



Nagle Catholic College

Terms and Conditions for Instrumental Tuition

Please read the following document very carefully as it outlines the terms and conditions for instrumental lessons and instrument hire. There is also important information for students in the Student Responsibilities section.

1. Fees
2. Notice of lesson absence
3. Commencing lessons, withdrawing from lessons or changing teachers.
4. Lesson Times
5. Practice Times
6. Storage and care of Instruments and Music
7. Student responsibilities
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9. Insurance
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Fees

The fees for 2017 will be \$26 per 25 minute lesson for all instruments. The charge will be added to the school fees at the beginning of the school year. Each student will receive approximately 8 lessons per term, depending on which day of the week their lesson is and scheduled school activities. The total amount of lessons charged for the year will be included in your school fees. The instrumental tutor will ensure that your son/daughter receives all of the lessons you have been charged for. If you have any questions or concerns regarding this, please do not hesitate to contact me.

Notice of lesson absence

Tutors must be contacted by 8.15am in order to be advised of illness; failure to contact the tutor will result in a charge being made for the scheduled lesson. If you are unable to contact the tutor directly, either by mobile or email, then a message may be left at the School Office. When calling the School Office please state the Instrumental Teacher's name and the child's name so the message gets to the correct person. The School Office must be contacted on 9920 0500 by 8.15am.

For all other student absences (including tests, exams, excursions, athletic carnivals, medical appointments and the like) students must inform their tutor at least one week in advance. Failure to give notice to the teacher will result in a charge being made for that lesson.

The Music Department does not charge for lessons that fall in exam periods, Naplan Testing, public holidays, Boarder's Long weekends and other school events that are advertised on the school calendar at the beginning of the school year.

Parents will be notified in writing if their son or daughter is absent from a lesson where advance notice has not been received.

Commencing Lessons, Withdrawing from Lessons or Changing Teachers

For students new to Music who would like to commence tuition, parents must fill in the 'Application for Instrumental Tuition Form' and return it to the Music Program Co-ordinator. These forms are available from the class room music teacher. Students may not commence or withdraw from instrumental tuition without a written request from a parent or guardian. If a student does not wish to continue lessons at the end of the academic year the parent or guardian must also notify in writing.

In order to cease tuition the Music Program Co-ordinator must receive written notice from parents by week 8 of the term.

Term 1 week 8	To cease at the end of Term 1
Term 2 week 8	To cease at the end of Term 2
Term 3 week 8	To cease at the end of Term 3
Term 4 week 2	To cease at the end of the academic year

If a student withdraws from lessons without giving any notification, parents will be charged full payment for the term. Tutors will be notified accordingly by the Music Program Co-ordinator.

Lesson Times

Lessons are organised on a rotational basis and students will receive a timetable via the home room diary stating the start date, lesson times and the instrumental tutor. Timetables will also be emailed to the email address given to the school from the guardian.

Practice Times

The Music rooms are open from 8.00am every day for students to practice. Lunchtimes are also available from Monday to Thursday for group and individual practice. Students who wish to use the Jam room for rock band rehearsal need to book through the class room teacher. The music rooms are closed at recess and lunch on Friday. Exceptions are given to upper school students on Fridays.

Storage and Care of Instruments and Music

All instruments, whether hired or privately owned, may be stored neatly in the music store room (room 406A). All students are responsible for the security of their own instrument and school owned instruments. Cases should be clearly identified with the student's name, address and telephone number. Instruments belonging to Nagle (hired instruments) must also be tagged with the student information. All students are expected to clean their instruments regularly and must consult their teacher on the appropriate methods.

Student Responsibilities

1. To know the time and day of your lesson. Notifications are given through Seqta each morning, advising students of their lesson time.
2. To inform their subject teacher at the start of the period when you have an instrumental lesson.
3. To inform your instrumental teacher of any timetable clashes. As mentioned above, notice must be received by the tutor at least one week in advance of any absence. In the case of illness, the tutor or School Office must be notified by 8.15am on the day of the lesson.
4. To attend each lesson with appropriate equipment eg IT device, instrument, music books, drum sticks etc.
5. To return promptly to the school's timetabled period after your instrumental lesson has finished.

7. To care and maintain the cleanliness of your instrument (owned or hired).
8. Attach a name tag to your instrument which clearly states your name and contact phone number (owned or hired instruments).

School Instrument Hire Fee

Nagle offers instruments to students for a fee of \$150.00 per annum, per instrument, subject to availability. The payment of this charge helps to cover the cost of replacing and upgrading instruments, and also entitles the student to the use of the instrument during school holidays. Negligent or careless damage is not covered by this fee and repair costs will be charged to the hirer. The School Instrument Hire Fee will be placed on accounts at the beginning of the year.

The use of a school instrument is always dependent on the availability of the instruments within the school. If a school instrument is not available, then the school will organise hire through Musicorp, who include all insurance covers in their costs. Parents are encouraged to purchase an instrument when the student demonstrates and maintains good progress, and wishes to continue lessons. The Music Department is able to assist in obtaining instruments and will give advice where needed. Ownership of an instrument fosters pride in students and is often conducive to a more positive and productive practice routine. For further information on instrument hire, please contact the Music Program Co-ordinator on 99200500.

Insurance

Whilst the School's insurance policies are wide ranging, parents are reminded of the following:

- a) Loss or damage to Nagle instruments remains the family's financial responsibility. Instruments owned by Nagle Catholic College are not covered by school insurance once they leave the school grounds.
- b) In the event of a claim against the Nagle's insurance policies, parents may be liable for the excess. This is currently \$1,000 for 2016.

Parents are encouraged to make sure that privately owned instruments are fully covered for all music activities under individual insurance policies.

Parental Assistance

Learning an instrument is a rewarding experience, and is made all the more worthwhile when a practice routine is maintained. Practice each day is more beneficial than 'cramming' the night before a lesson and the Instrumental Teacher will be able to suggest appropriate lengths of practice time. As with other afterschool activities where an instructor or coach guides student progress and practice, parents will need to provide similar support to the child at home. Please do not expect that your child will practice their instrument without some involvement and encouragement from the parent. If parents have any questions about instrumental tuition they should contact the Instrumental Tutor or the Music Program Co-ordinator.

For further information about Music at Nagle Catholic College, please contact the Music Program Co-ordinator on 9920 0500.