



## Private Music Tuition Program 2015

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Dear Parents and Guardians,

Having discussed with your child the availability of private music tuition here at the Maranatha Christian School – Casey Campus, please read the following terms and conditions relating to the Private Music Tuition Program. Please note, this is different to the Year 7 Band Curriculum.

- ◆ Lessons are timetabled during scheduled classes. The timetable is organised on a rotating basis to ensure that a student does not miss the same class regularly. It is the student's responsibility to make up any work missed during absences.
- ◆ Lessons are of half an hour duration, of which eight are scheduled per term. The fees are charged by the individual tutor and invoiced by the tutors directly to parents. Fees must be paid by the due date on the invoice. Instrumental tuition costs for are available upon request from the Instrumental tutors.
- ◆ In the case where a student wishes to discontinue tuition, it is essential that notice be given in writing to the Head of Music Faculty, prior to the end of the term of conclusion. Students cannot discontinue tuition mid-term, as fees will be charged in full terms only. For example, if a student decides mid Term 3 that he/she no longer wishes to continue, full term fees will be incurred, and written notice must be given before the end of term for withdrawal effective at the end of the term.
- ◆ Arrangements can be made for students to sit for external practical music examinations i.e. AMEB (Australian Music Examination Board), for which candidates incur an externally imposed fee. Details are available on request.
- ◆ Students enrolled in Private Tuition will be invited to participate in one of the many instrumental ensembles at Maranatha Christian School, providing the opportunity to apply skills acquired.
- ◆ Instruments are available for hire from Maranatha Christian School at a cost of \$60 per term (including GST). In the case where an instrument is not available for the student, arrangements will be made for external hire or purchase. Please note, (continuing students especially), it is intended that instruments be hired from Maranatha Christian School for duration no longer than 2 years. If a student is continuing beyond this time, it is recommended that an instrument be purchased. Tutors in the Music Department can offer assistance and direction in such a matter when it arises.

If you wish your child to have private music tuition please complete the Enrolment Form attached, or if you have any queries regarding the program at any time, please do not hesitate to contact Mrs Nicole Liddle, Head of Music at Cardinia Campus on 97097334, Mr Craig Minty, Director of Music, Casey Campus, Endeavour Hills 7097229 or Mrs Priscilla Blake, Head of Music, Casey Campus Doveton on 97097362.

Dr Roderick Crouch  
Principal/CEO



## Procedures Regarding Private Tuition Attendance

I would like to take this opportunity to further detail the procedures relating to the Private Instrumental Tuition Program here at Maranatha Christian School.

- ◆ Students receive a detailed timetable indicating their lesson times for the duration of the term. These timetables should be kept in their diaries for both teacher and student reference.
- ◆ Lessons are of half hour duration and are timetabled as such. Therefore, students are to attend their regular subject classes for the first or last 5 minutes of the period. This enables the student to notify their classroom teacher that they were/are attending a private music lesson. Also, this time will allow students to collect any handouts, worksheets, homework etc. that might have been set during the class.
- ◆ **Tutors will need to be advised by students or parents at least 24 hours in advance of any events which conflict with the student's lesson time** (this would include events such as medical appointments, but also school events such as excursions). If a tutor has not been made aware of a scheduling conflict that prevents the lesson from taking place, the charge for the lesson will remain and the lesson will not be made up. In a similar fashion, a tutor will need to inform the student and/or parent if they are to be unavailable at the scheduled lesson time and a catch-up lesson will be arranged
- ◆ **If a student is ill on the day of a scheduled Music lesson, the Music Department must be notified by 9am**, either by notice given to General Reception or by contacting the Music Department directly on 97097334 Officer, 97097229 Endeavour Hills or 97097232 Doveton.
- ◆ **Any lessons missed without a valid reason will not be made up.**
- ◆ Students are advised to provide their tutors with their general classroom timetables and room allocations so that tutors, should they need to contact students, will be able to do so.
- ◆ Students and Classroom Teachers are advised that if a student is to attend a lesson at a time other than that shown on the timetable, **the change is to be noted either on their timetable or in their planner, and signed by either the tutor or the music teacher.**
- ◆ Students are also advised that if they anticipate a problem with attending a timetabled lesson, **a swap needs to be arranged with another student well ahead of the lesson time.**
- ◆ Students are to attend lessons as timetabled as regularly as possible, **as the opportunities for catch up lessons are not endless.**