

BOOKLET

Title: **INSTRUMENTAL MUSIC PROGRAM INFORMATION**

Authorised by: **Head of The Arts**

No.: **CURR-B16**

Issue Date: **February 2018**

Last Reviewed: **February 2019**

Next Review Date: **February 2020**



SPW
EARLY LEARNING AND
PRIMARY EDUCATION

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Instrumental Music Program

Information & Agreement
for Parents/Caregivers
and Students

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1 INTRODUCTION

Instrumental music provides a wonderful opportunity for children to learn and study an instrument at school.

Our Instrumental Music Program is not an 'elective' offering a short course to learn an instrument. Rather, it is a program that requires dedication and commitment by the children and support and encouragement from their families and other subject teachers.

Tuition is provided through individual lessons by independent instrumental teaching contractors and is offered to all children. As the Instrumental Music Teachers are independent contractors they set their own guidelines and payment is made directly to them. The School has a rigorous process for screening our tutors and have all the required documentation. Our tutors are professionals with extensive academic and performance backgrounds.

SPW coordinates the Independent Instrumental Music Teachers to cater for the needs and interests of individual children each year. Students in Years 1 to 7 sign up online at the end of the preceding year.

2 HOW INSTRUMENTAL PROGRAM IS RUN

Children are withdrawn from subject lessons for their Instrumental Tuition once a week. Lessons are timetabled by the Head of Arts so as not to clash with Specialist Lessons, Inquiry time or Sport.

Should there be other subject areas and specific times that need to be avoided then this should be communicated to the Head of the Arts, who will make every endeavour to meet these requests. Year 6 and 7 students will be on a rotating schedule where possible to prepare them for high school and so they don't miss the same lesson each week.

2.1 REPORTING

Instrumental music reports are provided at the end of each semester by the Independent Instrumental Music Teacher in a form the tutors deem appropriate. Parents may request feedback from Instrumental Music Teachers via email or telephone call at any time.

3 STUDENT RESPONSIBILITIES

3.1 ATTENDANCE

All lessons are to be attended. If your child is absent due to illness please ring or text the Instrumental Music Teacher directly before 8.00am. If the illness is not advised the lesson is forfeited and is still to be paid. If your child arrives to school and their lesson without an instrument it is at the teacher's discretion if the lesson is forfeited or a theory lesson is given. Please check your Instrumental Music Teachers own policy.

We encourage your child to join a school music ensemble when they have reached an appropriate standard of performance.

3.2 DAILY PRACTICE

This is essential. The amount required will be specified at the beginning of each term by each Instrumental Teacher and communicated in their Music Diary.

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3.3 ATTENDANCE AND DAILY PRACTICE

All lessons and home practice should be recorded in the Music Diary. Satisfactory use of the diary will enable lesson time to be used for music instruction and therefore valuable teaching time will not be wasted. It will also inform the Instrumental Music Teacher and provide a means of communication between home and school.

Students are asked to obtain a parent initial each night to indicate their practice regime and commitment.

3.4 INITIATIVE AND ORGANISATION

Success is directly related to the amount of work done between lessons. Your child is asked to take responsibility for their own learning including recording lesson times in their Music Diary. Notes on the fridge, front door or other places will also help everyone to remember all the requirements.

4 PARENT RESPONSIBILITIES

Students' success is linked directly to support at home. Listening to a performance, giving encouraging words and asking questions all go a long way in student perseverance and success in their Instrumental studies.

4.1 INSTRUMENT

Please ensure your child's instrument is maintained appropriately.

4.2 HOMEWORK

- a) Encourage your child to develop a daily routine.
- b) Observe your child every few days.
- c) Ask to hear some work.

4.3 MUSIC DIARY

Check the music diary at least once a week and sign to acknowledge it has been seen. This is an important way to communicate with your child's teacher.

Remind your child about taking his/her instrument on the right day, perhaps use a family calendar if necessary and if that helps.

4.4 PERFORMANCES

Please attend wherever possible.

4.5 COMMUNICATION

Use the Music Diary to communicate any areas of concern or noticeable improvement in your child. Contact the Instrumental Teacher or The Head of the Arts should any problems arise.

We want this to be a partnership and to have regular, open means of communication.

5 INSTRUMENTAL MUSIC TEACHER RESPONSIBILITIES

1. Ensure suitability of instrument for individual children.
2. Distribute the Music Diary, for recording practice times and lesson material.
3. Collect payment at beginning of term (from child/parents) for one term's lessons.
4. Communicate with parents.
5. Report at the end of each semester as appropriate
6. Communicate with the Head of the Arts regarding success or concerns.

6 PAYMENT OF LESSONS

The cost of lessons is \$33.00 per half hour. Payments are made for one term's tuition directly to the Instrumental Music Teacher at the start of each term. Accounts are due and payable within 14 days. As the teachers are independent contractors they may charge administration fees or impose late fees.

Under no circumstances are invoices to be changed or altered without discussion with the contractors. If a child is absent from the lesson, lessons need to be paid. In the case of illness parents are to notify the Instrumental Music Teacher personally by 8.00am that day. Each Instrumental Music Teacher will have their own policy please make sure you read this carefully. Lessons are paid in Term blocks even if holidays are being taken during the term.

7 LEAVING THE PROGRAM

Not all children find that they wish to continue learning a musical instrument. The decision to discontinue lessons is an important one and should be made by families in consultation with the Instrumental Music Teacher and/or Head of Arts.

If after this consultation process the decision is made to discontinue lessons please email thearts@spw.sa.edu.au stating why the student wishes to withdraw. **Notice of discontinuance is to be given no later than 4 weeks prior to the commencement of the following term. If lessons are discontinued at any other time one term's fee in lieu will be payable.**

8 GRIEVANCES

Families experiencing problems in relation to the Instrumental Music Program should, in the first instance, communicate with the Independent Instrumental Music Teacher involved. As a second step, families may wish to speak to the Head of the Arts.

9 QUERIES

Should you have any queries please contact us via email thearts@spw.sa.edu.au.