

CHRISTIAN COLLEGE  
In Christ: Wisdom & Knowledge



PVCC

## 2023 Instrumental Music Tuition

Plenty Valley Christian College  
840 Yan Yean Road  
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Reg. No: 1826 ABN: 87 670 414 115



**Plenty Valley**

CHRISTIAN COLLEGE  
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Please note that the information contained in this handbook may change after the time of its production. It is important to read all subsequent communications issued by the college to keep up to date with relevant college practice and procedures.

## CONDITIONS OF ENROLMENT FOR INSTRUMENTAL MUSIC LESSONS

### 1 Enrolment

Students usually commence lessons at the beginning of the college year and it is expected that participation in the program will continue until at least the end of the college year. No lessons are given without completion of the enrolment procedure.

### 2 Continuation of tuition from one year to the next

Enrolment for each new college year will automatically occur until we receive notification in writing that you wish to cease lessons.

If you wish to alter the lesson arrangement in any way, such as change from a 30 minute (single) to a 1 hour (double lesson) or from a shared to individual lesson, you will need to fill out a new *Instrumental Tuition Application Form*.

### 3 Fees for 2023

Fees are structured according to VMTA guidelines.

30 min individual lesson	\$40.50
45 minute individual lesson	\$60.75
1 hour individual lesson	\$81.00
30 minute shared (2 students) lesson	\$26.25

### 4 Lessons and Fees

Students receive 32 lessons throughout the year.

The number of lessons per term may vary according to the number of weeks in each term as well as student requirements (student-free days, work experience, examinations, excursions etc).

A fee for 32 lessons and any hire fees **will be charged to your college account through your FACTS Management Portal at the beginning the year**, (or part thereof if commencing mid-year). For further information regarding the charging of fees please see *PVCC 2023 Business Terms*.

Students will receive an average of 8 weekly lessons throughout each term. Any make up lessons required under the policy will be given either during the term or at the end of the semester once 16 weeks have been reached. Parents/guardians should make arrangements for any make up lessons with the instrumental teacher and only with the *Conditions of Enrolment* in mind. Refer to **Student absence** for further information.

### 5 Hire of instruments

Some instruments are available for hire at the cost of \$280 per year (GST included).

Christmas holiday hire is an additional \$35. A hire form must be completed and signed by parents/guardians. This form is available from the Music Director. Instruments will be allocated for hire in order of the receipt of applications.

Pianos, drum kits and electric or acoustic guitars are NOT available for hire. Students wishing to learn these instruments must have their own instrument at home.

In general, instruments on hire from the college will only be available for 12 months, after which time students will be expected to buy their own instrument and thereby give others the opportunity to learn to play.

Parents/guardians wishing to buy a new or second-hand instrument should consult their child's teacher first, so that the most suitable instrument can be recommended, and the best possible purchase price obtained.

## 6 Termination of tuition

Four weeks notice must be given in writing for termination of lessons prior to the end of the year or four weeks fees will be charged.

A *Notice of Termination* is available from the Music Director. Please note that unless written notice is received it will be assumed that the student will be continuing lessons for the next year.

## 7 Timetabling of tuition

Lessons are given at set times during the week for the primary students. Classroom, specialist classes and sport are considered before each child is allocated their time.

In the secondary college lessons are rotated so that students do not miss the same subject each week. It is the responsibility of the student to catch up on any work missed and to inform their class teacher at the beginning of the day of their lesson time.

Timetables are posted on SEQTA for easy access of staff and students.

It is the responsibility of the student to attend lessons at the arranged times. Instrumental staff may remind younger students of their lesson times and will collect and return students to their classes in the ELC.

## 8 Instrumental record books

All students taking instrumental lessons receive an *Instrumental Record Book*. This will be used for communication between the instrumental teacher, the class teacher, and the parents/guardians.

We ask that parents/guardians check the record book and sign at least once a week.

If you wish to speak to the Music Director or your instrumental teacher, please feel free to contact the Music Office for an appointment.

