



# INSTRUMENTAL PROGRAM

## 1. TUITION

Lessons will be of half an hour duration for individual and group lessons. Lesson times are negotiated with the class teacher to limit the time lost in learning within the class.

## 2. FEES

The cost will be:

\$27.00 individual student per lesson (10 lessons per term @ \$27 = \$270 per term)

\$20.00 small group (maximum of 3) per lesson (10 lessons per term @ \$20 = \$200 per term)

## MUSIC LEVY

The music levy covers the costs of equipment upgrades and administration costs. Drum and keyboard students are charged \$25.00 per annum for use of school equipment. All other instrumental students will be charged \$5 per annum. This levy is added to the first instrumental account each year.

Accounts for lessons are issued by tutors and are billed for a term's lessons in advance. If tutors are not paid by the third lesson of a term lessons will stop until the account is paid. The Instrumental tutor will follow up with parents if an account is not paid. If there is a problem for either parties, parents need to follow the grievance procedures (see item 10). No money for tutors can be left at the School Office. Payment is to be made directly to the tutor or via internet banking. Tutors will provide details.

## 4. INSTRUMENTAL MUSIC EVENING

During Term 4 there will be an Instrumental Music Performance. All St John Bosco Instrumental students who have undertaken music tuition for more than one year will have the opportunity to perform. Information will be sent home to you by the Instrumental tutor. Performance is an important part of learning an instrument.

## 5. MUSIC DIARY

Students may be asked to bring along an exercise book – around 24 pages. This allows you and the instrumental tutor to communicate on a regular basis.

## **6. END OF THE YEAR**

All current students will be contacted at the end of Term 4 by the Instrumental tutor to determine if they are continuing lessons the following year.

## **7. COLLECTING STUDENTS FROM CLASSROOMS**

If a student does not turn up for a lesson, the Instrumental Tutor will go to their class and collect the student where possible. All possible efforts will be made to locate the students, but if tutors are unable to find them, this lesson will still be charged.

## **8. ABSENTEISM**

- 8.1.1 Parents must notify the tutor that your child will be absent for a lesson at least 24 hours before hand or the lesson will be charged. This includes school events like excursions/camps.
- 8.2 Where possible, missed lessons will be made up by the tutor. Made up lesson times will be negotiated with the class teacher and the Instrumental tutor.
- 8.3 The tutor will give parents their phone number so you can notify them directly.
- 8.4 If the tutor is away, it is their responsibility to contact all students to let them know that there will be no lessons. The school should also be notified.
- 8.5 Any lessons that are due to be made up and have not been by the end of term, will be credited in the next term's fees.

## **9. REPORTING TO PARENTS**

A report is sent home twice a year at the end of each semester. This enables you to be informed of your child's progress.

## **10. GRIEVANCE PROCEDURES**

Grievance Procedures for Instrumental Tutors if payment is not made on time:

- 10.1 Instrumental Tutors contact parents and stop teaching the student until payment is made.

Grievance Procedures for Parents who are unhappy about an Instrumental tutor:

- 10.1 Contact the tutor immediately by phone to discuss the concern
- 10.2 Contact the tutor again in writing

## **11. WITHDRAWAL FROM THE INSTRUMENTAL PROGRAM**

If parents decide to withdraw their child from lessons it must happen at the end of the term. Written notification must be made to the instrumental tutor concerned prior to the end of that term.

## **12. PRACTICE**

We encourage students to practice their instrument to gain the full benefit of learning a musical instrument. Parents need to encourage their child to set aside time for practice.

**Thank you for expressing interest in Instrumental lessons for your child.  
The Program is a rewarding and exciting learning opportunity.**

We look forward to having your child be part of our Instrumental Program.

**St John Bosco School, Brooklyn Park**

**INSTRUMENTAL PROGRAM ENROLMENT**

**New Students**

If parents would like to consider lessons for their child, please fill out this form and return it to the school Office. Parents will then be contacted by an Instrumental Music tutor to discuss lessons in more detail.

Name of student: \_\_\_\_\_

Year level in 2022: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Parent / Caregiver: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please circle:

Group lesson (not drums)                      /                      Individual lesson

Please tick a box to indicate which instrument your child would like to learn

Keyboard      ☐      Recorder                      ☐

Guitar              ☐      Flute                      ☐

Violin              ☐      Voice (singing)              ☐

Drums              ☐

Thank you for filling in the expression of interest form for your child to participate in the St John Bosco School Instrumental Program. Your child's Instrumental tutor should be in touch with you in the next TWO weeks. If you have not heard within a few weeks, please contact Franca Jeffery in the school front office, [franca.jeffery@sjb.catholic.edu.au](mailto:franca.jeffery@sjb.catholic.edu.au)

The following agreement must be signed for your child to begin Instrumental lessons please return this to the school front office

---

**St John Bosco School, Brooklyn Park**  
**AGREEMENT FORM**

I ..... agree to abide by the terms and conditions as set out in the Procedures for Parents for the St John Bosco School Instrumental Program.

Signed: ..... Date: .....

Child's name: .....

Class: .....