



OXLEY
CHRISTIAN COLLEGE

Private Music Tuition

Policy and Information Guide and Application 2019



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Policy and Information Guide

INSTRUMENTS OFFERED

For 2019, 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 and Year 7 students study instrumental music as part of the classroom music curriculum. The attached form is required only for private tuition.

ADMINISTRATION

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

COMMITMENT TO THE PROGRAM

Oxley Christian 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 teachers can advise parents on instrument brands.

Students are encouraged to sit external music examinations where appropriate, as these give an objective assessment of the student's progress. An internal school report will be provided at the end of each semester.

ENSEMBLE COMMITMENT

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 the allocated ensemble rehearsals may be ineligible to continue in the College Private Music Program.

FEE STRUCTURE AND PAYMENT

Eight lessons are charged on your 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. The fee structure for 2019 is as follows:

Lesson Time	Price Per Term
30 Minute Private Lesson	\$344
45 Minute Private Lesson	\$448
60 Minute Private Lesson	\$576
30 Minute Theory Lesson	\$160

TERMINATION OF LESSONS

Once lessons are organised, 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 Performing Arts & Events Administrator must receive a minimum six weeks notice prior to the end of term in writing or one term's fees in lieu will be charged. Once timetables have been completed, there can be no refund of fees for that term.

EXAMINATIONS AND LESSON MATERIAL

Music books and other accessories may be ordered through the Performing Arts Administration Office. The student will be requested to sign for the receipt of this material and the cost debited to the student's account.

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 exams. Accompanists may be arranged privately. (Private Music Teachers can assist if required.)

LESSONS

Lessons are provided on a rotation basis, to ensure that the students do not miss the same classes each week. However, parents should note that their child will miss class time to attend their weekly lesson (not applicable to Year 11 & 12 students).

Parents should ensure their child understands all his/her responsibilities regarding the attendance of music lessons. It is the responsibility of the student to be sure of their lesson time for the coming week. Class teachers are not responsible for reminding students to attend their music lessons.

Students are required to purchase a Music Record Book, which the instrumental teacher will give them at their first lesson each year. Students are also required to bring their school diary to their music lessons.

Students should attend their lessons with the appropriate materials and equipment.

No extra lessons (more than 32 per year) will be given without permission from the parent/guardian.

TIMETABLES

Students will receive their instrumental music timetables prior to the beginning of each new school term. It is the student's responsibility to inform the Performing Arts & Events Administrator of any timetabling requirements at least two weeks prior to the end of the previous term. VCE students will have priority at all times. Lessons will not be changed once the timetable is completed. If a student is unable to make their lessons due to a school event, a makeup lesson may be provided at the end of the term.

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 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.

LATE ARRIVAL & FORGOTTEN INSTRUMENTS

Students who forget their instrument should attend their lesson at the scheduled time. Students who arrive at the music lesson late will be marked 'late'. Parents will be notified of habitual lateness and lesson time will not be made up or refunded.

