



Swan Christian College
WISDOM IS OF GOD

Private Music Tuition Information Booklet

Values and Mission

Our Mission

- To provide a rigorous and innovative specialised music tuition program.
- To develop the student's music talent and enrich their school experience at Swan Christian College.

Our Values and Commitment

As a department, we are firmly committed to and value:

- exploring our God-given talents
- the art of music, advocating its aesthetic and ethical values in education and the human experience by upholding the values of the College which are leadership, kindness, integrity, commitment, respect and justice
- not only mastering music as a skill, but more deeply as an expression of the feelings, values and convictions found throughout humanity.

Swan Christian College values must be followed by all students. Failure to uphold these values could result in termination of tuition between the College and the tutor.

Contacts

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Director of Music: Mrs Jennifer Mudhan

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Important Information

Registration

- The application form for private instrumental lessons, band membership and instrumental hire is located on the College website or can be requested from Student Services.
- All application forms must be submitted to the Director of Music, the Coordinator or Student Services. Once the student's place is confirmed by the Coordinator or the Director of Music either by telephone or letter, payment directly to the tutor (instrumental lessons) or College office (band membership/hire) are to be made immediately.
- Parents are required to complete an application form before all lessons commence.
- Ensure that all contact details are provided on the application form i.e. the student's mobile phone number, parent's mobile phone number and home e-mail address.
- It should be clearly understood by the parents that enrolment for instrumental lessons, band membership or instrument hire is for one year unless extenuating circumstances apply. A renewal form is to be completed by students at the end of the year.

Private Instrumental Lessons

- Fees are usually \$26-\$30 per 30 minute lesson.
- The College can arrange private music lessons with tutors during school, before school or after school.
- Fees are to be paid directly to the tutor, **not the College.**
- Tutors will provide an invoice in the first or second week of the term and a receipt will be issued for each payment.
- Tutor's preferred method of payment is usually per term, in advance, or as otherwise arranged.
- The Director of Music or the Coordinator will be notified by the end of term if fees have not been paid and this may result in the student's place in the program being terminated.
- As soon as parents sign the agreed application form and it is submitted to the Music Department, the tutor will contact the parent to arrange the commencement of lessons and the timetable.
- Use of school equipment (amplifiers, piano, tape recorders, leads, guitars, pianos, maintenance, a music room, music lessons provided during school hours and Music Department support), is a service graciously supplied to the student and tutor at no cost; hence the low fees.

Band Membership

- Fees are \$50 per term. This includes the supply of sheet music, equipment, tutor's fees, workshops and transport cost of equipment.
- Students will be placed in appropriate levels/groups in the respective bands and parents will be notified.
- Once groups are finalised for the year, an invoice will be issued by the College to parents. Payments can only be made at the front office. These arrangements are made between the College and the parents, **not** the tutors.
- The College will provide a receipt for each payment.

Instrument Hire

- Hire fees are \$45 per term, with a registration fee of \$20 per year.
- The College will cover half of all repair costs to the value of \$80. The parent is liable for the remainder of the cost.
- Payments are to be made directly to the College after the application form has been accepted and processed by the Coordinator.
- Once payments are made, the instrument will be issued by the Coordinator.
- The College will provide a receipt upon payment.

Timetable, Roll and Attendance

- Lesson times are rotated but some set times may be arranged with the tutor before school, after school or during lunch.
- The lesson timetable for each term, with the tutor's name, will be handed to each student. The timetable is also available on the College portal, the music room noticeboard, the Year 8 noticeboard and the Student Services noticeboard.
- A roll and record of student's attendance will be taken at each lesson. If a student is absent, the reason for that absence is recorded (illness, personal, tests etc).
- The tutor will sign an attendance slip at the end of their lesson. Students are required to return directly to the classroom and hand the attendance slip to their teacher.

Sickness

- If a student is ill and cannot attend a lesson, the tutor must be directly contacted by 7:30am on the day of the lesson. However, 24 hour notice is preferred. If the tutor's timetable permits, a catch up lesson will be arranged or extra practice material will be prepared by the tutor during the time the student is absent and delivered to the student via Student Services. If these arrangements are not possible, then either re-imburement or credit for the next term's lesson will be scheduled. The parent is encouraged to communicate all arrangements with the tutor.
- If a student is away and the tutor is not notified by 7:30am, normal tuition fees will apply.
- Should the situation arise that a child will be absent for an extended period of time due to extenuating circumstances, then the tutor should be contacted so that lessons can be suspended. Advance notice is preferred especially with planned holidays and prolonged illness.
- Tutors who are sick on the day of tutoring will contact the Director of Music or the Coordinator prior to 7:30am. A notice will be attached to the tutor's music room. Tutors are also required to notify their students before 7:30am.
- The tutor absent must make arrangements with the parent and student to reschedule the lesson or to credit the parent's account.

Music Room Allocation

- Changes of day or time of a lesson with the student and parent must be done by the tutor. Verbal notification is not adequate. Tutors will pass a written note to the parent at least one week in advance.

Term Dates, Duration and Special Consideration

- Attending music lessons during school hours is a privilege we offer our students.
- Students are expected to remain in class for examinations, if they are missing a significant amount of work, or are required for an oral presentation.
- Students are requested to study the term overviews for each of their subjects and to notify tutors of examinations and events so that lessons can be rescheduled.
- Students are not permitted to miss assemblies, sports carnivals or examinations.
- Students are expected to 'catch-up' with the work they have missed in class and not use the private music lesson as an excuse for not completing work on time.
- Catch-up lessons and mentoring programs are offered to individual students who require assistance in balancing classroom work with music lessons. Students are advised to contact the Director of Music, Mrs Mudhan or the Coordinator, Mrs Borowitzka.

Music Tuition Books

- Tuition books and music books must be accessible at every lesson.
- Tutors are expected to record practice routines, technical difficulties regarding skills and application, and progress with regard to the lesson each week.

Reporting

- A progress report regarding technical work, aural perception and pieces explored will be issued at the end of each semester.

Withdrawal from the Program

- Students are expected to continue their studies for the duration of the year.
- A student is permitted to leave the program at the end of Semester 1 or the end of Semester 2.
- Notice of termination must be provided in writing to the tutor at least three weeks prior to the end of the semester.