



INSTRUMENTAL MUSIC PROGRAMME 2018

INFORMATION (Terms and Conditions)



Introduction

The Instrumental Music Programme is a wonderful opportunity for students to develop skills in Music Performance across a range of areas. The College has new facilities with instrumental pods located alongside the Senior Music Room (behind Starkie Hall). Notre Dame College has a number of contract tutors who teach at the Knight Street and the Emmaus Campuses.

Lessons offered

Piano/Keyboard
Guitar (Bass, Electric, Acoustic)
Drums/Percussion
Voice
Strings (Cello)
Flute

Expressions of Interest

The College is interested in expanding the number of instruments on offer as part of the programme. Interest is encouraged for additional instruments; for example Saxophone, Clarinet, Trumpet and Trombone. This is however subject to numbers and availability of tutors.

To register your interest **please complete and return the Expression of Interest section of the attached Enrolment Form**. Please do not pay the Enrolment Fee until you are advised of confirmation.

Timetabled Music Lessons

Students involved in tuition will be timetabled for one ½ hour lesson per week. Students are required to make up any work missed in class whilst attending these lessons. The music tutor will contact the parent/guardian directly to discuss specific lesson times.

➤ Location

Instrumental lessons will be offered for Year 9 students at the Emmaus Campus if student numbers are sufficient. Otherwise, the student will be required to make arrangements to be at the Knight Street Campus for after school lesson times.

➤ Attendance at Music Lessons

In agreeing to participate in the College Instrumental Music Programme, the student is responsible for ensuring they attend all scheduled music lessons on time.

- Where the student does not attend a lesson and has not notified the music tutor and Instrumental Music Manager via email at least 24 hours in advance, the lesson is counted as a lesson used. If a student is unable to attend the lesson and has given **24 hours notification by email** to the tutor and the Instrumental Music Manager, an alternative lesson time is to be negotiated. Missed lessons include school activities eg excursions, sports trips, exams – any school based activity that will prevent you from attending the lesson.
- Students who **forget** to attend will be charged the full cost of the lesson. It is not the responsibility of the tutor or the College to remind students to attend lessons.
- Students undertaking music lessons will normally do so during scheduled class time. Students will be marked as absent from this class due to attendance at their scheduled music lesson.

➤ Practice

Studying an instrument requires a commitment from the student, parents and the tutor. Students must recognise that learning an instrument requires work and practice and that this will be in addition to normal school work. Greater progress is determined by an effective regular practice routine between lessons.

Hiring of Equipment

The College has a small number of instruments for students to hire who are **beginning** tuition for the first time. After the first year of involvement in the Programme, students are expected to provide their own instrument. If you are a beginning student and would like to hire an instrument, **please complete the Hire Application Section of the Enrolment Form.**

Enrolment Forms

Enrolment forms are to be completed by **continuing students** and students **new** to the Programme. As there are a limited number of vacancies in some areas it is important to return the Enrolment Form and Enrolment Fee to the College Office no later than **Friday 1 December 2017.**

FEES

➤ Enrolment and Administration Fee

The Instrumental Music Programme is a service provided to our families by the College that enables lessons during school time. In order to facilitate the programme, please note the annual enrolment and administration fee of \$50 per child. This fee includes the cost of equipment maintenance and administration of the programme. **The enrolment fee must be paid when submitting the Enrolment Form.**

➤ Fee Responsibility

- The parent/s who sign the 'Instrumental Music Programme Enrolment Form' will be jointly and severally responsible for payment of this account.
- Responsibility for Notre Dame College fees is a completely separate billing matter.
- Parents should contact the College Finance Department for the appropriate forms if different billing arrangements are required.

➤ Lesson Fees and Payment Schedule

Individual lessons will be charged at the flat rate of \$37 for a ½ hour lesson. Lessons of longer duration may be offered to VCE students. This will be negotiated by the Instrumental Music Manager, the tutor and the family.

Indicative Fees and Payment Schedule

Term 1	8 weeks	@ \$37 per lesson	= \$ 296
Term 2	11 weeks	@ \$37 per lesson	= \$ 407
Term 3	10 weeks	@ \$37 per lesson	= \$ 370
Term 4	8 weeks	@ \$37 per lesson	= \$ 296
Total			= \$1369

Invoicing will be e-mailed approximately **3 weeks** prior to the commencement of each term and **must be paid by the due date** or your child will be withdrawn from the programme.

