

2023 INSTRUMENTAL MUSIC PROGRAMME POLICY

Please read the following information carefully.

INTRODUCTION

- Instrumental Music Tuition at Endeavour College is provided by a number of qualified, experienced and skilled teachers. Through this programme the College acknowledges the importance of individual tuition and the role it plays in the development of the musical expertise of students. It is an essential component to the subject of Music and some families prefer the convenience of lessons being provided on the school campus during school hours. Students/parents are not required to join this programme provided that the student receives appropriate tuition. They may prefer to continue with a private teacher or attend lessons outside of school hours.
- Endeavour College staff work in collaboration with the instrumental teachers 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 programme, please read the following conditions of participation in the Instrumental Programme and indicate your acceptance of these conditions by returning the "Conditions of Instrumental Tuition" agreement as soon as possible to the Music faculty.

Arrangement between Parents and Instructors

- Instructors are not employed by the College to provide these lessons. Where parents request a lesson, the College will refer them to one of a number of instructors who have indicated their availability and whom the College is prepared to recommend. The parent(s) and instructor will then enter into an agreement for the instructor to provide lessons, in return for a fee to be paid by the parent(s). The College is not a party to that agreement.

Role of the College

- The College will also enter into an agreement with any instructor who offers to provide their services to parents. This agreement will set out the terms on which the College is prepared to allow access for independent instructors to the College for the purpose of conducting lessons. Those terms will include certain expectations as to how lessons will be scheduled, so as to ensure that lessons can be conducted with minimal disruption and inconvenience to all concerned.
- The agreements with instructors will also include certain expectations as to the behaviour of instructors, consistent with the College's duty of care to its students and staff. However, while the College will endeavour to ensure that instructors are suitably qualified for providing lessons and behave appropriately towards students, parents should understand that the College can give no guarantees in this regard.

FEES AND PAYMENT OF ACCOUNTS

- Instrumental teachers issue an account at the beginning of each term. The College will recommend an appropriate fee for Endeavour College-based lessons, as well as certain other conditions as set out in this document, but it is up to parents and instructors to reach agreement on these matters. Parents and instructor may also, if they wish, arrange for additional home-based lessons, on whatever terms they see fit.
- Fees are payable in advance, generally within 14 days of receiving the invoice. If special circumstances prevent any family meeting this deadline, then parents are requested to negotiate directly with the instrumental teacher concerned.
- Instrumental teachers reserve the right to suspend lessons until tuition fees are paid.
- Please attend to the fee payment or negotiation promptly. Fees are set for 2023 at \$33 per 30-min lesson for 2023. All students will take private lessons once each week, unless otherwise negotiated. Voice lessons are available as individual lessons for \$33 per 30min lessons or conducted in groups of up to 3 students at a rate of \$22 per 30min.
- Under no circumstances are parents or students permitted to alter any details on the accounts issued. 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, paid by electronic bank transfer or given personally to the teacher by the student.

- Students and/or parents are, without exception, not to leave payment with an Endeavour staff member. (This includes not leaving it with the front office staff.) The College will not be held responsible for any payments related to the Instrumental Programme.
- As a guideline, the fees for each term in 2023 based on 9 individual lessons per term would be \$297.00 (group lessons approx. \$198 per term)

STUDENT ABSENCE

- As stated, fees are payable in advance. If students miss a lesson for any reason without adequate notice – including illness – then that lesson is forfeited. *****Instrumental teachers are not required to make up the lesson or lose income because of student absence for any reason*****
- In the case of illness, please notify the teacher directly using the telephone number provided by the instrumental teacher. There will be no refund but if notified in advance, either the day before or by 8:00am on the day of the scheduled lesson, some teachers may be able to provide an alternative lesson time. This is at the discretion of the instrumental teacher and those terms will be discussed with you directly by the teacher. The student will be expected to accommodate any reasonable offer made by the teacher. This could include two 45-minute lessons over 2 weeks or 2 lessons on the same day.
- It is essential that each student is organised in advance and that they check their diary and the school calendar for coming events in order to inform their teacher of potential lesson time changes, even in the case of whole year level events. Lessons will not be scheduled for whole school events such as the College Athletics and Swimming Carnivals.
- If a student is unable to attend a lesson due to an excursion or event, then it is the student's and/or parent's responsibility to discuss this with the instrumental teacher concerned personally at least one week in advance. The instrumental teacher will need to be notified separately, not through the school office. The teacher will not be obliged to refund money but will arrange to change the lesson time where possible.

