



Music Department Instrumental Program Policy

Please read the following information carefully.

To begin instrumental lessons, parents are to complete, sign and return the “Music Tuition Agreement Form” document to the Music department or preferably, complete the online form [HERE](#).

INTRODUCTION

Instrumental Music Tuition at Star of the Sea School is provided by a number of qualified and experienced teachers. Through this program the school acknowledges the importance of instrumental tuition and the role it plays in the development of the musical expertise of students.

Star of the Sea staff work in collaboration with peripatetic tutors to provide our students with access to lessons within school hours, using school facilities. To ensure that all parties concerned are aware of expectations and procedures, and to enable the smooth running of the program, please read the following conditions of participation in the Instrumental Program and indicate your acceptance of these conditions by filling out the “Instrumental Tuition Agreement” document which can be completed online at your convenience.

A student cannot commence lessons until the parent has completed and signed the Music Tuition Agreement Form to agree to the conditions.

INSTRUMENT CHOICE

Star of the Sea School offers music tuition with a specialist instrumental tutor on the following instruments. Hire is also available on these instruments if needed, please see Kaya Nicholls for more information.

Flute	Saxophone	Clarinet
Guitar	Bass guitar	Percussion/drums
Violin	Cello	Voice
Piano	Trumpet	Trombone

TIMETABLING

Students may undertake lessons through a set timetable structure. A set time will be negotiated with the class teacher and student/parents.

Lessons will be scheduled at 30-minute intervals throughout the school day. Please note that specific lesson time requests will be considered (such as avoiding clashes with certain subjects), although the Instrumental Program Coordinator cannot guarantee that specific requests will be granted.

Students are responsible for checking their lesson time and being on time for their lesson. This can be done via the Instrumental Noticeboard in the Music Department or via the schools website at <https://www.star.catholic.edu.au/>.

If students require a lesson time change, this must be arranged more than 12 hours prior to the lesson time in conversation with the instrumental tutor and the parent.

FEES AND PAYMENT OF ACCOUNTS

Instrumental lessons incur a cost that is outside of the regular school fees. This cost of lessons goes directly to the instrumental teacher, and instrumental teachers issue an account at the beginning of each term. This is payable in advance, generally within 14 days. If special circumstances prevent any family meeting this deadline, then parents are requested to negotiate directly with the instrumental teacher concerned. Students will not be able to continue lessons if the fees are outstanding. **No more than two consecutive lessons will be provided without the payment of fees.** Please attend to the fee payment or negotiation promptly. Instrumental teachers are recommended to set fees at \$35 per half hour lessons for individuals. The option of shared lessons is also available for select instruments (recommended to be set at \$22 each for half an hour). Unless arranged directly with the instrumental teacher, all students will take private lessons once each week and will undertake a minimum 16 lessons for the semester (7-10 lessons per term).

Under no circumstances are parents or students permitted to alter any details on the accounts given. Any queries related to an account are to be addressed directly to the instrumental teacher concerned. Parents are welcome to contact the teacher directly by telephone or email. When making your payments, the amount must either; be posted directly to the teacher, given personally to the teacher by the student or parents, or paid by direct deposit (electronic transfer) as negotiated with the Instrumental Tutor.

Students and/or parents are, without exception, **not** to leave the payment with a Star of the Sea staff member (including the Star of the Sea Music staff). The school will not be held responsible for any money related to the Instrumental Program.

INSTRUMENTAL TEACHER ABSENCE

If an instrumental teacher is absent, the instrumental teacher will notify students and/or parents directly as well as the Music staff. The instrumental teacher will either make up the lesson or subtract the fees from the next term's account (this is at the instrumental teacher's discretion).

STUDENT ABSENCE

If a student is to be absent for any reason (including school events such as excursions and camps) it is up to the parent/caregiver/student to contact the Instrumental Teacher no later than 8.00am on that lesson day via a phone call or SMS. There is no obligation to make up or refund lesson fees if insufficient notification has been given.

As stated, fees are payable in advance. If students miss a lesson the lesson will be forfeited unless prior notice has been given to the instrumental tutor (no later 8.00am on the day of the lesson). If sufficient notice of expected absence is provided then a lesson will either be rescheduled or reimbursed at the discretion of the instrumental teacher.

It is essential that each student is organised in advance under the direction of parents and that families look out for potential clashes with the instrumental lessons (i.e. excursions, tests, etc). The Music Department cannot guarantee that the lessons will not clash with school events that involve a selected group of students. However **lessons will not be scheduled for whole school events** such as sports day.

REPORTS

Instrumental Reports will be issued with the general school reports each Semester. It is strongly recommended that students studying an instrument work towards sitting AMEB exams or equivalent. It is highly desirable and strongly encouraged that every student learning an instrument or undertaking vocal tuition, join an ensemble or choir.

