

INSTRUMENTAL MUSIC POLICY

INSTRUMENTAL MUSIC TEACHERS

Visiting peripatetic instrumental teachers deliver one to one tuition on campus for a comprehensive range of instruments. The instrumental teachers are:

- Employees of the school.
- Employed to teach their instrument to students according to the allocated timetable.
- Meet school expectations of staff and agreed teaching methodology as directed by the Head of Performing Arts.

TIMETABLES

Instrumental lessons usually take place throughout the school day (some teachers may start before and finish later) on a rotating basis from week to week. Negotiation may be entered with times with adjustments being made;

- For a preference for senior students.
- If there is a pressing and supported educational or developmental necessity.
- If your child is able to have lessons prior or after school, please consult the Performing Arts Assistant so that they may be placed in these rotations, which will reduce class interruption. After school lessons are subject to availability.
- Timetables for lessons will be created and comprehensively distributed to class or home group teachers for display in classrooms, to parent/guardians, to the students and will be on the notice board of the music centre.

BILLING

Lessons will be charged through the school's fee system in two instalments per year.

- **Term 1 - Instalment 1**, all students will be charged for 16 lessons.
- **End of Term 3** – Lessons delivered to individual students will be accounted for in addition to an estimation of lessons to be delivered in Term 4. (Tallies of lessons delivered will be available to all parents.)
- **Term 4 – Instalment 2**, all students will be billed for the total tally of lessons minus the 16 lessons charged for Instalment 1.
- Should, by the close of term 4, there be lessons charged that have not been received, a credit will be made.

Example:

Student X – Semester 1 Billed 16 lessons at \$33.50 = \$536

Receives –	Term one –	9 lessons
	Term two –	9 lessons
	Term three –	9 lessons
Estimated –	Term four –	6 lessons

33 lessons delivered

16 lessons (Sem 1) paid

Final Semester 2 Billed 17 lessons at \$33.50 = \$569.50

ENROLMENT

- **Once each semester of lessons has commenced, students are committed to a continuing to the close of that semester.**
- **Notice of 4 weeks is needed for change or cancelling of tuition, prior to the end of each semester.**
 - **Written notice of intent** must be received by the Performing Arts Assistant by end of week 6 of Term 2 and/or term 4 to:
 - **Apply for lessons** in the coming semester.
 - **Cancel lessons** for the coming semester.
 - **Negotiate variations** or special considerations for timetabling.

Notification to the Performing Arts Assistant by end of week 6 of Terms 2 or 4 is to ensure that you or your child:

- **Does not miss out** for the subsequent semester.
- **Is not billed** for late cancellation. (4 weeks tuition)
- **Has** the most appropriate lesson times available for your child.

MISSED LESSON POLICY

It is imperative that you notify your child's instrumental teacher in writing (by text message) for ALL absences that may occur for any reason, no later than 7.30am on the morning of the lesson.

If notification of a child's absence for any reason is received by 7.30 am on the morning of the lesson, the lesson will not be billed and:

- The lesson may be able to be made up by the teacher at another time.
- If not 'made up' the lesson will not be calculated as received in the final bill in Term 3.

If no notification is received for a child's absence for any reason, the teacher will be paid for that time, the lesson will NOT be 'made up' and the lesson calculated as part of the final bill in term 3.