

**Kolbe Catholic College
Music Department**

**Primary Instrumental Tuition
Enrolment 2019**



Information and Tuition Application Booklet

KOLBE CATHOLIC COLLEGE MUSIC DEPARTMENT

Primary School Instrumental Program Policy Document

Please read carefully and keep for your records

Number of Lessons

Payments are structured around delivering 30 lessons over the course of the year. On average this works out at 7 or 8 lessons per term as there are often interruptions with Pupil Free Days, In-Term Swimming, Carnivals and other school events. Every effort is made to reschedule lessons soon after an interruption. In the event of lessons still being owed at the end of the year, parents will be contacted by a member of the Kolbe Accounts Team to discuss this.

Paired Lessons

Grouping is at the discretion of the College and the Instrumental Tutor. Paired lessons involve two students who are studying the same instrument and at the same skill level. It is attempted to pair students within their own year group. However, owing to instrument selections this is not always possible. Students may progress at different rates and there may be the need to change paired lesson groupings to accommodate this. To minimise disruption this will be done at the start of a term, but occasionally it will be done at other times if it is in the best interests of the students.

Timetabling

Lesson times and days are negotiated at the start of the school year between Kolbe and the primary school. Primary lessons run off a static timetable, meaning the lesson times will remain the same every week. However, the lesson day may change per term depending on the tutor's availability.

Tutor Absence

If the tutor is sick or unable to teach for any reason (such as commitments at another school) the lessons are made up, however, it may not necessarily be in the same term. The tutor will notify both the school and the students concerned of any absences and will contact parents via email.

Student Absences

Illness: In any situation of pupil absence it is vital that **parents make contact with the tutor** as far in advance as is possible. This will mean that the tutor may be able to make arrangements to facilitate a makeup lesson being given.

Shared lessons are not practical to make up if one student is absent. Therefore, it is up to the discretion of the tutor as to how, if at all, they are able to make up lessons missed through illness.

Holidays: Make-up lessons are not given for holidays taken in school term time. Where lessons are shared this can prove highly impractical. If a student is going to be away for an extended period of time (such as an overseas trip of more than two weeks duration), it can also mean that the student with whom the lesson is shared may have made considerable progress. In such circumstances it is best to approach the tutor well ahead of time to discuss what options are available.

School Commitments: It is vitally important that the parent notifies both the **College** and the **tutor** of any planned absences for school commitments such as: Excursions, Sporting Events and Tests. Failing to give the tutor adequate notice may result in the lesson being lost.

Instruments

Students should ensure they bring their instrument to every lesson. Makeup lessons are not offered for students who have forgotten their instrument - the student should attend their lesson, theory and aural work will be covered.

Due to child development and skills, we do not offer all instruments from Year 1 upwards. We recommend the following:

Year 1 upwards - Piano and voice

Year 3 upwards - Clarinet, flute and guitar (½ or ¾ size guitars recommended for Years 1-4)

Year 5 upwards - Saxophone, Trumpet, Trombone and Drums

Hire

Kolbe offers a limited number of hired instruments to our Primary students. Instruments currently on offer include: flute, clarinet, saxophone, trumpet, and trombone. These instruments are all subject to availability.

Instrument hire is done on an annual basis for the upfront cost of \$150. At the end of the hire period instruments are required to be returned to the College in a clean and playable state.

Please note that we do not offer hire for Drums, Guitar or Keyboard.

Student Responsibilities

It is the responsibility of students to attend their lesson at the scheduled time and place. There is no obligation for the Tutor to reschedule lessons that are missed due to students failing to arrive on time.

We highly encourage student and parent communication to the classroom teacher to inform them of lesson times, which will help with leaving classes on time.

Payments

Payment is required by the due date shown on the enrolment form. The College must receive both the enrolment form and the payment before a place is allocated. Parents setting up a Direct Debit must ensure that this is done before a place is allocated. All enquiries regarding finance should be directed to the Accounts Team at the College.

Please complete the Application and Payment forms and return to Public Reception **strictly by Friday 30 November 2018.**

Contacts:

Music Administration:

Mrs Karen Park k.park@kolbe.wa.edu.au 9591 4233

Music Coordinator:

Miss Pia Nidd p.nidd@kolbe.wa.edu.au 9591 4233

Accounts:

Accounts Team accountsteam@kolbe.wa.edu.au 9591 4210

**Please remember the crucial role
of the parent and support your child by:**

1. Making initial contact with the tutor and keeping lines of communication open throughout the year.
2. Reading and signing the Music Diary every week in the early stages of learning. Check that the tutor has written in the diary at the previous lesson.
3. Monitoring practice time and assisting students to find suitable times and a good environment in which to practice.
4. Providing the necessary books and accessories as quickly as possible and keeping instruments in good repair.
5. Reading carefully all letters that are sent home and responding quickly when needed.
6. Encouraging your child's participation in camps, excursions, performances and other musical opportunities.
7. Attend as many music events that your child participates in as possible.

We thank you for your continued and valuable support!

