



PLENTY VALLEY CHRISTIAN COLLEGE

INSTRUMENTAL MUSIC TUITION

INFORMATION BOOKLET

2020



CONDITIONS OF ENROLMENT FOR INSTRUMENTAL MUSIC LESSONS

Please read this information carefully before signing the Enrolment Form

◆ Enrolment

Students usually commence lessons at the beginning of the College year and it is expected that participation in the program will continue until at least the end of the College year. *No lessons are given without completion of the enrolment procedure.*

◆ Continuation of tuition from one year to the next

Enrolment for each new College year **will automatically occur** until we receive notification in writing that you wish to cease lessons. If you wish to alter the lesson arrangement in any way, such as change from 25 minute (single) to a 50 minute (double lesson) or from a shared to individual lesson, you will need to fill out a new Enrolment form.

◆ Fees for 2020

25 minute individual lesson – \$32.75

50 minute individual lesson – \$65

25 minute shared (2 students) lesson – \$21.15

Fees are structured according to VMTA guidelines and are very reasonable.

◆ Lessons and Fees

Students receive **32 lessons** throughout the year. The number of lessons per term may vary according to the number of weeks in each term as well as student requirements (student-free days, work experience, examinations, excursions etc). **A fee for 32 lessons, and any hire fees will be charged to your College account at the beginning the year, (or part thereof if commencing mid-year).** Students will receive an average of 8 weekly lessons throughout each term. Any make up lessons required under the policy will be given either during the term or at the end of the semester once 16 weeks have been reached. Parents should make arrangements for any make up lessons, with the instrumental teacher and only with the Conditions of Enrolment in mind.

◆ Hire of Instruments

Some instruments are available for hire at the cost of \$280 per year (GST included). Christmas holiday hire is an additional \$35. A hire form must be completed and signed by parents. This form is available from the Director of Music. Instruments will be allocated for hire in order of the receipt of applications.

Pianos, drum kits and electric or acoustic guitars are NOT available for hire. Students wishing to learn these instruments must have their own instrument at home. In general, instruments on hire from the College will only be available for 12 months, after which time students will be expected to buy their own instrument and thereby give others the opportunity to learn to play.

Parents wishing to buy a new or second-hand instrument should consult their child's teacher first, so that the most suitable instrument can be recommended and the best possible purchase price obtained.

◆ Termination of Tuition

Four College weeks' notice must be given in writing for termination of lessons prior to the end of the year or four weeks' fees will be charged. A Notice of Termination is available from the Director of Music. Please note that **unless written notice is received it will be assumed that the student will be continuing lessons for the next year.**

◆ Timetabling of Tuition

Lessons are given at set times during the week for the Primary students. Classroom, specialist classes and sport are considered before each child is allocated their time. In the Secondary College, lessons are rotated so that students do not miss the same subject each week. **It is the responsibility of the student to catch up on any work missed and to inform their class teacher at the beginning of the day of their lesson time.** Timetables are posted on the Music Instrumental Teaching Room doors for easy access to staff and students. **It is the responsibility of the student to attend lessons at the arranged times.** Instrumental staff may remind younger students (Prep-Grade 2) of their lesson times, but generally students are expected to remember their lesson time.

◆ Instrumental Record Books

All students taking instrumental lessons receive an Instrumental Record Book. This will be used for communication between the instrumental teacher, the class teacher and the parents. We ask that parents check the record book and sign at least once a week. If you wish to speak to the Director of Music or your instrumental teacher, please feel free to contact the Music Office for an appointment.

◆ Student Absence

If parents know that their child will be absent, please let the teacher or the Music Office know **at least the day before** the scheduled lesson. **It is the parent's responsibility to inform instrumental teachers of any excursions that may affect the anticipated lesson times.** If a student does not notify their teacher at least the day prior to a scheduled lesson, then the normal charges for that lesson will still apply, and the lesson will not be able to be made up. Students who are absent from a shared lesson for any reason will not have that lesson made up and no reimbursement will be given. No class teacher is able to refuse a student permission to attend an instrumental lesson, but students may negotiate a change of lesson time, if possible, where a College test is scheduled for that time. In the case of sudden illness, please notify the instrumental teacher or Director of Music as soon as possible and every reasonable effort will be made to make up the missed lesson where possible. Where a lesson is missed due to teacher illness the lesson will be made up during the year or the charge credited to your account at the end of the year.

◆ Student Absence due to excursions/incursions and the 'E' Policy

It is the parent's responsibility to inform instrumental teachers of any excursions that may affect the anticipated lesson times. If students and/or the Music Department are not informed of an excursion, then the 'E' Policy applies. The 'E' Policy states that each student may pay for up to two lessons per semester, that did not occur, due to an unknown excursion/incursion, and were not able to be made up by the Instrumental Teacher throughout the semester.

◆ Ensembles

Students learning an instrument are encouraged to be part of College performance groups. Where possible, rehearsals are held at lunchtime. Participation in a supervised ensemble is a requirement of all students taking music as a subject in Years 9-12. Once students have committed to participating in an ensemble it is expected that they attend 80% of rehearsals. Students who are absent for the last two rehearsals before a performance may not be able to perform, and must consult the teacher in charge before performance is approved. The following performance groups are anticipated for 2020:

Primary Orchestra	Jazz Band
Primary Choirs	Year 10 Elective Ensembles
VCE Ensembles	Rock Bands
String Ensemble	Vocal Ensemble
Woodwind Ensemble	Worship Band

◆ Exams

Students may prepare for external AMEB, ANZCA or Trinity College exams as part of their instrumental program. Students can also study Music Theory in preparation for an AMEB examination. Normally the instrumental teacher will advise if and when separate theory lessons are required. Please ask your child's instrumental music teacher about them preparing him/her for external exams. Teachers can provide information about exam periods, entrance fees and, if applicable, accompanist's fees.