WITHDRAWAL FROM PROGRAM

It is assumed that all students who enrol for instrumental tuition will undertake a full year's tuition. If it is necessary for a student to be withdrawn from lessons this is to be organised through written notification from the parents to the Co-ordinator of the Instrumental Program, Ms Kaya Nicholls, and the instrumental teacher concerned by the 8th Friday of the term (Friday Week 8 of the respective term). The student must complete the term's tuition that notice has been provided in. Please note that if notice is not given by the required time, then the following term's fees will be charged and are payable in full.

It is assumed that students will continue on with instrumental tuition for each year of their schooling while at Star of the Sea. Please give notice to the Director of Music (Ms Kaya Nicholls) by the end of Term 4 if a student will not be continuing the following year.

MUSIC TUITION AGREEMENT FORM

The Music tuition agreement form which is available online [HERE](#), is to be read carefully (especially the conditions outlined in the document) and signed and returned to the instrumental program coordinator (Ms Kaya Nicholls). Preferably, if doing the online version, the relevant coordinator will be automatically notified.

PLEASE USE EMAIL TO CONTACT MUSIC STAFF IF YOU HAVE ANY QUESTIONS:

Kaya Nicholls (Coordinator of Music): knicholls@star.catholic.edu.au

EXPECTATIONS AND RESPONSIBILITIES

- A BRIEF CHECKLIST

Instrumental Program Co-ordinator

- Liaise between Instrumental Teachers, parents and students
- Timetable lessons and accommodate for special lesson time requests where possible

Instrumental Teacher

- Provide professional tuition on instrument of choice
- Provide family with contact telephone numbers or email
- Advise students of appropriate texts, sheet music and equipment
- Notify music staff and students/parents of change of day or absence
- Invoice directly to parents, including all payment options, account itemisation, due date for payment
- Contact parents should there be any concerns
- Notify parents of a student's non-attendance at a lesson
- Report any concerns about a student to the Instrumental Program Co-ordinator
- Notify the school by phone or email by 8am if unable to teach that day
- Complete a report on each Students' progress (one per semester)

Students

- Check timetable via the instrumental noticeboard or Star of the Sea website and attend lessons punctually
- Label instrument case with name on outside and inside
- Inform instrumental teacher of intended absence in advance
- Practice following the schedule advised by the instrumental teacher, usually at least 5 days each week for a minimum of 15 minutes
- ***Catch up on any work missed while absent from another class***
- ***Ensure that homework set, while absent from class, is taken note of and completed***

Parents

- Provide an instrument and essential teaching books
- Ensure that the instrument case is clearly labelled with students name
- Support students in their practice
- Support students in catching up on class-work missed
- Notify instrumental staff one day in advance of student's absence or by 8:00am on the day of absence
- Communicate directly with the instrumental teacher about concerns
- Negotiate with instrumental teacher for paired lessons if required.
- ***Pay instrumental teachers directly and by the deadline***
- ***Notify instrumental teacher and Coordinator of Music (Ms Kaya Nicholls) by the 8th Friday of the term if intending to withdraw from lessons at the end of a given term.***

MUSIC TUITION AGREEMENT FORM

Parent / Student

This AGREEMENT is made for lessons to commence in 2022.

Please note that there is an online version of this form which is preferred and can be completed at:

Full Name of Parent :
(Please Print)

Address :
..... Post Code.....

Telephone :
(mobile) (home)

Email:

Student Name : Year Level/Class Number :

Instrument to be Learnt:

Single/Paired lesson (Please Circle) If Paired, Name of Other Student to Pair With

Full Name of Music Tutor: (Tutor to Fill In)

IT IS AGREED as follows:

1. The Music Tutor shall provide to the Parent private instrumental lessons in respect of the Student named, at days and times as mutually arranged between the Music Staff and the Music Tutor with the approval of Star of the Sea School.
2. The initial engagement will be for a period of one year (four terms) and it is expected that students will be committed to attending all of these lessons. Lessons will be of 30 minutes duration, and consist of between 7-10 a term (minimum of 16 a semester).
3. This agreement shall continue each term and may be terminated by either party if the appropriate notice is given. Written notification must be given to Music Staff and the Music Tutor by the 8th Friday of the term. The student must complete the term's tuition that notice of withdrawal is given.
4. The parent agrees that if their child misses a lesson for any reason the lesson will be forfeited unless prior notice has been given to the instrumental tutor (no later 8.00am on the day of the lesson). If students require a lesson time change, this must be arranged more than 12 hours prior to the lesson time in conversation with the instrumental tutor and the parent.
5. The Parent agrees to the Tutor being able to obtain from the Music Department, via School records, the current contact address and telephone number of the parent for billing and communication purposes.
6. Both the Music Tutor and the Parent acknowledge that Star of the Sea School is not a party to this contract. Both parties acknowledge that in respect of the Private Music Tuition Programme the role of Star of the Sea School is restricted to:
 - Provision of a tuition room under agreement with the Music Tutor.
 - Programming and communication of regular lesson times in conjunction with tutors.
 - Facilitation of communication between the Parent and the Music Tutor.

SIGNED by the Parent: Date

Please sign and return to the Music staff and retain a copy for your records.