



ARTS @ ST PAUL'S

2022 Terms and Conditions



By enrolling in Private Tuition, Ensembles, Year 3 Immersion and Clubs, students and families agree to all the terms and conditions outlined below:

ATTENDANCE AND PARTICIPATION

1. Students and families agree to make a commitment to the arts by regularly attending and actively participating in all enrolled activities, including **private tuition** lessons, **ensemble** rehearsals, **Year 3 Immersion** classes, and **clubs**, regardless of whether these activities are free or fee-paying.
2. Enrolment in **Year 3 Immersion** is for the full school year.
3. Enrolment in **private tuition/ensembles** is expected for two terms, as students work towards performing individually, in small groups and in ensembles at the Twilight Music Recitals in Term 2 and Term 4.
4. Enrolment in **clubs** is on a term-by-term basis.
5. Students agree to attend each activity promptly, being ready to participate with all required instruments, music and accessories (where relevant) at the scheduled start time.
6. Prolonged absence and/or continuous late arrival at **private tuition**, **ensemble** rehearsals and/or **clubs** may result in the enrolment being terminated.
7. If the student does not observe school expectations at **private tuition**, **ensemble** rehearsals, and/or **clubs**, enrolment may be terminated.

CLUBS

1. **Drama Club** is offered as a free lunchtime club during play time. When instructed by the Tutor, students may be asked to bring costume accessories and props.
2. **Film and TV Club** is offered as an after-school fee-paying club, charged at \$10 per session, with a term commitment by students and families. Students are required to bring their own headphones and iPad.
3. **Music Technology Club** is offered as an after-school fee-paying club, charged at \$10 per session, with a term commitment by students and families. Students are required to bring their own headphones and iPad with Garage Band installed. Participation is not possible without Garage Band. When instructed by the Tutor, students may be asked to bring their own instrument. They may also be asked to use school recording equipment or a school instrument, including small percussion instruments, keyboards and ukuleles. In the event that school equipment and/or instruments are used during this club, students agree to care for these items carefully and responsibly.
4. **Performing Arts Crew** is offered as a free lunchtime club for Year 6 students. Regular attendance is expected, as students will collaborate and present a lunchtime performance.

5. **Practise@School** is offered as a free lunchtime club for Year 3 Immersion students who play Cello and Double Bass. Students will participate in supervised practise time. Attendance is expected, as these instruments will not be sent home with students.
6. When the Tutor is absent, the school will make every effort to provide a relief tutor. However, in the event of this not being possible, where relevant, families will receive a lesson credit for the following term.
7. When a student is absent for any reason, that lesson will be forfeited and charged (where relevant).

PRIVATE TUITION

1. Private tuition is delivered by Performing Arts Tutors. Piano and Theory tuition are only available as individual lessons. All other tuition is available as an individual lesson or a paired lesson.
2. Individual lesson fees are \$38 for a 30-minute session. Paired lessons are \$22 per student for a 30-minute session.
3. With the exception of Theory, students enrolled in private tuition are required to participate in the relevant ensemble as an extension of their tuition and to experience the joy of making music together (at no additional cost).
4. Ensemble rehearsals are held before school from 7:30am-8:15am.
5. Students and families agree to make a commitment to private tuition lessons and ensemble rehearsals, by attending regularly and by purchasing or hiring the required instruments and resources to fully engage and participate in the program.
6. Families are required to purchase their own instrument or hire an instrument from the school.
7. St Paul's has a small collection of instruments available for hire. Families register their interest to hire by emailing the Performing Arts Co-ordinator. If a suitable instrument is available, families will complete the Instrument Hire Form and agree to the Term and Conditions of hire.
8. Private tuition lessons will be scheduled at fixed times before and after school, and on a rotational basis during the school day.
9. Private tuition timetables will be posted weekly each Friday on Seesaw and in hard copy on the Arts @ St Paul's noticeboard. It is the responsibility of families and students to check the timetable and attend lessons at the scheduled time.
10. When the Tutor is isolating due to COVID regulations, and is physically able to teach, the Tutor will contact families to arrange a catch-up Zoom lesson at a mutually suitable time after school hours. If a family declines the offer of a catch-up Zoom lesson for any reason, that lesson will be forfeited and charged. If the Tutor is not physically able to teach, families will be issued with a lesson credit for the following term.
11. When the Student is absent for any reason, including isolating due to COVID regulations, the family may contact the Tutor via email to request a catch-up lesson (either in-person or via Zoom). Tutors may be able to offer a catch-up lesson, subject to their availability, but this cannot be guaranteed. In the event that the catch-up lesson does not proceed, that lesson will be forfeited and charged.
12. Families will not be charged for lessons that fall on Public Holidays, Pupil-Free Days and whole cohort events that are advertised in advance on the school calendar.

13. In the event of a student participating in a school incursion on campus, that is advertised in advance on the school calendar, every effort will be made to reschedule lessons on that day to ensure continuity of music learning. In the event that lessons cannot be rescheduled, the family will receive a lesson credit in the following term.
14. In the event of students participating in a school event during the day that does not involve the whole cohort, including but not limited to District Sporting events, it is the responsibility of the family to advise the Performing Arts Co-ordinator and relevant Tutor in writing 10 days in advance, to facilitate an arrangement for a catch-lesson (where possible) or to ensure the family receive a lesson credit in the following term. In the event that the family do not advise both the Performing Arts Co-ordinator and the relevant Tutor within this period, the lesson will be forfeited and charged.

PERFORMANCES

1. All private tuition students and Year 3 Immersion students are required to attend and participate in performances, as scheduled in the school calendar and additional school events and external performances as communicated by the Performing Arts Co-ordinator and Tutors. Families will be provided with information in writing via Seesaw, email and/or letters, advising arrival time, uniform, venue, and performance details.
2. Unless otherwise indicated, all students are expected to wear the formal school uniform when performing.
3. The major performing events of the year are the Twilight Music Recitals, typically held in Term 2 and Term 4 in the GLAD Centre. All ensembles and Year 3 Immersion groups will perform, and private students will either perform individually or in small groups, as arranged by each individual Tutor. Attendance and participation at these events are compulsory.

INVOICES AND PAYMENT

1. Families agree to paying for private tuition and after-school clubs, receiving invoices from each individual tutor, with payment terms of 14 days.
2. In the event where payment is not received within 14 days, families will receive one reminder from the tutor. If payment is not sent within 48 hours of this reminder, the Performing Arts Co-ordinator will send a second reminder and notify the Deputy Principal. If payment is not sent within 48 hours of this reminder, the Deputy Principal will contact the family and the enrolment may be terminated.
3. If a family is facing financial hardship, it is the responsibility of that family to contact the Performing Arts Co-ordinator prior to the due of payment. The Deputy Principal will be informed, and discussions will follow to determine if an alternative arrangement can be made.