

RESPONSIBILITIES OF PARTIES

a) Responsibilities of the Performance Music Department

- To deliver all billed lessons for the term (eg. 9 lessons for a 9-week term).
- To advise students of their lesson time and advise if there are to be any changes.
- Ensure all specialist music tutors are punctual in attending lessons.
- Recommend texts to be purchased by the student.
- If the specialist music tutor is absent from any music lesson, the lesson will be rescheduled, or credited to your account.
- General servicing of hired instruments.

b) Responsibility of Students and Parents

- Attend all scheduled lessons for the term (eg. 9 lessons for a 9-week term).
- Students are encouraged to be involved in the ensemble program as part of their music education, whether as a vocal student in choirs or as an instrumental student in bands. Sign-on and auditions are held each year to place students in appropriate ensembles. Each group is involved in performances both within and outside the College during the year. Acceptance of a position in an ensemble indicates a commitment to attend all rehearsals and performances for the duration of the year.
- If the student is unable to attend a lesson due to a school related event, i.e., excursions and incursions, assessments, or exams etc., it is the responsibility of the student to make alternative arrangements with the Performance Music Department at least **two working days** prior to the scheduled lesson. If this is not organised, lesson fees will apply, and the lesson will not be made up.
- If students take additional holidays during term time, notice must be given both to the Principal and to the Director of Performance Music. If this is not organised, lesson fees will apply, and the lesson will not be made up.
- If the student is absent due to illness, notification must be given to the Music Department by telephoning 3896 0419 or email no later than 7am of the scheduled lesson day (an answering machine is in service 24 hours). If notification is not provided within this time, lesson fees will apply, and the lesson will not be made up.
- If a student is attending school, it is expected that they will also attend their music lesson.
- Adhere to all directions regarding preparation required for the lesson, including music folder, equipment recording materials and instrument.
- Ensure students attend rehearsals and performances at specified times.
- Ensure students are properly prepared and equipped for lessons.
- Provided feedback to the Performance Music Department on issues as they arise.

Discontinuing Lessons

If you intend to discontinue music lessons at the College four weeks' notice in writing (letter or email) is required. This must be given directly to the Performance Music Department.

IF NOTIFICATION IS NOT RECEIVED STUDENTS WILL AUTOMATICALLY STAY ENROLLED.