



The Riverina Anglican College

Peripatetic Private Music Tuition Terms and Conditions

Private Music Tuition

Students of the Riverina Anglican College have the opportunity to take private tuition in instrumental music or voice at College during school hours. Lessons are provided by specialist private music tutors from the Riverina Conservatorium of Music and from the wider community. Lessons can be provided in the following instruments: violin, viola, cello, trumpet, trombone, saxophone, clarinet, flute, percussion, and voice.

Cost of Private Music Tuition

Private music lessons are 30 minutes in length. The cost of each lesson is \$35.00. Lessons may be provided for individual students or for groups of up to 4 students, without alteration to the rate. *(Where lessons are provided by the full-time teaching staff at the College, there is no charge).*

Lesson times

Lessons are scheduled during school hours. Requests for lessons at recess and lunch are met wherever possible, subject to availability. Lesson times are usually rotated on a fortnightly schedule to enable students to optimise attendance in their classroom subjects.

Payment for Lessons

Payment for lessons is arranged between the private music tutor and the parent/guardian of the student. At the commencement of each term, the private music tutor will provide you with an

invoice for 8 private music lessons. Where a student commences lessons after the beginning of the term, only the number of lessons that will be received in that term will be invoiced.

The parent/guardian is expected to pay the invoice, or make a payment arrangement with the private music tutor within 21 days of receipt of the invoice. Lessons may commence within the period of issue of the invoice and payment of the invoice. In the event that the parent/guardian is unable to pay or make arrangements to pay the invoice within 21 days of issue, the students' lessons will cease, and payment for any lesson already delivered will be expected.

The Riverina Anglican College does not act as an agent for Private Music Tutors insofar as the collection of payment for music lessons. Payment arrangements must be made between the private music tutor and the parent/guardian only. Payment arrangements should not be discussed with or via the student receiving the lesson, or any other student. The Director of Performance Music is able to clarify payment expectations for either the teacher/provider or the parent/guardian, but does not facilitate payment.

Please note: Private Music Tutors are not able to accept cash payments from students. Please ensure payments are made via internet banking or cheque.

The Riverina Anglican College does not accept payment on behalf of private music tutors.

Organising Lessons

- Enquire about lesson and instrument availability with the Director of Performance Music.
- Discuss available times and timetabling requests with the Director of Performance Music.
- Your contact details will be forwarded to the relevant private music tutor.
- Make arrangements to facilitate payment and communication with the relevant private music tutor.
- Finalise lesson times with the relevant private music tutor.
- The private music tutor will liaise with the Director of Performance Music to secure a room and confirm the lesson time.

Communication

All communication about lesson times, cancellations, and make-up lessons must be between the private music tutor and the parent/guardian. The private music tutor will provide an sms/phone number or an email for the parent/guardian, and advise the parent/guardian of the most efficient way to contact them. The Riverina Anglican College does not act as an agent for communication between the private music tutor and the parent/guardian for lesson changes or cancellations.

Cancellations

If a private music tutor cancels or postpones a lesson, a make-up lesson must be provided. The time for the make-up lesson must be within school hours, and must occur at the College. The make-up lesson must take place in the same term as the missed lesson. If the teacher/provider is unable to provide a make-up lesson within these guidelines, the missed lesson must be refunded, or credited to the next term's invoice.

If the student cancels or asks to postpone a lesson, for any reason known to the student in advance, such as an assessment task, excursion, exam period, holiday, sporting event, or any other planned event, at least 24 hours notice must be given to the Private Music Tutor so that a make-up lesson can be organised. If less than 24 hours notice is given in these circumstances, the lesson will be forfeited and no refund will be available.

If the student is unable to attend a lesson because of an illness or injury that occurs on the day of the lesson, the parent/guardian must contact the teacher on the morning of the day of the lesson, to notify them of the students' illness/injury. Under these circumstances, the teacher will provide a make-up lesson at a time convenient to both parties.

