



## **MUSIC EXTENDED TUITION PROGRAM**

### **TERMS AND CONDITIONS**

#### ***Please retain this information for future reference***

The following information outlines the Music Extended Tuition Program for both Senior and Junior School students. Please read carefully before accepting these terms and conditions.

#### **Enrolment:**

1. All current and new students wishing to participate in the Music Extended Tuition Program are required to formally enrol via our online portal <http://chq.abbotsleigh.nsw.edu.au/>

#### **Fees/Absenteeism:**

2. Extended Tuition fees will be billed separately from the Abbotsleigh school account and will need to be paid at the start of each term.
3. The terms fees are based on 8 lessons per term or 32 lessons per year. This allows flexibility each term 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
4. 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.
5. 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.

#### **Cancellation:**

6. 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](mailto:musicadministrator@abbotsleigh.nsw.edu.au). If notice is less than 4 weeks, a cancellation fee of 4 weeks will be charged.
7. All cancellations require email notification to the Music Administrator ([musicadministrator@abbotsleigh.nsw.edu.au](mailto:musicadministrator@abbotsleigh.nsw.edu.au)) and notification to the Music Tutor.

#### **Lesson information:**

8. Beginning of Academic year: Your child's Instrumental teacher will be given your details and will contact you by the end of Term 1 Week 2 to arrange lessons. You will be notified in writing during this period if your child has been placed on a waiting list due to availability. Instrumental teachers will distribute hire instruments at your child's first lesson, if requested.

9. All lessons will begin Term 1, Week 2 and in Week 1 for Terms 2, 3 and 4.
10. Music lessons are taught on a rotational basis throughout the school day in both the Junior and Senior Schools.
11. Girls are expected to be thoroughly prepared for their Music Extended Tuition lessons, with regular practice being undertaken throughout the week.
12. 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.
13. 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.
14. It is the responsibility of the music student to check the lesson times each week and arrive at lessons with their instrument, music and Gold Record Book. Timetables are placed on the Music Notice Board and updated on a weekly basis.
15. The Gold Record Book is an effective means of communication between you and your child'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.

### **Instrument hire/Insurance:**

16. The school has some instruments for hire which are available **only** to students having lessons at Abbotsleigh. Instrument hire is charged per term. These terms and conditions must be accepted online by parents before the instrument can be taken home.
17. After hiring for two years a student would be expected to purchase her own instrument (with the exception of large and very expensive instruments).
18. 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.

### **Musicianship classes:**

19. 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

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

Student's Name:..... Student Year .....

Signature..... Date .....