



# INSTRUMENTAL PROGRAM 2018 NEW STUDENTS



The Music Department is currently preparing for the 2018 Instrumental Program. Please indicate if you would like your child to commence instrumental lessons in 2018 by completing the information below and returning it to the Music Department on or before **Friday 24 November 2017**.

As a guideline, instrumental lessons are most effective when begun at the following ages:

Year 1 and above	Voice, Piano, Violin, Fife
Year 2 and above	Guitar, Cello, Viola
Year 3 and above	Percussion including drums, Trumpet, Trombone, French Horn, Flute
Year 4 and above	Clarinet, Saxophone, Oboe, Bass Guitar, Bassoon

**Students in Kindergarten may commence lessons in Voice, Piano and Violin only from Semester 2 onwards, and only after there has been consultation with their class teacher.** The Music Department has full discretion on whether it is suitable for the child to commence instrumental lessons, and will take into account individual ability, musical background and readiness to learn when making a decision.

Please note that in some cases, the availability of tutors will affect the number of students accepted for a particular instrument. Acceptance of students into the program is prioritised in order of students currently enrolled in the Instrumental Program and by year level at school. Remaining students will be placed on a waiting list and contacted with an offer should a position arise.

Please also note that tutors will be employed based on numbers received as at **Friday 24 November 2017**. Therefore, one term's written notice will be required to cancel the requested lessons after this date. Your child's tutor will contact you with specific lesson details in the first week of February. The lessons, in most cases, will begin in Term 1, Week 2.

If you would like to discuss anything pertaining to your child's music lessons and their involvement in the Instrumental Program, please contact the Music Department via email: [music@burgmann.act.edu.au](mailto:music@burgmann.act.edu.au) or phone 6255 7700.

Please complete the form attached and return it to the Music Administrator, Performing Arts Building, Valley Campus or scan and email to [music@burgmann.act.edu.au](mailto:music@burgmann.act.edu.au) by **Friday 24 November 2017**. Lessons cannot commence until this form is returned.

## STUDENT INFORMATION

First Name:	Surname:
Year Group 2018:	Campus 2018:

Please give a brief description of any musical background or pertinent information pertaining to your child:

## INSTRUMENT CHOICE

*If you tick multiple boxes, you will be committing to multiple instrumental lessons.*

- |  |                                  |                                    |   |                                 |
|--|----------------------------------|------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Classical Guitar    | <input type="checkbox"/> Flute   | <input type="checkbox"/> Clarinet  | <input type="checkbox"/> Trombone               | <input type="checkbox"/> Cello  |
| <input type="checkbox"/> Contemporary Guitar | <input type="checkbox"/> Fife    | <input type="checkbox"/> Saxophone | <input type="checkbox"/> Trumpet                | <input type="checkbox"/> Viola  |
| <input type="checkbox"/> Bass Guitar         | <input type="checkbox"/> Piccolo | <input type="checkbox"/> Oboe      | <input type="checkbox"/> French Horn            | <input type="checkbox"/> Violin |
| <input type="checkbox"/> Piano               | <input type="checkbox"/> Voice   | <input type="checkbox"/> Bassoon   | <input type="checkbox"/> Percussion (inc drums) |                                 |

## CO-CURRICULAR COMMITMENT

Each student in the Instrumental Program is expected to participate in at least one co-curricular music activity (from Year 3). Please indicate below the ensemble/s in which your child plans to participate. More information can be found on the Co-curricular page of the school portal.

- |                          |                          |                           |                          |                             |                          |
|--------------------------|--------------------------|---------------------------|--------------------------|-----------------------------|--------------------------|
| Junior Choir (Years 3-5) | <input type="checkbox"/> | Senior Choir (Years 6-12) | <input type="checkbox"/> | Chamber Choir (by audition) | <input type="checkbox"/> |
| Chamber Orchestra*       | <input type="checkbox"/> | Flute Ensemble*           | <input type="checkbox"/> |                             |                          |
| Stage Band*              | <input type="checkbox"/> | Rock Band* (by audition)  | <input type="checkbox"/> |                             |                          |

\* It is recommended that students have instrumental lessons for at least one year, or an invitation from their tutor prior to joining these ensembles.

