



# Private Instrumental Tuition Form

Dear DCIS Parents and Guardians,

Dover Court International School now offers students the opportunity 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 students to participate in the DCIS Orchestra, Rock Bands, Choir and Chamber Ensemble. Students will also have the chance to perform at a variety of events at DCIS, such as the Celebration of the Arts, The Promenade, Carols by Candlelight, Juilliard Master-Classes, Juilliard Workshops and Steinway Excursions.

## Available Instrument and Vocal Tuition

Below is the list of instrumental lessons available at DCIS.

Instrument	Age	Lesson Fee	Instrument	Age	Lesson Fee
Alto Saxophone Tenor Saxophone Flute Clarinet Bassoon Recorder	Y3+	\$45.00 per 30mins	Acoustic Guitar Electric Guitar Bass Guitar	Y2+	\$39.00 per 30mins
Trumpet French Horn Trombone	Y3+	\$45.00 per 30mins	Voice	Y3+	\$52.00 per 30mins  Group (Pair) \$25.00/student per 30mins
Piano/Keyboard	Y3+	Grade 1-3: \$45.00 per 30mins Grade 4 + \$50.00 per 30mins	Violin Viola	Y2+ Y3+	\$40.00 per 30mins
Group Music theory (Tuesday 3-4pm only)		\$20.00 per 60mins			
Drums	Y3+	\$45.00 per 30mins \$90.00 per 60mins			

Fig.1: Schedule of Fees and Instrument Selection

## Lesson Length, Location and Timetable

Lessons are typically 30 minutes each week as a one-to-one individual setting. Students will be allocated to a time on a rotating timetable so that they will not always miss the same class. Priority of before-school or lunchtime fixed lesson times will be given to Year 7 and above. The rotational timetable will be emailed to parents every Friday before the following week's lesson, as well as to the student's class teacher.

Lessons take place in either Studio 1, 2 or 3, which is located next to the cafeteria and ICT classroom. The instrument teacher will collect each student from their classroom for their initial instrument lesson.

## Rental and Purchasing of Instruments

Each instrumental teacher will be happy to provide advice regarding the suitability of an instrument. Please contact the Head of Music, Patrick Dwyer, who will put you in touch directly with the instrumental teacher to discuss such matters.

Hiring or purchasing of instruments can be sourced from most trusted music stores in Singapore. These include:

- City Music ([www.citymusic.com.sg](http://www.citymusic.com.sg))
- Yamaha ([sg.yamaha.com](http://sg.yamaha.com))
- Swee Lee ([www.sweelee.com.sg](http://www.sweelee.com.sg))

DCIS can provide complimentary loan of violins for students who are in their first year of violin 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, brass or woodwind instruments. A loan contract will be sent to relevant families as soon as the Acceptance Agreement (attached below) has been received.

I invite you to read the terms and conditions provided and submit the attached signed acceptance form to the school reception. Alternatively, you can email a completed scanned copy to [patrick.dwyer@dovercourt.edu.sg](mailto:patrick.dwyer@dovercourt.edu.sg)

Kind regards,

**Patrick Dwyer**

*Head of Music*

*NAE Regional Lead – Southeast Asia*

## Terms and Conditions

1. Dover Court International School 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 Dover Court International School.
2. Music lessons are scheduled during class time, before-school and after-school. Lessons take place on a weekly basis as a rotational timetable for Year 1 to Year 6, and on a fixed schedule for Year 7 and above. *(NB: Rotational timetables and fixed timetables apply to **all** piano students, regardless of year level.)*
3. Music teachers charge independent lesson as stated in the Schedule of Fees and Instrument Selection. Each private (individual) lesson is 20 minutes or 30 minutes in length.
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.
5. Students are able to borrow a violin from DCIS, however, there are a limited number available so such 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. Term invoices will be distributed in the first week of lessons. Payment must be made within two weeks of the issued invoice. *(NB: Piano lessons will begin once payment of invoice has been made in full.)*
7. All monies are to be directly debited to the bank account as shown on the term invoice. Cash will not be accepted by the music teacher.
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. *(NB: Piano lessons will begin once payment of invoice has been made in full.)*
9. All students are expected to commit to their instrumental lessons for the full school term. If a student wishes to discontinue lessons, a signed letter from parents or guardians must be provided to the Head of Music. 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 or cancelled due to school-sanctioned events. Whole school events that would affect lessons, such as the swimming gala and assessment week, will be deducted in determining the number of invoiced lessons for a term. However, it is the student's responsibility to inform the instrumental teacher in advance of any other 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 Dover Court International School.

## Acceptance Agreement

This agreement is between:

Dover Court International School and [REDACTED] (Parent/Guardian).

Lessons will be provided as outlined in the terms and conditions to [REDACTED] (pupil) in class [REDACTED]

at the Dover Court International School premises. My child will be learning [REDACTED] (instrument).

I accept the terms and conditions and understand that they can be varied only with the agreement of both parties.

I have read and understood the terms and conditions associated with receiving instrumental lessons delivered by independent music teachers at Dover Court International School.

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

Please return the signed agreement to the school reception. Alternatively, you can email a scanned copy with your signature to [patrick.dwyer@dovercourt.edu.sg](mailto:patrick.dwyer@dovercourt.edu.sg)