



# Nazareth

CATHOLIC COLLEGE

Primary & Secondary Campus

## Music Department Instrumental Program Policy 2024

Please read the following information carefully.

To begin instrumental lessons, parents are to complete, sign and return the “Music Tuition Agreement Form” document to the relevant campus Music office or preferably, complete the online form here:

[Findon Music Tuition Agreement Form](#)

[Flinders Park Music Tuition Agreement Form](#)

### INTRODUCTION

Instrumental Music Tuition at Nazareth Catholic College is provided by a number of qualified and experienced teachers. Through this program the College acknowledges the importance of instrumental tuition and the role it plays in the development of the musical expertise of students.

Nazareth Catholic College staff work in collaboration with peripatetic tutors to provide our students with access to lessons within school hours, using school facilities. To ensure that all parties concerned are aware of expectations and procedures, and to enable the smooth running of the program, please read the following conditions of participation in the Instrumental Program and indicate your acceptance of these conditions by returning the “Instrumental Tuition Agreement” document to music staff as soon as possible (provided on the final page of this document).

A student cannot commence lessons until the parent has signed the Music Tuition Agreement Form (or agreed to the conditions by ticking the box on the online form).

### INSTRUMENT CHOICE

In 2024, Nazareth Catholic College will offer music tuition with a specialist instrumental tutor on the following instruments. Hire is also available on these instruments if needed, please see the Music Staff for more info.

Trombone	Trumpet	Clarinet	Saxophone	Flute
Oboe	French horn	Violin	Tuba	Euphonium
Bass Guitar (and Double Bass)	Guitar (Electric or Acoustic)	Piano	Voice	Percussion/Drums

## **TIMETABLING**

At the Secondary Campus, students undertake lessons through a rotational timetable structure. This ensures the students do not miss out on the same class each week. Where possible, a set time may be negotiated, however first preference will be given to senior students. All Primary Campus students in years Reception-Year 4 have set times as discussed by negotiation with the class teacher and student/parents, and students in Years 5-7 have a rotating timetable structure.

Lessons will be scheduled at 30-minute intervals throughout the school day. Please note that specific lesson time requests will be considered (such as avoiding clashes with certain subjects), although the Instrumental Program Co-ordinator cannot guarantee that specific requests will be granted. Most students will be required to occasionally have lessons over recess and lunch breaks (some students request this).

Students, particularly at the Secondary campus where lessons rotate, are responsible to check their lesson time for each week and be on time for their lesson. This can be done via the Instrumental Noticeboard in the Primary/Secondary Music Department or via the college website at <http://www.nazareth.org.au/college/music-program/tuition-timetables-and-forms>

At the primary campus if students require a lesson time change, this must be arranged more than 12 hours prior to the lesson time in conversation with the instrumental tutor and the parent.

At the secondary campus, if students need to swap a lesson time due to a special circumstance they are to do so with another student and they are to organise this with the student involved, alter the timetable and notify both Mrs Mel Wissell (Music Administrator) and the Instrumental teacher that this has occurred and why. A note attached to the instrumental noticeboard, addressed to the teacher is sufficient if they are unable to talk to the teacher directly. Alternatively, the Music Administrator at Secondary (Mrs Mel Wissell) can make changes if sufficient notice is given (24 hours prior to the lesson time).

## **STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**

The Nazareth Instrumental Program is inclusive of all students. Instrumental learning can be highly beneficial to students with disabilities or special needs, as the targeted one-on-one teaching caters to the specific abilities and needs of the student. Many studies have also shown the benefits that instrumental learning has on the social, cognitive and physical development of the learner. On the Instrumental Agreement Form, parents have a space to communicate any disabilities or special needs that a student may have and suggest any physical aids, provisions or techniques that may be helpful to best support the student and encourage their engagement with the instrument and music program.

## **FEES AND PAYMENT OF ACCOUNTS**

Instrumental lessons incur a cost that is outside of the regular school fees. This cost of lessons goes directly to the instrumental teacher, and Instrumental teachers issue an account at the beginning of each term. This is payable in advance, generally within 14 days. If special circumstances prevent any family meeting this deadline, then parents are requested to negotiate directly with the Instrumental teacher concerned. Students will not be able to continue lessons if the fees are outstanding. No more than two consecutive lessons will be provided without the payment of fees. Please attend to the fee payment or negotiation promptly. For 2024, instrumental teachers are recommended to set fees between \$35-37 per half hour lessons for individuals. The option of shared lessons is also available for select instruments (recommended to be set at \$24 for half an hour), but this is generally not permitted at the Secondary campus. Please see the Director of Music (Jess Joyce) at Primary or the Instrumental Coordinator (Wesley Brice) at Secondary for further information on paired tuition. Unless arranged directly with the Instrumental teacher, all students will take private lessons once each week and will undertake a minimum 16 lessons for the semester (7-10 lessons per term).

