

# Private Music Tuition

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## Overview

As part of the Music Program at St Margaret's Anglican Girls School, visiting specialist music teachers offer their services to students from Year 1 – Year 12; however, lessons for Prep students may commence in Semester 2 (no lessons during Semester 1). Practical Music lessons are offered for the following instruments:

- Violin
- Viola
- Cello
- Double Bass
- Trumpet
- Trombone
- Euphonium
- French Horn
- Tuba
- Baritone Horn
- Flute
- Oboe
- Clarinet
- Bassoon
- Saxophone
- Guitar - classical/contemporary
- Bass Guitar
- Percussion (including drum kit)
- Piano
- Voice

Music theory lessons are also available upon request.

In order to commence Private Music Tuition at St Margaret's, an *Application for Private Music Tuition* form must be completed and returned to the Music Department. Upon receiving the application, the relevant music teacher will contact the student to arrange a lesson time. It is most important that parents carefully read the Terms and Conditions for Private Music Tuition and agree to them before enrolling their daughter for lessons.

## Terms and Conditions

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 Extra-curricular Music Program. These expectations and obligations include the following:

### 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 supports the Music Program conditions.

### Parents/Guardians

- 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 during term time, 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 of 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 end of the fourth week of the term or invoice due date.
- Acknowledge their obligations and confirm their support for the Music Program conditions by completing and signing 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.

### 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 associated equipment to every lesson.
- Both the student and teacher will sign and date a roll every lesson to confirm their attendance.

### Fees

- Fees are billed term (or Semester) in advance by the music teacher, unless otherwise advised.
- Fees must be paid in full by parents/guardians by the end of week four of the term.
- Fees are charged in accordance with the Queensland Music Teacher Association Guidelines. [www.qmta.org.au](http://www.qmta.org.au)
- In most cases, fees are to be paid directly to the music teacher, not to the School.

### Group Lessons

Group lessons are available; please contact the Music Department for lesson costs.

The maximum number of students in a group is three.

**Please note:** Group lessons can only occur when other students of a similar level have enrolled to participate. The alternative is individual private music lessons.

### **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 during term time, 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 the teacher's 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.

### **Private Music Tuition Times**

Students up to Year 10 may come out of class to attend their instrumental/voice lesson. However, students must not miss the same lesson twice in any five-week period. Teachers/ students are required to fill in the appropriate time on the *Absence From Class for Music Lesson* form. This will allow students and teachers to keep an accurate record of class lessons missed. Students are required to have this sheet signed by the classroom teacher of the lesson being missed prior to the lesson being given.

Lesson times may be kept at the same time each week if the lesson occurs before or after school, during lunchtime or assembly. However, first priority for these times is given to Years 11 and 12 students as they are not permitted to attend lessons during scheduled class time. Lessons for these students must be given before or after school or during lunchtime or assembly.

