

6th February 2019

Dear Parent/Guardian,

In the first weeks of each new year, our Instrumental Tuition program begins to take shape. This program provides fantastic musical opportunities for our students and for some, is just the beginning of a life-long love of music.

I hope you find the answers to any questions or queries you have regarding your child's enrolment in this program in this document. I have attempted to keep this quite simple, so if you find that you still have unanswered questions, please feel free to contact me at the school on 43 929 399, or for a faster reply, via email at [shane.lebreton@dbb.catholic.edu.au](mailto:shane.lebreton@dbb.catholic.edu.au).

Due to the differences in timetabling and educational needs of both the Primary and Secondary schools, we approach the tuition timetabling quite differently for each. Therefore, the information provided for Primary is somewhat different to the Secondary information, so please ensure you have the correct information sheet attached to this letter.

If you intend to enrol your son/daughter in any kind of instrumental tuition, the first thing you need to do is **sign and return the student contract**. Once we have received this, we can add your son/daughter to the timetable, or onto the waiting list if there are no available times. It should be noted that this is a first in – first served process. Of course, if a student wants to re-enrol from 2018, they will have the option to continue their tuition, but once again, the contract needs to be signed and returned immediately.

Please read through the information on the following pages and as I mentioned earlier, do not hesitate to contact me with any questions. As I am sure you understand, there is a lot of organisation involved in getting these lessons to run smoothly. I ask for your patience in the initial weeks of setting up the timetable, but the work is well and truly worth it! I look forward to the coming year and I am very pleased to be able to offer your son/daughter this opportunity.

Yours sincerely,

Shane LeBreton  
Music Tuition Coordinator

# SECONDARY INSTRUMENTAL LESSONS

## Frequently Asked Questions:

Learning an instrument is a life-long gift. Not only is it beneficial for so many developmental reasons such as improving your literacy and numeracy skills, confidence and self esteem, but it is also great fun.

The College currently has tutors who teach piano, singing, drums, guitar, strings, woodwind and brass instruments. These tutors have all agreed to teach both Primary and Secondary students.

As you can appreciate, there is a great deal of organisation needed for lessons to begin at the school. The following pages will hopefully answer all your questions.



### **Who can learn?**

Any student in the Secondary school can be a part of this program.

### **Which instruments are available?**

Virtually any! Please enquire if you have questions, as some of our tutors teach multiple instruments.

e.g. Piano, violin, viola, cello, flute, clarinet, saxophone, trombone, trumpet, vocals, drums, guitar, bass guitar etc...

### **When and Where?**

The lessons will be held at school, within school hours on various days.

### **What time?**

Secondary students are scheduled on a rotating timetable to ensure the students do not miss the same class every week. This requires students to be aware of their scheduled time, which is made available on the Music room noticeboard and in the daily student notices.

### **Private or group lessons?**

Most tutors offer both individual and group lessons. This will depend heavily on student interest and availability. Group lessons are not available for piano.

## **Cost:**

Private lessons: approximately \$35.00 for half an hour

Shared lessons: approximately \$20 per student for half an hour

***This will be invoiced directly from the tutor and will be paid directly to the tutor. No money for lessons will be paid to the school.***

The payment for lessons is as follows:

**First term:** - To be paid by Friday Week 5 (1/3/19)

**All subsequent terms** need to be paid no later than Friday of Week 2 each term, otherwise the student WILL NOT CONTINUE LESSONS. Tutors will provide invoices to students in the last week of each term for the following term.

***PLEASE NOTE:*** *If a student is more than two weeks behind in payments, they will be removed from the tuition program and replaced with another student. This is how our tutors make a living and it is vital that they know they will be paid.*

## **Payment for lessons**

Payment will be made **directly to the tutors.** The school will hold no responsibility for payment and has nothing to do with the billing or collection of tuition fees. The school will not discuss details of payment as all questions are to go directly to the tutors.

## **Do I have to purchase an instrument?**

No. However, through tried and tested experience the students who own their own instrument are more committed, take better care of them and continue lessons far longer than students who hire instruments. One of many companies that offer instrument hire is:

<http://www.musiccorp.com.au/>

## **Can I stop lessons at any time?**

No. If you do not wish to continue lessons you are to give a minimum of 3 weeks notice in writing, but you will not be allowed to stop during the term. If you do not attend your lessons, payment for the entire term is still required.

## **What happens if I am unable to attend a scheduled music lesson?**

You are to call **the tutor directly before 8:30am** or you will still be charged for the **lesson** and no make up lesson will be made. If sufficient time has been given, the tutor may be able to provide an alternative lesson time to make up for the missed lesson, however, this may not always be possible.

## **PLEASE NOTE**

**It is highly recommended that students involved in the Music Tuition program are also involved in an ensemble offered at the College.** Whether it be Choir, Guitar Ensemble, Band, a String or Percussion group, playing with other musicians is a vital part of musical development.

**Students are also expected to participate in AT LEAST ONE of the three tuition concerts planned for the year.** The dates for these concerts are currently being arranged and they are held in the McCormack Theatre, here at MacKillop.

