



2019 MUSIC EXTENDED TUITION PROGRAM

Forms due 12 November 2018

Please retain this page for future reference

The following information outlines the 2019 Music Extended Tuition Program for both Senior and Junior School students. Please read the conditions listed below carefully before signing the consent form.

Form 1: 2019 Senior School Extended Tuition

Form 2: 2019 Musicianship Extended Tuition

Form 3: 2019 Junior School Extended Tuition

Form 4: 2019 Instrument Hire

CONDITIONS OF ENROLMENT

- Enrolment is based on one semester (2 terms)
Continuation from Semester 1 to Semester 2 is assumed.
- All current and new students wishing to participate in the 2019 Music Extended Tuition Program are required to submit an enrolment form.

CANCELLATION:

All cancellations require email notification to Justine Mokhtar (Music Administrator) musicadministrator@abbotsleigh.nsw.edu.au and notification to the Music Tutor.

TERMS AND CONDITIONS*

***These have been updated from 2019**

1. Extended Tuition fees will be billed separately from the Abbotsleigh school account and will need to be paid at the start of each term.
2. Cancellation Policy: Cancellation of lessons are to be made 4 weeks prior to lessons stopping and is to be made in writing to the music administrator at musicadministrator@abbotsleigh.nsw.edu.au. If notice given is less than 4 weeks a cancellation fee of 4 weeks will be charged.
3. Refunds for cancellation of lessons will be issued in the instance of medical conditions. Application should be made in writing to musicadministrator@abbotsleigh.nsw.edu.au and be accompanied by a medical certificate. Refunds will be issued at the discretion of the Music Department.
4. Your daughter's Peripatetic teacher will be given your details and will contact you by the end of Week 2 to arrange lessons. You will be notified in writing during this period if your daughter has been placed on a waiting list due to availability. Peripatetic staff will distribute hire instruments at your daughter's first lesson, if requested.
5. Music lessons are taught on a rotational basis throughout the school day in both the Junior and Senior Schools.
6. All lessons will begin in the week commencing Monday 4 February for Term 1 and in Week 1 for Terms 2, 3 and 4.

7. The guaranteed number of lessons is 32 per year (that is 16 per semester). This allows flexibility for the instances where
 - a) a student is unwell and has given 24 hours' notice
 - b) a teacher is absent
 - c) there is an unexpected clash with a school event.

Lessons missed because of student absence may not be able to be made up. If your daughter has completed 32 lessons and there is time remaining in the year, additional lessons will be taught at a pro-rata rate for continuity in tuition.

8. ABSENTEEISM – If your daughter is unable to attend her lesson due to illness, a school activity or an assessment, adequate notice must be given by phoning the individual teacher concerned, at least 24 hours before the lesson, otherwise you will be charged for the lesson. 'Make up' lessons cannot be guaranteed for lessons missed due to unexplained student absence.
9. Girls are expected to be thoroughly prepared for their Music Extended Tuition lessons, with regular practice being undertaken throughout the week.
10. Girls are expected to participate in a school ensemble as appropriate. This is considered to be integral to their instrumental lessons and musical literacy development.
11. It is recommended that Senior School students who are Grade 4 instrumental standard or higher have a minimum of 45 minutes for their instrumental lessons.
12. INSTRUMENT HIRE – The school has some instruments for hire which are available only to students having lessons at Abbotsleigh. Instrument hire is charged on a term basis. After hiring for two years a student is expected to purchase her own instrument (with the exception of large and very expensive instruments). The loan agreement attached (Form 4) must be signed by parents and returned to the Music Administrator before the instrument can be taken home.
13. INSURANCE – While the school will take responsibility for normal maintenance of the hired instrument, you will be charged for repairs necessitated by misuse or neglect. You may be charged up to the full cost for any instrument lost or damaged beyond repair.
14. LESSON TIMES – It is the responsibility of the music student to check the lesson times each week. In the senior school the timetables are placed on the music notice board and updated on a weekly basis. Senior students are also emailed directly by their teacher each week with their lesson day and time. Students are expected to bring their instrument, music and gold record book to every lesson. The gold record book is an effective means of communication between you and your daughter's music teacher. Your music teacher will record her/his phone number in the front of this book. The Music Administrator should be contacted if you have any queries regarding lessons.
15. SENIOR SCHOOL MUSICIANSHIP CLASSES – These classes are recommended for girls in the Senior School who have reached Grade 3 Practical standard on their instrument. There are both individual and group lessons for Musicianship. Group classes require a minimum of three students to run. Please refer to the Musicianship Enrolment form for further information.

The AMEB has the following prerequisites to receive certificates:

- Grade 6 Practical – Grade 2 Musicianship
- Grade 7 Practical – Grade 3 Musicianship
- Grade 8 Practical – Grade 4 Musicianship
- AMusA Practical – Grade 5 Musicianship
- LMusA Practical – Grade 6 Musicianship

FORM 1: 2019 SENIOR SCHOOL EXTENDED TUITION

Please return to Justine Mokhtar
musicadministrator@abbotsleigh.nsw.edu.au

Parents' Name:..... Student's Name:.....

Address:..... Student Year in 2019:.....

..... Day Girl Boarder

Phone: (H)..... (M)..... Email:.....

Did you learn an instrument at Abbotsleigh in 2018? Yes No

If yes, what was your Teacher's Name in 2018?.....