## INSTRUMENTAL LESSON AGREEMENT

- I request an out-of-class time for my child's lessons (**understanding there are limited set lesson times available and they are not guaranteed**) Yes ☐ No ☐
- I have read and understood the Terms and Conditions attached. Yes ☐
- I understand that I am committing to enroll my child in music lessons for the 2018 school year and that I am required to give on term's written notice to the Music Department prior to ceasing lessons. Yes ☐

## SIGNATURE

Parent Name:	Parent Signature:
Relationship to student:	Date:

## OFFICE USE ONLY


## INSTRUMENTAL PROGRAM 2018

### TERMS AND CONDITIONS

Cost & Payment	<ul style="list-style-type: none"> <li>Individual lessons are charged at \$41.00 per 30-minute lesson and will be charged through the Burgmann Anglican School (<b>the School</b>) fee account. Failure to pay the School fee account, including but not limited to any costs incurred as a result of the child's involvement in the Instrumental Program, in full may result in the cancellation of the child's involvement in the Instrumental Program.</li> <li>Questions regarding lesson charges should be directed to the tutor in the first instance, then the Music Administrator.</li> <li>The School reserves its right to amend the individual lesson fee from time to time, to ensure that quality tutors are available and retained. The School will endeavour to provide parents with no less than one term's notice in writing if the lesson fee is to change.</li> </ul>
Lesson Length/ Frequency	<ul style="list-style-type: none"> <li>Lessons are one 30-minute private lesson per week, conducted at the School during school hours. The day of the lesson is set and the time of day will rotate so that students avoid missing the same class each week. Lesson schedules are published at the beginning of each term and will be determined by the School in consultation with the available tutors.</li> <li>Arrangements can be made on an individual basis for students who require lessons outside of class time, however, there is <b>limited</b> opportunity for such lessons, and <b>priority is given to older students and students learning more than one instrument</b>.</li> <li>Students studying at higher music grade levels (from approximately Grade 4 onwards) may require longer lessons, and costs will be calculated on a pro rata basis. All costs will be charged through the School fee account.</li> <li>Students preparing for assessment or special events may also require longer lessons in the period leading up to the examination date. Additional lessons are to be discussed with and negotiated with the tutor in the first instance in consultation with the Music Department. All costs will be charged through the School fee account.</li> </ul>
Instruments	<ul style="list-style-type: none"> <li>Each student must have, and maintain, their own instrument to practice with at home and bring to lessons. The School and the Music Department can recommend hire, purchase, and maintenance facilities and providers at your request. Pianos, amps and drum kits are provided at the School for lessons but students <b>must</b> have their own instrument at home for practice purposes.</li> <li>Parents acknowledge that failure to provide an instrument at home for practice may limit progress and may result in the cancellation of the child's involvement in the Instrumental Program.</li> </ul>
Materials	<ul style="list-style-type: none"> <li>Provision of music books, external examination fees, reeds, strings, accompanist fees and any other fees associated with the child's involvement in the Instrumental Program are the responsibility of the parents and will be requested by the tutor when needed. All reasonable requests made by the tutor will be charged to the School fee account.</li> </ul>
No Equipment	<ul style="list-style-type: none"> <li>Students who attend their lesson but do not bring vital equipment, such as their instrument or music books and music diary, will be provided with a theory lesson. The lesson will still be charged at the standard rate of \$41.00 per 30-minute lesson.</li> </ul>
Diaries	<ul style="list-style-type: none"> <li>Music diaries are required and will be issued to the students as needed. The amount of \$6.50 will be added to School fee account.</li> <li>Music diaries must be brought to every lesson. They are used to record homework and practice, and are a means of communication between tutor, student and parent. Diaries are to be signed by the parent each week and practice times recorded.</li> </ul>
