



Private Music Lessons Terms and Conditions (Last Updated October 2023).

These terms and conditions apply to all existing and new student enrolments for private instrumental music lessons.

1. Enrolment

Private music lessons are available as an individual co-curricular subject. Enrolment in private music lessons is for a full year and is automatically carried over to the following year. To enrol, complete the Application Form found on Lampada <https://lampada.shore.nsw.edu.au/survey/intro/1765>. After processing the form, a Private Music Tutor will be in contact with parents to confirm a lesson time. Students are required to commit to their lessons and practise regularly. Students receive individual lessons with specialist instrumental music tutors for a duration of 15, 30, 45 or 60 minutes (determined by the age and level of the individual student). Each student is expected to receive a lesson every week during normal term dates, other than when students are attending camps, excursions or concert rehearsals. Please note, tutor time spent at student rehearsals with an accompanist is considered lesson time.

2. Ensembles

To maximise the progress of each student learning an instrument, it is an expectation that all students receiving private music lessons participate in a core ensemble program. These include:

- Voice/Piano – Choir
- Woodwind/Brass/Percussion – Concert Band
- Strings – String Ensemble/Orchestra
- Guitar – Guitar Ensemble

More experienced students are encouraged to also participate in advanced or specialist ensembles.

3. Fees

Tutors will issue invoices by Week 3 of each term for lessons and may also include small charges for accessories or music issued to the student. Fees for 2023 are \$54 per half hour lesson (+ GST where applicable) and are due no later than 7 days after the invoice date. Payment is to be made directly to the tutor. Fees are subject to annual increases. There will be a maximum of 40 lessons per year.

4. Additional Lessons

At times, students may wish to have additional lessons each week, for example, in the lead up to music examinations, assessment tasks and concerts. Additional lessons can be arranged between the student, parent and tutor for an additional charge. Permission for additional lessons, which will be invoiced to parents, will be communicated in writing.

5. Studio Concerts

Studio Concerts are organised twice per year so that students have a supportive occasion for performance practice. All students are encouraged and expected to participate.

6. Music Tutors

Students are allocated to an available tutor by the Head of Music in consultation with the Leader of Prep Music (ELC – Year 6), Head of Strings, Coordinator of Bands, Curriculum Teachers, and the Coordinator of Private Music Lessons. Parents may request a particular tutor; however, this is subject to that tutor's availability. All tutors have a current Working with Children Check that is provided to SHORE for verification prior to commencement. All tutors are considered by SHORE to fall within the requirements of the Reportable Conduct Scheme (for the purposes of the NSW Ombudsman Act, 1974 Part 3A). As the Tutor is not an employee of SHORE, the school's insurance policies may not cover this arrangement. Tutors are to provide SHORE with evidence of currency of any relevant insurances including but not limited to workers compensation insurance and public liability insurance. Whilst on the premises and conducting tutoring under this arrangement, tutors must comply with SHORE's Policies and Procedures and Codes of Conduct, including work, health and safety policies and emergency procedures. Tutors must comply with SHORE's Agreement of Access to School Premises to provide Service to SHORE students. Tutors must comply with any reasonable direction from any SHORE staff member whilst on SHORE premises as it relates to health and safety or welfare of children at SHORE.



Any consultant or person that fails to comply with the above requirements may have entry and access to SHORE grounds denied and/or be removed from the grounds. Any costs or other loss or damage associated with same (if any) will be the responsibility of the relevant parent/caregiver/guardian or their consultant and SHORE is not liable to reimburse or make payment of any costs or loss arising from the refusal of entry or removal from premises.

7. Lesson Schedule

Senior school

Lessons are timetabled at a fixed time on a weekly basis for students in Year 7 - 12 between 8.20am – 2:50pm Monday to Friday across the 7-day timetable. Lessons may occur outside of these times contingent upon tutor availability and Senior students are given priority. Students must attend Chapel and Headmaster's Assembly and cannot have Instrumental tuition during these times. Senior School students will log in and out at an electronic sign-in at the performing arts office and should take their receipts to their next tutor and teacher. Missed work and homework is the responsibility of the student. Students need to bring their music books, white Music Record Book and instrument to every lesson to make the most of this learning opportunity, to show respect to their Private Music Tutor, their parents and themselves.

Prep School

In Kindergarten – Year 6 lessons occur on a rotational basis during school hours excluding during 8.30am-10am. Students have their lesson on the same day each week and timetables displaying the rotation are posted on the noticeboard in the Music Department. Fixed lesson times may be considered in the Prep School if a student has more than one lesson per week. In the ELC times work around their programme.

General

It is the responsibility of the students in Years 7 - 12 to make a note of their lesson times and be punctual for lessons. Years 5 & 6 students are strongly encouraged to be responsible for getting to and from their lessons without tutor assistance. Students in ELC – Year 4 will be collected and returned to class by their instrumental tutor.

8. Lesson Duration

Lesson duration is 30 minutes unless otherwise approved by the Head of Music or Leader of Prep Music (ELC – Year 6). In the ELC lessons are usually 15 minutes. Once a student reaches a level of proficiency equivalent to AMEB Grade 6 or above, or for students in Years 9 to 12 studying Music as a subject, a lesson time of 45 – 60 minutes is recommended. Lesson duration may be increased at any time, subject to teacher availability and approval from the Head of Music or Leader of Prep Music (ELC – Year 6). To request an increase, please contact privatemusiclessons@shore.nsw.edu.au Any decrease in lesson duration may only occur with effect from the commencement of a new year. To decrease lesson duration for 2024, parents must put this request in writing at privatemusiclessons@shore.nsw.edu.au providing at least FOUR teaching weeks' notice. Should this notice not occur, the enrolment will be rolled over at the longer lesson duration and fees for the following term will be charged at the longer lesson duration rate.

9. Make Up Lessons and Notification

If a student needs to cancel a lesson s/he must give his/her tutor at least 24 hours' notice. This will allow tutors the best possible opportunity to attempt to reschedule lessons to an alternate time. Otherwise, his/her tutor will charge for the lesson at the normal rate. If the student attends school but is injured and is unable to play her/his instrument, s/he should still attend music lessons and work on theory, aural skills, and general knowledge. If a tutor cannot make a lesson, they will try to reschedule the lesson or credit the lesson on their next invoice.

10. Instrument Hire

Shore has a limited number of instruments for hire. The school does not hire drum-kits, pianos or guitars. The instrument hire fee for 2024 is \$100 per term. Separate Instrument Hire Terms and Conditions apply to the hire of instruments.



11. Responsibility of Instruments

All instruments must be clearly labelled, displaying the student's name and a contact phone number. Students are responsible for their instruments, whether owned by the student or hired from the School. The School is not liable for any loss or theft of, or damage to, any instrument. Parents are encouraged to consider appropriate insurance for their child's instrument.

12. Discontinuation of Lessons

Learning an instrument requires commitment over many years. For this reason, it is strongly recommended continuation for at least the full calendar year. However, should you wish to discontinue lessons, parents must put this request in writing to privatemusiclessons@shore.nsw.edu.au providing at least FOUR teaching weeks' notice before the end of term. Lessons can only be discontinued at the end of a term. Should this notice not occur, the enrolment will be rolled over and fees for the following term (9 weeks) will be charged.

13. Contact

Any changes to the Terms and Conditions will be emailed and can be found at <https://lampada.shore.nsw.edu.au/survey/intro/1765>

For any queries, please email privatemusiclessons@shore.nsw.edu.au or call +61 2 9900 4728

