ST BEDE’S COLLEGE
INSTRUMENTAL MUSIC LESSONS
Music Ethos

To promote students musical education and enjoyment of music the College offers a private instrumental tuition program. St Bede’s has a team of specialist teachers who provide tuition on a range of instruments. Music lessons are scheduled to work with the student’s classroom timetable and will be delivered on a rotational basis to minimise disruption to classroom programs.

If you would like your son to undertake private music lessons at St Bede’s during 2014, would you please read the following information and complete and return the application form by the semester due date, to the front office.

St Bede’s Students Have the Opportunity to Learn the Following

Bass: Electric Bass, Double Bass
Brass: Trumpet, Trombone, Euphonium, Tuba, French Horn
Guitar: Electric Guitar, Classical Guitar
Keyboard: Piano, Keyboard
Percussion: Percussion, Drum kit
Singing: Contemporary Singing, Classical Singing
Woodwind: Flute, Oboe, Clarinet, Saxophone

All students learning an instrument are expected to be involved in music ensembles. This involves attendance at rehearsals which are timetabled out of class time, either before school, at lunchtime or after school. Ensemble rehearsal commitments have priority over all other voluntary activities for students who are undertaking instrumental music lessons.

The Enrolment Process

When your enrolment form is handed in, it is recorded by the front office and then sent to the Director of Music who will allocate a teacher to your son. This process takes approximately one week.

Once allocated, the Instrumental teacher will contact you and your son to advise the date and time of the first lesson. Wherever possible, all lessons are given on a rotating timetable, so that the lessons take place at a different time each week. This means a student will usually miss only two periods of a particular lesson each term. In negotiation with the Director of Music and the relevant instrumental teacher, it may be possible to schedule lessons out of normal class time (i.e. before school, at lunchtime, or after school). Year 11 and 12 students are given priority when allocating lesson times.

If you have any questions, please contact the Director of Music, Mr Neil Hambly on 9582 5846.

Lesson Length and Fees

For practical tuition, 29 lessons and one assessment session per year are provided. Fees for these lessons will be invoiced in 2 x 15 lesson blocks basis. Where a student does not receive a scheduled lesson due to the teacher’s absence for any reason, the teacher will make arrangements for a make-up lesson to be given later in the semester.

The fees are based on the Victorian Music Teachers’ Association recommendation.
Please note: Where it is not possible to place a student in the nominated lesson type, the College will contact the parent. Shared lessons cannot be provided for piano or drum kit.
Conditions of Enrolment

Where a student misses a lesson, a make-up lesson will be given only in the following cases:

1. When the student requests a change to accommodate other school activities such as tests, excursions and sporting commitments, provided you give your music teacher 48 hours notice.
2. Where the parent is aware their son will be absent from school on the day of the lesson, provided you give your music teacher or the College Office 48 hours notice.
3. Where the student is ill on the day of his lesson and the parents notify the school by 8:15 am and request cancellation of the music lesson on 9582 5846 or call the office on 9582 5999.
4. Application forms/enrolment fee and payment must be received before your son can commence his music lessons.

Other than for illness as set out above, make up lessons will not be given unless at least 48 hours prior notice of absence is given. Contact will be made to parents informing them of missed lessons without prior notification, lateness and failure to bring the correct resources to a lesson.

Weekly Procedure

Student Diaries - Students are to bring their school diary and music logbook to every instrumental or vocal lesson. Music logbooks will be distributed to students at the commencement of music tuition.

The Next Lesson – During each lesson, students must check on the date and time of their next lesson and write the details into the appropriate week of their college diary. Students must also check their student email prior to the day of their music lesson just in case the lesson time has been changed. Students who arrive late to lessons should not expect to have this time made up.

Changing Lesson Times - If a music lesson is timetabled to clash with a test in a particular subject, this will become evident from proper use of the school diary. Students are to consult their music teacher in advance (i.e. not less than 48 hours prior to the scheduled music lesson). Students must not swap lesson times with other students, without consultation with their music teacher or the Director of Music.

Leaving Class to attend a music lesson – Students are expected to go promptly to and from music lessons. Students must ensure they see the respective subject teacher for the commencement (or remaining) minutes of that particular period.

Storage of Instruments at School - All instruments should be neatly stored in the Music Department’s allocated storeroom while they are at school. Instruments should not be left on top of or next to lockers and student names and a contact number are to be clearly marked on the instrument case.

Instrumental Music Exams - Students will have the opportunity, and are encouraged, to further their instrumental studies through external music examinations (AMEB, CPA, TRINITY etc.). The fee for these exams is not included in the Music Tuition account.

One month’s written notice must be given to the Director of Music if tuition is to be terminated. IE: if not continuing tuition for the second block of 15 lessons, notice must be given in Week 2 of Term 2. Fees will not be refunded for students who withdraw prior to the conclusion of a semester. Notice for withdrawal from Program for Semester Two must be given by 28 April 2014.

Thank you for enrolling and providing your son with the opportunity to learn and develop his musical skill with our highly skilled Instrumental Teachers.
ST BEDE’S COLLEGE INSTRUMENTAL MUSIC LESSONS

To continue or begin Private Instrumental lessons please complete this form. Payments are made on a semester basis.

Thank you for enrolling and providing your son with the opportunity to learn and develop his musical skills with our highly skilled Instrumental Teachers.

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Description</th>
<th>Charge per lesson</th>
<th>Semester Charge (15 Lessons)</th>
</tr>
</thead>
</table>
| A      | 60 minute individual lesson  
VCE Music students/ Advanced students | $62.00            | $930.00                     |
| B      | 30 minute individual lesson                                                | $31.00            | $465.00                     |
| C      | 30 minute shared lesson (2 students)  
Years 7-9 only  
C (30 mins shared Years 7 - 9 only)  
NB: Drum Kit and Piano not available for option C. | $19.50            | $292.50                     |

LOG BOOK – All Students: Annual $10

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Due 7 February 2014</th>
<th></th>
<th>SEMESTER 2</th>
<th>Due 28 April 2014 (Please tick Semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
<td>---</td>
<td>YEAR LEVEL:</td>
<td>ROLL GROUP:</td>
</tr>
<tr>
<td>Student email (@ St Bede’s):</td>
<td><a href="mailto:____________@stbedes.catholic.edu.au">____________@stbedes.catholic.edu.au</a></td>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Address:</td>
<td>__________________________________________________________________________</td>
<td>---</td>
<td>Home Phone:</td>
<td>Mobile no.</td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
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</tr>
<tr>
<td>Parent Contact Name:</td>
<td>Email:</td>
<td>Mobile no.</td>
<td>---</td>
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<tr>
<td>Name of Instrument/Singing lessons:</td>
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</tr>
</tbody>
</table>

Length of Lesson: A (1hour)  
B (30 mins individual)  
C (30 mins shared Years 7 - 9 only)  
NB: Drum Kit and Piano not available for option C.  

I wish to apply for my son to commence music tuition as listed above. I have read the information provided and agree to give 1 term’s notice in writing, to the Head of Music, for cancellation of tuition. Notice for withdrawal from Program for Semester Two must be given by 28 April 2014.

Signature of Parent or Guardian _____________________________________________ DATE: _____________________

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Private Music Lessons Payment form (Credit Card only)

We/I will pay the prescribed fees and charges as set out by the St Bede’s College Board of Management.

Log Book $10 plus Lesson Fee Amount: ________________  
Type of Card: Visa/Mastercard

Card number __ __ __ __ __ __ __ __ __ __ __ __ __ __ Expiry Date __ __ / __ __

Name on Card: _____________________________________________ Date: __________

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***Please return this completed music application to the College Office ***