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## INSTRUMENTAL MUSIC PROGRAM - 2021

### Introduction

Music is an important part of school life at Annesley Junior School and students are encouraged to learn and enjoy playing a musical instrument. Hallmark Music Studio provides our instrumental tuition and engages professional and experienced tutors in a range of musical instruments.

### Tuition Available

In 2021 tuition will be offered in Piano, Violin, Viola, Cello, Voice, Guitar (both acoustic and electric), Drums, Trumpet, Trombone, Flute and Recorder.

### Music Tutors

Hallmark Music Studio is committed to providing the best music tutors available. However, there may be limited access to some instrumental lessons as this will be dependent on the availability of suitable instrumental teachers.

Annesley Junior School acts as an intermediary in an arrangement between Hallmark Music Studio and parents. Instrumental teachers are not employed directly by the school but use the school facilities for their teaching.

### Enrolment and Tuition Fees

The enrolment form for instrumental/voice lessons is at the back of this booklet.

It is expected that students make a commitment to learning their instrument for at least one semester. Instrumental lessons are 30 minutes duration and are given within normal school hours. Younger students – 4 and 5 year olds may be offered 15 minute lessons initially.

From Term 1, 2021, Fees are:	30 minute lesson	\$30.00 per student per lesson
	15 minute lesson	\$20.00 per student per lesson

Students are provided weekly lessons up to a maximum of 10 lessons per term.

Group lessons may be available for all instruments except piano. This depends on the number of interested students. Groups consist of 2-3 students and cost \$20.00 per student per lesson.

Tuition fees are invoiced directly by the tutor at the beginning of each term or semester and are payable within 14 days. Please note that music tutors are NOT employed by the school so fees must be paid to the respective tutor. The school will not be responsible for monies brought to school by students for their instrumental tutors. Should fees not be paid on time, the tutor will make any necessary arrangement with external providers to recover the tuition and any associated debt collection fees from the parent/caregiver. If payments are not received on time, the tutor may also suspend lessons until such payment is made. Please note that lesson times are unable to be reserved for unpaid lessons.

The tuition fee does not include instrumental hire.

Instrumental students should return the enrolment form to the School Receptionist at the Front Office.

### Timetables

Instrumental lessons are not part of the normal school timetable. Consequently, it is usual for students to miss 30 minutes of a classroom lesson to attend an instrumental/voice lesson. Instrumental timetables are coordinated in consultation with class teachers and instrumental teachers. Any queries concerning lesson times should be directed to the tutor or to the School Receptionist.

Lesson times are designated using the following priority order for students:

Year R - 7      Lessons are on the same day each week on a rotating basis, so each week the lesson will be at a different time. (Tutors will collect and return students to and from class.) Please note that lesson rotation is only an option when multiple students are enrolled for lessons under the same tutor.

### **Instrumental Lesson Diaries / Communication**

Students will be issued with a music diary or set up with a communication system between parents/caregivers, students and students. Students are expected to take their diary to music lessons or complete any required practice via their form of communication. Parents should read the notes each week and use this as a means of communicating with the instrumental teacher. It is also important for parents to support and encourage their child at home with consistent practice and establish healthy practice routines. Music is a discipline that takes many hours of regular persistence and determination and can take a while to see measurable progress.

### **Conditions of Tuition**

When a student is enrolled in the Instrumental Program it is expected that they attend ALL instrumental/voice lessons. If a student is to be absent from their lesson for any reason (e.g. an excursion or class test), the tutor should be given as much notice as possible so that an alternative lesson time can be arranged. Advice of an excursion or other prearranged disruption to lessons on the day of the scheduled lesson will result in that lesson being missed without a catch up lesson. If a child is absent because of illness the tutor should be contacted directly by 8.00am to advise that the child is unable to attend their scheduled music lesson.

