

January 2021

Dear Parents

The policies and structures of the John Paul College Music Department are set out below. I ask that you read the information carefully if you wish your child to participate in the Private Instrumental Music Program. Lessons are available on an individual basis or in a group of two students.

Payment for instrumental music lessons is made directly to the instrumental teacher, with EFT to a nominated account the preferred method. See Point 6 regarding applying for Instrumental Music Lessons.

**1. Music Tuition Fees**

Individual Music lessons are 30min in duration and cost \$37 per session. Group lessons (maximum of two to a group) are also 30min in duration and cost \$23 per session.

Lessons will be billed in blocks of 8 lessons and payment must be made to the instrumental teacher before lessons commence or by arrangement with the teacher.

8 Individual Lessons	\$296.00	8 Group Lessons	\$184.00
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**2. Instrumental students are placed on a rotating timetable**

Students on a rotating timetable miss a different period each week (eg Week 1: Period 1, Monday; Week 2: Period 2, Monday etc). Students should not miss the same period regularly. Any student who learns two instruments will have lessons on one of the instruments outside class time (for example, at lunch time.)

**3. Missed academic lessons must be made up by the student**

It is the responsibility of the student to make up the work missed during an academic lesson.

**4. Notification to music teachers of absence from music lessons**

It is the responsibility of each music student to make his/her music teacher aware at least 24 hours in advance of upcoming events that will prevent him/her from attending the lesson. Lessons missed due to camps, illness and official school excursions will be made up if a teacher is given adequate notice (i.e. 24 hours). Lessons cannot be made up if a student informs the teacher on the day. Lessons will not be made up if a student does not turn up for their lesson without notifying the teacher in advance.

Students and parents will be given the ability to directly email or ring their music teacher and let them know if they are unwell or have an excursion.

In the event of sudden illness on the day of a scheduled lesson, a replacement lesson will be scheduled if the following condition is met:

- *A phone call is made to the teacher before 8:30am to notify that the student will not be attending school*

If the teacher is absent a replacement lesson will be scheduled.

#### 5. Cancellation of Instrumental Lessons

If your child wishes to cease music tuition, four weeks notice is required in writing to the Instrumental Teacher. Any remaining lesson payments will be refunded.

#### 6. Process to apply for Music lessons.

1. Complete the form attached to this letter or download it from the College Website.
2. Return the form to Student Services or the Arts Office in the Ngargee Centre.
3. Forms will be distributed to the Instrumental Music Teacher who will then make contact with the guardians/parents of the student to arrange payment of lessons.

Payment of fees implies an acceptance of these conditions. Please keep a copy of this form for your reference.

Kind regards

Kevin Nguyen  
Arts Coordinator

