



A Guide to Managing Your Music Lesson Attendance

Dear Parent/Caregiver,

Thank you for your support of our Music Program at HVGS. Please find below important information regarding lesson attendance guidelines to assist you in maximising your child's musical opportunity.

COMMUNICATION, RESPECT, FAIRNESS

- Our aim is to maintain and further develop a relationship of mutual respect for the interest of all concerned. That is, for the student to receive the lesson they have paid for at the scheduled, reserved time and for the Teacher to be paid for the scheduled lesson.
- **Providing as much advanced notice** as possible to the instrumental/vocal teacher of any lessons that will be missed. Eg school events, school excursions, sickness, special leave.
- The advance notice enables us to promptly allocate and track credits/reschedules available to your child.
- The advance notice enables the teacher to utilise that lesson time Eg conduct a make up lesson for another eligible student.
- The Specialist Music Teacher is to also extend the same advance notice where possible by contacting the school in order that the students can be notified.

EXCELLENCE, MUSICAL DEVELOPMENT

- **Communication and advance notice** assists us to streamline our program and maximise the Specialist Teacher's availability to all of their students.
- It is in the best interest of all students to obtain a rescheduled lesson **where possible** rather than a credit, in order to maximise their learning, assist in the progress of their musical development and to achieve their musical goals.

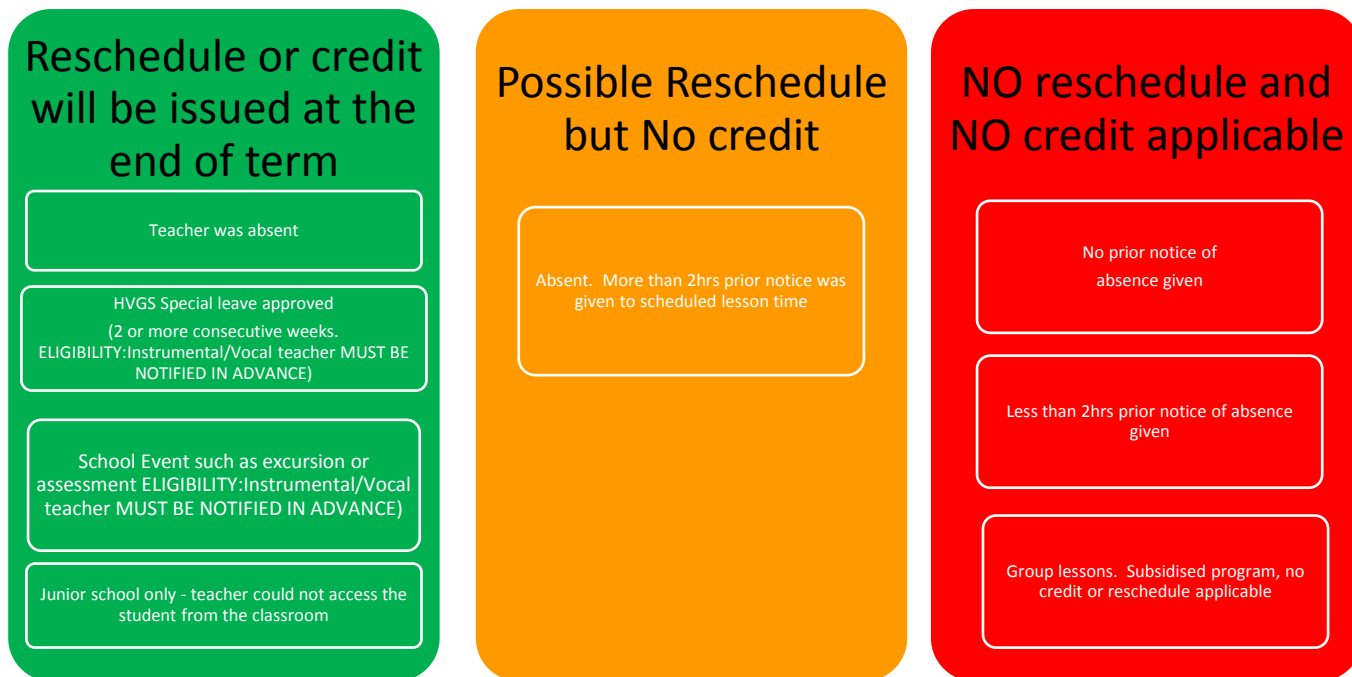
CREDITS

Credits can only be issued for; **Teacher Absence, School Events and Special Leave**, if a rescheduled lesson has not been possible. Credits are automatically issued on your school account at the conclusion of Term.

TERM FEES

All fees are "Term Fees" for the duration of that Term's program and are **non-refundable and non-reducible**. (**Except** for valid credits which as noted above will be automatically issued on your school account at the conclusion of Term.

Please understand the following guidelines are to assist you in managing your lesson attendance and understanding of how credits and reschedules are generally calculated. We encourage you to **contact us at anytime should you need further clarification** as there can be special circumstances that we may not be aware of. For your convenience, please find the following table on the next page to keep as an easy reference guide.



Copy of Terms & Conditions as outlined on your enrolment form:

Lesson Location:

All lessons are conducted in one of the ten quality teaching studios, the fully equipped percussion studio or the orchestra rehearsal room in the specialist Music Building.

Payment of Lesson Fees:

All fees are "Term Fees" for the duration of that Term's program and are **non-refundable and non-reducible** and are due at the commencement of each school term. (**Except** for valid credits which as noted above will be automatically issued on your school account at the conclusion of Term.

Missed Lessons:

Lessons missed by the student without prior apology cannot be made up. However, school events which prevent a student attending a lesson will be endeavored to be rescheduled if possible. They must **still notify their teacher in advance** where possible to be **ELIGIBLE**.

Lessons missed by the teacher will preferably be made up in the current term. If this is not possible a credit will be issued (see credits below). In the interests of the student's progression the rescheduling of a student's lesson is the more favorable option when prior notice of student's absence has been given.

Lesson Credits:

Credits can be issued for INDIVIDUAL lessons only, missed due to school events, teacher absence or special leave provisions. Any credits pertaining to the account will be calculated at the end of each term & transferred as appropriate to the following terms account.

ELIGIBILITY for CREDITS is subject to **ADVANCED NOTICE** of school event to the Instrumental/Vocal teacher or Mrs Sharon Reid where possible.

Continuous Non- Attendance

HVGS Music Faculty reserves the right to discontinue music tuition if it is deemed a student is not attending their lessons continuously and not communicating reasons for the absence with Mrs Sharon Reid. Strong, regular attendance is imperative for the student's development and to also ensure valuable lesson time is used effectively.

Special Leave Provisions:

For two or more consecutively missed lessons, special leave can be arranged with at least two days prior notice given by the student. In the event of a sudden change of circumstance special leave provision will be applied on a case by case basis.

Instrument Hire:

At the commencement of the hire period an instrument loan agreement will need to be completed by the hirer.

An instrument hire fee of \$11 per instrument per term (incl.GST) will apply to all instrument hires to assist with instrument maintenance and replacement costs.

Communication:

Please note that email and or text, will be the primary method of communication. Should this be a problem please contact Mrs Reid on Ph 4931 0797.

We are here to assist you in the support of your child's musical journey and thank you for your ongoing support.

Mrs Sharon Reid reids@hvgs.nsw.edu.au
 Mr Johnston Parkinson parkinsonj@hvgs.nsw.edu.au
 Mr Jack Machin machinj@hvgs.nsw.edu.au

Regards

Jack Machin
Head of Music

Johnston Parkinson
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