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## Instrumental Tuition Policy

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*At Alphington Grammar School, we strongly encourage our students to participate in Instrumental Music Lessons. Studies have found that learning an instrument can enhance a child's overall health and wellbeing, and increase stamina.*

### 1. Aim:

- 1.1. Students are encouraged to become involved in the vibrant musical life of the School by participating in one or more of our orchestras, bands, choir or ensembles that complement our Instrumental Music Program.
- 1.2. Throughout the academic year, these groups perform in School Concerts, Award Evenings, Open Days and School Assemblies. In addition, the school performs for special events including the Lonsdale Street Festival. The Annual Music Concert is performed at the Centre Ivanhoe and Instrumental Soloist Evenings are also held throughout the year.

### 2. Lessons:

- 2.1. Instrumental lessons are undertaken in semester blocks; there are 16 lessons provided per semester. Lessons are timetabled on a rotating timetable to ensure that students do not miss the same lesson each week and there is minimal disruption to schoolwork. Students are expected to make up any class work missed.
- 2.2. Each student is given a copy of their timetable for the term. It is the responsibility of students to ensure that they attend their lessons at the correct time. Students in Years 1 to 4 will be collected from their classroom by the instrumental teacher.
- 2.3. Students will receive progress reports throughout the year. Parents/parent liaison may also request a telephone interview with an Instrumental Teacher.
- 2.4. Enrolments are carried over from one year to the next. Please refer to Clause 5 for further information on the termination of lessons.

### 3. Fees:

- 3.1. Instrumental lessons will be billed by Semester in two instalments. Semester 1 billed in Term 1 and Semester 2 billed in Term 3.
- 3.2. Individual instrumental fees in 2025 are \$1,860 per annum (\$930 per semester), equalling 32 x 30 minutes per annum (16 x 30 minutes per semester). Pro-rata adjustments will be made if students commence in the middle of a term.
- 3.3. On the commencement of lessons, a one-off charge of \$8.95 for an AMEB Practice Book will be added to your account.
- 3.4. The School reserves the right to exclude a student from participating in the instrumental program whilst any part of the School fees and charges are outstanding.
- 3.5. The School also reserves the right to suspend or exclude a student if, in the opinion of the School, the student is guilty of unacceptable or poor behaviour. Under such circumstances, instrumental fees will be refunded for any lessons not taken. Please note that the amount equivalent to 4 weeks of lessons will be deducted from this refund to serve as a notice period.

#### 4. Absences

- 4.1. Parents/parent liaisons are responsible for advising the Music Administrator and teacher by 8:00am via email if their child is unable to attend a lesson due to illness. Under such circumstances a lesson will be rescheduled. The music administrator can be contacted at [music@ags.vic.edu.au](mailto:music@ags.vic.edu.au)
- 4.2. Students must give at least 24 hours' notice to the Music Administrator and teacher if they are unable to attend their lesson due to tests, excursions, Year 10 – 12 exams, and suspensions. Primary parents are required to contact the Music Administrator and teacher.
- 4.3. Lessons missed without 24 hours' notice will not be rescheduled and there is no refund for missed lessons.
- 4.4. **As there is no refund of school fees for days missed by students, instrumental lessons missed due to holidays taken during the school term or voluntary withdrawal from the school will not be made up.**
- 4.5. All lessons missed by staff will be rescheduled or not charged.

#### 5. Termination of lessons

- 5.1. It is assumed that the student will continue instrumental classes for the entire year. Notice of withdrawal from the program is required to be sent in writing to the Music Administrator at [music@ags.vic.edu.au](mailto:music@ags.vic.edu.au). Please do not send notice of withdrawal to the teacher. **Notice must be given six (6) weeks prior to the end of the Semester of intentions to discontinue tuition for the following semester/year.** Students cannot cease tuition part way through a term. Music staff are employed based on the number of students and lessons taught each week. Fees are paid by the semester (in advance), with no refunds given unless there are extenuating circumstances. **Students are no longer required to fill out a new instrumental enrolment form each year. Enrolments are carried over from one year to the next unless notice of termination is received in accordance with the guidelines above.**