Please note that catch up lesson times are to be negotiated with the tutor and are dependent on the tutors availability. The tutor is **not** obliged to reschedule forgotten lessons or any absences where they have not been given prior notification. Under these circumstances parents will be charged for the lesson missed. A maximum of 2 catch up lessons may be offered per term where sufficient prior notice has been provided and pending tutor availability.

### **Discontinuation**

Students who wish to discontinue lessons must give a term's notice in writing. **If lessons are discontinued without notice a full term's fees are payable.**

In general, students must maintain their commitment until the end of the term. If there are special circumstances where a student must discontinue immediately, the music tutor should be consulted and the School should be notified. The tutor is not obliged to refund any of the fees.

## INSTRUMENTAL / VOICE TUITION ENROLMENT FORM 2021

### Student Details

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

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

Has the above mentioned student previously learnt an instrument or had voice lessons? Yes  No

If you answered yes to the above question, please provide further details:

Type of instrument: \_\_\_\_\_

Duration: \_\_\_\_\_

Teacher: \_\_\_\_\_

Students approximate AMEB Standard (if appropriate): \_\_\_\_\_

Please list any choir/orchestra/ensemble experience or other applicable musical background:

\_\_\_\_\_  
\_\_\_\_\_

### Parent/Caregiver Contact Details

Parent/Caregiver Name: \_\_\_\_\_

*(Details of person responsible for payment of Tuition Fees)*

Phone No.: \_\_\_\_\_

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

**Please note, all correspondence will be sent via email. Please ensure you provide an email address that is checked frequently.**

Please read and sign the following agreement and return our completed form to the School Receptionist at the Front Office.

## 2021 INSTRUMENTAL MUSIC PROGRAM AGREEMENT

I agree to the following conditions:

From Term 1, 2021 fees are:   30 minute lesson   \$30.00 per student per lesson  
  15 minute lesson   \$20.00 per student per lesson Fees will be billed per school term.

I agree to required books/equipment (up to the value of \$30 each) being placed on your student account.

I understand that instrumental/voice lessons are provided during normal school hours and consequently it is usual for students to miss 30 minutes of classroom lesson time.

Payment of accounts is in advance for one term. Accounts will be sent at the beginning of the term or semester and are due and payable within 14 days. Please note that if payments are not received by the due date, lessons will be suspended and unable to be made-up. All amounts payable on the invoice will remain and be due for payment by the person signing this form.

I UNDERSTAND THAT SHOULD I WISH TO CANCEL TUITION, WRITTEN NOTICE MUST BE GIVEN OTHERWISE A TERM'S INSTRUMENTAL/VOICE TUITION FEES WILL BE CHARGED.

In general, students who wish to discontinue lessons must maintain their commitment until the end of the term. If after consultation with the tutor they discontinue immediately, no refund will be given. In the event of a prolonged illness or incapacity of the student or music tutor, either party may terminate the agreement without further liability.

Missed lessons: If the student is to be absent for any pre-arranged reason (including appointments, school excursions and official school functions), the parents must confirm with the tutor direct before the day of the lesson. Where a student is ill on the day of the lesson, this must be advised to the tutor direct before 8am. The tutor is under no obligation to make up the lesson although an attempt will be made if sufficient notice has been given and other students and class teachers are not inconvenienced and time permitting. If a student forgets their lesson or instrument the responsibility is the student's and it will be regarded as a 'missed lesson' which will not be made up. Please note it is the responsibility of the student and parents to advise of any school functions that may interfere with the regular lesson and not the responsibility of the school or tutor. Lessons with no advice from the parent must be paid **and no make up lesson will be provided.**

If the music tutor is ill, the school will be informed by 8.30 am on the day of absence and will pass on the information to the student concerned. The tutor will arrange with the parents of the student to either make up the missed lesson or credit it to the next term's account.

This agreement shall continue from term to term and must be renewed at the beginning of each year (if applicable).

I agree to the conditions of hire of instruments as stated in the "Instrumental Music Program Booklet".

SIGNATURE (Parent/Guardian): \_\_\_\_\_