



Welcome to the Arawang Primary School P & C Music Tutor Scheme



The Music Tutor Scheme has been providing opportunity for music tuition to students at Arawang Primary since 1998. It is run under the auspices of the P & C Association. For the many children who have participated over that time it has been a rich and fulfilling addition to their education at Arawang.

Attached is the parent agreement for the Music Tutor Scheme. In enrolling in the Scheme, you as the parent/caregiver are agreeing to the terms and conditions in this document.

Some particulars we would like to draw to your attention are:

- Payment for lessons is due in week 2 of each term.
- PLEASE MAKE PAYMENT, AS DIRECTED BY YOUR TUTOR.
- Please inform the Tutor in advance if your child is going to be absent.
- Show an interest in your child's progress and encourage daily practice.
- Your interaction will greatly enhance your child's learning.
- When music lessons are ceased mid-term, formal notification should be given to both the Tutor and the Committee.
- Please read the section on "Termination of Lessons" closely.

We look forward to meeting you over the course of your child's involvement in the Scheme.

The Committee aims to run one concert each year (your tutor may run another). This provides an opportunity for your child(ren) to showcase their talents and gain experience in performing, while providing you an opportunity to meet the Music Tutor Scheme Committee and other parents/caregivers involved in the program.

We also ask that you advise your child's tutor of any medical issues and action required for conditions such as asthma, epilepsy or severe allergic reactions, as privacy rules prevent the school from providing this information to the tutors.

In the meantime, if you have any concerns or questions, please do not hesitate to contact us.

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Music Tutor Scheme
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**AGREEMENT BETWEEN
ARAWANG PRIMARY SCHOOL P & C MUSIC TUTOR SCHEME
AND THE PARENT/CAREGIVER OF A CHILD RECEIVING TUITION BY A
MUSIC TUTOR**

The Arawang Primary School P & C Music Tutor Scheme Committee agrees to arrange private music tuition for pupils of Arawang Primary School enrolled in the Scheme and the parent/caregiver, on payment of the tuition fees, agrees that the tuition is accepted under the following conditions.

1. Public Liability Insurance
 - a. Public Liability Insurance is mandatory and is the responsibility of the Tutors involved in the Scheme.

2. Working with Vulnerable People
 - a. Tutors must hold a valid "Working With Vulnerable People" card. A copy of the card must be provided to the committee and will be kept on file for the duration of the Tutor's tenure in the scheme.

3. Music Lessons
 - a. The music lessons will be conducted over four terms each year. Tutors will provide at least one half hour private music lesson every week during the school term.
 - b. Music lessons will commence by week two of term one and in week one of the remaining terms.
 - c. Music lessons will be given between 8.30am and 3.30pm during school days.
 - d. Music lessons given outside these hours will be by agreement between parent/caregiver and the Tutor.
 - e. The Tutor will consider the class timetable when organising the music lessons.
 - f. The student must have an instrument of their own on which to practise. Guitar students must bring their instrument to school for their lessons.
 - g. If the student fails to bring their instrument, a theory lesson will be given.
 - h. The Tutor will actively communicate with parents about the student's progress. A home practice book is to be used as a means of two-way communication between the parent/caregiver and the Tutor.
 - i. The Tutor's appointment is by the Arawang Primary School P & C Music Tutor Scheme Committee only. The Tutor is not an employee of Arawang Primary or the Education and Training Directorate.

4. Missed Music Lessons
 - a. If the Tutor misses a lesson, the lesson will be made up at a time negotiated between the Tutor, parent/caregiver, and teacher. If a makeup music lesson is not possible, the lesson missed by the Tutor will be credited to the next term's fees. The Tutor will, where possible, inform the student of any impending absence.
 - b. Where music lessons are missed by the **student** for any reason, the Tutor is **not required** to provide a makeup music lesson, refund or credit of fees. The student is requested to inform the Tutor of any impending absence.

5. Termination of Music Lessons

- a. When music lessons are ceased mid-term, formal notification should be given to both the Tutor and the Committee.
- b. No refunds, credits or makeup music lessons will be given for termination of lessons mid-term.
- c. Where possible, 2 weeks notification should be given to the Tutor and the Committee if a student is not continuing lessons the following term.
- d. The Committee will not be held liable for any loss of money and equipment arising from termination of music lessons. The Committee will also not be held responsible in the event of the Committee not being able to provide music lessons for any reason. These are matters between the parent/caregiver and the Tutor.

6. Fees

- a. Fees for individual and group music lessons are set by the Music Tutor Committee, and are reviewed at least once a year. Fees for 2019 are set at a maximum \$44.00 per half hour lesson exclusive of GST. This is the minimum fee set by the Music Teachers' Association. Tutors are free to set their own fees up to this maximum fee. Tutors may only charge up to this amount for lessons.
- b. Payment for the music lessons is the responsibility of the parent/caregiver. Payments are to be made on a term basis, paid in full by Monday of week 2 of each term. In special circumstances arrangements for periodic payments may be considered, and the parent/caregiver should contact the Tutor prior to the due date of term fees.
- c. An administrative fee of \$5.00 is charged by the Music Tutor Scheme and is included in each term's tuition invoice. This fee is passed on to the Scheme by the Tutor.
- d. If the parent/caregiver fails to pay the tuition fees, the Tutor in conjunction with the parent/caregiver can, at their discretion, make alternate financial arrangements. If the parent/caregiver fails to meet these arrangements, music lessons will cease immediately until the matter is resolved. The Committee will be notified immediately of any failure to pay tuition fees.
- e. A receipt for each term's payment will be issued by the Tutor.
- f. Tutors are not to receive payments in lesson time. Students are asked to make payment(s) for lessons, as directed by the Tutor.
- g. The cost of books and any equipment required for lessons will be met by the parent/caregiver.

7. Media Use

- a. Students may be filmed or photographed while participating in Music Tutor Scheme Activities and Events. Some of these photos may be published on the school's website, or shared on official P&C social media for the purposes of promoting the Scheme.
- b. The photos may also be shared in a private Music Tutor Scheme online photo album to allow parents to access photos of their own children.

8. Mediation

- a. The Principal of the Arawang Primary School is an ex-officio member of the Music Tutor Scheme Committee. The Principal may be called upon to act as a mediator in any conflict between the parent/caregiver and the Tutor.

ARAWANG PRIMARY SCHOOL
P & C MUSIC TUTOR SCHEME
ENROLMENT FORM

Instrument	Piano, Violin, Guitar or Flute:
Student Family Name:	
Student Given Name	
Student School year for 2021:	
Date of Birth	
Preferred Tutor If no preference, leave blank	
Parent/Caregiver:	
Phone (home/mobile):	
Email address:	

I have read and agree to the terms and conditions of participation in the Music Tutor Scheme.

I don't agree to the Media Use Clause as per clause 7.

Parent/Caregiver signature: _____ Date: _____.

(Your typed name is acceptable if returning form by email)

Administration Use Date received and entered onto waiting list: