



Conditions for Enrolment Co-curricular Music Program

Lessons, Ensembles and Performances Important information for students and parents.

Please ensure you read the following information carefully to ensure your child/ren and you are fully aware of the expectations upon students who undertake instrumental music/vocal/theory lessons/members of the various ensembles in the College

This information is presented to you to ensure clarity and support of your child/ren's development through involvement with the music program of the College.

The expectations of involvement in the co-curricular music program are as follows:

1. Lessons cannot commence until a contract has been accepted on Parent Lounge.
2. Parents are expected to act in accordance with the contract they sign with the College, and thereby ensure they make payment of the required fees within the specified timeframe as communicated by the College's Accounts Department. Late or non-payment will lead to suspension or termination of lessons and possibly further action to recoup monies owed.
3. One half-hour lesson per week (per contract) is given during school hours on a rotational timetable, unless otherwise requested by the applicant and approved by the Director of Co-Curricular Music. Timetables will be available on the LMS.
4. Each student will also be supplied with a new Music Diary if needed, this is to be brought by the student to all lessons. Parents will be charged the cost of the diary (\$5.00) to their College account. The College also uses an alternate electronic lesson calendar system which can be used instead of the diary. The system will be used as one means of communication between the teacher, student and parent. Parents are urged to make contact with the teacher at the beginning of the year and keep in contact as the year progresses.
5. In all other respects, parents are to meet the requirements of the contract signed between the parent and the College, including providing the required notice, 2 weeks, should a parent/student choose to discontinue lessons.
6. Students are not to miss lessons except in approved circumstances. Such circumstances include:
 - a. Absent sick from school (in which case the parent is to ensure that the IM Teacher is contacted prior to the commencement of the school day by phone)
 - b. Becoming sick at school (in which case the student is to attend the College sick bay and inform the staff attendant of their music lesson so that the Music Office can be contacted)
 - c. Prior notification of absence from school (e.g. extended family vacation; school excursion as notified by the College calendar)

Due to the College's contractual arrangements with instrumental music teachers, students cannot miss music lessons due to their classroom studies or other activities without prior notification to and approval of the Director of Co-Curricular Music; without such notification and approval, the missed lesson will not warrant a catch-up lesson and the parent may still be liable to pay the lesson fees.

Where a lesson is missed in approved circumstances (e.g. as detailed above), the IM teacher will attempt to make up the lesson as per their contractual agreement with the College.

7. The parent is responsible for obtaining an instrument either through hire from the College when available or else via private purchase, hire/purchase or other arrangements available through various companies. The parent is also responsible for providing other relevant accessories and materials as communicated by the instrumental music teacher and/or College. Such items may include a music stand, cleaning and maintenance equipment, tutor books and music.
8. All students who undertake lessons are required to join one or more of the College's ensembles, as advised by their instrumental music teacher or the Director of Co-Curricular Music, in relation to readiness and potential (Please see Co-Curricular Music Booklet).
9. Payment of the requisite Co-Curricular Music Levy must be made for the student to remain a member of the Co-Curricular Music Program.
10. When a student becomes a member of an ensemble, they are expected to attend all rehearsals and performances relevant to that ensemble, and to do so in a punctual manner. It is also expected that at all times the student will be organised regarding their instrument and music, wear the required uniform and present themselves appropriately while representing the College publicly and at school. Students are to ensure that their standard of behaviour and commitment to the ensemble is in line with the expectations of the College.
11. Our musicians perform at around 120 events each year. Depending upon the nature of the performance, the uniform will either be Day Uniform, Formal Uniform, or Co-Curricular Performance Uniform.
12. All secondary students will sign and commit to a list of expectation with regards to each ensemble. This will detail information regarding attendance at rehearsals and performances.
13. In any situation where a student's commitment to an ensemble group/s is in question, the Director of Co-Curricular Music will determine whether or not the student will retain access to and membership of that ensemble/s.
14. Lack of commitment to lessons and/or ensemble/s may have an impact upon the student's further involvement with the music program including recognition by various awards, ensemble membership and/or continuation of instrumental music lessons.

15. All music issued by the College, including photocopied items, remains the property of the College and is on loan to the student for the duration of the school year. Students should ensure they use their College music folder to care for their ensemble music parts.
16. Parents of students preparing for formal examinations, competitions or other public performances may be required to pay entry, accompanist and other relevant fees. Details about such fees will be communicated to the parent by the student's IM teacher.
17. Parents are not to undertake enrolment of students in any activity using the name of the College or the student's instrumental music teacher without obtaining written approval by the College/teacher to do so. This includes eisteddfods, competitions, formal examinations and other public performances.
18. Students are to have a College music folder. Folders will be available from the Music Department for no charge. These folders are water-proof which will store and protect music resources. Copyright regulations demand that photocopies be regarded as original sheet music and are therefore to be looked after just as carefully. Music should be kept in good condition and any markings made on the score should be in lead pencil. Music remains the property of the College and is on loan for the duration of the year.
19. Instruments are to be stored in the Music Storeroom or specific instrumental lockers. Instruments left elsewhere will be confiscated and placed in the Music Office. Instruments are to be placed in the indicated sections of the Music Storeroom. Although the Music Department endeavours to provide safe storage for instruments, the College's insurance does not cover student property, which includes student owned instruments. Parents should make their own arrangements concerning insurance. The College will not be held liable for lost or stolen instruments. Many times theft is the result of students not placing their instrument in the instrumental storeroom or the appropriate place. Instruments should be taken home at the end of the school day. All instrument cases should be clearly marked in large letters on the inside and outside. This discourages theft, helps staff account for instruments, and makes it less likely that students could take home the wrong instrument by mistake.

If you have any queries regarding the conditions of enrolment into the co-curricular music program, please contact the Music Office: musicoffice@saac.qld.edu.au or Ph 5449 5852