PROCEDURE

INSTRUMENTAL MUSIC TUITION PROGRAM

St Stephen’s School offers a comprehensive Music Program including an Instrumental Tuition Program for students from Year 1 to Year 12. Instrumental Music Tutors are employed by St Stephen’s School and provide lessons in school time on school premises. Lesson times vary from week to week to ensure students are not absent from the same class each week.

Students enrolled in the program are required to participate in an appropriate instrumental ensemble or choral ensemble when they have reached the required standard, as assessed in consultation with the instrumental tutor, the director of the ensemble and Music Department staff. Rehearsals for ensembles, orchestra and bands are generally held either before or after school.

Tuition in the following instruments may be available (please check with the Music Department as the instruments offered may vary with demand from year to year).

<table>
<thead>
<tr>
<th>Piano</th>
<th>Flute</th>
<th>Alto Saxophone</th>
<th>French Horn</th>
<th>Violin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percussion - Orchestral</td>
<td>Oboe</td>
<td>Tenor Saxophone</td>
<td>Trumpet</td>
<td>Viola</td>
</tr>
<tr>
<td>Voice Classical</td>
<td>Clarinet</td>
<td>Baritone Saxophone</td>
<td>Trombone</td>
<td>Cello</td>
</tr>
<tr>
<td>Voice Musical Theatre</td>
<td>Bassoon</td>
<td>Classical Guitar</td>
<td>Euphonium</td>
<td>Double Bass</td>
</tr>
<tr>
<td>Voice Contemporary</td>
<td>Voice Jazz</td>
<td>Bass Guitar</td>
<td>Tuba</td>
<td>Jazz Guitar</td>
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<tr>
<td>(Year 10 and above)</td>
<td>(Year 10 and above)</td>
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ENROLMENT AND WITHDRAWAL

Enrolment in the program is offered to all students. Application for enrolment in the program may be accepted for commencement starting at the beginning of any term throughout the year, subject to availability of tutors and places in the program. The Instrumental Music Program Enrolment Form must be completed and handed to the Program Coordinator. Confirmation of enrolment will be provided in writing.

Enrolment is assumed to be ongoing from term to term and year to year unless the student officially withdraws from the program. Withdrawal must be notified by the first day of term for withdrawal at the end of that term by completing the Instrumental Music Program withdrawal form and submitting to the Music Department. Where notification of withdrawal is provided at any other time, a further eight lessons will be payable from the date of notification.
FEES

As this program is optional, fees are charged in addition to the standard school fees. The annual fee for enrolment in the program is based on the school providing a minimum of 32 lessons each year. The annual fee, which includes tuition fees and use of a school instrument, will be included in the annual family account issued at the beginning of the year (or added to the account where enrolment in the program is confirmed after 1 December of the previous year).

The fee for individual student tuition is **$1120**

Older students, and particularly those studying Music in Years 9 and above, may enrol for 45 minute or 1 hour lessons at the discretion of music staff in consultation with parents. These students will be charged accordingly.

RESPONSIBILITIES

MUSIC ADMINISTRATION

* A member of School Administration is nominated as the Coordinator of the Instrumental Music Tuition Program

This person is responsible for:

- overseeing the music tutors
- confirming student enrolment in the program and allocating students to tutors
- managing the loan of school instruments to students
- coordinating records of student attendance and notification of absence

A change in tutor during the year may occur and is at the discretion of the Head of Music, Instrumental. Lesson cancellations (with notice) due to personal reasons will be counted as a lesson attended.

TUTORS

Tutors are responsible for:

- providing an appropriate program of tuition for each student, including both practical and theoretical components
- providing a timetable of lessons for each student
- keeping in contact with parents
- recording details of the homework/practice required in the music record book every lesson
- collecting junior students (years 1 and 2) from class at the beginning of the lesson and taking them back to class at the end of the lesson
- Attempting to locate a student (years 3 to 12) who has not arrived within five minutes of the scheduled lesson time
- accurately recording student attendance and notification of absences
- reporting student progress to the family (through the music record book) and the music department on a regular basis
PARENTS/GUARDIANS

Parents/guardians are responsible for:

- signing the Enrolment Form to acknowledge these procedures and to confirm acceptance of the conditions of enrolment, including fees payable and requirements for withdrawal from the program
- ensuring the student has access to an appropriate instrument and relevant accessories (reeds, strings, valve oil etc.), noting the instrument may usually be hired from the School
- ensuring the instrument is regularly cleaned, maintained and serviced and that instruments hired from the School are professionally serviced before return to the School. Please consult Mrs Doust or Music Department staff before organising a service. A receipt of instrumental service, no older than 2 weeks, must be returned with the instrument
- ensuring the student has a Music Record Book (available from the Music Office or Student Services)
- ensuring the student practice record in the Music Record Book is completed and signed weekly
- communicating with the tutor and Mrs Doust about attendance; notifying the tutor and Mrs Doust of planned absences relating to School events such as excursions, camps, carnivals etc. one week ahead of the lesson
- encouraging the student to practise their instrument, to explore and broaden their musical experiences and participate in ensembles diligently
- communicating any complaint/grievance directly with the School’s Music Administration as soon as possible to resolve the matter
- escalating any unresolved concern to the Director of Music, Instrumental
- submitting a Withdrawal Form within the required notice period should the student wish to withdraw from the program

STUDENTS

Students are responsible for:

- actively participating in lessons, practising regularly and participating in ensembles where appropriate
- being adventurous, engaging with music in a variety of forms and exploring repertoire and techniques beyond the set program
- Recording practice times in the music record book
- bringing their instrument, music books, music record book and other accessories to every lesson
- attending their lesson promptly at the scheduled time
- advising their class teacher of their music lesson (showing the music record book and lesson schedule where required)
- communicating with the tutor if they have any questions or concerns about their lessons
- talking with their parent/guardian about their lessons and any matters of concern
USE OF A SCHOOL INSTRUMENT

A range of instruments are available from the School for student use. Priority for allocation of instruments is given to primary students in their first year of the program, with other students expected to provide their own instruments. The school does not have classical guitars, percussion instruments or keyboards – students need to provide their own instrument. Percussion students must provide their own sticks.

Regular maintenance must be arranged and paid for by the student/family and involves having the instrument serviced annually. The student/family is responsible for providing relevant accessories such as reeds, strings, valve oil, cleaning cloths etc. Each school instrument must be serviced before it is returned to the School. A receipt confirming servicing is required upon return.

The School provides insurance for school instruments. However, the parent/guardian will be responsible for reimbursing the School for any excess payable by the School arising from an insurance claim relating to the school instrument and for any uninsurable damage to, or loss of the instrument, including unreasonable wear and tear and theft of the instrument where the student has not taken reasonable steps to ensure the security of the instrument.

RELATED DOCUMENTS

Form – Instrumental Music Program Enrolment
Form – Instrumental Music Program Withdrawal

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Initial Approval</th>
<th>Current Approval</th>
<th>Review</th>
<th>Owner</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure</td>
<td>Feb 2015</td>
<td>Feb 2017</td>
<td>Feb 2019</td>
<td>Performing Arts</td>
<td>All School</td>
</tr>
<tr>
<td>Registration Standard 2017</td>
<td></td>
<td></td>
<td></td>
<td>ISO 9000</td>
<td></td>
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<tr>
<td>8.1 Enrolment Policies and Procedures</td>
<td></td>
<td></td>
<td></td>
<td>5. Responsibility, authority and</td>
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