External Events	<ul style="list-style-type: none"> <li>Preparation for external music examinations through organisations such as the Australian Music Examinations Board (AMEB), Australia New Zealand Cultural Arts Ltd (ANZCA), Trinity College London etc, and external performance opportunities such as eisteddfods, festivals and auditions must be negotiated with the tutor.</li> <li>Readiness to begin preparation for external events is at the tutor's discretion. The parents acknowledge that participation in external events is likely to result in an increase in required practice commitments, and longer or extra lessons leading into the exam period may result from this enrolment.</li> <li>It is at the tutor's discretion to withdraw a student from an event or examination if the tutor determines that the student is not ready or prepared for any reason. Any withdrawal costs associated with this will be the parents' responsibility and will be added to the School fee account.</li> <li>The cost of exam entry fees and accompaniment is the responsibility of the parents and all costs associated will be added to the School fee account. The Music Department will be able to assist with enrolments, rehearsals and organising an appropriate accompanist.</li> <li>Students wishing to audition for external performance opportunities are to provide tutors with a minimum of 6 weeks' notice of their intention to audition to ensure that proper arrangements can be made.</li> </ul>
Expectation of Practice	<ul style="list-style-type: none"> <li>Students are expected to practice regularly in order to progress. The amount of practice time required for each student will be recommended by their tutor and will vary between students and instruments.</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>Students will be assessed and reports will be sent home at the end of each semester to indicate progress.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li><b>Students in Kindergarten to Year 5 will be collected from class</b> for each lesson by their tutor. <b>Students in Years 6 and above are responsible for attending their lessons</b> at the scheduled time.</li> <li>Lesson schedules are provided to the students and are displayed in the Performing Arts Building at the Valley campus, and outside the music area at the Forde campus. Students are expected to check their schedule in advance and arrive at lessons on time.</li> </ul>
Health	<ul style="list-style-type: none"> <li>If a student is too sick to attend school, they are unable to attend their lesson. Please ensure you have notified your tutor directly <b>as early as possible</b>. It is the responsibility of the parents to notify the tutor directly if the student is unable to attend school (and therefore the lesson).</li> <li>A minimum of 24 hours is required to reschedule.</li> </ul>
Lateness	<ul style="list-style-type: none"> <li>The lesson will be deemed to have started on time whether the student has arrived or not.</li> <li><b>If there is a change to the schedule, the tutor will collect the student from their classroom.</b></li> </ul>
Failure to Attend/ Change of Time	<ul style="list-style-type: none"> <li>Students who are unable to attend a lesson and have not provided 24 hours' prior notice by the parent/guardian, will be charged for the lesson. <b>Parents must contact the tutor directly, rather than the Front Office, during business hours. Contacting the sick/late line of the school does not ensure the tutor has been informed.</b> Tutor contact details are written in the front of the music diary. It is the responsibility of the parents to discuss appropriate methods of communication with the tutor.</li> <li>If students will be absent due to approved leave, parents must contact the tutor directly.</li> <li>Changes to lesson times need to be negotiated with the tutor at least 24 hours prior to the lesson. For example, if a student will be attending an excursion or other planned activity, <b>it is the parent's responsibility to advise the tutor directly</b>. At least one week's notice is preferred where possible so that lessons can be rescheduled and to ensure that the tutor(s) are not inconvenienced.</li> <li>A <b>maximum of two credits</b> will be applied to accounts for students who are unable to attend the scheduled lesson or makeup lesson.</li> </ul>
Make Up Lessons	<ul style="list-style-type: none"> <li>Make up lessons may be provided when a tutor is required to cancel a lesson, or when a student has given the tutor at least 24 hours' notice that they can't attend a lesson. This is dependent upon tutor and room availability.</li> <li>Students are expected to attend the rescheduled lesson if they are at school on the day. If they cannot attend they must provide at least 24 hours' notice.</li> <li>Should a tutor be unable to reschedule a makeup lesson, the lesson will be credited to the school account.</li> </ul>
Ceasing Lessons	<ul style="list-style-type: none"> <li>In order to ensure the ongoing quality of our professional music team at the School, it is important that we are able to ensure tutors are not left out-of-pocket. Therefore, <b>one term's written notice (nine teaching weeks) is required to cancel music lessons</b> and a child's involvement in the Instrumental Program once registration has occurred.</li> <li><b>Notice to cease lessons must be provided in writing to the Music Department.</b></li> <li><b>In the event of insufficient notice, fees will be charged for the full term, or until the student's place can be filled.</b></li> </ul>