Do you wish to continue with the same teacher in 2019? Yes No

Do you wish to hire a school instrument? Yes No

Please tick your requirements	30 minutes \$408 per Term	45 minutes \$608 per Term	60 minutes \$808 per Term
Flute			
Oboe			
Clarinet			
Saxophone			
Bassoon			
French Horn			
Trumpet			
Trombone			
Euphonium			
Tuba			
Percussion			
Violin			
Viola			
Cello			
Double Bass			
Piano			
Jazz Piano			
Classical Organ			
Singing			
Guitar			

Music Lessons are taught on a rotational basis throughout the school day in both the Junior and Senior Schools. However, where students learn 2 or more instruments in the Senior School, we endeavour, where possible, to allocate a permanent time for one of the lessons. Priority is given according to seniority, i.e., Year 12 to Year 7.

I have read the updated Terms and Conditions and agree to abide by them.

Signature:..... Date:

FORM 2: 2019 MUSICIANSHIP(THEORY) SENIOR SCHOOL

Please return to Justine Mokhtar
musicadministrator@abbotsleigh.nsw.edu.au

Parents' Name:..... Student's Name:.....

Date of Birth:.....

Address:..... Student Year in 2019:.....

..... Day Girl Boarder

Phone: (H)..... (M)..... Email:.....

Musicianship lessons are offered as a group class or one to one lessons. Mid term into Musicianship group classes cannot be accommodated. Enrolment into one-to-one lessons can occur throughout the year.

Musicianship Grade	Group Lessons (1 lot of 8 classes per term)	Individual Lessons (8 lessons per term)
Grade 1 (45 minutes)	\$206.00	\$408.00
Grade 2 (45 minutes)	\$206.00	\$408.00
Grade 3 (45 minutes)	\$206.00	\$408.00
Grade 4 (60 minutes)	\$271.00	\$608.00
Grade 5 (60 minutes)	\$271.00	\$608.00
Grade 6 (60 minutes)	\$271.00	\$608.00

- Group class tuition is based on 2 lots of 8 lessons and the course concludes with an online AMEB examination which is moderated by Abbotsleigh.
- Examinations for one to one AMEB lessons are also online but can happen at any time throughout the year at the discretion of teacher and student.
- Group lessons will commence in the week beginning Monday 4th February 2019.
- All examinations will incur a separate charge as per the AMEB guidelines/fees.

I have read the terms and conditions and agree to abide by them.

Signature:.....Date:

Office Use Only

Teacher: _____

Enrolment Date: _____

FORM 3: EXTENDED TUITION(MUSIC) 2019 JUNIOR SCHOOL

Please return to Justine Mokhtar
musicadministrator@abbotsleigh.nsw.edu.au

Parents' Name:..... Student's Name:.....

Address:..... Student Year in 2019:.....

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Phone: (H)..... (M)..... Email:.....

Did you learn an instrument at Abbotsleigh in 2018? Yes No

If yes, what was your Teacher's Name in 2018?.....

Do you wish to continue with the same teacher in 2019? Yes No

Do you wish to hire a school instrument? Yes No

NB, Year 2 (string) students and Year 3 (string, woodwind and brass) will be issued a school instrument free of charge as part of the classroom Year 2 and Year 3 Instrumental program. A hire form must still be completed.

<i>Please tick your requirements</i>		30 minutes \$408 per Term
Flute	Year 3 – 6	
Oboe	Year 4 – 6	
Clarinet	Year 3 – 6	
Saxophone	Year 3 – 6	
French Horn	Year 3 – 6	
Trumpet	Year 3 – 6	
Trombone	Year 3 – 6	
Euphonium	Year 3 – 6	
Percussion	Year 3 – 6	
Violin	Year K – 6	
Viola	Year 2 – 6	
Cello	Year K – 6	
Double Bass	Year 3 – 6	
Piano	Year K – 6	

Music Lessons are taught on a rotational basis throughout the school day in both the Junior and Senior Schools. However, where students learn 2 or more instruments, we endeavour, where possible, to allocate a permanent time for one of the lessons.

I have read the terms and conditions and agree to abide by them.

Signature:..... Date:

Office Use Only

Teacher: _____

Enrolment Date: _____

FORM 4: Instrument Hire Form 2019

Please return to Justine Mokhtar
musicadministrator@abbotsleigh.nsw.edu.au

Parents' Name:..... Student's Name:.....

Address:..... Student Year in 2019:.....

..... Day Girl Boarder

Phone: (H)..... (M)..... Email:.....

<i>Please tick your requirements</i>	Instrument Hire \$100 per Term	Year 2/Year 3 Instrumental Classroom Program
Flute		
Oboe		
Clarinet		
Saxophone		
Bassoon		
French Horn		
Trumpet		
Trombone		
Euphonium		
Violin (JS Only)		
Viola (JS Only)		
Cello		
Double Bass		

I acknowledge the responsibility of hiring an instrument and accept the conditions set out in points 11 and 12 of the terms and conditions. I understand that in hiring an instrument I will be charged for repairs necessitated by misuse or neglect and that I may be charged up to the full cost for any instrument lost or damaged beyond repair.

Signature: Date:

<p><u>Office Use Only</u></p> <p>Make: _____</p> <p>Serial Number: _____</p>
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