

Excellence in the Arts



ST MARY'S
Catholic College

**ST MARY'S CATHOLIC COLLEGE INSTRUMENTAL MUSIC
INSTRUMENTAL MUSIC PROGRAM**

Dear Parent/Guardian,

Welcome to the St Mary's Catholic College Music Program. Students enrolled in the program have the opportunity to learn a number of musical instruments during school time. It is the ultimate goal of the program that students become involved in school ensembles such as Concert Band, String Orchestra and Choir, when their skill permits. The benefits of learning a musical instrument are vast and we hope that your child can become or continue to be part of our music program.

When students are of an appropriate musical level they may be invited to join a school ensemble which rehearses every week and performs at school or community functions. Students are required to be involved in school ensembles when they reach the appropriate level.

St Mary's offers tuition for: Flute, Clarinet, Saxophone, Trumpet, French Horn, Trombone, Euphonium, Tuba, Percussion (will include orchestral and mallet percussion), Violin, Viola, Cello, Double Bass, Guitar, Piano, and Voice. (Please note that piano and voice are subject to teacher availability).

If you require an instrument, you may hire from the College, the cost of which will be added to the invoice. Parents will be required to pay for any instrument damage resulting from neglect. Instruments must be returned 2 weeks before the end of the school year. Please complete the attached **Instrument Loan Form** if you wish to hire from St Mary's Catholic College.

We sincerely hope to have your son/daughter join the music program. Please do not hesitate to contact us with any queries or concerns. We look forward to working with you.

Yours Sincerely,

JOANNE WRIGHT
Instrumental Music Coordinator

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**ST MARY'S CATHOLIC COLLEGE INSTRUMENTAL MUSIC
TERMS & CONDITIONS**

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1. Students enrolled in the St Mary's College Instrumental Music program attend a half hour group lesson once a week. Lesson groups and sizes are subject to change at all times and are adjusted at the teacher's discretion, with no variance to the cost. We aim to limit the numbers in group lessons.

2. Students will receive 32 lessons per annum. Refunds will only be given at the end of the year to those students who have not received 32 lessons. Students who withdraw during the year will not receive any refund regardless of their lesson total.

3. Prices per school term:

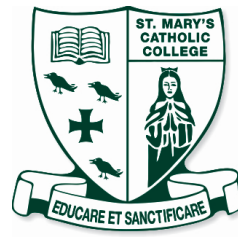
Group Lesson Fee	\$180.00
Private Lesson Fee (if available)	\$300.00
Piano Lesson Fee (Private lesson)	\$300.00
Ensemble Fee	\$45.00
Rental Fees:	
Band Instrumental Rental	\$77.50
String Rental	\$50.00

For year 12 students - lessons are calculated and billed over 3 terms.

Billable lessons include –

- (a) Students receive lessons as normal. Please note the day/time of lesson is subject to change. Parents will be informed through practice diary and/or email notifications
- (b) Student forgets their lesson time or instrument
- (c) Student is absent from school. If absence is prolonged, please contact the Instrumental Music Coordinator
- (d) Staff Professional Development days
- (e) School activity days including camp, excursions, carnivals or competitions

Students will be billed for any lesson where the teacher is available at the school to teach on their lesson day. Public holidays and lessons missed due to teacher absence (including illness, special leave or other events) will not be charged for.



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ST MARY'S CATHOLIC COLLEGE INSTRUMENTAL MUSIC TERMS & CONDITIONS

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- 4.** Teachers will attempt to reschedule lessons if they have been missed due to teacher absence. This is not always possible and in some cases student groups will be adjusted to accommodate the extra lessons. Lessons will not be rescheduled if a student forgets their instrument or lesson time.
- 5.** All students enrolled in the College's Instrumental Music Program are committed to a full term of lessons. The College will not provide refunds to families who decide to discontinue instrumental lessons during a term. If a student wishes to discontinue lessons for the following term, a written notice emailed to kjepson@cns.catholic.edu.au at least 4 weeks notice is required. Failure to meet this deadline will result in another term fee being payable.
- 6.** Fees are invoiced by the College on a term basis and are payable in advance. Instrumental music fees will be added to your child's school fees, and will be payable to the finance department. Any arrangements that are currently in place with the school finance team will also be applied to music fees.
- 7.** Upon enrolment students are required to sign and return the commitment agreement, which outlines their obligations.

If you wish your child to enrol in the program, please return the attached Enrolment Form, and the student agreement, to the school office, or to kjepson@cns.catholic.edu.au.



