



# Application for Private Music Tuition

Student Details		
Given Name:		Year & Form Class:
Surname:		Date:

Music Tuition requirements	
Private Lessons at school are required in: (Please indicate Voice or the specific instrument and approx. date to commence)	
Tuition required in:	Date to commence: (e.g. immediately/Term 1/Term 2 etc.)
❖	
❖	
❖	

Please tick or provide relevant information	
Beginner	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have your own instrument	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previously taught elsewhere:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes:</b>	
approximate standard:	.....
(Have learnt for one year or Grade 4 AMEB etc.)	
school where taught:	.....
Or private teacher:	.....
If previously taught at St Margaret's (name of teacher): .....	
<p><i>If a student is interested in joining a music ensemble at St Margaret's, please refer to the Music Handbook available from the Music Department or the Primary Music Coordinator. (Auditions may be required)</i></p>	

Parent Information	
Name (Parent/Guardian):	
Address:	
Telephone: Mobile:	Home: Work:
Email:	Student Mobile:
Signature of Parent/Guardian: .....	
<p><b>By completing this application form, you are agreeing to the Private Music Program Conditions, Expectations and Obligations as stated on the following pages.</b></p> <p><b>Please return completed application form to the Music Department: <a href="mailto:Music@stmargarets.qld.edu.au">Music@stmargarets.qld.edu.au</a></b></p>	

# Private Music Program Conditions

## Overview

As part of the Private Music Program at St Margaret's Anglican Girls School, visiting specialist music teachers offer their services to students. Although the visiting music teachers are not direct school employees, the School has a number of expectations and conditions for the visiting music teachers, students engaging their services and the parents of students involved in the Private Music Program.

## Outline of the Music Program structure (Private Tuition)

### Lessons

- ♫ Lessons are negotiated between the student and the music teacher at the beginning of each term.
- ♫ Lessons are scheduled weekly, with the duration of each lesson being dependent on the level of ability of the student. The average lesson time is 30 minutes.
- ♫ To be as effective and productive as possible, the student must bring their instrument and music to every lesson.
- ♫ Both the student and teacher will sign and date a roll every lesson to confirm their attendance.

### Fees

- ♫ Fees are billed one term in advance.
- ♫ Fees must be paid in full by parents/guardians by the due date stated on the invoice. Please note that if payment is not received by the due date then the Private Music Teacher is under no obligation to continue conducting lessons.
- ♫ Fees are charged at the rate of \$35 per half hour in accordance with the Queensland Music Teachers' Association Guidelines (please note, the QMTA's 2018 rate is \$70 per hour).
- ♫ Fees are to be paid directly to the Music Teacher, not the School.

### Cancellation of Lessons

- ♫ In the same way that an employee is required to give an employer notice if they wish to discontinue the employment relationship, parents are required to provide written notice on behalf of their daughter to the visiting music teacher if lessons are to be discontinued. The required notice period is four weeks, or payment in lieu of the period of notice less than four weeks.
- ♫ The purpose of this required notice period is based on the premise that visiting music teachers schedule their times for lessons at the beginning of a term based on student availability and numbers. Therefore, a visiting music teacher is unable to reasonably make significant changes to their teaching schedule once a term has commenced without losing income. The notice period of four weeks seeks to balance students' need for some flexibility and teachers' need for some degree of income protection.

### Missed Lessons

- ♫ From time to time, a student may be unable to attend a lesson due to scheduled school activities or a public holiday. Examples of a scheduled school activity include an Interhouse or QGSSSA Athletics Carnival and St Margaret's Day. In these situations, the music teacher is advised by the Head of Performance and a lesson in lieu can be planned for. The music teacher and the students can negotiate a mutually agreeable time for a make up lesson.
- ♫ In the case of student illness or other unplanned absence, teachers will not be able to make up the missed lesson. This includes a student being absent on the day of their lesson due to sudden illness. However, if a teacher is absent due to illness, they will negotiate a time with students for a make up lesson.
- ♫ If students have a special circumstance when they know they will need to miss a lesson and they are able to provide the music teacher with a minimum of 48 hours notice of their intended absence, the music teacher will reschedule the lesson if possible.

## **Expectations and Obligations of the:**

- ♪ Student
- ♪ Parent/Guardian and
- ♪ Visiting Music Teacher involved in the Private Music Program

### **Student:**

- ♪ Ensures they understand and make the commitment to learning an instrument and/or voice. This includes students planning and undertaking regular practice sessions between lessons.
- ♪ Demonstrates support for the School's Anglican ethos and core values at all times. This includes demonstrating respect and the expected standard of behaviour towards the visiting music teacher at all times.
- ♪ Acknowledges that unplanned absences from allocated lessons (in cases other than planned and scheduled school activities) will not be made up or rescheduled by the teacher.
- ♪ Acknowledges their obligations and confirms their support for the music program conditions by signing and dating at the end of the application form.

### **Parent/Guardian:**

- ♪ Make a commitment to encourage and support their daughter in her music endeavours.
- ♪ Expect that their daughter will be provided with high quality specialist music tuition by the music teacher in return for payment of tuition fees.
- ♪ Acknowledge that they are responsible for providing four weeks written notice to the music teacher if the student does not wish to continue lessons, or that they are required to provide payment in lieu of the period of notice less than four weeks to the music teacher.
- ♪ Acknowledge that lessons missed due to unplanned absence by their daughter, such as illness, will not be made up by the music teacher, but that the music teacher will make up any lessons missed due to illness by the teacher.
- ♪ Understand and acknowledge that the music teacher will be unable to continue lessons for the student if the term's fees are not paid in full by the due date stated on the invoice.
- ♪ Acknowledge their obligations and confirm their support for the music program conditions by signing and dating at the end of the application form.

### **Visiting Music Teacher:**

- ♪ Will provide quality musical tuition to students at regular weekly times negotiated between the student, parents and music teacher.
- ♪ May make a recommendation to a student and their parents/guardians that lessons be discontinued if, in their professional judgement, a student is not making reasonable progress.
- ♪ Will support the School's Anglican ethos and core values at all times.
- ♪ Will support and comply with the School policies on Child Protection and Workplace Health and Safety at all times.
- ♪ Will discuss any planned absences from lessons by the student (for reasons relating to scheduled school events) at the beginning of the term and negotiate a mutually agreeable rescheduled lesson with the student.
- ♪ Will make every reasonable effort to reschedule lessons when at least 48 hours notice of intended absence is provided by the student or the parents.
- ♪ Acknowledges their obligations and confirms their support for the music program conditions by signing and dating at the end of the application form.

**Please return to the Music Department**  
**Phone: 07 3862 0705, Email: [Music@stmargarets.qld.edu.au](mailto:Music@stmargarets.qld.edu.au)**