If a student does not attend a lesson, and no prior explanation or communication is given, the lesson will be forfeited. Payment for that lesson will not be refunded.

Termination of Lessons

By the Private Music Tutor

Lessons will continue from term to term unless the private music tutor gives notice that lessons will cease. Where a private music tutor terminates lessons within a term, the parent/guardian will be refunded any lessons that have been paid for, but not delivered.

By the Parent / Guardian

Lessons will continue from term to term unless the parent/guardian gives notice that they do not wish their child to continue lessons. Where a parent/guardian terminates lessons within a term, all remaining lessons within that term are forfeited and will not be refunded. Payment for any lessons that have been delivered but not paid for, will be required. Where a parent/guardian wishes to terminate lessons at the end of a term, notice is required as soon as possible, or before the beginning of the next term.

Peripatetic Private Music Tuition

Roles and Expectations for Teaching and Learning

Expectations of the Private Music Tutor

The Private Music Tutor is expected to adhere to the professional standards of conduct applicable to all staff at The Riverina Anglican College with respect to: punctuality; appropriate dress code and language; preparation for teaching and learning; knowledge and application of Child Protection and OHS legislation.

- arrive and commence lessons on time
- be adequately prepared for lessons with materials and content
- deliver a full 30 minutes of tuition, without spending lesson time in long periods of unrelated or personal conversation
- not use their mobile phones or other devices during lesson times for personal calls, messages, emails or social networking
- deliver content and assess outcomes in adherence with The Riverina Anglican College Performance Music Curriculum (or RCM Curriculum for RCM providers)
- prepare students for playing in public performances at lunchtime concerts at the College
- prepare students for participation in College ensembles
- set goals with the student and design practice plans to help them achieve those goals
- discuss student progress with the Director of Performance Music and review their teaching practice to meet the needs of each of their students
- respond productively to feedback collected from students and parents
- undertake professional development to keep their teaching practice relevant and informed

Expectations of the Student

- be punctual and prepared for their lesson
- bring any resources they need for each lesson
- set-up and be ready for lesson delivery promptly
- listen to, and respond to instruction from the teacher
- be polite and courteous at all times
- inform the teacher of any events that might prevent them attending a scheduled lesson
- participate in a College ensemble
- set goals in collaboration with their Tutor and the Director of Performance Music
- establish and use a practice plan in collaboration with their Tutor and the Director of Performance Music
- provide feedback to the Tutor and Director of Performance Music on how their learning is progressing

Role of the Director of Performance Music

- Manage the quality of the teaching and learning within private music lessons
- Create individual learning plans for students in collaboration with tutors, in line with The Riverina Anglican College Performance Music Curriculum.
- Ensure and maintain the professionalism of Private Music Tutors
- Assist Private Music Tutors in reviewing and developing their teaching practice
- Assist Private Music Tutors in meeting the learning needs of individual students
- Facilitate and encourage the organisation of resources for students and Tutors
- Provide performance opportunities for solo performance outcomes
- Deliver an effective ensembles program to enhance individual lessons
- Assist Tutors in assessing and monitoring student progress
- Communicate with parents/guardians about the effectiveness of the lessons, and student progress
- Manage any concerns of Private Music Tutors, parent/guardians, and students related to teaching and learning
- Manage any concerns of Private Music Tutors, parent/guardians, and students related to professional practice and appropriate behaviours for teaching and learning

PLEASE COMPLETE AND RETURN THIS SECTION TO MS BRASSIL

I _____ (student name) have read the document entitled '*Peripatetic Private Music Tuition: Roles and Expectations for Teaching and Learning*'.

I acknowledge and accept the expectations of me as a private music student at TRAC.

Student signature:

I _____ (parent/ guardian name) have read the documents entitled '*Peripatetic Private Music Tuition: Terms and Conditions*' and '*Peripatetic Private Music Tuition: Roles and Expectations for Teaching and Learning*'.

I acknowledge and accept the terms, conditions and expectations as outlined in these documents.

Parent Signature

DATE: _____