Instrumental Music
2016 – New enrolments

Balwyn Primary School offers an excellent Instrumental Music Program. This document details the operation of this program. If your child is contemplating commencing with the program in 2016, please read the following information carefully.

All enrolment forms must be returned to the office, together with payment of $160, by 15 December, 2015. This payment represents the program levy of $60, together with a deposit of $100 towards first semester fees. An invoice for the remainder of Semester 1 fees will be issued in the first week of Term 1, 2016 and will be payable by 12 February, 2016.

Payment of fees
The Instrumental Music program is self funding. Tutors will receive payment for a minimum of 16 lessons each semester and this payment is made directly from incoming fees. A program levy of $60 per year is also charged to cover the costs of administering the program.

Each semester there will be 16 lessons charged to parents, with the option of additional lessons being charged for if required. Refunds/credits will not be provided to parents for withdrawal from the program or missed lessons unless there are extenuating circumstances such as a tutor’s absence.

Payment in full must be made by the due date. Our tutors expect a full complement of students the first week of lessons each semester. We will stand to lose our excellent tutors if fees are not paid on time. In addition, following up fees in a large program such as ours creates unnecessary administration.

We do not send individual reminders concerning late payments.

- Please note that lessons will only be available in the first week of term for students whose deposit has been paid by the due date.
- If payment is not received the student’s place may have to be reallocated.

In order to assist in planning for your instrumental music fees please note the amounts and due dates of fees for tuition in 2016. Invoices will reflect half yearly payment for fees less a deposit of $100 each semester. Amounts shown are for 30 minute lessons. Due to an increase in pay for instrumental tutors, there has been an increase in the lesson fees to $34 per lesson. Please note that only 16 lessons are scheduled each semester to allow for make-up lessons to be arranged.

<table>
<thead>
<tr>
<th>Payment for Term</th>
<th>Number of lessons</th>
<th>Payment Due</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Terms 1 &amp; 2, Admin Levy</td>
<td></td>
<td>15 December 2015</td>
<td>$160.00</td>
</tr>
<tr>
<td>Balance Terms 1 &amp; 2</td>
<td>16</td>
<td>12 February, 2016</td>
<td>$444.00</td>
</tr>
<tr>
<td>Deposit Terms 3 &amp; 4</td>
<td></td>
<td>10 June, 2016</td>
<td>$100.00</td>
</tr>
<tr>
<td>Balance Terms 3 &amp; 4</td>
<td>16</td>
<td>22 July, 2016</td>
<td>$444.00</td>
</tr>
</tbody>
</table>
Our tutors work to a tight schedule. If the commencement of lessons is delayed due to late payment, tutors may not be able to make up missed lessons.

Communications
Information and reminders concerning the Instrumental Music program appear regularly in the school Newsletter. This is our primary means of communication with you, so please check the Newsletter every week.

New enrolments
New enrolments will be taken during the year subject to availability of tutors.

Missed lessons
Tutors will give advance notice of absence due to their professional activities. It is the parent’s responsibility to notify the tutor in advance of a child’s absence (including absence due to family holidays), preferably with 24 hours notice. Whilst we undertake to keep tutors informed of school excursions etc. it remains the parent’s responsibility to ensure that notice is given of a child’s absence. Notice may be given by:

- Ringing/texting the tutor or leaving a message at the school office (9836 7121) before 9.00 am.

If advance notice is not given, a charge for the lesson will be incurred.

Tutors will endeavour to re-schedule or make up lessons missed due to their own absence. Lessons missed due to interruptions to the school week such as curriculum days, sports days etc., student illness/injury/holiday will be made up if it is feasible within the tutor’s existing schedule at school. This recognises that tutors set aside time to provide lessons which is unable to be committed to other activities.

Timetables
Tutors will endeavour to establish a set timetable in consultation with the class teacher. However, occasionally re-scheduling may occur due to factors such as school activities, illness and the professional activities of the tutor. Please note that the educational needs of the students are given first priority when schedules are set, followed by the availability of tutors. Parent requests for particular times may not be able to be satisfied given these constraints.

Tutors will collect and return children from their classroom, so students should aim to be ready with their books and instruments at the scheduled time. Tutors will endeavour to locate children who are not at the expected location however this will necessarily reduce lesson time. Should a student forget their instrument, a theory lesson may be provided instead.

In the middle of the year tutors will be asked to reschedule music lessons so that a child does not miss the same classroom lesson for an entire year.

The Music Diary
Each student is issued with a music diary, which should be used as a means of communication between parent and tutor and also as a guide for practice. Tutors sign the diary to indicate that a lesson has been given. Students are responsible for producing the diary at each lesson.
Practice
Regular practice at home is essential if progress is to be made and the student’s interest is to be maintained. Tutors will give a clear indication of what is required each week. Parents can help by showing an interest and by helping to establish a practice routine.

Attendance by parents
Attendance at lessons by parents can be extremely helpful, particularly when a child is first starting tuition. It is much easier to help your child to practise if you have a clear idea of the tutor’s instructions and intentions, particularly in establishing correct posture. Please consult your child’s tutor if you would like to attend lessons.

Ensembles
We encourage all students to become members of an ensemble group as soon as they are able. Our ensemble program includes a range of large and small ensembles, which, if attended regularly, afford the benefits of additional group lessons.

Membership of an ensemble must be viewed as a long term commitment as it is only in this way that a group may progress and achieve its full potential. Ensemble repertoire must also be practised at home.

Please note that casual membership of ensembles is not allowed as this impedes the overall progress of the group and undermines the development of group identity. Students may not perform in concerts without adequate attendance at rehearsals. Membership of an ensemble is subject to a fee to meet the cost of the tutor’s salary.

Concerns and progress
- Please direct queries concerning progress, lesson content, student or tutor absence etc. directly to the tutor, either in person, by phone or via the diary.
- All other matters should be addressed to the music coordinator, Jenny Ranogajec.
Balwyn Primary School
Instrumental Music Program

Enrolment for Semester 1 2016

Child’s name:.................................................................

Please arrange instrumental music tuition for my child in 2016 as follows:

Instrument:...........................................................................

I enclose $160.00, being annual Program Levy ($60.00) and deposit of $100 towards lessons in Terms 1 and 2, 2016.
The levy is used to help administer the Instrumental Music Program. It is separate from lesson fees.

☐ I understand that lessons are to be charged at the rate of $34.00 per half hour.
☐ I have read and accept the program conditions outlined in the enrolment document supplied with this form.

Instrument Hire

Please indicate:
☐ Please advise me concerning the hire of an instrument from an external source.
☐ Please advise me concerning the purchase of an instrument.

.................................Parent/Guardian Name

.................................Signature

Contact number: Work........................................ Home.................................

email contact:..........................................................................................