1. **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 optional 1:1 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 school lessons each week. It is possible for some students to arrange for lessons to occur at recess or lunch.
   - Instrument teachers must communicate with students clearly and with fair notice (one week) regarding timetables and changes. Teachers create a ‘rotating’ timetable and move students down one time slot, on the same day per week. This will be given to the student as a hard copy, and will be advertised in the daily notices (SOBs) via student iPads. Students are encouraged to write forthcoming lessons into their planner.
   - **Lessons will officially start** in the week beginning **Monday 22 February 2016**.

2. **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 teachers on campus. In this way, parents need not take their child to lessons after school.
   - To make full use of the facilities available and foster the growth of ensembles.
   - Students are encouraged to join extra-curricular ensembles provided through the school, and to perform in school events.

3. **Fees and payment**
   - Lessons are available through a user-pays system. Fees will be **$330 per 10 lessons in 2016**.
   - **Term One participants in this program will be billed for 7 weeks of lessons**.
   - **The College collects no fees from parents**. All pay goes directly to the Instrumental Teacher.
   - The Instrumental Teacher must invoice the family. Students may then bring payment of $330 to give to the Instrumental Teacher. Alternatively, Parents/Carers may leave it at the school office, addressed to the relevant Instrumental Teacher. Another option includes posting payment to the College or the Instrumental Teacher (who will provide postal details). If the Instrumental Teacher prefers, they may include their bank details for parents to pay via **Internet Banking**.

4. **Invoicing**
   - Instrumental Teachers 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 Teachers 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 date issued**.
   - If the payment is not made by the due date, the Instrumental Teacher will 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 Teacher.

5. Absences
• If the Instrumental Teacher is going to be absent (due to illness or unforeseen circumstances), they will inform the school, and your missed lesson will be made up in the course of the term.
• If your son/daughter is unwell please inform the school 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.
• If your son/daughter is unable to attend due to an excursion, please inform the school (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 teachers will not go to the student’s classroom and find them, should the student neglect to arrive at the lesson.
• Keep a close eye on your school calendar. If, for example, students have a carnival they will need to inform their Instrumental Teacher that they will need to change their lesson day/time.

6. Passing on messages
• If you have a concern regarding your child and their practice, progress or timetable, please ask the Instrumental Teacher through a note in the planner, phone call or email.
• If you have queries or concerns regarding this Instrumental Music Teacher 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.

7. Concerts
Students involved in the Instrumental Program will be encouraged to perform in regular concerts throughout the year. Some concerts will be small, for developing performers, and held at the College campus. Others will be on a larger scale and may involve students playing solos, duets or within small groups. Family and friends are most welcome to attend all such concerts.

8. Commitment
In order to secure your child’s position with an Instrumental Teacher, 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 THURSDAY 25 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 2016.

Parent Name: Mr/Ms/Mrs/Miss.................................................................................. Signed: ........................................
Student Name:........................................................................................................... Signed:..........................
Student Homeroom:.............................................Instrument choice:..........................
Date:..........................Continuing student? Yes/No Parent phone number:..................
Parent email address: ........................................................................................................