### **How do I begin?**

Enrolment in the instrumental tuition program is a case of first in, best dressed. If you are interested in lessons, **both the contract and the attached information form (signed by both student AND parent) must be returned to the school office as soon as possible.** Once these forms are returned, you are ready to be scheduled for lessons.

If you still have unanswered questions, please contact Shane LeBreton at the school on 43 929 399 or [shane.lebreton@dbb.catholic.edu.au](mailto:shane.lebreton@dbb.catholic.edu.au).

**PLEASE NOTE: It is very important that this information is discussed with your parents. NO STUDENT WILL UNDERTAKE INSTRUMENTAL LESSONS WITHOUT THEIR PARENT'S CONSENT. All forms must be signed by your parents.**

# SECONDARY MUSIC TUITION CONTRACT 2019

To be returned by: **Wednesday, Week 3, Term 1 (13<sup>th</sup> Feb 2019)**

**Student's Name:** \_\_\_\_\_ **Class (eg 8Gesu):** \_\_\_\_\_

**Lesson request:** (please tick)

**Woodwind/Brass - please specify instrument...** \_\_\_\_\_

- Private (individual)
- I have organised a group (up to 3) **OTHER STUDENTS MUST BE NAMED BELOW & THEIR CONTRACTS RETURNED**
- I would like to be put into a group (NOTE: This depends on group availability & often results in the child moving to the waiting list)

**Guitar**

- Private (individual)
- I have organised a group (up to 3) **OTHER STUDENTS MUST BE NAMED BELOW & THEIR CONTRACTS RETURNED**
- I would like to be put into a group (NOTE: This depends on group availability & often results in the child moving to the waiting list)

**Piano**

- Private (individual)

**Drums**

- Private (individual)
- I have organised a group (up to 3) **OTHER STUDENTS MUST BE NAMED BELOW & THEIR CONTRACTS RETURNED**
- I would like to be put into a group (NOTE: This depends on group availability & often results in the child moving to the waiting list)

**Vocal**

- Private (individual)
- I have organised a group (up to 3) **OTHER STUDENTS MUST BE NAMED BELOW & THEIR CONTRACTS RETURNED**
- I would like to be put into a group (NOTE: This depends on group availability & often results in the child moving to the waiting list)

**String**

- Private (individual)
- I have organised a group (up to 3) **OTHER STUDENTS MUST BE NAMED BELOW & THEIR CONTRACTS RETURNED**
- I would like to be put into a group (NOTE: This depends on group availability & often results in the child moving to the waiting list)

**Names of other student/s (if requesting shared lesson):**

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**PLEASE NOTE:** Specifying the students you wish to have in your group and making sure they all return contracts quickly will get you into lessons a lot faster. **It is very easy to put a group into the timetable who is organised and ready to start.**

**Any questions or comments?**

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Parent/Guardian's Name (please print): \_\_\_\_\_

Daytime Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

I, \_\_\_\_\_ of pastoral class \_\_\_\_\_,  
agree to abide by the following conditions:

- I understand that **my lessons must be paid for in advance**, by the dates specified by the tutor. If this does not occur, I may be removed from the program.
- **If absent from school on the day of my lesson I will ask a parent/guardian to contact the tutor before 8:30am on that day.** I understand that if this does not occur, I will be charged the full fee for this lesson.
- I will check the music lesson timetable each week and again on the morning of my lesson, to ensure that I know the exact time of my lesson each week.
- If my scheduled lesson clashes with a school excursion, sporting event, test, assessment task or other events, I will inform Mr LeBreton and my tutor and try to arrange an alternative lesson time. I realise that if I do not arrange an alternative time and I do not attend, that I will be charged the full fee for that lesson.
- I will politely inform my classroom teacher that I will be having a lesson during his/her class, at the very beginning of the lesson. Five minutes prior to my lesson I will ask permission to leave the class.
- I will arrive back to class no more than five minutes after my lesson has ended and I will quietly hand the note explaining my absence to my teacher. I will not disrupt the class in any way.
- I will catch up on all work missed during my weekly lesson, including assignments and homework.
- I understand that if any of my classroom teachers, parents/guardian, or my tutor feels that I am abusing the system or that my school work is suffering, I will be immediately withdrawn from the program.

I understand that being a part of the instrumental program is a privilege and this privilege can be taken away from me at any time.

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **THE FOLLOWING SECTION SHOULD BE COMPLETED BY YOUR PARENT/GUARDIAN**

I have read and discussed the above contract with my son/daughter, and I give permission for him/her to take part in the College Instrumental Program.

I understand that lessons are scheduled on a roster system during the school day and that classes are missed to facilitate this program. I will telephone the school and discuss if I wish for a permanent arrangement to be made for my son/daughter to have lesson outside class times.

I understand that lessons will be at a cost and the payment requirements are as follows:

**First term:** - To be paid by Friday Week 5 (1/3/19)

**All subsequent terms** need to be paid no later than Friday of Week 2 each term, otherwise the student will not continue lessons.

PLEASE NOTE: If a student is behind in payments, they will be removed from the tuition program and replaced with another student.

I understand that the school may provide the tutor with contact details for correspondence and invoicing.

**Parent/Guardian's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_