

Instrumental Tuition Enrolment

2019



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE

Instrumental Program Policy Document

PLEASE READ CAREFULLY AND KEEP FOR YOUR RECORDS

TIMETABLING

All students are allocated a lesson based on a rotating timetable throughout the school day. Priority for fixed lessons outside class times are given to those taking VCE subjects. **It is not possible to guarantee lesson times out of class time in any other case.**

Timetables are created using a shared file and parents will be given a link to this file at the start of each term. Parents and students are advised to check the timetable the night before the lesson day to check that no last-minute changes have taken place. Instrumental tutors will normally send an email with details of changes to affected students a minimum of 48 hours in advance. **Please DO NOT print the timetable for the term as there will always be changes made.**

STUDENT ATTENDANCE

Students in Year 3 and above are expected to make their own way to their instrumental lessons. Parents and class teachers should devise a strategy to assist the student in remembering when to leave class to go to their instrumental lesson. Students below Year 3 will be collected by the instrumental teacher.

NUMBER OF LESSONS

Charges are based on the delivery of 32 lessons per year. The cost is divided into ten monthly payments from February to November, and added to the school fee account. On average this works out at 8 lessons per term, but this can vary as there can be interruptions with Pupil Free Days, Carnivals and other events. Every effort is made to reschedule lessons soon after an interruption, but it may be necessary to have them later in the year. The total number of lessons received each semester will be confirmed by the Instrumental Music Coordinator. If a student requires additional lessons, such as in preparation for an examination, a final payment will be made in December, to clear any outstanding balance.

TEACHER ABSENCE

If the tutor is sick or unable to teach for any reason (such as other professional commitments, or work at another school) the lessons will be made up as soon as is practical, although it may not necessarily be in the same term if time prevents this. If an unforeseen event prevents the tutor from teaching for an extended period of time, the College will seek to find a replacement on a relief basis. The tutor will notify both the school and the students concerned of any absence.

STUDENT ABSENCE FOR HOLIDAYS

Make up lessons are not given for holidays taken in school term-time. In such circumstances, it is best to approach the tutor well ahead of time to discuss what options may be available – at their own discretion the tutor may be able to offer make-up lessons but this is not College policy.

STUDENT ABSENCE

Students are required to notify both the tutor and Instrumental Music Coordinator if they are unable to attend their lesson. **A minimum of 24 hours notice** is required from students to be offered a make-up lesson. This is often not possible in the case of sudden illness but out of courtesy the tutor should still be informed even if the notification is less than 24 hours. If a student is unable to attend for an extended period of time it may be not be possible to make up all missed lessons in which case a refund will be offered at the end of the year. In any situation of pupil absence, it is vital that parents make contact with the tutor and Instrumental Music Coordinator as far in advance as possible – **please do not email the school office as it can take time for these messages to be passed on.**

STUDENT ABSENCE FOR SCHOOL COMMITMENTS

It is very important that the parent notifies the tutor and Instrumental Music Coordinator of any planned absences for school commitments such as excursions, sporting events and tests. If at all possible, give at least **one week's notice** of such events so that the tutor may be able to adjust their timetables to suit. Failing to give the tutor adequate notice could result in the lesson being lost. Senior school students should plan ahead and notify the tutor and Instrumental Music Coordinator if they need to move their lesson for a SAC. In some circumstances, it may be impossible to move the student's lesson within the same day in which case a make-up lesson will be offered at a later date.

Please do not assume that the Instrumental Music Coordinator is aware of all excursions, sporting events and other College events. To be sure of receiving a make-up lesson please ensure that you give adequate notice.

INSTRUMENTS

Other than piano and drums, students should ensure they bring their instrument to every lesson. Make-up lessons are not offered for students who have forgotten their instrument or music – the student should attend their lesson and theory and aural work will be covered. Instruments may be stored in the external storage area for the day of the lesson but should not be left overnight as this area is not secure and the College takes no responsibility for instruments left overnight.

PAYMENTS

The total cost of lessons is charged to the fee account in February and will be included in the February-November monthly fee calculation. The College must have received the enrolment form before a place is allocated. Students commencing tuition mid-year will have the cost pro-rated on their fees. All enquiries regarding finance should be directed to Ms Loretta Hoenen at the College.

Please note that from 2019 ONE FULL TERM'S NOTICE in writing must be given to cease instrumental lessons.

KEY CONTACT INFORMATION

Mrs Helen Metcalfe

INSTRUMENTAL MUSIC COORDINATOR
music@standrews.vic.edu.au

Ms Loretta Hoenen

FINANCE
lhoenen@standrews.vic.edu.au

Mr Luke Batty

DIRECTOR OF MUSIC
lbatty@standrews.vic.edu.au

College Reception

03 8847 8300
enquiries@standrews.vic.edu.au



2019 Instrumental Tuition Application Form

Please detach this form and return by **Monday 3 December 2018**

Student Name _____ Year Group 2019 _____

Parent/Guardian Name _____

Parent Email Address _____

- Instrument**
- Flute Clarinet Saxophone Trumpet
- Trombone Violin Cello Drums
- Bass Guitar Guitar Vocal Piano

Lesson Duration	<input type="checkbox"/> 30 minutes private	\$40 per lesson	\$1280 per year
	<input type="checkbox"/> 45 minutes private	\$60 per lesson	\$1920 per year
	<input type="checkbox"/> 60 minutes private	\$79 per lesson	\$2528 per year
	<input type="checkbox"/> 30 minutes shared (not available for piano or drums from 2019)	\$28 per lesson	\$896 per year

Student and Parent Agreement

- I agree to have Instrumental Tuition Fees added to my school fees direct debit payment plan.
- I agree that should my child require more than 32 lessons the additional cost be added to the payment plan.
- I understand that lessons outside of class time cannot be guaranteed other than for VCE students

I have read the attached Policy Document and am aware of the conditions relating to make-up lessons.

I am aware, in particular, of the following points;

- Students in Year 3 and above are responsible for making their own way to instrumental lessons
- In order to qualify for a make-up lesson a minimum of 24 hours notice must be given, regardless of the circumstances
- Parents should always notify the instrumental teacher and Instrumental Music Coordinator of ANY absence, even if it is a school-organised event such as sport, excursions and incursions
- Adjustments for number of lessons received will be made to school fee accounts at the end of each semester
- One term's notice must be given for ceasing instrumental lessons

Signed

Student: _____ Parent: _____

Date: _____ Date: _____