

## Private Music Lessons policy

Please read this policy carefully. This agreement is made between the parent/carer, the student, and the instructor.

### Fees

- It is at the instructor's discretion to charge a rate for tuition according to the capped fees set out by the College. These fees are visible on the College website.
- Instructors will invoice parents directly two weeks before the end of a term for the following term, and fees are payable before the first lesson of the term is invoiced.
- If fees are not received before the first lesson of the term is billed for, lessons should cease.
- Fees are non-refundable.
- Fees are to be invoiced per term (per the Academic school year of the College).
- No discounts are applicable.
- The College is not liable for any unpaid fees to instructors, nor is it responsible for pursuing parents for outstanding fees.

### Lessons

- Lessons are 30, 45 or 60 minutes, as determined by the instructor, parent, guardian or student.
- In the event of student illness, instructors are to be notified directly by the parent or student.
- The instructor will endeavour to make up lessons missed due to illness, however, is under no obligation to do so.
- In the event of instructor illness, the instructor should notify students via telephone or text. The instructor should also inform the Head of Music.
- Instructors must be notified by the student, parent/carer one week in advance if a student will be unable to attend a lesson because of an excursion, exam etc. If notification is given, instructors will endeavour to make this lesson up but are under no obligation to do so.
- Students are expected to study their instrument for the duration of the term.

## Termination of lessons

- No fees will be refunded after the parent/carer or student instigates a termination of lessons.
- Four weeks' notice in writing, or fees in lieu, must be given if tuition is to be terminated. A signed parental letter or email must be directed to the Head of Music and the instructor.
- Students learning through the Private Music Program are expected to support the College's musical activities and performances, which include Studio Recitals.
- Students must bring a notebook to each lesson so the teacher can record homework and communicate with parents.
- Each College student enrolled for private music lessons will have the date/time of the lesson noted in the College database, which will appear in the Student Café and e-diary.

## 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 and must rotate during the performing arts times to avoid missing the same class each week.
- Primary lessons must be timetabled after recess only. Private lessons before recess for Kindergarten to Year 6 students are not permitted.
- Junior Secondary (Years 7 – 10) student lessons may be timetabled throughout the day but must rotate during the academic or performing arts times to avoid missing the same class each week.
- 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 on any schoolwork missed whilst at a private music lesson.

## Practice

Students studying Music as part of the Private Music Program are expected to be seriously committed to a disciplined daily practice schedule to gain maximum benefit from these lessons.

## Procedure for lessons during school hours

- Private music teachers will enter the date and time for the next lesson in the table provided in the student's diary.
- For students to be excused from class to attend a private music lesson, the lesson must be noted in the College database.
- If the music teacher has not noted the lesson in the College database, a student will NOT be permitted to leave class for a music lesson, and the instructor MUST refund the cost of this lesson to the parent.
- By commencing lessons, parents/carers and students are deemed to agree to and understand all clauses stated in this policy.