



# CAREY BAPTIST GRAMMAR SCHOOL

ABN 83 051 576 062 Cricos No. 00135G

## ENROLMENT APPLICATION SPEECH & DRAMA TUITION

Note: This form needs to be completed and returned once only as it automatically enrolls your child for each successive year. Lessons may be discontinued by giving eight weeks notice in writing to the Head of Drama.

Student's name in full \_\_\_\_\_  
(Given name) \_\_\_\_\_ (Surname) \_\_\_\_\_

Campus \_\_\_\_\_ 2010 Year Level \_\_\_\_\_

\*\*\*\*Note: A separate enrolment form is required for each student and lesson type.

Please tick ONE box below for type of lesson requested.

Individual lessons

Shared (2-3 students)

Preferred teacher (if known) \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email address \_\_\_\_\_

I accept the Conditions of Enrolment as set out on the back page of this document.

### Conditions of Speech & Drama tuition

I understand that Speech and Drama tuition shall commence from the beginning of the academic year and continue until cancelled by giving **eight weeks notice in writing** to the Head of Drama or one term's fee is charged in lieu of notice.

I authorise the fees to be added to my account in two billings, in April and October each year.

I have read the Speech & Drama Enrolment Information and Schedule of Fees.

I have read the conditions on the reverse of this form and agree with them.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Parent/guardian signature)

Speech & Drama Enrolments  
Head of Drama  
Carey Baptist Grammar School  
349 Barkers Road, Kew 3101  
Phone 9816 1373 Fax: 9816 1258

# CONDITIONS OF SPEECH & DRAMA TUITION 2010

1. **LESSONS**  
Students are required to attend all the regularly scheduled speech & drama lessons punctually, with all necessary books as appropriate.
2. **LESSON TIMES**  
Lessons times must be recorded to ensure students bring materials 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. Timetables of lessons for the whole term are posted on the noticeboard at the entrance to K101, Raymond Hall 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.
3. **ABSENCES**  
Please give as much advance notice on absences as possible by phoning the teacher 9816 1373, or at Donvale 9842 2166 or by contacting the teacher concerned. Please do this in addition to ringing the student absence phone number. Lessons missed by students, without sufficient notice, (i.e. 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 and sport events notified in advance in the school calendar, newsletters or bulletins.
4. **PRACTICE**  
This must be daily, regular 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. The student's School Diary should be used to assist in this.
5. **TUITION**  
This is expected to be for the full academic year. The tuition fees cover 32 lessons.
6. **ASSESSMENTS**  
Students in the speech and drama tuition program will be assessed formally as part of the program toward the end of the year. Also there will be informal assessments halfway through the year and at other times as determined by the teacher. Teachers may also invite students to enrol 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. **CHANGE OF LESSON TYPE**  
Where the lesson type is changed from that originally indicated on the Enrolment Form; for example from shared to individual, an authorisation in writing is required from parent/guardian before the change can take place. Please address requests to the Head of Drama. Forms are available from the Music Office on request, alternatively they may be found in Pathways@Carey. The subsequent change in billing will date from approval of the change.
8. **DISCONTINUANCE**  
Teachers are engaged on a long term basis and require adequate notice in writing, when lessons are no longer required. **A full term's fee in lieu of notice will be charged unless at least eight (8) weeks notice** is given to the Head of Drama in writing.

## 2010 FEES

Individual: \$1,289 per annum  
\$644.50 per half year

Shared \*: \$798 per annum  
\$399 per half year

\* 2-3 students