



OXLEY

CHRISTIAN COLLEGE

Private Music Tuition

Policy and Information Guide and Enrolment Application 2022



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Policy and Information Guide

ADMINISTRATION

The College's Private Music Program is centrally administered and all new enrolments are initially directed to the Performing Arts and Events Administrator before an instructor is allocated. All enquiries should be directed to the Performing Arts Office. Please note that a place in the program may not be immediately guaranteed and, where the demand for instrumental tuition for a particular musical discipline exceeds the available times, a waiting list will be kept.

INSTRUMENTS OFFERED

For 2022, Oxley Christian College will be offering tuition in:

Piano	Year 3 onwards	
Woodwind	Year 3 onwards	Clarinet, Flute, Alto Saxophone and Tenor
Brass	Year 4 onwards	Trumpet, Trombone, Tuba, Euphonium
Percussion	Year 3 onwards	
Vocal	Year 6 onwards	Contemporary
Strings	Year 3 onwards	Violin, Viola and Cello
Guitar	Year 5 onwards	Classical, Contemporary, Electric and Bass
Theory	AMEB Grades 1-7	

Please note that all Year 2, Year 5 and Year 7 students study instrumental music as part of the classroom music curriculum. The attached Enrolment Application Form 2022 is required only for private tuition.

RECOMMENDED LESSON LENGTH

Instrument Examination Grade	Strings	Piano, Woodwind, Percussion	Vocal, Brass	Guitar
Preliminary	30 min	30 min	30 min	30 min
Grade 1	30 min	30 min	30 min	30 min
Grade 2	30 or 45 min	30 min	30 min	30 min
Grade 3	45 min	30 min	30 min	30 min
Grade 4	45 min	30 min	30 min	30 min
Grade 5	45 or 60 min	45 min	30 min	45 min
Grade 6	60 min	45 min	30 min	45 min
Grade 7	60 min	60 min	45 min	45 min
Grade 8	60 min	60 min	45 min	45 min
VCE Music	60 min	60 min	45 min	45 min
LMuse/ AMuse	90 min	90 min	90 min	90 min

The above lesson lengths are recommended by instructors in general. These are recommendations only and may vary for individual students. Please speak to the Performing Arts and Events Administrator if unsure.

FEE STRUCTURE AND PAYMENT

Eight lessons are charged on the school account prior to the beginning of each term and payment is made directly to Oxley Christian College. A timetable operates every term with thirty-two lessons being timetabled across the year. Please note that as each term varies in length and scheduled activities, there will not always be eight lessons scheduled each term.

Some terms allow more lessons and others less. We aim for thirty-two lessons by the end of the year. The fee structure for 2022 is as follows:

Lesson Time	Price Per Term
30 Minute Private Lesson	\$358
45 Minute Private Lesson	\$466
60 Minute Private Lesson	\$600
90 Minute Private Lesson	\$750
30 Minute Theory Lesson	\$163

VCE students are likely to need more than thirty-two lessons in each year. Additional lessons and subsequent charges will be agreed with parents before they are scheduled. These additional lessons may fall during school holidays, but will be discussed between the instructor, student, and parents prior to scheduling.

TIMETABLES

The Oxley Christian College Private Music Program operates during school hours. Students are allocated a day on which they will regularly have their lessons and lessons are rotated on that day throughout the term. Students will miss class time but the rotations will mean they will not miss the same class too often. (VCE students will be scheduled in their Study periods. Some VCE students may be scheduled during lunch or before or after school, as the timetable permits.)

The College does not provide a program out of school hours. If this is desired, we recommend undertaking lessons through an external provider.

Timetables are created in the term prior to lessons and provided to students prior to the commencement of each term. Although private music lessons are scheduled around activities in the calendar, there may be some instances where lessons need to be changed, such as a change in the calendar or classroom assessments. If a student needs to reschedule a lesson due to an upcoming assessment, they must inform the Performing Arts and Events Administrator as soon as they know about the clash.

Changes will not be made to private instrumental lessons unless required by the classroom teacher or as a result of calendar changes. Once scheduled, private music lessons will not be changed around appointments or student absences.

Changes to Junior student's lessons will be communicated with parents via SMS. Changes to Senior student's lessons will be communicated to students via Direct Message. In some instances, changes to lessons may result in two lessons scheduled in one week. Students must make themselves available for this.

EXTENDED ABSENCES

If a student is going to be away for an extended period of time, we recommend the student withdraws from lessons for the term (or terms) of the absence. This may result in the student losing their place on the timetable and they will have to reapply for lessons, if desired, when they return. Alternatively, parents may decide to keep their child on the timetable and forfeit the lessons missed while absent.

LOCKDOWNS

The Private Music Program is set up so that students can continue lessons online during lockdowns, using the same timetable as used at school. MS Teams is used and each student is allocated a private online 'room' in which to undertake their lesson with their instructor. Information will be provided to students at the beginning of each year with regard to requirements for, and logging into, their online lessons.

If a student is unable to undertake online lessons, they must communicate this with the Performing Arts and Events Administrator. Students who do not have lessons during a short

lockdown period (of less than two weeks) must be prepared to undertake two lessons per week (make-up lessons as well as timetabled lessons) when they return to onsite learning.

If a lockdown continues for more than two weeks, we recommend students who are not undertaking lessons online withdraw from the program for the term (or terms) of the absence. This may result in the student losing their place in the program and they will have to reapply for lessons, starting in the next term, if desired, when they return to onsite learning. Alternatively, parents may decide to keep their child on the timetable and forfeit the lessons missed while in lockdown.

