



# Mount Eliza Secondary College

## Instrumental Music Lessons 2018 (updated February 2018)

### Music Ethos

To promote students musical education and enjoyment of music the College offers a private instrumental tuition program. Mount Eliza Secondary College has a team of specialist teachers who provide tuition on a range of instruments. Music lessons are scheduled to work with the student's classroom timetable and will be delivered on a rotational basis to minimise disruption to classroom programs.

If you would like your son or daughter to undertake private music lessons at Mt Eliza Secondary College during 2018, would you please read the following information and complete and return the application form by the semester due date to the front office.

Mount Eliza Secondary College students have the opportunity to learn the following:

- Singing
- Keyboard
- Guitar
- Drums

All students learning an instrument are required to be involved in music ensembles. This involves attendance at rehearsals which are timetabled out of class time, either lunchtime, before or after school. Ensemble rehearsal commitments have priority over all other voluntary activities for students who are undertaking instrumental music lessons.

### The Enrolment Process

When your enrolment form is handed in, it is recorded by the front office and then forwarded to the Director of Music who will allocate a teacher to your son or daughter. This process takes approximately one week.

Once allocated, the Instrumental Music teacher will contact you and your child to advise the date and time of the first lesson, discuss prior experience and availability of instrument hire. Wherever possible, all lessons are given on a rotating timetable, so that the lessons take place at a different time each week. This means a student will usually miss only two periods of a particular lesson each term. In negotiation with the Director of Music and the relevant instrumental teacher, it may be possible to reschedule lessons out of normal class time (i.e. before school, at lunchtime, or after school). Year 11 and 12 students are given priority when allocating lessons.

### Hire of Instrument

We have a large range of string, brass and woodwind instruments for hire at a cost of \$150 per year / per instrument

### Lesson Length and Levy

For practical tuition, 29 lessons and one assessment session per year are provided. Levies for these will be invoiced in two (2) x 15 lesson block basis via the family statement. Where a student does not receive a scheduled lesson due to the teacher's absence for any reason, the teacher will make arrangements for a make-up lesson to be given later in the semester.

*Please note. Where it is not possible to place a student in the nominated lesson type, the College will contact the parent.*

## Conditions of enrolment

Where a student misses a lesson, a make-up lesson will be given only in the following cases:

- When the student requests a change to accommodate other school activities such as tests, excursions and sporting commitments, provided you give your music teacher 48 hours' notice.
- Where the parent is aware their son/daughter will be absent from school on the day of the lesson, provided you give your music teacher or the College 48 hours' notice.
- Where the student is ill on the day of the lesson and the parents notify the school by 8.15am and request cancellation of the music lesson on 9788 6230 or call the office on 9787 6288.
- Application forms/enrolment levy and payment must be received before your student can commence his/her music lessons (unless alternative arrangements have been made specifically for Instrumental Music lessons with the General Office).
- Other than for illness as set out above, make up lessons will not be given unless at least 48 hours prior notice of absence is given. Contact will be made via Compass to parents informing them of missed lessons without prior notification, lateness and failure to bring the correct resources to the lesson.

## Weekly Procedure

**Student** – Students are to bring their electronic device (iPad) to access resources to every instrumental or vocal lesson.

**The Next Lesson** – During each lesson, students must check on the date and time of their next lesson and check that it is scheduled in Compass. Students must also check their student email prior to the day of their music lesson just in case the lesson time has been changed. Students who arrive late to lessons should not expect to have this time made up.

**Changing Lesson Times** – If a music lesson is timetabled to clash with a test in a particular subject, this will become evident from proper use of Compass. Students are to consult their music teacher in advance (i.e. not less than 48 hours prior to the scheduled music lesson). Students must not swap lesson times with other students, without consultation with their music teacher or the Director of Music.

**Leaving Class to attend a music lesson** – Students are expected to go promptly to and from music lessons. Students must ensure they see the respective subject teacher for the commencement (or remaining) minutes of that particular period.

**Storage of Instruments at School** – All instruments should be neatly stored in the Music Department's allocated storage room while they are at school. Instruments should not be left on top or next to lockers. Student names and a contact number are to be clearly marked on the instrument case.

**Instrumental Music Exams** - Students will have the opportunity, and are encouraged to further their instrumental studies through external music examinations (AMEB, CPA, etc.). The fee for these exams is not included in the Music Tuition account.

**One month's written notice** must be given to the Director of Music if tuition is to be terminated, i.e. if not continuing tuition for the second block of 15 lessons, notice must be given in Week 5 of Term 2. Levies will not be refunded for students who withdraw prior to the conclusion of the semester.

**\*Notice for withdrawal from Instrumental Music Lessons for Semester Two must be given by Friday 11<sup>th</sup> May 2018.**

To continue or begin Private Instrumental Music lessons please complete the attached form. Payments are made on a semester basis, by the indicated due dates.



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Semester 1: Payment Due Friday 2<sup>nd</sup> February 2018

Semester 2: Payment Due Friday 11<sup>th</sup> May 2018

- Lesson Type:  30 minute group lesson (\$8.30/lesson) Cost Per Year: \$250
- 30 minute shared lesson 2 students only (\$23/lesson) Cost Per Semester: \$345
- 30 minute private lesson (\$35/lesson) Cost Per Semester: \$525
- Hire:  Instrument..... Cost Per Year: \$150

Student Name:	Year level 2018:
Student MESC email:	@mesc.vic.edu.au
Address:	Post Code:
Home Phone:	Student mobile:
Parent Contact Name:	Parent mobile:
Parent email:	
Name of Instrument/Singing lesson:	Beginner: Yes/No
Have you had any prior instruction? If so, please give details	
Second Preference:	

I wish to apply for my child to commence music tuition as listed above. I have read the information provided and agree to give 1 term's notice in writing, to the Director of Music, for cancellation of tuition. **Notice for withdrawal from Instrumental Music for Semester Two must be given by Friday 11<sup>th</sup> May 2018.**

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Instrumental Music Lessons Payment Form (Credit Card only)**

We/I will pay the prescribed levy and charges as set out by the Mount Eliza Secondary College School Council.

Lesson Amount: \_\_\_\_\_ Type of Card: Visa/Mastercard

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

CVC (three digit on the back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return completed Instrumental Music Lessons Form to the College Office*