



PULTENEY PERFORMING ARTS

Instrumental Music Program Policy

Please read the following policy carefully before enrolling your child in instrumental music lessons. This policy is regularly updated so please review it for changes since your last enrolment. Completion of the online form indicates that you have read, understood, and agree to abide by the following policy.

INSTRUMENTAL MUSIC/DRAMA TEACHERS

Our team of instrumental teachers are responsible for the delivery of a range of diverse instrumental programs across all year levels at Pulteney Grammar School. Lessons are predominantly arranged as one- to-one tuition on campus.

The instrumental teachers:

- Are engaged by the School to deliver a comprehensive instrumental tuition program for their instrument/s including tuition and in many cases, cocurricular activities and performances.
- Are engaged to teach their instrument/s to students according to the allocated timetable.
- Meet school expectations and agreed teaching methodology as directed by the Head of Performing Arts.

ENROLMENT

To ensure the School can invest in the expertise of highly experienced and in-demand tutors, music students and their families are asked to commit to the program as follows:

- Students are enrolled for instrumental music lessons for a full semester:
 - Semester 1: Terms 1 and 2
 - Semester 2: Terms 3 and 4
- Applications to learn an instrument can be made at any time, preferably before the semester begins.
- Once each semester of lessons has commenced, students are committed to continuing to the close of that semester. Students discontinuing before the end of the semester are liable to pay for all lesson fees until the end of the semester.
- Semester 1 enrolments will automatically roll over to Semester 2 unless cancellation is notified to the School Operations Officer.
- Written notice of intent for the following circumstances must be received by the School Operations Officer **by end of week 6 of Term 2** to:
 - Cancel lessons for the coming semester.
 - Change instruments for the coming semester.
 - Negotiate special considerations for timetabling.
- Notification to the School Operations Officer **by end of week 6 of Term 2** is to ensure that you or your child:
 - Does not miss out for the subsequent semester, or
 - Is not billed for the subsequent semester.
- The Performing Arts Department will allocate students to instrumental teachers to ensure appropriate staffing and resourcing. All enquiries for music lessons must be made to the Performing Arts Department rather than individual instrumental teachers.

TIMETABLES

Instrumental lessons usually take place throughout the school day on a rotating basis from week to week. There is limited availability for out of school hours lesson times (e.g. recess, lunch, before or after school) and the following students have priority:

- Students in Year 12 (Stage 2).
- Students with a pressing and supported educational or developmental need.

If you feel that your child meets the criteria above, please consult with the School Operations Officer for consideration in timetabling.

Timetables for the term's lessons will be created and accessible for parents online via the [community portal](#) (select the "timetable" tab once you have signed in), and via outlook calendar for Middle and Senior School students. Timetables are subject to change due to school activity, and we recommend that parents and students habitually check lesson times in their online calendar the day prior to the lesson to ensure they have up to date information. Should lesson times need to be changed by the Performing Arts Department or instrumental teacher with less than 24 hours-notice, parents and middle/senior students will be contacted directly by email or text message.

While the Performing Arts Department takes great care in timetabling around school events, parents are best placed to know their own child's activities and commitments, and the School requests that you advise the student's instrumental teacher directly if you are aware of any conflicts.

Junior School students (Reception to Year 6) will be collected and returned to their classroom by their instrumental teacher for their instrumental lessons. Middle and Senior School students are required to make their own way to and from their instrumental lessons and must ensure this is done efficiently so they do not miss their lesson.

BILLING

Instrumental music lessons cost \$43.50 for a 30-minute lesson.

Lessons will be charged monthly through the school's accounts system, and families will receive an itemised list of lessons charged.

The School reserves the right to refuse a student permission to register and/or participate in any School events or activities that require additional payments to the School or a third party, while any amount remains outstanding or unpaid to the School in respect of that student or any of their siblings.

The School reserves the right to withdraw any scholarships or concessions while any amount remains outstanding or unpaid to the School in respect of that student or any of their siblings. Any agreement or failure by the School not to strictly enforce any of its terms of payment in relation to amounts owing to the School, or any agreement to defer payment of an unpaid amount to the School, will not operate as a waiver of the School's rights in relation to such amount. The School maintains the right to suspend a student's enrolment while any fees and charges are outstanding. In persistent cases of non-payment, or non-adherence to agreed arrangements, the student's enrolment in the School may be withdrawn.

MISSED LESSON POLICY

All students and families are encouraged to participate fully in the instrumental music program. Attendance will be monitored, and every effort will be made to ensure each student gets the most they can out of the program.

It is imperative that you notify your child's instrumental teacher by text message for all absences that may occur for any reason (including school activity), no later than 7.30am on the day of their scheduled lesson. Please note that absentee messages left with the front office often do not get through to the Performing Arts Department until after recess. You can avoid paying for missed lessons by giving sufficient notice directly to the instrumental teacher.

If notification of a child's absence, for any reason, is received by the required time:

- The lesson may be able to be made up by the instrumental teacher at another time (if possible).
- The lesson will not be charged to your account (if the missed lesson is not made up).

If no notification is received for a child's absence for any reason by the provided time stated in Instrumental Music Program Policy, the teacher will be paid for that time, the lesson will not be 'made up' and the lesson will be charged to your account.

BOOK ORDERS

By enrolling your child into the Instrumental Music Program, automatic acceptance of charges for school music diary and reasonable instrumental book fees is agreed.

REPORTS

Instrumental music reports are a continuous reporting model with an expectation that the student will regularly review their own progress with their teacher, critically reflecting on what has happened in their own learning and how and where progress has been made. Discussions around further improvements or changes can be put into place to maximise the outcomes of this learning.

An important aspect of this process is for instrumental teachers to regularly speak with their students about their progress in their learning and how this can be further supported or assisted.

The instrumental teacher will then report back to the parents informally by a phone call or email on a semi-regular basis. Parents will receive at least two reflections on their child's progress per term.