

WITHDRAWAL FROM THE INSTRUMENTAL PROGRAM

If you decide to withdraw your child from lessons it must happen ONLY at the end of a term. Written notification must be made to the instrumental tutor concerned prior to the end of that term.

REPORTING TO PARENTS

A report is sent home two times each year at the end of each semester. This enables you to be kept informed of your child's progress.

GRIEVANCE PROCEDURES

Grievance procedures for Instrumental Tutor. It payment is not made on time by you they will:

1. Stop teaching the student and contact the parent by phone
2. Contact the parent again in writing
3. Ask the Performing Arts Co-ordinator to contact the parents
4. Take the matter up with a debt collector

Grievance procedures for Parents who are unhappy about an Instrumental tutor:

1. Contact the tutor immediately by phone to discuss the concern
2. Contact the tutor again in writing
3. Discuss the concern with the Performing Arts Co-ordinator.

PLEASE NOTE THE FOLLOWING:

- Instrumental Tutors are not all qualified Education teachers;
- Whilst we follow the guidelines of Catholic Education and DECD, and the tutors supply us with Police clearance and we undertake online screening, they are NOT employed by us;
- Children work in either a one to one or in a small group with the tutor, in a private tuition room on site and not in the supervision of school staff.

We look forward to having your child be part of our Instrumental program.

Ms Robyn Reuther
Performing Arts Co-ordinator
Our Lady of Hope



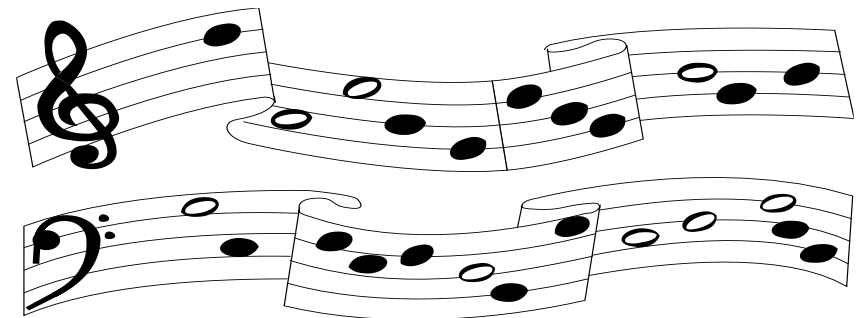
GREENWITH CAMPUS



INSTRUMENTAL PROGRAM

GUIDELINES FOR PARENTS

*Incorporating students from both
Our Lady of Hope and Greenwith Primary School*



Thank you for expressing interest in Instrumental lessons for your child. The Instrumental Music Program has the following conditions of participation:

TUITION

Lessons will be of half an hour duration for individual and group lessons.

FEES

The cost will be as follows:

\$25 per group lesson (10 lessons per term @ \$25 = \$250 per term).

A group is made up of no more than 3 students.

\$32 per individual lesson (10 lessons per term @ \$32 = \$320 per term).

All lessons are 1/2 hours in length EXCEPT group drum lessons which are 20 min individual lessons due to the nature of the instrument.

Accounts for lessons are issued by tutors and are payable direct to the Instrumental tutor. The method of payment will be billing for a terms lessons in advance. If teachers are not paid by the third lesson of a term (this includes the Music Levy fee –see next point) lessons will stop until the account is paid. The Instrumental teacher will follow up with parents if an account is not paid. If there is a problem for either parties, you need to follow the grievance procedures. Staff are NOT permitted to pass on payments to the Instrumental Tutors.

MUSIC LEVY

A small fee, charged to all students participating in instrumental lessons, will be on the students first terms account. This fee helps to maintain, upgrade and repair instruments and facilities, as well as administration costs.

Keyboard and Drum students are charged \$25 per student.

All other students are charged \$5 per student.

INSTRUMENTAL MUSIC EVENING

Early in Term 3 the annual Instrumental Music Evening is held. At this evening all Instrumental students who have learnt music for more than one year perform. This is an expectation and is not negotiable unless you request them not to play. More information will be sent home to you at the end of Term 2 by your Instrumental Tutor.

ABSENTEEISM

1. You must notify the tutor of your child being away for a lesson at least 24 hours before hand or the lesson will be charged. This includes school events like excursions/camps.
2. If you advise the tutor that your child is sick with less than 24 hours notice, where possible this lesson should be made up at a suitable time, negotiated with the classroom teacher. If it is not able to be made up, the lesson should be credited next term.
3. Where possible missed lessons will be made up by the tutor. Made up lesson times will be negotiated with the class teacher and the Instrumental tutor.
4. The tutor will give you their phone number so you can notify them directly.
5. If the tutor is away, it is their responsibility to contact all students to let them know that there will be no lessons. The school should also be notified.
6. Any lessons that are due to be made up and haven't been by the end of term will be credited in the next terms fees.

END OF THE YEAR

All current students will be contacted at the end of Term 4 by the Instrumental tutor to find out if they are continuing lessons.

COLLECTING STUDENTS FROM CLASSROOMS

If a student doesn't turn up for a lesson, it is the Instrumental tutor's responsibility to go to their class and collect them where possible. All possible effort will be made to locate the students, but if they are unable to find them this lesson will still be charged.

THE MUSIC TIMETABLE

Each term the timetable will be changed so that students are not missing the same lesson each term and lesson times are negotiated with the classroom teacher.