Under no circumstances are parents or students permitted to alter any details on the accounts given. Any queries related to an account are to be addressed directly to the Instrumental teacher concerned. Parents are welcome to contact the teacher directly by telephone or email. When making your payments, the amount must either be

posted directly to the teacher, given personally to the teacher by the student or parents in the case of the Primary Campus, or paid by direct deposit (electronic transfer) as negotiated with the Instrumental Tutor.

Students and/or parents are, without exception, **not** to leave the payment with a Nazareth Catholic College staff member (including the Nazareth Music staff). The College will not be held responsible for any money related to the Instrumental Program.

## **INSTRUMENTAL TEACHER ABSENCE**

If an instrumental teacher is absent, the instrumental teacher will notify students and/or parents directly as well as the Music staff, who will place a notice on the instrumental noticeboard. The teacher will either make up the lesson or subtract the fees from the next term's account (this is at the instrumental teacher's discretion).

## **STUDENT ABSENCE**

If a student is to be absent for any reason (including school events such as excursions and camps) it is up to the parent/caregiver/student to contact the Instrumental Teacher, no later than 8.00am on that lesson day via a phone call or SMS. There is no obligation to make up or refund lesson fees if insufficient notification has been given.

As stated, fees are payable in advance. If students miss a lesson the lesson will be forfeited unless prior notice has been given to the instrumental tutor (no later 8.00am on the day of the lesson). If sufficient notice of expected absence is provided, then a lesson will either be rescheduled or reimbursed at the discretion of the Instrumental teacher. (The student will be expected to accommodate any reasonable offer made by the teacher. This could include two 45-minute lessons over 2 weeks or 2 lessons on the same day.)

It is essential that each student is organised in advance under the direction of parents and that families check their diary and the school calendar for upcoming events to look out for potential clashes with the instrumental lessons (i.e. excursions, tests, etc). The Music Department cannot guarantee that the lessons will not clash with school events that involve a selected group of students. However, lessons will not be scheduled for whole school events such as Athletics Day and the College Swimming Carnival.

## **REPORTS**

Instrumental Reports will be issued with the general school reports each Semester. It is strongly recommended that students studying an instrument sit AMEB exams or the like. It is highly desirable and strongly encouraged that every student learning an instrument or undertaking vocal tuition, join an ensemble or choir.

## **WITHDRAWAL FROM PROGRAM**

It is assumed that all students who enrol for instrumental tuition will undertake a full year's tuition. If it is necessary for a student to be withdrawn from lessons this is to be organised through written notification from the parents to the Co-ordinator of the Instrumental Program, Mr Wesley Brice at Secondary or Mrs Jess Joyce at Primary, and the Instrumental teacher concerned by the 8<sup>th</sup> Friday of the term (Friday Week 8 of the respective term). The student must complete the term's tuition that notice has been provided in. Please note that if notice is not given by the required time, then the following term's fees will be charged and are payable in full.

It is assumed that students will continue with instrumental tuition for each year of their schooling while at Nazareth. Please give notice to the Director of Music (Jess Joyce) at Primary or the Instrumental Coordinator (Wesley Brice) at Secondary by the end of Term 4 if a student will not be continuing the following year. Please note that new contracts will be issued at the start of every year to be signed by all parties to continue with the program.

## **MUSIC TUITION AGREEMENT FORM**

The Music tuition agreement form (provided in this package) or available online for Flinders Park [HERE](#) and Findon [HERE](#) (or on the Nazareth website at: <http://www.nazareth.org.au/college/music-program/tuition-timetables-and->

[forms](#)) is to be read carefully (especially the conditions outlined in the document) and signed and returned to the instrumental program coordinator (Wesley Brice at Flinders Park and Jessica Joyce at Findon). If doing the online version, the relevant coordinator will be automatically notified.

