



ST ANDREW'S  
CATHEDRAL SCHOOL

# Individual Music Tuition

## *Terms and conditions*



*A Kindergarten to Year 6 school  
for First Nations children within  
St Andrew's Cathedral School*

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# Introducing individual music tuition at St Andrew's Cathedral School

Underpinning our department's motivation to provide world-class music education is an emphasis on the value of music in and of itself, beyond its many cognitive, physical, and emotional benefits.

The Music Department engages over 45 visiting instrumental and vocal tutors who teach a wide range of string, wind, brass, keyboard and percussion instruments. We also offer voice tuition. Individual lessons are given weekly during term time.

Most students receive a 30-minute lesson per week, and some participate in extension group lessons when available. As a student progresses their lesson may be extended to 45 or 60 minutes.

Instrument and vocal lessons are given mainly between 8.30am and 3.15pm and are scheduled on a rotational basis during the school day to minimise the impact for each student on any one subject. The only instance where an exception to the rotational lesson time policy is made is for Year 11 and 12 students, where music tutors may be able to accommodate lessons during study hall times, or out of school hours.

The number of lessons scheduled varies according to each term's length, and the amount of lesson time rotation possible is dependent on the music tutor's total number of students and days worked.

## Terms and conditions of individual music tuition

### Fees

Music tutors invoice parents directly for music lesson fees. Invoices are issued near the commencement of each term, which are payable within 14 days of billing. Lessons will be discontinued if payment is not received within 14 days of billing. It is expected that students starting instrumental or vocal tuition will continue for a minimum of one year unless the parent or teacher advises otherwise.

### Absence from individual music lessons

#### Individual absences

Parents/carers are required to inform music tutors directly of any absence that is individual in nature. **Notice must be given by parents *more than 24 hours before* a scheduled music lesson if their child will be absent for any of the following reasons:**


1. Individual subject class tests, assessments, excursions or incursions (Year 7-12 only)
2. Medical or other appointments
3. Illness
4. Absence due to involvement in small group school activities (invitational sports, leadership responsibilities etc.)

**Where more than 24 hours' notice is given**, music tutors will offer an alternative lesson time if possible or will credit the missed lesson on the next term's invoice. If a mutually convenient alternative lesson time cannot be arranged during that term, the lesson will be credited on the next term's invoice.

**If less than 24 hours' (or no) notice is given**, music tutors are not required to replace the lesson or give a credit on future invoices. Lesson fees are forfeited in these instances, including absence due to illness within 24 hours of the scheduled lesson.

#### Whole cohort absences

Whole year group camps, incursions, excursions, standardised testing (e.g. NAPLAN) and sports carnivals etc. will be communicated to music tutors by the Music Department. While parents/carers are not responsible for notifying tutors



about these absences, it is still good practice for parents/carers to inform music tutors directly of these absences if they are also aware of them.

## Withdrawing from individual music lessons

### Notice of withdrawal

If a parent/carer decides to withdraw their child from lessons, **notice must be given in writing** to Music Reception via email to [music@sacs.nsw.edu.au](mailto:music@sacs.nsw.edu.au) and directly to the Music Tutor **on or before the last day of term. If notice is not received on or before the last day of term, and instead, notice is given during the first week of the next term, a charge of four weeks tuition fees will be incurred in lieu of notice** to compensate the music tutor, who has set aside this lesson time in their schedule, often after declining new students due to a full schedule.

**If lessons have started in any given term and a parent/carer decides to withdraw their child from lessons** during that term, no refund will be given for lessons, and any unpaid lesson fees for the term must be paid in full.

## Other considerations

### Music ensembles

Each student who is learning with a music tutor is strongly encouraged, when ready, to participate in regular performance opportunities and/or in one or more of our co-curricular music ensembles. This is an extremely important ingredient for motivation and long-term success. Also, ensembles provide opportunities to enhance musical and social development not possible in individual lessons. Please be aware that ensemble opportunities may be limited by the choice of instrument. If you would like further information on performance and ensemble opportunities, please speak to one of our Music Department staff or email [music@sacs.nsw.edu.au](mailto:music@sacs.nsw.edu.au). All ensemble information is also available on the Parent Portal in the Performing Arts > Music folder.

### Choosing a suitable instrument

When choosing a musical instrument, your child's preference should be considered as some children have a strong attachment to a certain instrument. Your child is more likely to be motivated to practise and will probably progress more rapidly if they have chosen their instrument.

Consideration should also be given to a child's physique. For example, some children are not big enough to manage certain instruments comfortably or a child's finger span may not be large enough to play certain instruments. Advice on instrument choice is available from the Head of Music (K-6) or the Director of Performing Arts. Emailing [music@sacs.nsw.edu.au](mailto:music@sacs.nsw.edu.au) is another way to receive advice on instrument choice.

### Music practice

Many parents/carers ask us how they can help encourage their child with their music tuition. Even if parents know nothing about music, the most important way they can help is through supporting regular music practice at home.

1. A regular practice time: Ideally, this should be done at a set time each day – before school, after school or in the early evening. Practice should be done at least five times per week.
2. Amount of practice time: The amount of practice time required will vary, but always becomes longer as the student progresses. Beginners should start with approximately 10 to 15 minutes for each practice session. The rate of progress and the amount of pleasure derived from playing an instrument depends largely upon the amount of practice, the regularity of practice and the concentration and effort that is applied during the practice routine.
3. Supervision of practice: Young children often do not have the self-control necessary to establish a regular practice routine, and until they are able to self-regulate this important habit, parents must provide the necessary structures and encouragement to ensure success for their child. As such, young students will need to “borrow their parents/carers self-discipline” until they are able to focus themselves. Most successful musicians were strongly encouraged to practise by their parents, and their practice was often supervised in some form throughout primary school and into high school. If you wish your child to become a proficient musician, this will likely be necessary.



### **Parents attending lessons**

Parents and guardians of young students are encouraged to attend lessons if they can from time to time. This will enable them to watch the techniques used by the teacher and to discuss specific challenges, practice techniques, and ways of maintaining the child's interest during the more difficult stages of learning.

### **Hiring an instrument**

Please see information on the Parent Portal in the Performing Arts > Music folder.



## Document control

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