Classroom Music and Instrumental Music Staff 2020

Mrs Joanne Roberts	Director of Music, Classroom Music, Ensemble leader
Mrs Jenny Gillie	Classroom Music, Ensemble leader
Mrs Bettina McMurray	Classroom Music, Piano, Ensemble leader
Mr John Lauricella	Woodwind
Mr Gordan Lewis	Guitar, Bass Guitar, Ensemble leader
Mr Shai Martin	Piano, Accompanist
Mr Ryan Menezes	Percussion
Mrs Roslyn Pritchard	Strings, Ensemble leader
Mrs Anna Struth	Voice
Ms Katrina Wilson O'Brien	Piano, Accompanist
Mr Matthew Young	Voice, Ensemble leader

Plenty Valley Christian College
APPLICATION FOR INSTRUMENT HIRE 2020

Student Name: _____ Year Level 2020: _____

Instruments available for hire: **Please circle the instrument you would like to hire*

Violin | Cello | Flute | Clarinet | Saxophone | Trumpet | Trombone | French Horn | Tuba | Bass Guitar

- I understand that I will be charged \$240 (including GST) to cover the cost of hire over the 2020 school year. Hire is available over the Christmas holiday period for an additional \$35.
- I accept responsibility for the instrument hired from Plenty Valley Christian College for use by my son/daughter.
- I understand that the instrument, which is valued at \$_____ is insured against fire and theft under College's insurance policy that has an excess of \$2000.
- In the event of damage or loss while it is in my child's custody, I undertake to pay the cost of repair or replacement up to a maximum of the value of the instrument or \$1000, whichever the lesser. (The College suggests that you consider having the instrument covered by your own insurance policy for the duration of hire.)
- I also undertake to report any theft immediately to the police, and any loss or damage to the Director of Music at the College.

Parent Name: _____

Parent Signature: _____ Date: _____

Parent contact details: Home Phone: _____ Mobile: _____

Email: _____

Office Use Only

Date application received: _____

Instrument available Make: _____ Model: _____ Serial No: _____

Add Hire fee of \$240 to student account at Business Office

Comments: _____

Signed by Director of Music: _____

Plenty Valley Christian College
INSTRUMENT HIRE OVER CHRISTMAS HOLIDAY PERIOD

Student Name: _____ Homegroup 2020: _____

Instrument Hired: _____

Make: _____ Model: _____ Serial No: _____

- I understand that I will be charged \$35.00 (including GST) to cover the cost of hire over the Christmas Holidays and that this will be invoiced with my school fees.
- I accept responsibility for the instrument hired from Plenty Valley Christian College for use by my son/daughter.
- I understand that the instrument, which is valued at \$_____ is insured against fire and theft under College's insurance policy that has an excess of \$2000.
- In the event of damage or loss while it is in my child's custody, I undertake to pay the cost of repair or replacement up to a maximum of the value of the instrument or \$1000, whichever the lesser. (The College suggests that you consider having the instrument covered by your own insurance policy for the duration of hire.)
- I also undertake to report any theft immediately to the police, and any loss or damage to the Director of Music at the College.

Parent Name: _____

Parent Signature: _____ Date: _____

Parent contact details: Home Phone: _____ Mobile: _____

Email: _____

Office Use Only

Date received: _____

Add Christmas Hire fee of \$35 to student account at Business Office

Comments: _____

Signed by Director of Music: _____

PLENTY VALLEY CHRISTIAN COLLEGE

Instrumental Tuition Application Form 2020

Instrumental tuition available

Tuition is available for primary and secondary students in the following instruments:

Piano	Violin	Viola	Cello	Oboe	Flute
Tuba	Saxophone	Bassoon	Trumpet	Trombone	Voice
Drumkit	Clarinet	French Horn	Bass Guitar	Classical Guitar	Acoustic Guitar
Electric Guitar	Recorder				

General Information: *Please read full details in "Conditions of Enrolment"*

- ◆ Instrumental lessons are given during College hours on a rotating basis for secondary students and on an agreed fixed time for primary students
- ◆ Lessons may be 25 or 50 minutes in length
- ◆ Students performing at a Grade 4 AMEB standard or above and those doing **VCE must take 50 minute lessons** as it is impossible to cover necessary work in less time
- ◆ Wherever possible senior students will be given lessons in their spare periods
- ◆ While Group lessons are possible in some cases, requests for these lessons must be discussed with the Director of Music and Instrumental Teacher prior to arrangement. Progress is generally slower for those taking group lessons.
- ◆ Music fees are charged to College accounts

Enrolment

NAME OF STUDENT: YEAR LEVEL 2020

NAME OF MOTHER: Mobile Email.....

NAME OF FATHER Mobile Email.....

HOME PHONE:

INSTRUMENT:

LENGTH OF LESSON:

- Individual 25 minute lesson
- Individual 50 minute lesson
- 25 minute shared lesson with one other student

DETAILS OF INSTRUMENT TO BE USED:

- I own the instrument already
- I am prepared to buy an instrument
- I wish to hire an instrument @ \$70 per term (Please complete an Instrument Hire form also)

By signing this form, I state that **I have read the Conditions of Enrolment and agree to abide by the conditions therein.** I agree that my child will undertake the above lessons **for a minimum of one College year.** If I wish my child to discontinue lessons at the end of the College year I will give written notice four weeks prior to the end of the College year. Otherwise I understand that my child will automatically be re-enrolled for the following year. **I understand that I will be charged for lessons annually and that my child is to receive 32 lessons throughout the year.**

NAME OF PARENT SIGNATURE DATE