**NB. PLEASE USE EMAIL TO CONTACT MUSIC STAFF IF YOU HAVE ANY QUESTIONS:**

[melissa.wissell@nazareth.catholic.edu.au](mailto:melissa.wissell@nazareth.catholic.edu.au) (Music Administrator)

[jessica.joyce@nazareth.catholic.edu.au](mailto:jessica.joyce@nazareth.catholic.edu.au) (Director of Music – Findon, Flinders Park and Kidman Park Campuses)

[wesley.brice@nazareth.catholic.edu.au](mailto:wesley.brice@nazareth.catholic.edu.au) (Instrumental Music Coordinator, Flinders Park and Kidman Park)

## EXPECTATIONS AND RESPONSIBILITIES

### - A BRIEF CHECKLIST

#### Instrumental Program Co-ordinator

- Liaise between Instrumental Teachers, parents and students
- Timetable lessons and accommodate for special lesson time requests where possible

#### Instrumental Teacher

- Provide professional tuition on instrument of choice
- Provide family with contact telephone numbers or email
- Advise students of appropriate texts, sheet music and equipment
- Notify music staff and students/parents of change of day or absence
- Invoice directly to parents, including all payment options, account itemisation, due date for payment
- Contact parents should there be any concerns
- Notify parents of a student's non-attendance at a lesson
- Report any concerns about a student to the Instrumental Program Co-ordinator
- Notify the College by phone or email by 8am if unable to teach that day
- Complete a report on each Students' progress (one per semester)

#### Students

- Check timetable via the instrumental noticeboard or Nazareth website and attend lessons punctually
- Label instrument case with name on outside and inside
- Inform Instrumental teacher of intended absence in advance
- Practise following the schedule advised by the Instrumental Teacher, usually at least 5 days each week for a minimum of 30 minutes
- ***Catch up on any work missed while absent from another class***
- ***Ensure that homework set, while absent from class, is taken note of and completed***

#### Parents

- Provide an instrument and essential teaching books
- Ensure that the instrument case is clearly labelled with students name
- Support students in their practice
- Support students in catching up on class-work missed
- Notify instrumental staff one week in advance of student's absence or by 8:00am on the day of absence
- Communicate directly with the instrumental teacher about concerns
- Negotiate with instrumental teacher for paired lessons if required (primary campus only).
- ***Pay instrumental teachers directly and by the deadline***
- ***Notify instrumental teacher and music staff by the 8<sup>th</sup> Friday of the term if intending to withdraw from lessons at the end of a given term.***



# MUSIC TUITION AGREEMENT FORM

## Parent / Student

This AGREEMENT is made for lessons to commence/continue in 2024.

Please note that there is an preferred online version of this form: [Findon Music Tuition Agreement Form](#)  
or [Flinders Park Music Tuition Agreement Form](#)

**Full Name of Parent :** .....  
(Please Print)

**Address :** .....  
..... **Post Code**.....

**Telephone :** ..... (mobile) ..... (home) .....

**Email:** .....

**Student Name :** ..... **Year Level/MG :** .....

**Instrument to be Learnt:** ..... **Any Previous Experience on Instrument?**.....

**Single/Paired lesson** (Please Circle)      **If Paired, Name of Other Student to Pair With** .....

N.B. Single lessons are Preferred. Paired lessons are only available at the Primary School and are not available on the piano or percussion

**Does the student have any disabilities or special needs that the tutor should be made aware of to best support the learning process? If so, are there any physical aids or techniques that may be helpful to best support the student?**  
.....

**IT IS AGREED** as follows:

- The Music Tutor shall provide to the Parent private instrumental lessons in respect of the Student named, at days and times as mutually arranged between the Music Staff and the Music Tutor with the approval of Nazareth Catholic College.
- The initial engagement will be for a period of one year (four terms) and it is expected that students will be committed to attending all of these lessons. Lessons will be of 30 minutes duration, and consist of between 7-10 a term (minimum of 16 a semester).
- This agreement shall continue each term and may be terminated by either party if the appropriate notice is given. Written notification must be given to Music Staff and the Music Tutor by the 8<sup>th</sup> Friday of the term. The student must complete the term's tuition that notice of withdrawal is given.
- The parent agrees that if their child misses a lesson for any reason the lesson will be forfeited unless prior notice has been given to the instrumental tutor (no later 8.00am on the day of the lesson). At the primary campus if students require a lesson time change, this must be arranged more than 12 hours prior to the lesson time in conversation with the instrumental tutor and the parent.
- The Parent agrees to the Tutor being able to obtain from the Music Department, via College records, the current contact address and telephone number of the parent for billing and communication purposes.
- Both the Music Tutor and the Parent acknowledge that Nazareth Catholic College is not a party to this contract. Both parties acknowledge that in respect of the Private Music Tuition Programme the role of Nazareth Catholic College is restricted to:
  - Provision of a tuition room under agreement with the Music Tutor.
  - Programming and communication of regular lesson times in conjunction with tutors.
  - Facilitation of communication between the Parent and the Music Tutor.

**SIGNED by the Parent:** ..... **Date** .....

Please sign and return to the Music staff and retain a copy for your records.