Dear Parents/Guardians,

At Mary MacKillop College we are delighted to be able to offer private instrumental lessons. This letter aims to outline for parents the costs and requirements for students undertaking private music tuition.

**Lesson Charges**

As part of an arrangement with private tutors we have a number of qualified Instrumental and Vocal Teachers who provide the service of tutoring students on musical instruments or voice. These tutors are self-employed music professionals who use the school facilities to provide a private music lesson during school time. The school organises a lesson timetable so as to best avoid clashes with the school timetable. The Instrumental tutors set their own fee rate for each lesson and will invoice parents directly for each term at the first lesson. The exact amount will be confirmed by the tutor and contact details will need to be exchanged. Please return prompt payment directly to the tutors upon receiving the invoice ensuring fees are paid in advance. Tutors reserve the right to cancel lessons if previous term fees remain unpaid or if students regularly miss timetabled lessons. All enquiries should be directed to the Head of Music.

Please do not forward any payment to Mary MacKillop College or the Music Department as this arrangement is purely between you and the instrumental tutor.

**Instruments Available**

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Available</th>
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<tbody>
<tr>
<td>Alto Saxophone</td>
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</tr>
<tr>
<td>Tenor Saxophone</td>
<td></td>
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<tr>
<td>Trumpet</td>
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<tr>
<td>Trombone</td>
<td></td>
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<tr>
<td>Clarinet</td>
<td></td>
</tr>
<tr>
<td>Flute</td>
<td></td>
</tr>
<tr>
<td>Classical piano</td>
<td></td>
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<tr>
<td>Modern piano</td>
<td></td>
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<tr>
<td>Electric Guitar</td>
<td></td>
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<tr>
<td>Bass guitar</td>
<td></td>
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<tr>
<td>Classical Guitar</td>
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<tr>
<td>Drum Kit</td>
<td></td>
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<tr>
<td>Violin</td>
<td></td>
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<tr>
<td>Modern Voice</td>
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</tbody>
</table>

(Piano only available as an individual lesson)

**Absences**

- In the event of teacher absence or College events which preclude attendance at instrumental lessons, lessons will be made up at a later time or credited to your next account.
- Lessons missed by the student through forgetfulness will be forfeited and the lesson fee and will not be refunded. Prior notice, preferably at least one day, is required to be given to the instrumental teacher for lessons to be rescheduled.
- In the event of unexpected illness that required absence from the full school day, the Instrumental Teacher must be informed personally by the parent in order to have the lesson rescheduled. Failure to do this will result in forfeiting the fee.
- Lesson fees will not be credited for any other reason.
- The onus is on students to change their lesson times in consultation with the teacher to accommodate tests which they must attend. Many tests can actually be done at alternate times and students need to discuss options with subject teachers.
- Timetables are on display in the College breezeway and students are issued a personal copy of their Instrumental timetable to place in their planner as well as programmed into SEQTA. Students are responsible for keeping track of their own lesson times.

**Termination of Lessons/Return of Hire Instruments**

The termination of instrumental lessons can only occur at the end of a term.

A minimum of 4 weeks’ notice is required in writing to the instrumental teacher and Mr Hughes, Head of Music. Lessons will roll over to the next term in accordance with the agreement and you will be liable for that term’s fees unless prior notice is given.

Students will not be placed on an instrumental timetable until the attached form has been fully completed and returned to me. Please complete and sign the request for instrumental instruction and contract and return to the Music Office as soon as possible.

Yours sincerely,

Gavin Hughes
Head of Music
g Hughes@marymackillop.sa.edu.au

www.marymackillop.sa.edu.au
2016 MUSIC INSTRUMENTAL TUITION REQUEST & AGREEMENT FORM

Please return to Mary MacKillop College Music Department as soon as possible to ensure your daughter’s place in the instrumental program.

Student Information

Student Name ___________________________  2016 PC Class ___________________________

Address __________________________________________

Student Contact Ph: ___________________________  Student Mobile Ph: ___________________________

Instrument

Instrument: __________________________________________

☐ I need information regarding instrumental hire.  ☐ Individual lesson (preferable for focused learning)

☐ Paired lesson (good way to learn with a friend)  ☐ Shared lesson (good way to try out before committing)

Parent/Guardian Consent Contract

Parent/Guardian Names __________________________________________

I/we give consent for my/our daughter to learn the above named instrument. I have read the information and understand the expectations and procedures and agree to abide by the Instrumental Program conditions of learning.

• I understand the fees are set by the Instrumental Tutor and they will provide 10 lessons per term, except Term 4 which is 2 – 6 weeks depending on year level. Fees are paid directly to the Instrumental Tutor who issues an invoice at the start of each term.

• I understand that personal contact details will need to be exchanged as part of this arrangement.

• I understand I need to inform the instrumental teacher by mobile phone personally of absences or forfeit the lesson fee for that day.

• I understand that if my account is not paid by the due date, or alternative arrangements and time plans for payment made with the Instrumental Teacher, my daughter’s lesson time may be cancelled.

• I understand that my daughter will be expected to take part in extra-curricular ensembles and support the college's vibrant music program.

Parent/Guardian Signature __________________________________________

Parent/Guardian Print Name __________________________________________

Date ___________________________

Account Details

Name of person responsible to pay the account __________________________________________

Title  Mr / Mrs / Ms / Miss / Dr

Address __________________________________________

Relationship to Student __________________________________________

Daytime Ph ___________________________  Mobile Ph ___________________________

Email Address __________________________________________

www.marymackillop.sa.edu.au