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ST MARY'S CATHOLIC COLLEGE INSTRUMENTAL MUSIC

INSTRUMENTAL MUSIC ENROLMENT FORM

Student Surname: _____ Year level: _____

Student first name: _____ DOB: _____ / _____ / _____

School: _____ Instrument: _____

Instrument hire: Yes ☐ No ☐ N/A ☐ Lesson type: Group ☐ Private ☐
(Not applicable for guitar, piano or voice)

Past instrumental experience (Instrument/number of years): _____

FAMILY DETAILS:

Parent/ guardian/ caregiver #1:

Surname: _____

Given Name: _____

Relationship to student: _____

Home Ph: _____

Work Ph: _____

Mob: _____

Address: _____

Email: _____

Current staff member at SMCC?: Y ☐ N ☐

Parent/ guardian/ caregiver # 2:

Surname: _____

Given Name: _____

Relationship to student: _____

Home Ph: _____

Work Ph: _____

Mob: _____

Address: _____

Email: _____

Current staff member at SMCC?: Y ☐ N ☐



ST MARY'S
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ST MARY'S CATHOLIC COLLEGE INSTRUMENTAL MUSIC

INSTRUMENTAL MUSIC ENROLMENT FORM (CONTINUED)

Please indicate if you would like your child to enrol in a school ensemble. Your child may participate in any number of ensembles at the discretion of the Teacher.

Yes / No Secondary School Ensembles: (Choir, Concert Band, String Orchestra)

Note: Participation in a Secondary Ensemble will require the purchase of the school's music uniform for performances.

All money is payable to St Mary's Catholic College. Do not give payments to Music Teachers or your School Office as they cannot accept.

I accept the Terms and Conditions of the St Mary's Catholic College Instrumental Music Program. I give St Mary's permission to obtain updated address and contact information from my child's school for billing and communication purposes.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____ / _____ / _____

OFFICE USE ONLY

Ensemble: YES / NO

Invoice issued: YES / NO

Instrument Hire: YES / NO

Teacher: _____



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LESSONS- COMMITMENT AGREEMENT

I, _____ agree to;
(First Name + Surname)

Attendance:

- Students are to attend the timetabled lesson each week on time and for the full duration.

Missed lessons:

- An explanation for any missed lessons is expected to be emailed to the instrumental music teacher. In the case of foreseen inability to attend lessons (for example, school examinations or assessments), several days of prior notice to the instrumental music teacher may enable the lesson to be rescheduled to a more suitable time.

Practice:

- Students must always work at 100% of their ability.
- Pieces are expected to be practised at home.
- Instruments, music and Practice Diaries are to be brought to lessons each week.

Conduct:

- Students must not share instruments/mouthpieces/reeds or other accessories.
- Students must always treat the teacher and fellow members of the group with courtesy and respect, following direction and instruction.
- Students using instruments provided by the school are expected to look after/take care of them and may be asked by their teacher to sit out of a class if they are not doing so.
- Students participating in group lessons are expected to work on the material/songs provided by the teacher and continue to practise on their own as the teacher assists other students in the group.

Expectations:

- If you are invited to join an Ensemble group for your particular instrument, there is an expectation that the student will join this group.

Any serious cases of students breaking school rules will result in automatic exclusion from the ensemble and appropriate disciplinary action within the College process.

Signed: _____
(Student signature)

Signed: _____
(Parent/guardian signature)

Pastoral group: _____

Date: ____/____/____



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INSTRUMENT LOAN FORM

Student Surname: _____ School: _____

Given Name: _____ Year Level: _____

Instrument on Loan _____
(Not applicable for Guitar, Piano, Keyboard or Voice)

I acknowledge that the above instrument at all times remains the property of St Mary's Catholic College Music Department and is issued on loan to the student, subject to the following conditions:

1. The instrument is to be used by the student to whom it is issued and by no other person.
2. Every care and attention must be given to the instrument during the period of the loan.
3. The instrument is returnable on demand at any time for inspection, repair, and adjustment or for any other cause.
4. Loss or damage of any instrument on loan must be immediately reported to the College. Any damage caused to the instrument will be charged to the student at replacement cost.
5. If, in the opinion of the Music Teacher, a student is not carrying out reasonable practice or shows little ability with the instrument, the loan may be terminated.
6. If the student does not observe the Instrumental Music Program policy on attendance of scheduled lessons, ensembles, rehearsals and performances, the loan may be terminated.
7. The instrument must be returned to the College by the last Friday of any given school term if the student is not requiring the loan for the following term. Otherwise bills will be sent for the next term. All instruments on loan from St Mary's Catholic College must be returned before the last two weeks of the school year.
8. Transfer students must return the instrument before leaving school.

I accept the Terms and Conditions of the St Mary's Catholic College Instrument Loan.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____ / _____ / _____