



Parklands
CHRISTIAN COLLEGE
Foundations for life

School of Creative Arts Instrumental Music Guidelines

INSTRUMENTAL TUITION PROGRAM

1. ENROLMENT

Our School of Creative Arts makes available lessons by specialist instrumental teaching staff at our College during the school day for students wishing to undertake individual, or in some cases, shared lessons. An enrolment form must be submitted to the Instrumental Music Co-ordinator for lessons to begin. **Students and parents are asked to commit themselves to at least one semester, preferably one year, of tuition.** It is difficult for a student to gain a proper appreciation of the skills and commitment required to successfully play a particular musical instrument if they learn for a very short length of time. The benefits and enjoyment that come from playing an instrument or singing will only be experienced if teachers are allowed to implement their teaching strategies over time.

2. INSTRUMENTS AVAILABLE

Shared lessons are offered for the instruments listed below:

STRING Teacher: Mrs Harbottle	WOODWIND Teacher: Mrs Harris	BRASS Teacher: Mr Wallis	PERCUSSION Teacher: Mrs Harbottle
Violin Viola Cello Double Bass	Flute Clarinet Saxophone	Trumpet French Horn Trombone Euphonium/Baritone Tuba	Concert Percussion (includes study of all tuned and untuned percussion instruments)

Private Tuition is offered by various part-time staff on the instruments listed below:

STRINGS	WOODWIND	BRASS	PERCUSSION	OTHER
Violin Viola Cello Double Bass	Flute Clarinet Saxophone Oboe* Bassoon*	Trumpet French Horn Trombone Euphonium/Baritone Tuba	Concert Percussion Drum Kit**	Piano** Guitar** Bass Guitar** Music Theory Voice

* These instruments are only available by special request

** These instruments are only available in private lessons, not shared lessons

Students need to provide their own instrument, as unfortunately instruments are not available for hire from the school at this stage. Baritones and Tenor Saxophones are exceptions to this; please contact the College for more information.



3. LESSONS & TIMES

Lessons are available as private lessons (one-on-one), or as shared lessons (group of 2, group of 3, except for Piano, Guitar, Bass Guitar & Drum Kit). Please indicate on your enrolment form which type of lessons you wish to enrol your child for. While every effort will be made to place your child in the requested lesson type, in some cases an appropriate group may not be able to be formed. In this case, you will be contacted by the teacher to negotiate arrangements.

Lesson times are currently negotiated between the Instrumental Teacher & the parents, and may rotate throughout the day so that students do not miss the same academic lesson every week. While every effort will be made to accommodate requests, no guarantees can be made about availability of requested times. Timetables will be made available to students and online on the Instrumental Music site, at the Primary Music classroom, & at the Music Centre.

Some private teachers may have very limited 'out-of-school-hours' lesson times that, if available, are offered as a priority to **senior students (Years 11 and 12) enrolled in private lessons only**. Teachers negotiate these time-slots individually and it should be clearly understood that an **'out-of-school-hours' lesson time cannot be guaranteed upon request and in most cases should not be expected**.

It is mandatory all students learning through our Tuition Program be involved in our Ensembles Program when, in the opinion of the Instrumental Teacher or the Instrumental Music Co-ordinator, a suitable standard has been achieved.

4. ATTENDANCE

It is compulsory for students to attend their scheduled lessons. It is the student's / family's responsibility to check their lesson time each week and inform their teacher at the earliest possible time (no later than 24 hours before their lesson) if there is any problem with the scheduled lesson time. Students & families also have a responsibility to let their music teachers know in advance of any times they may not be able to have a lesson scheduled due to other school commitments.

Acceptable reasons for missing a lesson

- Illness
- Assessment
- School excursion or other important/compulsory school events

Procedure for informing teachers

If students are unable to attend their lesson, they have two options:

1. Contact the Music Office by email: instruments@parklands.qld.edu.au
2. Negotiate directly with their teacher either in person, by e-mail or phone (if this contact is provided).

Please note that teachers will make every effort to make-up lessons missed due to illness but this may not always be possible.

Unacceptable reasons for missing a lesson

- Forgetting the lesson time
- Forgetting an instrument
- Not wanting to miss an academic lesson
- Not receiving a reminder
- Missing any lesson without giving at least 24 hours notice



5. FEES & PAYMENTS

Fees for instrumental lessons at the College are as follows:

PRIVATE:	
20mins	\$24 per lesson
30mins	\$36 per lesson
45mins	\$49.50 per lesson (for intermediate students)
60mins	\$66 per lesson (for advanced students)
SHARED: (all 30mins)	
Group of 2	\$23 per 30min lesson
Group of 3	\$16 per 30min lesson

Payment is a matter between the Instrumental Teacher and parents, with lessons invoiced at the commencement of each term and payable by the end of week 3. Parents and students are reminded while these Instrumental Teachers are not employees of our College they are to be treated with the same respect and consideration as all other staff. We also ask you to respect the fact that these people rely on your payment of accounts for their livelihoods and receive no remuneration from the College, so we request you make sure their accounts are paid promptly. If payment is not received by the due date on the invoice, teachers are entitled to cease teaching until such time as payment has been made and/or may add an administrative fee of 5% to the amount owing.

