

## St Paul's Music

### Music Tuition Conditions of Enrolment 2025

The Music Tutors are professional music teachers who are engaged by the Music Department to teach your child in the school environment. This gives your child the opportunity to learn from a professional musician, as well as the convenience of learning at school.

Parents/carers must agree to the policies below before a student begins instrumental lessons (a new enrolment form must be completed at the beginning of each year).

#### 1.1 **Organising Instrumental Lessons**

Instrumental lessons are organised by completing the new student application form or the instrumental lesson renewal form (available in the Forms sections of the St Paul's Music website - [www.stpaulsmusic.com.au](http://www.stpaulsmusic.com.au)). The Music Tutor assigned to the student will contact the parent/guardian in order to discuss instrumental lesson times and other relevant information. All lesson allocations are subject to the availability of room and Music Tutor timetables.

Waiting lists are maintained annually where applications exceed placement positions, but reapplication is required for each new school year via the online form.

Senior students are given first preference for lesson times that fall outside of school academic teaching hours (for example, 7.00am to 8.30am and 3.15pm to 5.00pm). Outside school hours lessons are at the discretion of the Music Tutor. Lessons for students in Prep to Year 3 will not be scheduled between 8.30am and 11am, and Music Tutors will also avoid this timeslot for students in Years 4 to 6 where they can, although this is not always possible.

#### 1.2 **Instrumental Lesson Details**

1.2.1 **Lesson Payment** – Payment for instrumental lessons is made to the school. Lesson payment will be required on a per-term basis. Music administrators will provide information to Music Tutors to ensure students receive the required number of lessons per term. As with school fees, lesson payment is required in advance and cannot commence until processed. The current instrumental lesson rate at St Paul's School for 2025 is \$42.50 per individual lesson, and \$28.75 per child for paired lessons. (Please note that this excludes the Year 2 Strings and Year 4 Band programs, which are billed differently.)

1.2.2 **Timetables** – Music Tutors will complete their timetables for the full term in advance and email this to parents and students. Timetables will also be displayed on the noticeboard in Music Reception and uploaded weekly to Student Cafe. Lesson times rotate weekly to ensure that class disruptions are kept to a minimum.

#### 1.2.3 **Missed Lessons**

- i. All instrumental lessons will be marked on a roll by the Music Tutor and processed by administration staff.
- ii. Music Tutors need to be informed by email by 7.30am on the day of an absence due to illness. If this does not occur, the full lesson fee will be charged.
- iii. If a student does not attend a lesson and no notice has been given, the full lesson fee will be charged.
- iv. St Paul's teachers are required to let students out of class for Music lessons, except for in the case of assessment, incursions or excursion for which advanced notice is given. It is the responsibility of the parent and student to ensure that there are no clashes between Music lessons and assessment, incursions or excursions. In the event that a Music Tutor has not been informed of a student's absence due to assessment, the full lesson fee will be charged.

#### 1.2.4 **Cancellation of Enrolment**

- i. Cancellations are processed at during the last week of each term only, and not part way through a term or during school holidays. Two weeks' notice in writing is required in the event of a student's withdrawal from instrumental lessons; for example, if a student does not intend to continue lessons in Term 4 then notice must be given in writing two weeks before the end of Term 3. This correspondence should be addressed to the Head of Extracurricular Music, and the Music Tutor.
- ii. In the absence of such notice, two weeks' tuition fees will be payable as a cancellation and processing fee.

#### 1.3 **Instrumental Music Student Extracurricular Ensemble Commitment (compulsory)**

- i. All students who learn an instrument with an Instrumental Tutor at St Paul's *are required to be a member of an appropriate ensemble* or ensembles (with the exception piano students). This allows them to more fully develop skills of musicianship and enjoy the pleasure of making music with their friends and fellow students. When the Instrumental Tutor ascertains that the student is of a proficient level for ensemble involvement, the student will be placed in an appropriate ensemble for their skill level and instrument.
- ii. Students who learn with a Music Tutor and are in an ensemble at St Paul's will be required to adhere to the Extra-Curricular Ensemble policies in order to continue to learn with the Music Tutor at school.
- iii. Students who do not want to be part of the Ensemble program once a Music Tutor has recommended them for an ensemble will not be able to continue to have lessons with an Instrumental Tutor at St Paul's.