



## *Instrumental Music Lessons - Parent/School Agreement 2018/2019*

### **Enrollment**

Enrollment will be done through CHQ. If there is unprecedented demand for lessons, precedence will be given to students currently enrolled in music lessons and to students undertaking an Arts subject for GCSE or IB.

### **Payments**

- I. Current cost: \$40 per half-hour session. Parents will be required to make appropriate payments at the beginning of each CCA Block before lessons will be allocated. Charges are subject to annual review.
- II. Sign up and payment will be through CHQ.
- III. Enrolment will be at the start of each CCA Block (dependant on teacher availability).

### **Scheduling**

- I. Lessons will follow the CCA schedule 2018/2019:
  - 1: 4<sup>th</sup> September 2018 - October 12<sup>th</sup>, 2018.
  - 2: 22<sup>nd</sup> October - December 14<sup>th</sup>, 2018.
  - 3: 7<sup>th</sup> January - February 15<sup>th</sup>, 2019.
  - 4: 25<sup>th</sup> February - 11<sup>th</sup> April 2019.
  - 5: 29<sup>th</sup> April – 14<sup>th</sup> June 2019.
- II. Lessons will take place weekly, on a rotational basis. The exception to this will be if the student is in Years 10, 11, 12 or 13. In this case, every attempt will be made to fix one of the lessons at a convenient time.
- III. Students up to Year 2 will be collected by their instrumental teacher. Students in Years 3-13 are responsible for ensuring they arrive on time to their lessons. All Primary teachers will receive a timetable from the instrumental teacher, so they can support the students in remembering their lesson. Instrumental teachers are not obliged to search for missing students. Lessons missed due to students not remembering their lessons will result in a missed lesson with no option for a make-up.

### **Withdrawal from Programme/Lesson Cancellation**

- I. Enrolled students will be automatically enrolled into the next CCA Block.
- II. If a parent wishes to terminate the contract, two weeks written notice should be given to the Director of Music and the instrumental teacher, before the start of the new CCA Block. This is a courtesy to our teachers and one that we respectfully ask that parents adhere to.
- III. If a child is absent from the instrumental lesson, for whatever reason, the lesson will still be charged for unless at least 24 hour's notice is given to the Director of Music AND the Visiting Music Teacher.
- IV. If the Visiting Instrumental Teacher (VMT) is absent, the lesson will be re-scheduled.



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- V. Although every attempt is made to ensure good communication between the school and the VMT, it is the parents' responsibility to notify the VMT of any impending clashes with instrumental lessons giving at least 48 hours notice. It is recommended that Mrs. Becki Wolfe [becki.wolfe@houston.nae.school](mailto:becki.wolfe@houston.nae.school) is copied in to emails sent to the VMT to ensure transparent communications.

#### Miscellaneous

- I. Visiting Instrumental Teachers are engaged by the school as independent contractors.
- II. Parents are responsible for the purchase of books, instruments, and other materials needed for the lessons. VMTs can advise as to where obtain these items, however they are not responsible for providing them personally.
- III. If a parent has any concerns about the lessons, they should, in the first instance, contact the VMT. If the situation is not resolved, then the Director of Music.

**Parental agreement of the above terms is mandatory  
for students to be accepted into the BISH Studio.**

**The presence of your child in the program and the dissemination  
of the "*Instrumental music lessons - Parent/School contract 2018/2019*"  
confirms the above agreement in good faith.**