What does the INSTRUMENTAL program involve?
You may be aware that MacKillop Catholic College has an extra-curricular instrumental music program. This consists of several qualified and experienced tutors providing lessons for the following instruments: guitar, bass, flute, clarinet, alto and tenor saxophones, voice, piano, keyboard, drums, trumpet and trombone. These lessons occur during class times and lunch times on selected days throughout the school week. Lessons are 30 minutes, once per week and occur on a rotating timetable so that students do not continually miss the same lessons each week. It is possible for some students to arrange for lessons to occur at recess or lunch.

- Tutors must communicate with students clearly and with fair notice (one week) regarding timetables and changes. Tutors create a ‘rotating’ timetable and move students down one time slot, on the same day per week. This will be taped to the window of the music room and students must write forthcoming lessons into their planner during the lesson;

Why do we have the program?
- To support the teaching of music within the wider music program – in classroom teaching and ensembles. Wherever possible, teaching aims to support the students whilst they learn music for ensembles in the regular music program;
- To provide students/parents with opportunities for students to have lessons with great tutors on campus;
- To make full use of the facilities available and foster the growth of ensembles;
- To encourage students to join extra-curricular ensembles provided through the College, and to perform in College events.

Fees and payment
- Lessons are available through a user-pays system. Fees will be $29 per lesson, with parents being billed $203 for 7 lessons per term in 2013. Experience tells us that several school-wide interruptions occur per term, and we cannot aim to offer one lesson per week throughout the year.
- The College does not collect fees from parents. All pay goes directly to the Instrumental tutor.
- The Instrumental tutor must invoice the family. Students may then bring payment of $203 to give to the Instrumental tutor. Alternatively, parents/carers may leave it at the College office, addressed to the relevant Instrumental tutor. Another option includes posting payment to the College or the Instrumental tutor (who will provide postal details). If the Instrumental tutor prefers, they may include their bank details for parents to pay via internet banking.

Invoicing
- Instrumental tutors will aim to phone students and parents to introduce themselves and make a time for the first lesson by week four of the school year.
- Instrumental tutors will aim to invoice parents/carers within week three also. Terms on the invoice should be clearly detailed: Payment on this notice is due 14 days from issue.
- If the payment is not made by the due date, the Instrumental tutor may make an effort to follow up the payment via email or a phone call reminder, or by resending the invoice.
- Lessons may not continue if payment is not received after three weeks altogether, at the discretion of the Instrumental tutor.
Absences:

- If the Instrumental tutor is going to be absent (due to illness or unforeseen circumstances), they will inform the College, and your missed lesson will be made up in the course of the term.
- If your son/daughter is unwell please inform the College office before the school day (specifically leave a message for your tutor). Alternatively, you may send an email to Andrea Scott, Music Coordinator before 9 am on the day of the lesson; ascott@mackillop.tas.edu.au.
- If your son/daughter is unable to attend due to an excursion, please inform the College (specifically leave a message for your tutor) the week before the lesson.
- It is the student’s responsibility to record times and dates in their planners and to turn up to lessons punctually. Instrumental tutors will not go to the student’s classroom to find them, should the student neglect to arrive at the lesson.
- Keep a close eye on your College calendar. If, for example, students have a carnival they will need to inform their Instrumental tutor that they will need to change their lesson day/time.

Passing on messages

- If you have a concern regarding your son/daughter and their practice, progress or timetable, please ask the Instrumental tutor via a note in the planner, phone call or email.
- If you have queries or concerns regarding this Instrumental Music Tutor program, please do not hesitate to email the Music Coordinator, Andrea Scott ascott@mackillop.tas.edu.au
- If you have a message regarding absences, please phone the office or email Andrea Scott.

Concerts

- Students involved in the Instrumental Program will have the opportunity (and will be encouraged) to perform in regular concerts throughout the year. Some concerts will be small, and non-threatening, held in the Music Room at the College. Others will be on a larger scale and may involve students playing solos, duets or within small groups. Parents, carers and friends are most welcome to attend all such concerts.

Commitment

In order to secure your son/daughter’s position with an Instrumental tutor, it is necessary to sign a brief statement (below) outlining your mutual commitment. Please sign and return the following form to the Mackillop Catholic College office by Tuesday, 19 February, to secure a place in the program. The relevant music tutor will make contact with you promptly.

Yours sincerely,

Andrea Scott
Music Coordinator

ATTN: Ms Andrea Scott, Music Coordinator

We agree to abide by the conditions of instrumental tuition for Mackillop Catholic College 2013.

Parent Name: Mr/Ms/Mrs/Miss. Signed:

Student Name: Signed:

Student Home room: Instrumental choice:

Date: Continuing student? Yes/No Parent phone number:

Parent email address: