1. **What does the Instrumental Program involve?**

MacKillop Catholic College has an extra-curricular instrumental music program. Several qualified and experienced tutors visit the College weekly, 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 usually occur during class times on selected days throughout the school week. Lessons are 30 minutes, once per 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 (so as not to continually miss the same class). This timetable will be given to the student as a hard copy, and will be advertised in the morning notices during Tutor Group. Students are encouraged to make reminder alarms in their iPad calendar.

- **Lessons for returning students** can start in the week beginning **Monday, 20 February 2017**.

- **Lessons for new students** will start in the week beginning **Monday, 27 February 2017**.

2. **Why do we have the Instrumental 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/guardians with opportunities for students to have lessons with great teachers on campus. In this way, parents/guardians need not take their son/daughter to lessons after school.

- To make full use of the facilities available and foster the growth of ensembles.

- To encourage students to excel, and to be involved with AMEB exams and local Eisteddfods if they wish.

- Students are encouraged to join extra-curricular ensembles provided through the College, and to perform in College events.

3. **Fees and payment**

- Lessons are available through a user-pays system. Fees will be **$350 per 10 lessons in 2017**.

- Term One participants in this program will be billed for 7-8 weeks of lessons.

- MacKillop Catholic 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 for the whole Term to give to the Instrumental Teacher. Alternatively, Parents/Guardians may leave it at the College 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/guardians to introduce themselves and make a time for the first lesson by Week 3 or 4 of the school year.

- Instrumental Teachers will aim to invoice parents/guardian within Week 3 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 College, and your missed lesson will be made up in the course of the Term.

- If the student 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 Co-ordinator before 9.00a.m. on the day of the lesson: [ascott@mackillop.tas.edu.au](mailto:ascott@mackillop.tas.edu.au)

- If your son/daughter is unable to attend due to an excursion, please inform the College Office (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 iPad or diary 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 son/daughter and their practice, progress or timetable, please ask the Instrumental Teacher through a note, phone call or email.
   - If you have queries or concerns regarding this program, please do not hesitate to email the Music Co-ordinator, Andrea Scott ascott@mackillop.tas.edu.au
   - If you have a message regarding absences, please phone the College Office or email Andrea Scott, Music Co-ordinator.

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 son’s/daughter’s position with an Instrumental Teacher, it is necessary to sign the brief statement below outlining your mutual commitment.

Please sign and return the following form to the College Office **by Wednesday, 22 February** to secure a place in the program. The relevant music tutor will make contact with you promptly.

Yours sincerely

Andrea Scott
Music Co-ordinator
ascott@mackillop.tas.edu.au

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**Instrumental Music Teacher Program - 2017**

**ATTN: Ms Andrea Scott, Music Coordinator**

We agree to abide by the conditions of instrumental tuition for MacKillop Catholic College 2017.

**Parent/Guardian Name:** Mr/Ms/Mrs/Miss…………………………………………………… Signed: ………………………………………………………

**Student Name:**………………………………………………………………………… Signed: ………………………………………………………

**Student Tutor Group:**…………………… Instrument choice:…………………..

**Continuing student?** Yes/No

**Parent/Guardian phone number:**……………………………………………………

**Parent/Guardian email address:** ……………………………………………………………...