TEACHER ABSENCE

- If a teacher is absent, the teacher will notify the school and, when necessary, the families affected. If it is an absence that is known well in advance, the timetable will be adjusted accordingly. If it is a last minute notification, a notice will appear on the music noticeboard. In either case, the teacher will make up the lesson or credit the lesson on the next term's account.

TIMETABLING

- Lessons will be scheduled at 30-minute intervals throughout the school day. Specific needs of students, such as avoiding clashes with certain subjects, will be addressed wherever possible.
- Most students will be required to occasionally have lessons over recess and lunch breaks. (Some students request this.) If a student wishes to swap a lesson time with another student due to special circumstances, they are to organise this with the student involved and notify the instrumental teacher.
- It is the student's responsibility to attend the lesson at the time allocated. The instrumental teacher is not expected to fetch students out of classes if they do not attend at the scheduled time, unless a last minute change has occurred.
- Some students request not to have lessons scheduled during class time. Instrumental teachers may be able to accommodate this request by offering lessons directly before or after school or at lunch/recess. Priority will be given to senior students who request these times. Please speak to the instrumental teacher directly if you wish to discuss lesson times.

WITHDRAWAL FROM PROGRAMME

- 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 should preferably take place towards the end of a given term. It is essential to notify the teacher at least two weeks in advance. This is to be organised through written notification from the parents to the instrumental teacher concerned and a copy to the Music Coordinator, Ms Stanley.
- All students doing Music Focus in Year 8 and Music as a subject from Year 9 onwards are required to take individual lessons on the instrument(s) of their choice and will not be able to withdraw unless they are enrolling in lessons with a private teacher elsewhere. Name and contact details of that private teacher should be provided to the Music staff.

2023 INSTRUMENTAL TUITION AGREEMENT FORM

Student Name: _____ Care group (if known): _____

Instrument(s)/ and/or voice (specify if more than one) _____ 2023 Year Level: _____

Please tick **ONE**:

- ☐ I/We wish for our son/daughter to undertake an individual instrumental lesson on the above instrument(s)/voice with a teacher organised by Endeavour College.

- ☐ Individual (\$33 per 30min) – all instruments (including voice)
☐ Group lesson (\$22 per 30min) – option available for voice only

All parents/caregivers:

I/We have read the Music Department Instrumental Programme Policy for 2023 and acknowledge that this is an agreement between us (the parents or guardians of the student) and the instrumental teacher for the instrument of choice provided at Endeavour College. I give permission for my contact details to be given to the instrumental teacher.

Parent/caregiver (s) names: _____

Address: _____

Parent/caregiver (s) Phone number(s): _____

Parent/caregiver (s) Email address (case sensitive please): _____

- ☐ I/We prefer for our son/daughter to take lessons outside of school hours with a teacher of our choice. Should you need to contact their teacher to discuss their progress, we have provided the teacher's personal details below. I/We have read the Instrumental Music Programme Policy for 2023 and understand that it is a requirement for a student to have weekly private lessons on the instrument of their choice in order to do Music Focus as a subject.

External Teacher's Full Name:

Teacher's Address:

Teacher's Phone:

INSTRUMENTAL HIRE

- ☐ We would like to continue hiring an instrument from the College at the current hire rates.
☐ We do not wish to continue hiring an instrument in 2023 and will return the instrument by the end of Week 8 Term 4 2022. We understand that hire charges for Term 1 2023 will apply if not returned by this date.
☐ We have our own instrument or plan on sourcing an instrument elsewhere.

Signed: _____ Printed Name: _____
(Parent/Caregiver)

Signed: _____ Printed Name: _____
(Student)