## 9 Student absence

If parents/guardians know that their child will be absent, please let the teacher or the Music Office know at least the day before the scheduled lesson. **Please email/phone the teacher directly if provided and their preferred way of contact, or alternatively, email the Music Department on [music\\_department@pvcc.vic.edu.au](mailto:music_department@pvcc.vic.edu.au).**

It is the parent/guardian's responsibility to inform instrumental teachers of any excursions that may affect the anticipated lesson times.

If a student does not notify their teacher at least the day prior to a scheduled lesson, then the normal charges for that lesson will still apply, and the lesson will not be able to be made up.

Students who are absent from a shared lesson for any reason will not have that lesson made up and no reimbursement will be given.

No class teacher is able to refuse a student permission to attend an instrumental lesson, but students may negotiate a change of lesson time, if possible, where a college test is scheduled for that time.

In the case of sudden illness, please notify the instrumental teacher or Music Director as soon as possible and every reasonable effort will be made to make up the missed lesson where possible.

Where a lesson is missed due to teacher illness the lesson will be made up during the year or the charge credited to your account at the end of the year.

## **10 Student absence due to excursions/incursions and the 'E' Policy**

It is the parent/guardian's responsibility to inform instrumental teachers of any excursions that may affect the anticipated lesson times.

If students and/or the Music Office are not informed of an excursion, then the 'E' Policy applies.

The 'E' Policy states that each student may pay for up to two lessons per semester that did not occur due to an unknown excursion/incursion and were not able to be made up by the instrumental teacher throughout the semester.

## **11 Ensembles**

Students learning an instrument are encouraged to be part of college performance groups.

Where possible rehearsals are held at lunchtime.

Participation in a supervised ensemble is a requirement of all students taking music as a subject in years 9-12.

Once students have committed to participating in an ensemble it is expected that they attend 80% of rehearsals.

Students who are absent for the last two rehearsals before a performance may not be able to perform and must consult the teacher in charge before performance is approved.

The following performance groups are anticipated for 2023:

- Primary orchestra
- Jazz band
- Primary choirs
- Year 10 elective ensembles
- VCE ensembles
- Rock bands
- String ensembles
- Vocal ensemble
- Woodwind ensemble
- Worship band

## 12 Exams

Students may prepare for external **AMEB, ANZCA or Trinity College** exams as part of their instrumental program. Students can also study **music theory** in preparation for an AMEB examination. Normally the instrumental teacher will advise if and when separate theory lessons are required. Please ask your child's instrumental music teacher about preparing your student for external exams. Teachers can provide information about exam periods, entrance fees and, if applicable, accompanist's fees.

Mrs Joanne Roberts	Director of music, classroom music and ensemble leader
Mrs Bettina McMurray	Classroom music, piano and ensemble leader
Mr John Lauricella	Woodwind teacher
Mr Gordon Lewis	Guitar and bass guitar teacher and ensemble leader
Mr Shai Martin	Piano teacher and accompanist
Mr Ryan Menezes	Percussion teacher
Mr Pablo Naranjo	Guitar teacher
Mr Maxim Sheko	Strings teacher and ensemble leader
Ms Katrina Wilson O'Brien	Piano teacher and accompanist
Mr Matthew Young	Voice teacher and ensemble leader

## APPLICATION FOR INSTRUMENT HIRE 2023

Student Name: \_\_\_\_\_ Year Level 2023: \_\_\_\_\_

I would like to hire:

Violin	Cello	Flute	Clarinet	Saxophone	Trumpet	Trombone	French horn	Tuba	Bass guitar

Please tick in the space under the instrument you would like to hire

I understand that I will be charged \$280 (including GST) to cover the cost of hire over the 2023 school year.

Hire is available over the Christmas holiday period for an additional \$35.

I accept responsibility for the instrument hired from Plenty Valley Christian College for use by my son/daughter.

I understand that the instrument, which is valued at \$\_\_\_\_\_ is insured against fire and theft under the college's insurance policy that has an excess of \$2,000.

In the event of damage or loss while it is in my child's custody, I undertake to pay the cost of repair or replacement up to a maximum of the value of the instrument or \$1,000, whichever the lesser. (The college suggests that you consider having the instrument covered by your own insurance policy for the duration of hire.)

