THE McDONALD COLLEGE

PRIVATE MUSIC POLICY

Please read this policy carefully before filling in the enrolment form below. If applying for more than one course you will need to fill in more than one form.

FEES

- The Principal and Head of Music of The McDonald College review fees annually
- Instructors will invoice parents directly at the first lesson of each term and fees are payable in advance within the first two weeks
- If fees are not received within 14 days lessons will cease
- Fees are to be invoiced per term (in accordance with the Academic school year of the College)
- No discounts are applicable
- Fee rates are advertised at the commencement of the school year

LESSONS

- Lessons are 30, 45 or 60 minutes, as determined by the instructor, parent or student
- In the event of student illness, instructors are to be notified directly
- The instructor will endeavor to make this lesson up but is under no obligation to do so
- In the event of instructor illness, the College will endeavor to notify students via the Music Noticeboard. Notices will also be sent to the student/parents email by the instructor. A notice will also be placed on the door of the instructor's room
- Instructors must be notified one week in advance if a student will be unable to attend a lesson because of an excursion, exam etc. Lessons cancelled due to a school event will be made up at the convenience of the instructor
- Four weeks notice in writing, or fees in lieu, must be given if tuition is to be terminated. A signed parental letter, or email in the case of boarders or external students must be directed to the Head of Music. If less than four weeks remain until the end of term, notice will be given and the remainder of the term's fees will be paid
- Students learning through the Private Music Program are expected to support the College's musical activities and performances, including studio concerts, in which participation is compulsory
- Students are required to bring a notebook to each lesson so the teacher can record homework and communicate with parents
- Each student enrolled for private music lessons should be able to access the online timetable to find out the date/time of their lessons
- Upon receipt of the enrolment form the Private Music Instructor will give students their lesson day and time as soon as possible

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TIMETABLES

- Senior student (Years 11 & 12) lessons must be timetabled during free time or Performing Arts times after consultation with their teacher. Lessons will not be scheduled during academic class time
- Student lessons may be timetabled throughout the day but must rotate during the academic times to avoid missing the same class each week
- It is the student's responsibility to ensure they are informed of lesson times that may need to rotate. The Instructor is not required to make up or refund any lessons missed or forgotten
- If a student does not attend their lesson and is not absent from school, the Instructor will report their absence to the Head of Music
- It is the student's responsibility to catch up any schoolwork missed whilst at a music lesson

PRACTICE

It is expected that students studying Music as part of the Private Music Program will be seriously committed to a disciplined daily practice schedule so as to gain maximum benefit from these lessons

PROCEDURE FOR LESSONS DURING SCHOOL HOURS

- Private music lessons are scheduled during class time, rotating through different periods each week to minimise the impact on lessons
- Private music teachers will enter the date and time for the next lesson in online timetable, which all students and parents have access to
- If the music teacher has not filled in the table a student will not be permitted to leave class for a music lesson