of equipment has a recorded serial number dedicated to the student.

Your student's continued success at school remains our top priority. If you have any questions, please contact your music teacher at: [Elaine.Carlson@dsbn.org](mailto:Elaine.Carlson@dsbn.org), 905-684-6349.

Sincerely,

*Ms. Ann Gilmore*

Principal, Sir Winston Churchill

[Ann.Gilmore@dsbn.org](mailto:Ann.Gilmore@dsbn.org)