Dear Parents / Guardians,

Emmanuel College is pleased to facilitate opportunities for students to learn how to play a range of musical instruments from independent, professional and experienced instrumental teachers. Participation in private instrumental lessons opens up the opportunity for student to participate in the College String Ensemble and/or Concert Band. Students have the chance to then perform at a variety of College functions, such as school Masses, liturgies, assemblies and concerts and also in the wider community.

Lessons are typically 30 minutes each week and can be private, individual lessons or in groups of two or three. The students will be allocated to a time on a rotating timetable so that they do not always miss the same class. Below is the list of instruments for which tuition is available at the College.

- Violin  
- Viola  
- Cello  
- Flute  
- Clarinet  
- Oboe  
- Trumpet  
- Trombone  
- Tuba  
- French Horn  
- Alto Saxophone  
- Tenor Saxophone  
- Piano  
- Drums / Percussion  
- Voice  
- Guitar  
- Bass Guitar

Furthermore, the College can provide complimentary loan of instruments for students who are in their first year of Instrumental Lessons. This means that students have the opportunity to borrow the instrument for free (please note that there may be some extra costs involved with particular instruments). Unfortunately, students are unable to borrow an instrument if they are undertaking lessons on piano, drums/percussion, voice, guitar or bass guitar. A loan contract will be sent to relevant families as soon as the Instrumental Tuition Application has been received.

The College will facilitate arrangements for students (both for tuition and to borrow an instrument) on a first come first serve basis. To ensure a place with these teachers and to borrow an instrument we recommend you apply as early as possible.

Importantly, if your son or daughter received lessons last year, you still must reapply each year to secure your time with your music teacher.

We invite you to read the terms and conditions of participating in instrumental lessons within the College and send in the Instrumental Tuition Application Form to the College as soon as possible.

Completed application forms need to be submitted by _________________

Kind regards,

Natasha Berchy  
Leader Co-Curricular Music  
Notre Dame Campus

Jessica Godwell  
Assistant Leader Co-Curricular Music  
St Paul’s Campus
1. Emmanuel College will broker the initial arrangements between students and the relevant external instrumental teacher to assist in the setting up of lessons. Instrumental teachers are independent and are not employed by Emmanuel College.

2. Music lessons are scheduled during class time and take place on a weekly basis.

3. Music teachers charge a flat fee regardless of the musical instrument. Each private (individual) lesson of 30 minutes is $32.00. Group lessons of 30 minutes are $25.00 per student, per lesson.

4. Other costs may be incurred, such as appropriate tuition books or instrument insurance and this is the responsibility of the family. For example, students who are studying guitar are expected to purchase their own instrument (prices start for as little as $90 at Billy Hydes).

5. Students are able to borrow an orchestral instrument from the College however, there are a limited number available so those instruments will be given on a first come, first served basis. Students will assume responsibility for that instrument for the year and are liable for any damage that may occur as outlined in the Instrument Loan Contract.

6. External instrumental teachers will distribute term invoices in the first week of lessons. Payment must be made within two weeks of the issued invoice.

7. All monies are to be directly debited to external instrumental teachers as shown on the invoice. Cash will not be accepted.

8. If payment has not been received within two weeks of the issued invoice, future tuition may be discontinued and future lesson times allocated to another student. You will still be billed for all lessons that were scheduled for your son or daughter.

9. All students are expected to commit to their instrumental lessons for the full school year. Otherwise, at least three week’s notice must be given. If a student wishes to discontinue lessons, a signed letter from parents or guardians must be provided to the external instrumental teacher. Students will be expected to attend the 3 lessons after notice is given and payment must be made for those lessons.

10. If your son/daughter misses a lesson due to illness, you must contact the instrumental teacher to notify them of this absence prior to the lesson. They will endeavor to make-up this lesson at another point during the term. If a catch-up lesson cannot be provided, the instrumental teacher will credit this lesson from the next term’s invoice.

11. There may be instances where music lessons will need to be rescheduled due to school-sanctioned events. It is the student’s responsibility to inform the instrumental teacher in advance of any event which may result in the student being absent from the lesson. Failure to inform external instrumental teachers may result in a non-legitimate absence from a lesson and therefore no refund or make-up lesson will be given.

12. No refunds or make up lessons will be given if your son/daughter misses a lesson for no valid reason.

13. Attendance of lessons, notification of illness or need to reschedule lessons are the direct responsibility of the student and their guardian(s) and not that of Emmanuel College.

14. Students will receive the entire term’s timetable during their first lesson. It is the student’s responsibility to ensure that they arrive for lessons on time with the appropriate materials. They will need to show this timetable to their classroom teacher before they leave for a lesson.

15. To apply for music instrument lessons, please complete the Instrumental Tuition Application Form.
INSTRUMENTAL TUITION APPLICATION FORM

STUDENT NAME

HOUSE AND HOMEROOM

NAME OF INSTRUMENT (OR VOICE) TO BE LEARNED:

PARENT NAMES AND CONTACT DETAILS

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DETAILS OF OTHER INSTRUMENTS LEARNED

Please tick the following which applies:
(these options are not applicable for students learning drums, piano, voice or guitar or to those who are in their second year of instrumental lessons at the College)

☐ My child already has their own instrument
☐ I need to borrow an instrument through the School
   (A Loan Contract will be sent to you to be completed and returned)
☐ I am planning to buy an instrument (please contact the teacher for advice first)
☐ I am not sure what to do and need advice

[ ] I have read and understood the terms and conditions associated with receiving instrumental lessons delivered by independent music teachers at Emmanuel College.

[ ] I acknowledge that the instrument tuition classes my son / daughter will receive are not provided by Emmanuel College and thereby release the College, its officers, employees and agents of any liability associated with these classes.

[ ] I will pay for all fees in advance and will give at least three lesson’s notice if tuition is no longer required. I will assume all responsibility for notification of illness and any need to reschedule lesson times directly with the music teacher.

Parent Signature: ____________________________ Date: ______________

Student Signature: ____________________________ Date: ______________