



## Artarmon School Band Committee Lesson Policy



### Group Lessons

- Group lessons are available for students in Year 3 as well as older students who are in Training Band.
- Fees for group lessons are paid per semester (twice a year) to the band program which includes 8 group lessons per term. There are no refunds for discontinuation.
- Group lesson times are determined by the tutor and the Band Director. Group lessons are 30 minutes long and are held outside school time, either before school between 7:50 and 8:50 or at lunch between 1:00 and 1:30.
- Group lessons are held every week even when there are events like the athletics carnival, cross country or excursions that happen during school time.
- To receive a makeup class student must cancel a minimum of 24hrs in advance by contacting the tutor directly. A maximum of 1 makeup class is permitted per term. Make-up classes cannot be refunded, carried over to the next term or reduced off next term fees.
- If your tutor suddenly cannot teach on any day, he or she will contact the school, and a note to that effect will be placed on the door of the tutor room. Children should also check at the McMillan Rd Office if their tutor does not turn up.
- As a courtesy to your child's tutor, please let them know in advance if they are unable to attend a lesson.
- Please communicate directly with your child's tutor either by telephone/email/text or through a note in your child's music exercise book (which should be taken to each lesson). Do not leave messages for tutors with the school office.
- **Check your child's music book regularly for notes from your tutor.**

### Individual Lessons

- Individual lessons are only available for students in years 4 to 6 that are in Junior Band, Concert Band or Senior Concert Band.
- Lesson times are determined by the tutor and the Band Director. Priority for before school, recess and lunch lessons will be given to students who learn multiple instruments. The school will review the lesson timetable each year and give final approval.
- **It is the parent's/student's responsibility to notify the tutor if a student is unable to attend a lesson. The full lesson fee is chargeable if a student forgets a lesson or make-up lesson, or parents fail to notify tutors of their child's absence.**
- If you know in advance that your child will be unable to attend his or her tutorial (e.g. school excursion/ incursion, doctor's appointment, etc) please let your tutor know as soon as possible. If you provide 24 hours' notice, it is Band Committee policy that the tutor will provide a make-up lesson or lesson credit.
- If your child is suddenly unable to attend a lesson (e.g. for sudden illness) you should contact your tutor immediately on his or her mobile. If that is not possible, try and telephone the

tutor during the day or evening. It is up to the tutor as to whether or not to provide a make-up lesson in this situation. Make sure you know your tutor's policy on this issue.

- If your tutor will not be able to teach your child on a particular day, he or she will telephone you or write a note in your child's exercise book. It is Committee Policy that the tutor will then provide a make-up lesson or lesson credit.
- If your tutor suddenly cannot teach on any day, he or she will contact the school, and a note to that effect will be placed on the door of the tutor room. Children should also check at the McMillan Rd Office if their tutor does not turn up. It is Committee Policy that tutors then provide a make-up lesson or lesson credit.
- You must give your child's tutor one month's notice if lessons are to be discontinued or pay for the lessons for this equivalent period. Only students that attend band can have lessons at Artarmon. All students that attend lessons at Artarmon must attend band as well.
- If your child's tutor needs to rearrange a lesson or organise a make-up lesson, he or she will telephone you directly, email you and/or write the new time in your child's music exercise book.
- **Check your child's music book regularly for notes from your tutor.**
- The primary relationship (which includes the issue of payment of individual lesson tutorial fees) is between you and your child's tutor. Some tutors will be required to pay GST. In this case individual tutorial fees will be higher than the published fee to include GST.
- If you have any problems or concerns discuss them with your tutor as soon as possible. If you cannot resolve the issue, contact the Tutor Co-ordinator.