

In order to foster the continued success of the Newman College Instrumental Program, both the parent and the student should understand the following:

- No student may commence or withdraw from instrumental tuition without written notification from their parent/guardian.
- The annual Music tuition fee will be billed per semester in January/July. Please observe invoice due dates carefully. Families must be in financial good standing (College tuition fees up to date) to receive instrumental/vocal lessons. Any queries or concerns regarding payment must be directed to the Newman College Director Finance & Administration.
- Enrolments may be cancelled **at the end of week 8 of each term for the following term** provided a green withdrawal form is completed and returned to the Music Office by:
 - **Friday 22 March 2024**
 - **Friday 7 June 2024**
 - **Friday 6 September 2024**

These dates for lesson withdrawal must be strictly adhered to.

If the withdrawal form is not received by cut-off date specified above any existing credit that may remain for the semester will **not** be refunded. Withdrawal forms can be obtained from the Arts office (Marcellin Campus) or from the office on the relevant campus.

- Instrumental lessons are available for all students at Newman College and take place during college hours. Marian Campus students will receive lessons during or after lunchtime. It is the students' responsibility to attend lessons punctually and regularly. Where possible, lessons will be scheduled on a rotating timetable (students attend lessons at a different time from one week to next to minimise disruptions to the academic schedule). 'Out-of-school' times are limited and may be requested; however, priority for requested times is given to Year 11 and 12 students to accommodate their academic workload. Lesson times can be accessed on SEQTA.
- **Absence from Lessons**
 - If a student forgets to go to a lesson or misreads the timetable, the lesson will be forfeited.
 - **Camp/Excursion/Incurion/Tests:** Tutors must be notified by the parent/guardian at the previous lesson in writing via Music Practice Diary, email or letter about known calendar items or academic commitments. Alternatively, students may request changes by contact with Mrs Dows, in the Arts Office of the Marist Auditorium. (Mon-Fri 8.00am – 3.00pm). **Any request to change a music lesson time must be made 24 hours beforehand so the lesson can be rescheduled. Failure to do so will result in a lesson forfeit.**
 - **Sickness:** Tutors must be contacted directly, the **day before** the lesson before 6:00pm in order to be advised of illness; failure to contact the tutor will result in forfeiting the lesson. Contact details can be found in your child's Music Practice Diary or from the Music Department.
 - **Tutor absence:** The lesson will be credited, or a replacement lesson will be provided where possible.
 - **Assemblies/Masses:** Unless a student is required to 'actively' participate in an assembly/mass, (reader, performer, receiving an award) students must attend instrumental lessons as normal.
 - **Approved and unapproved Holidays during school term:** If a student is absent from a music lesson due to an unapproved absence, the lesson will be forfeited. If the absence is approved, written notification must be provided to Mrs Dows **before the commencement of term** to enable lessons to be rescheduled.
 - **Injury:** Students are expected to still attend their lessons.
- Students will receive makeup lessons owing during the current semester at the **discretion and availability** of the tutor. Any outstanding make up lessons at the end of the semester will be credited in the following semester's invoice.
- Students will be issued a College Music Practice Diary at their first lesson. **A charge of \$6.00 for the diary will be billed to your account.** The Music Practice Diary is to be taken to each lesson to be used to record homework, daily practice and to facilitate communication between the parent, the student and the Instrumental Tutor.
- Purchase of additional books and materials as recommended by the tutor (e.g. reeds, strings etc.), is the family's responsibility. Please consult your child's tutor or the Coordinator of Music for advice if required.
- All instruments, whether hired or privately owned, must be stored, whilst on the school premises, in their classroom at Marian Campus, and in the music storeroom on the Lavalla Campus.
- Marcellin students instruments should be stored in cases and lockers provided in the Performing Arts Centre or Students are responsible for the security of their own instrument. All instruments and cases should be clearly identified with the student's name and phone number. Lockers must remain locked at all times. Lost locks will incur a **\$20.00 replacement fee.** Students are responsible for the security of their own instrument. All instruments and cases should be clearly identified with the student's name and phone number.

- Reasonable damage to an instrument will be repaired as per College policy. If the damage is considered to be unreasonable, a cost may be incurred. If an instrument is stolen, parents must file a police report and inform the College Director Finance & Administration immediately.

Queries: Contact: Mrs Aleisha Dows, Arts Administration Phone: 9204 9485 Email: Aleisha.Dows@newman.wa.edu.au

For further information about the Co-curricular Music Program, please access the Music Handbook on the College website.