

## **INSTRUMENTAL MUSIC POLICY**

### **RATIONALE**

At Princes Hill Primary School, Instrumental Music is additional to, but separate from the school's Performing Arts program; an optional extra for which parents pay. Students build on and expand their technical skills and music concepts as they learn their chosen instrument.

### **PURPOSE**

1. To provide an opportunity for interested students to learn a musical instrument in a group format
2. To develop the technical skills involved in playing their chosen instrument and to learn to interpret music notation
3. To develop the skills required to perform, compose and listen effectively in a variety of situations
4. To complement and extend the music experiences available to the students in the school Performing Arts program

### **GUIDING PRINCIPLES**

1. Instrumental Music tuition will be offered to students from Years 2-6.
2. The program is accommodated within available space at the school.
3. Students are offered tuition in one instrument only at any one time.
4. Students will be taught in groups of up to six students.
5. Students prepare musical works for performance in a variety of situations.
6. The Instrumental Music tutors will provide parents with details of their child's progress twice yearly.
7. As far as possible, excursions and curriculum days will be scheduled to avoid instrumental music lesson times

This policy should be read in conjunction with the Instrumental Music Program Operational Procedures.

### **REVIEW**

This policy is to be reviewed in 2017

## **INSTRUMENTAL MUSIC PROGRAM OPERATIONAL PROCEDURES**

### **TUITION AND ELIGIBILITY**

1. Instrumental Music tuition will be offered to students from Years 2-6.
2. Students are offered tuition in one instrument only, at any one time.
3. Students will be taught in groups of up to six students. Groups as small as two may be recommended if there are insufficient students at a particular ability level.

### **ADMINISTRATION**

1. Parents will be provided with information about enrolment in the program and the costs of tuition at the end of the school year and again at the commencement of the program the following year.
2. The Instrumental Music program is coordinated by a member of the teaching staff who organises the program and communicates regularly with the tutors.
3. A fee of \$10.00 per year is levied on each student taking part in the program in addition to tuition costs. This fee is payable to the school in December on enrolment for the following year.
4. Each tutor is responsible for sending invoices to parents, issuing receipts for money received and sending reminder notices to parents for non-payment of fees.

### **HOURS OF TUITION**

1. Instrumental music lessons are normally available in school hours; however, if demand warrants it, hours may be extended from 8:30am to 4:15pm, with the understanding that after 3:45pm there is no supervision for students other than that provided by After School Hours care for students booked into that program.
2. Ensembles may require tuition outside school hours.

### **ATTENDANCE**

1. Students and classroom teachers will be given a regular lesson time each week.
2. It is the student's responsibility to make up any of the work they miss in class due to attending an instrumental lesson.
3. Instrumental Music lessons are held on Fridays and the duration of the lesson is thirty minutes.

4. Students are encouraged to remember their weekly lesson time. Tutors will make all reasonable efforts to find students who have not arrived for a lesson. However, it is the student's responsibility to be punctual and lateness may result in a shortened lesson.
5. The tutor reserves the right to reorganise groups or reschedule lessons without prior notice. This is sometimes necessary in order to avoid clashes with extracurricular activities such as swimming.
6. Prior to performances, the tutors may bring groups together to rehearse special projects instead of having the lesson at the regular time.
7. The program is a group-based one, with groups ranging in size from three to six. Some students may be offered the option of a group of two when it is impractical to form a larger group due to disparity of age and levels, and if the timetable permits.
8. There are eight lessons per term, but some lessons may be missed due to camps, excursions and special events.
9. Tutors will make up lessons that they are unable to give, but individual student absences will not be made up.
10. The school will endeavour to avoid scheduling excursions on Instrumental Music lesson days.

## **FEES**

Payment in full is to be made before the first lesson. Parents should also note that:

1. In addition to tuition costs, there is also a yearly administration charge of **\$10.00** payable to the school at the time of enrolment. This must be paid by every student, and covers the cost of administering the music program, including the organisation of enrolment and concerts. It also covers resources, postage, photocopying, etc. This charge is incurred on enrolment, and is not refundable.
2. The tuition is charged by the term, not by individual lesson. The fee covers the cost of a place in a group within the program for the term.
3. For students continuing the program, accounts for the following term will be given out in Week 6. Payment is required by Week 8.
4. For students who join the program at the beginning of a term, payment is required before the first lesson.

As the tutors each administer their own teaching and are not paid by the school, promptness in payment of fees is appreciated.

**NON-PAYMENT OF FEES**

1. Students will not be allowed to participate in lessons if fees are not paid.
2. a) Continuing students:  
If fees for the following term remain outstanding by the end of Week 8, tutors will contact parents by phone and/or letter to notify them that their child is to be excluded from lessons.
- b) New students:  
If fees remain outstanding by the end of the second lesson tutors will contact parents by phone and/or letter to notify them that their child is to be excluded from lessons.  
(The child should not be the first one to know that this is going to occur.)

**CANCELLATION OF TUITION**

1. It is assumed that the **commitment to the program is for the entire year**, and that the student is automatically re enrolled at the beginning of each term.
2. Should the student wish to quit lessons, the parent must inform the tutor in writing no later than the end of the previous term in which tuition took place. Failure to do so renders tuition fees payable for that coming term.
3. There is no refund given for leaving the program mid-term.

**REFUNDS**

1. Refunds will only be offered when either a tutor is absent or the student is to be absent for an extended period and arrangements have been made with the tutor in advance.
2. Refunds are not available for casual student absences or if the student has neglected to bring his/her instrument or music to school.

**ENSEMBLES**

1. Instrumental Music tutors may organise an ensemble for instruments taught.
2. Ensembles are created by invitation. Membership is not compulsory, but is encouraged, as the benefits of large group music making are many.
3. Music reading ability is essential for participation in an ensemble.
4. Ensembles usually meet for practice during lunch times.

**BEHAVIOUR**

1. It is expected that students will be courteous towards the tutor and work productively with the other group members.
2. Disruptive behaviour will be referred to the classroom teacher, and the student may be excluded from the lesson.
3. The tutor reserves the right to refuse tuition should the disruptive behaviour continue. In this extreme instance, fees will not be refunded.
4. In any such cases, parents will be informed of the reason for their child's exclusion.

**REPORTING**

1. The Instrumental Music tutors will provide parents with details of their child's progress twice yearly on the 'Instrumental Music Report' form.
2. Parents may request an interview with the Instrumental Music tutor to discuss their child's progress.

**A.M.E.B**

1. Students may take part in A.M.E.B examinations, but this will be at the discretion of the parents, student and tutor.
2. Parents are required to pay all fees associated with these exams.

**PERFORMANCE**

1. Students will perform at Instrumental Music recitals/soirees throughout the year.
2. Students will be given the opportunity to perform at Assembly and the annual bazaar and other school gatherings where appropriate, with the guidance of their tutor.

**HIRE/PURCHASE OF INSTRUMENTS**

1. During the first lesson of each year, tutors will give advice regarding the hire or purchase of instruments.