COMMITMENT TO THE PROGRAM - PRACTICE AND ENSEMBLE PARTICIPATION

The College encourages students to pursue excellence in everything they do. There is the expectation that they will be committed to home practice. The student's family is asked to support them in their practising, as well as to provide a suitable instrument. Instrumental instructors can advise parents on instrument brands.

All students enrolled in the instrumental program are expected to be involved in an ensemble as soon as the student reaches the appropriate level of performance. It is essential that parents encourage consistent attendance of rehearsals. Students who neglect to consistently attend their allocated ensemble rehearsals may be ineligible to continue in the College Private Music Program.

EXAMINATIONS

Students are encouraged to sit external music examinations where appropriate, as these give an objective assessment of the student's progress. Information will be provided to parents at the beginning of the year regarding anticipated examination participation times. Fees for external examinations are billed to the student's account. Please note, no refunds are available from the College if a student withdraws from an examination for any reason. Refunds must be sought directly through the examining organisation.

Accompaniment is generally required for AMEB and SCSM examinations. An accompaniment service can be provided by the College. Fees for accompaniment undertaken through the College are charged to the student's account. Families may choose an external accompanist. Fees and rehearsals for a private accompanist are arranged by the student's parent and are not held at Oxley.

LESSON MATERIALS

A Music Diary is issued to each student at the beginning of the year. The charge for this Music Diary is placed on the student's account. Music books and other accessories are ordered for students through the College. Students are required to sign the receipt for these items and charges are placed on the student's account. Students must bring their Music Diary, instrument and music books to every lesson. If a student forgets to bring any of these to school on the day of their lesson, their lesson will still go ahead. The College is unable to loan an instrument to the student. Most likely, a Theory lesson will be provided.

ABSENCES AND MISSED LESSONS

It is the responsibility of the student or parent to inform the Performing Arts & Events Administrator if the student is unable to attend a scheduled lesson. If the lesson is missed because of a school event, such as an excursion or test, where possible the lesson will be made up at the end of the term. If a student is absent from school but is still able and well enough, they may be able to have their lesson online, scheduling and practicalities permitting. The student or parent must contact the Performing Arts & Events Administrator by 9.00am on the day of the scheduled lesson to request the online lesson. If an online lesson is not arranged by 9.00am or if the student misses the lesson because of absence from school or forgetting to attend, the lesson will be charged and will not be made up.

TERMINATION OF LESSONS

Once a student is accepted into the College Private Music Program, it is expected that the student will make that commitment for the whole year. Should a student choose to discontinue their tuition in the following term, the parent must email the Performing Arts and Events Administrator at least six weeks prior to the end of the previous term, otherwise one term's fees in lieu of notice will be charged. Once timetables have been completed (which is usually by the last week of the previous term), there can be no refund of fees for that term.



PRIVATE INSTRUMENTAL AND VOCAL TUITION ENROLMENT APPLICATION 2022

I wish to enrol: _____
Full name of student

To begin tuition at Oxley Christian College in: *(please tick)* - Please note recommended starting year on page 2

Woodwind

- ☐ Flute
☐ Clarinet
☐ Alto Saxophone
☐ Tenor Saxophone

Strings

- ☐ Violin
☐ Viola
☐ Cello

Guitar

- ☐ Classical
☐ Contemporary
☐ Electric
☐ Bass

Brass

- ☐ Trumpet
☐ Trombone
☐ Tuba
☐ Euphonium

Piano

- ☐ Piano

Percussion

- ☐ Percussion

Vocal

- ☐ Vocal

Theory

- ☐ Theory

Please indicate your preferred lesson time: *(please tick)*

Lesson Time	Cost per Term	Preference
30 Minute Private Lesson	\$358	<input type="checkbox"/>
45 Minute Private Lesson	\$466	<input type="checkbox"/>
60 Minute Private Lesson	\$600	<input type="checkbox"/>
90 Minute Private Lesson	\$750	<input type="checkbox"/>
30 Minute Theory Lesson	\$163	<input type="checkbox"/>

Year level in 2022: _____

If in Year 10 in 2022, please indicate if a VCE subject is being studied. Yes ☐ / No ☐

Would you like advice on purchase of a suitable instrument? Yes ☐ / No ☐

Please detail previous experience (eg. number of years on an instrument or exam grade levels)

I understand that this application is considered with regard to my child's educational progress and commitments and, if this application is successful, I agree to the following:

- I have read and abide by the conditions set out in the Private Music Tuition Policy and Information Guide.
- I acknowledge that the College offers a school based program, and as such, my child will be taken out of class for their music lessons (VCE students excepted).
- My child will commit to home practice on their chosen instrument.
- My child is able to navigate the school grounds to attend their lesson, unassisted.
- My child is responsible for managing their lesson times and ensuring they attend their music lesson as timetabled.
- My child will bring their Music Diary and School Diary to their music lesson every week.
- My child is expected to join an allocated ensemble as soon as he/she is playing at the appropriate level.
- If a lesson is missed due to excursions, incursions, tests or music instructor absence every attempt will be made to make up that lesson where possible. If not possible, a credit will be given at the end of the school year.
- Lessons missed by my child because of any reason, other than listed above, will be counted as paid lessons.
- I will allow up to two lessons per week to be scheduled, in the case where makeup lessons are needed.
- My child will be available for online lessons if a lockdown is called, otherwise I will allow makeup lessons to be undertaken upon the return to school for lockdowns shorter than two weeks. If a lockdown is longer than two weeks and my child is unable to undertake online lessons, I will withdraw my child from music lessons.
- I will write to the Performing Arts & Events Administrator to provide, a minimum of six weeks' notice prior to the end of term, if we wish to discontinue lessons the following term. (Exception for withdrawing due to lockdown.)

Parent's signature

Date: / /

Parent's Name

Phone: _____