



Application for Speech & Drama Tuition

Student Details

Given Name:		Year & Form Class (2019):
Surname:		Date:

Please Tick or provide relevant information

Re-enrolling	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New Student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If new student, previously taught elsewhere: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes: 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)		

Parent Information

Name (Parent/Guardian):		
Address:		
Telephone: Mobile:	Home:	Work:
Email:	Student Mobile:	
Signature of Parent/Guardian:		
By completing this application form, you are agreeing to the Speech & Drama Program Conditions, Expectations and Obligations as stated on the following pages.		



Private Speech & Drama Conditions

Overview

As part of the Private Speech and Drama Program, St Margaret's Anglican Girls School employs specialist Speech and Drama teachers to offer their services to students. The School has a number of expectations and conditions for the teachers, students engaging their services, and the parents of students involved in the Private Speech and Drama Program.

Outline of the Speech and Drama Program structure (Private Tuition)

Lessons

- Lessons are negotiated between the student and the Speech and Drama teacher at the beginning of each week.
- Lessons are scheduled weekly, with the duration of each lesson being dependent on the year level of the student. The average lesson time is 30 minutes. Eight lessons are scheduled per term.
- To be as effective and productive as possible, the student must bring her Speech and Drama materials to every lesson.
- The teacher will sign and date a roll every lesson to confirm her attendance.

Fees

- Fees are charged per semester to the student's account and are included in the second and third term Fee Statements.
- Fees must be paid in full by parents/guardians by the due date stated on the invoice.
- Fees are charged according to the number of students in each group and the year level of the student.
- Fees are to be paid directly to the School, via the School accounts system.

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 Speech and Drama 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 Speech and Drama teachers schedule their times for lessons at the beginning of a term based on student availability and numbers. Therefore, a Speech and Drama teacher is unable to reasonably make significant changes to their teaching schedule once a term has commenced without a loss of 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. To allow for these absences, students receive and are billed for 8 lessons per term.
- 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 Speech and Drama teacher with a minimum of 48 hours notice of their intended absence, the Speech and Drama teacher will reschedule the lesson if possible.

Expectations and Obligations of the:

Student

Parent/Guardian *and*

Speech and Drama Teachers involved with the Private Speech and Drama Program

Student

- Ensures they understand and make the commitment to learning Speech and Drama. 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 Speech and Drama 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 Speech and Drama Program conditions.

Parents/Guardians

- Make a commitment to encourage and support their daughter in her Speech and Drama endeavours.
- Expect that their daughter will be provided with high quality Speech and Drama tuition by the Speech and Drama teacher in return for payment of tuition fees.
- Acknowledge that they are responsible for providing four weeks' written notice to the Speech and Drama 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 school.
- Acknowledge that lessons missed due to unplanned absence by their daughter such as illness will not be made up by the Speech and Drama teacher, but that the Speech and Drama teacher will make up any lessons missed due to illness by the teacher.
- Acknowledge their obligations and confirm their support for the Speech and Drama program conditions by completing and signing the application form.

Speech and Drama Teacher

- Will provide high quality Speech and Drama tuition to students at regular or rotating weekly times negotiated between the student and the Speech and Drama 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 make every reasonable effort to reschedule lessons when at least 48 hours' notice of intended absence is provided by the student or the parents.

**Please return the form to the Speech and Drama Coordinator
Enquiries**

Email - mchamberlain@stmargarets.qld.edu.au

Phone - 3862 0750