I undertake to report any theft immediately to the police, and any loss or damage to the Director of Music at the college.

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent contact details: Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Office Use Only

\_\_\_\_\_  
Director of Music signature

\_\_\_\_\_  
Date received

Instrument available. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial no: \_\_\_\_\_

Add hire fee of \$280 to student account at Business Office

Comments: \_\_\_\_\_

Signed by Director of Music: \_\_\_\_\_

## APPLICATION FOR INSTRUMENT HIRE OVER CHRISTMAS HOLIDAY BREAK 2023

Student name: \_\_\_\_\_ Homegroup 2023: \_\_\_\_\_

Instrument hired: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial no: \_\_\_\_\_

I understand that I will be charged \$35.00 (including GST) to cover the cost of hire over the Christmas holidays and that this will be invoiced with my school fees.

I accept responsibility for the instrument hired from Plenty Valley Christian College for use by my son/daughter.

I understand that the instrument, which is valued at \$ \_\_\_\_\_ is insured against fire and theft under college's insurance policy that has an excess of \$2,000.

In the event of damage or loss while it is in my child's custody, I undertake to pay the cost of repair or replacement up to a maximum of the value of the instrument or \$1,000, whichever the lesser. (The college suggests that you consider having the instrument covered by your own insurance policy for the duration of hire).

I also undertake to report any theft immediately to the police, and any loss or damage to the director of music at the college.

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent contact details: Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Office Use Only

\_\_\_\_\_  
Director of Music

\_\_\_\_\_  
Date

Add Christmas hire fee of \$35 to student account at Business Office

Comments: \_\_\_\_\_

Signed by Director of Music: \_\_\_\_\_



## INSTRUMENTAL TUITION APPLICATION 2023

### 1 Instrumental tuition available

Tuition is available for primary and secondary students in the following instruments:

Piano	Violin	Viola	Cello
Oboe	Flute	Tuba	Saxophone
Bassoon	Trumpet	Trombone	Voice
Drumkit	Clarinet	French horn	Bass guitar
Acoustic guitar	Electric guitar	Classical guitar	Recorder

### 2 General information:

Please read full details in *PVCC 2023 Instrumental Music Tuition*.

- Instrumental lessons are given during college hours on a rotating basis for secondary students and on an agreed fixed time for primary students.
- Lessons may be 30,45 or 60 minutes in length.
- Students performing at a Grade 4 AMEB standard or above and those doing **VCE are recommended to take 45 or 60 minute lessons** as it is impossible to cover necessary work in less time.
- Wherever possible senior students will be given lessons in their spare periods.
- While group lessons are possible in some cases requests for these lessons must be discussed with the Director of Music and instrumental teacher prior to arrangement. Progress is generally slower for those taking group lessons.
- Music fees are charged to college accounts.

### 3 Enrolling student details:

Student name: ..... Year level 2023:.....

Name parent 1: ..... Mobile no.: .....

Email address parent 1: .....

Name parent 2: ..... Mobile no.: .....

Email address parent 2: .....

Home phone: .....

*Continued over page.*

#### 4 Length of lesson

- Individual 30 minute lesson
- Individual 45 minute lesson
- Individual 60 minute lesson
- 30 minute shared lesson with one other student

#### 5 Instrument details

- I own the instrument already
- I am prepared to buy an instrument
- I wish to hire an instrument @ \$70 per term (Please complete an *Application for Instrument Hire*)

By signing this form, I state that **I have read *PVCC 2023 Instrumental Music Tuition* and agree to abide by the conditions therein.**

I agree that my child will undertake the above lessons **for a minimum of one college year.**

If I wish my child to discontinue lessons at the end of the college year, I will give written notice four weeks prior to the end of the college year. Otherwise, I understand that my child will automatically be re-enrolled for the following year.

**I understand that I will be charged for lessons annually and that my child is to receive 32 lessons throughout the year.**

Name parent 1: .....

Signature parent 1: ..... Date: .....

Name parent 2: .....

Signature parent 2: ..... Date: .....