Commitment to Programme

Students are expected to commit to the Programme for at least one full term. If students wish to leave the Programme for the following term, they must give **one month's notice by email to the Instrumental Music Manager – Loretta Shannon.** Fees for the following term must be paid if the required notice is not given. Any concerns regarding the above need to be directed to the Instrumental Music Manager, not the Tutor.

Lessons for 2018 will commence in the second full week of Term 1 – Week starting Monday 5 February.

If you have any queries please contact Mrs Loretta Shannon - loretta.shannon@notredame.vic.edu.au at the College.



(Mrs) Loretta Shannon

INSTRUMENTAL MUSIC MANAGER

INSTRUMENTAL MUSIC PROGRAMME ENROLMENT FORM

Please Note: Enrolment forms are to be completed by **continuing** students and students **new** to the programme. Completed forms are to be returned to the College Office by **December 1 2017**.

Student Name: _____ PG: _____ Year Level (in 2018): _____

Parent/Carer Name (please print): _____ Email: _____

Home Phone: _____ Business Phone: _____ Mobile: _____

Are you a current member of the programme? Yes No

Current Tutor (2017): _____ Instrument: _____

Instruments Currently Offered: (Existing students will normally remain with their current tutor)

Piano/Keyboard	<input type="checkbox"/>	Flute	<input type="checkbox"/>
Guitar:	Acoustic Guitar <input type="checkbox"/>	Electric Guitar	<input type="checkbox"/>
Voice:	Contemporary <input type="checkbox"/>	Classical	<input type="checkbox"/>
Drums/Percussion	<input type="checkbox"/>	Strings (Cello)	<input type="checkbox"/>
		Bass Guitar	<input type="checkbox"/>

Expressions of Interest: (Please tick the box however, do not pay the Enrolment Fee until we confirm instrument is running).

Just a reminder that at this stage we are not offering these instruments in 2018.

Woodwind:	Saxophone	<input type="checkbox"/>	Clarinet	<input type="checkbox"/>
Brass:	Trumpet	<input type="checkbox"/>	Trombone	<input type="checkbox"/>
Other:				

Instrumental Music Programme Agreement:

I/We agree to the Instrumental Music Programme Terms and Conditions as set out below:

- Giving 24 hours written notice in advance via email to the Music Tutor and Instrumental Music Manager for any missed music lessons.
- Making up work missed in scheduled classes while attending music lessons.
- Attending lessons on time and with the required equipment.
- Payment of fees – as set out in the Fee and Payment Schedule (Refer 'Fee Responsibility' under Terms & Conditions).

I/We have enclosed the Enrolment/Administration Fee of \$50

Student Name: _____ Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Office Use Only: (Parents/Carers please do not complete)

Enrolment Fee Received: \$50 Yes Date Received: _____ G/L Code: 010020

Office Staff Member: _____

Office staff are to pass Enrolment Forms to Loretta Shannon, Instrumental Music Manager, once Enrolment Fee is receipted.

INSTRUMENTAL MUSIC PROGRAMME HIRE FORM

(Only for students in the first year of the Programme)

Instrument Hire Fee: Hire cost is \$100 of which \$40 is refunded at the end of the year.

I wish to hire the following instrument: (Please tick)

Acoustic Guitar

Saxophone

Flute

Clarinet

HIRE OF SCHOOL INSTRUMENTS:

The following Terms and Conditions will apply to the hiring of all school instruments:

1. Payment of hire fees must be made to the College.
2. All reasonable care must be taken against the instrument being lost, stolen, or damaged.
3. Any repairs necessary due to damage must be paid for by the hirer.
4. No person other than the student must be allowed to play or handle the instrument.
5. On no account must the student, or any other person, attempt repairs or adjustments to the instrument. Any damage to, or defects in, the instrument must be brought to the attention of the Instrumental Music Manager.
6. The student must attend weekly lessons and practice, or instrument hire may be forfeited.
7. The student is eligible to hire a school instrument for no more than the duration of one school year. After this time, it is normally expected that the student will purchase his/her own instrument so that other students may take advantage of the school's instruments.
8. If the instrument is lost or stolen the hirer is required to reimburse the College, the cost of replacing the instrument.

Hire Agreement:

I/We have read, understood and agree to abide by each of the hire Terms and Conditions as stated above.

I/We have enclosed the hire fee of \$100.

Student Name: _____ Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Home Address: _____ P/Code: _____

Home Phone: _____ Business Phone: _____

Instrumental Music Manager to complete: (Parents/Carers please do not complete)

Student: _____ Year: _____

Date: _____ Inventory No: _____

Type: _____ Serial No: _____

Make and Model: _____ Fee per Year: \$ _____