Kolbe Catholic College Music Department

2019 Primary Tuition Application Form

Please complete **BOTH SIDES** of this form, along with relevant payment or Direct Debit Form directly to Kolbe Catholic College Reception **STRICTLY by Friday 30 November 2018**

Student Name:		School & Year Group in 2019:	
Parent/ Guardian Name:		Contact Number:	
Address:		Email:	
Instrument/s: (Please tick Students may enrol in multiple instruments)	Year 1 + <input type="checkbox"/> Piano <input type="checkbox"/> Voice		
	Year 3+ <input type="checkbox"/> Clarinet <input type="checkbox"/> Flute <input type="checkbox"/> Guitar (¾ size guitars recommended for Years 3-5)		
	Year 5+ <input type="checkbox"/> Saxophone <input type="checkbox"/> Trombone <input type="checkbox"/> Trumpet <input type="checkbox"/> Drums		
Instrument Hire Required (\$150 additional cost):	<input type="checkbox"/> I wish to hire an instrument from Kolbe (\$150 upfront payment) <input type="checkbox"/> I will source my own instrument, I do not require a hire instrument. <i>Note: drums, keyboards and guitars are not available for hire</i>		
Tuition	<input type="checkbox"/> \$1050 Individual lesson 30 x 30 minutes per year - (available for Years 4, 5 & 6) <input type="checkbox"/> \$ 525 Paired lessons 30 x 30 minutes per year (recommended for Years 1 – 4) <i>Note: Direct debit plan available for tuition fees.</i>		

Student and Parent Agreement

We are aware of, and have discussed, the terms and conditions of Music Tuition at Kolbe Catholic College as outlined in the "Music Information 2019" Booklet.

We are aware, in particular, of the following points;

- Lesson days and times are subject to change and may vary term to term
- Students are responsible for attending timetabled lessons at their scheduled times
- Parents are responsible for advising the instrumental tutor of any absences

Withdrawals : For any Student to withdraw, four weeks notice **must** be given.
 If you wish to withdraw please contact Mrs Karen Park in the Performing Arts Department for the Music Withdrawal Form.

Signed
 Student: _____

Parent: _____

Date: _____

Date : _____

Date _____
 Receipt # _____
 Payment _____
 Signed _____

OFFICE USE ONLY

Kolbe Catholic College Music Department

2019 Primary Music Payment Form

Please complete **BOTH SIDES** of this form, and return along with relevant payment directly to Kolbe Catholic College Reception: **STRICTLY by Friday 30 November 2018**

Student Name:		
Billing Person Name/s:		
Billing Person Contact Number/s:		
Billing Person Email/s:		
Cost of Music Tuition and optional Instrument hire fee for 2019:	Tuition <input type="checkbox"/> \$ 1050 Individual <input type="checkbox"/> \$ 525 Paired	Instrument Hire <input type="checkbox"/> \$150 upfront payment

Payment Options

<input type="checkbox"/> Payment in full and ALL instrument payments (Select payment method to the right)	<input type="checkbox"/> Please find enclosed cash/cheque/funds transfer remittance advice for the total amount indicated above <p style="text-align: center;">OR</p> Please deduct payment of the above total amount from the following credit card: Card No: _____ Expiry: ____ / ____ Cardholder Signature _____
<input type="checkbox"/> Payment via direct debit (tuition only)	If opting for direct debit, please complete and attach "Direct Debit Request Form" for tuition only

Billing Agreement

- I/We have read and understand the conditions outlined in the "Music Tuition 2019" Booklet. I/We accept full responsibility for all music tuition fees, and any other expenses incurred, during the above student's participation in the Music Program for 2019.

Signed (*Billing Person/s*): _____

Date: _____

Kolbe Catholic College
Dowling Street
ROCKINGHAM
6168

Direct Debit Request

NEW/AMENDMENT

(Delete one)

Request and Authority to debit the account named below to pay
Kolbe Catholic College – Primary Music Tuition (Individual)

Request and Authority to debit	<p>Your Surname or company name _____ Your</p> <p>Given names or ABN/ARBN _____ "you"</p> <p>request and authorise Kolbe Catholic College User ID 375130 to arrange, through its own financial institution, a debit to your nominated account any amount Kolbe Catholic College, has deemed payable by <i>you</i>.</p> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Insert the name and address of financial institution at which account is held	<p>Financial institution name</p> <p>Address</p>
Insert details of account to be debited	<p>Name/s on account</p> <p>BSB number (Must be 6 Digits) _ _ _ _ _ - _ _ _ _ _ </p> <p>Account number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
Frequency of Debits	<p>\$105 per month. The first debit may be made on ___/01/2019 and at Monthly intervals thereafter until October or such time as balance of 2019 Music Tuition Fees are paid.</p>
Acknowledgment	<p>By <i>signing and/or</i> providing us with a valid instruction in respect to <i>your</i> Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Kolbe Catholic College as set out in this Request and in your Direct Debit Request Service Agreement.</p>
Insert your signature and address	<p>Signature</p> <p>(If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p>Address</p> <p>_____</p> <p>Date ___/___/___</p>

STUDENT NAME.....

