

Conditions of Enrolment Carey Music School 2010

Please read the following Conditions of Enrolment for the music program at Carey. If you have any questions please contact the Music School on 9816 1261 or email music@carey.com.au

1. Fees, Billing and Discontinuance of a Lesson

Fees are billed in April and October. Additional lessons above the usual 30 provided are billed at the end of the year. The current fees are available on our website carey.com.au.

You are required to give eight weeks notice in writing to the Director of Music to discontinue enrolment or one term's fees will be charged in lieu of notice.

2. Lessons and Tuition

Students are required to attend all the regularly scheduled lessons punctually, with all instruments and tutor books. Lessons are expected to be for a full academic year (30 lessons). Exceptions may be for the special music classes. Any additional lessons above this will be charged following authorisation from the parent/guardian. Tuition is subject to satisfactory progress and regular attendance. Tuition in these programs is designed to complement the classroom music at all levels. Students not electing class music will need to undertake theory/musicianship studies in order to satisfy prerequisites.

Where the lesson type is changed from that originally indicated on the Enrolment form (eg. from shared to individual lesson), an authorisation in writing is required from the parent/guardian before the change can take place. Please address requests to the Director of Music. A form for request of change is available from the Music Office. The subsequent change in billing will date from approval of the change.

3. Lesson Times

Lesson times must be recorded to ensure students bring instruments and tutor books to scheduled lessons. These weekly lesson dates and times should be transferred to the student's School Diary, the family calendar and any other place to assist students to remember lesson times and dates. Posted timetables should be consulted regularly through the week for changes. Lesson timetables for the term are posted on the Music School noticeboard and noticeboards near studios where students have their lessons at Kew and Donvale. A rotating timetable is applied wherever possible ensuring that students do not miss the same subjects in consecutive weeks.

4. Absences

Please give as much advance notice as possible by telephoning the Music School on 9816 1261 or Donvale on 9842 2166 or by contacting the teacher concerned. This will allow the teacher to better use any resulting vacant periods for other students. Please do this in addition to ringing the student absentee line. Lessons missed by students without sufficient notice to the Music Office (at least two full days) will be counted as given. Lessons missed with sufficient advance notice will be made up, as will lessons missed because of school excursions, sport events notified in the School calendar, newsletters or bulletins.

5. Practice

This must be daily and consistent to take full benefit of the tuition. The teaching staff asks for parental support in setting up and maintaining an effective practice schedule. At each lesson, students will be given a single tear-out page from their Record Book. Use this as a guide for home practice. Specific tasks will be set for home practice. When information needs to be communicated, parents will be asked to acknowledge by signing the page before returning it to the next lesson.

6. Assessments

Students will be assessed formally towards the end of the year. There will also be informal assessments halfway through the year and at other times as determined by the teacher. Teachers may also invite students to enroll in external practical examinations and eisteddfods. End of year performance examinations are compulsory for students involved in this tuition program in Year 7 and above.

7. School Performing Groups

Students learning instruments/voice at school are expected to contribute to the musical life at Carey by full participation in school instrumental and choral groups as requested by the Director of Music.

8. Insurance of Instruments

Private instruments are to be insured by the owner. Hire instrument packages usually include insurance. School instruments are insured by the School. The School will not accept responsibility for loss or damage either in transit or on school premises. Every care must be taken with school instruments. Instruments should not be left unattended in corridors, on open shelves or in classrooms unattended. Middle and Senior School students should use individual lockable instrument cupboards in the Music School from the time they bring their instrument to school or store it in their normal locker. Individual instrument lockers can be requested at the Music Office.

9. Live Concerts

Students are expected to participate in all school music performance dates as published in the School Calendar and Student Diary. Other dates are announced directly by letter and on Blackboard. We suggest that your child attends as many live concerts as possible outside school that feature their instrument. This may also be required as part of the class music program.

10. Sheet Music and Books

Students will be required to purchase tutor books, other sheet music and accessories as directed by their teacher. Each program is individually selected considering the abilities and interests of the student. Please note that use of photocopies without ownership of originals is a breach of copyright laws. Sheet music and books may be ordered through the Music Bookstore or purchased from retail music shops. Booklets are available from the music teacher.