When you enrol for lessons, your Instrumental Teacher allocates a weekly lesson time in their calendar during the school term. Teachers cannot find a replacement student for short periods of time if students go away on holidays during a school term, therefore lesson times for holidays during school term are to be paid for.

In the case of illness on the day of a lesson, please advise your Instrumental Teacher prior to 8.00 a.m. (they may give you their mobile number) that the student will not be at school. It is the responsibility of the student or parents to advise the teacher in advance if a student will be absent due to exams, excursions, sports days etc. In many cases an alternative time can be organized if the teacher is advised well in advance. Lessons missed without notification will be charged for. If a lesson is missed due to a teachers' absence the lesson will either be made up or credited against the fees for the following term.

6. WITHDRAWAL

To cease lessons, parents must advise our Instrumental Music Co-ordinator in writing of their intention to withdraw **four (4) weeks** prior to the end of the semester. Payment is still due for these lessons.

7. ENSEMBLES PROGRAM

Our Ensembles Program provides students of varying interests and ability levels with opportunities to develop their music skills by playing and / or singing in our performance groups. Students receive acknowledgement on annual reports of their involvement in our ensembles as recognition of their commitment to the musical life of our College.

Students involved in our ensembles are expected to fully commit to rehearsals and performances for the **entire school year**. Attendance at all rehearsals is compulsory, and rehearsals for regular ensembles will begin in Week 2 of the school year. Our School of Creative Arts is committed to providing regular rehearsal and performance opportunities for our young musicians. Involvement in ensembles is a team effort. Everyone shares and benefits from the loyal and devoted commitment to this very public aspect of our Creative Arts program.

Any further queries should be directed to instruments@parklands.qld.edu.au



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Instrumental Tuition

ENROLMENT FORM

This forms must be completed by all students before the commencement of instrumental music studies. Enrolment remains effective until a withdrawal notice is given by you. **4 weeks notice** in writing is required for withdrawal from lessons.

Student Name:		Class:																					
Parent Name:																							
Address:																							
		Postcode:																					
Phone no:	(H)	(M)																					
	(Other)																						
Parent Email Address:																							
<p>LESSONS (please tick):</p> <p>SHARED Instrumental Lessons</p> <p><input type="checkbox"/> Group of 2 - \$23/30mins</p> <p><input type="checkbox"/> Group of 3 - \$16/30mins</p> <p>PRIVATE Instrumental Lessons</p> <p><input type="checkbox"/> Private lesson - \$24/20mins</p> <p><input type="checkbox"/> Private lesson - \$36/30mins</p> <p>INSTRUMENT:</p> <table> <tr> <td>Flute</td> <td>Trumpet</td> <td>Violin</td> <td>Voice</td> </tr> <tr> <td>Clarinet</td> <td>French Horn</td> <td>Viola</td> <td>Drum Kit (private only)</td> </tr> <tr> <td>Alto Saxophone</td> <td>Trombone</td> <td>Cello</td> <td>Guitar (private only)</td> </tr> <tr> <td>Tenor Saxophone</td> <td>Baritone / Euphonium</td> <td>Double Bass</td> <td>Bass Guitar (private only)</td> </tr> <tr> <td>Piano (private only)</td> <td>Tuba</td> <td>Percussion</td> <td></td> </tr> </table>				Flute	Trumpet	Violin	Voice	Clarinet	French Horn	Viola	Drum Kit (private only)	Alto Saxophone	Trombone	Cello	Guitar (private only)	Tenor Saxophone	Baritone / Euphonium	Double Bass	Bass Guitar (private only)	Piano (private only)	Tuba	Percussion	
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PRIVATE LESSONS I have read the information regarding **Private Lessons** in the Instrumental Music Guidelines and understand my obligations regarding payment of fees. I understand four weeks' written notice (or payment in lieu of notice) is required for cancellation.

SHARED LESSONS I have read the information regarding **Shared Lessons** in the Instrumental Music Guidelines and understand my obligations regarding payment of fees. I understand four weeks' written notice (or payment in lieu of notice) is required for cancellation.

We have read the Instrumental Music Guidelines and understand our obligations for participation in the Instrumental Programme. We agree to enrol our child for a period of **at least two terms** and that we need to **advise the teacher in advance** if the student is not able to attend lessons for any reason.

(Parent or Guardian's name) (Parent or Guardian's Signature) (Date)

I, the student, agree to the following:

I will check the timetable regularly to confirm lesson times.

I will arrive to my scheduled lessons on time and prepared to learn.

I will endeavour to practise as requested by my music teachers.

I will participate in assessments and performances as requested by my music teacher.

I will contribute to the performance program by participating in my assigned ensemble.

It is my responsibility to catch up on work missed during academic lessons.

(Student's name) (Student's Signature) (Date)

Please add any relevant information about your musical experience (previous study, exams, etc):

WHAT HAPPENS NOW?

Return this form to the music office or scan and email to instruments@parklands.qld.edu.au

Please watch your email for Lesson Notifications which are sent weekly.

If you have enrolled in private lessons, your allocated teacher will get in touch with you by phone or email either before or soon after your first lesson.