This handbook aims to give you an understanding of the policies and procedures that have been developed to facilitate the smooth running of various aspects of the KWS Performing Arts Department. From time to time the handbook will be revised and available from our website.
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**Who to contact?**

The Co-ordinator of Instrumental Music oversees all aspects of private tuition, group lessons and hire of instruments and lockers within the Performing Arts Department. The first point of contact if you have any enquiries regarding your lesson is your Peripatetic Teacher. All administrative enquiries should be made directly to the Music Centre Supervisor.

Contact details are below:

**Ms Heidi Anthony**  
Co-ordinator of Instrumental Music  
Phone: (02) 6392 0341  
hanthony@kws.nsw.edu.au

**Mrs Libby Chapman**  
Music Centre Supervisor  
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echapman@kws.nsw.edu.au

*Please note the office is unattended on Wednesdays*
Private Tuition

Peripatetic Teachers (see Glossary) have been engaged by the school to teach students in various areas of Music and Speech and Drama. These Peripatetic Teachers provide weekly lessons for students from Kindergarten to Year 12 which are held in the Music Centre during school time.

To begin lessons at the school, an Enrolment Contract may be obtained from Reception, the Music Centre Supervisor’s Office in the Music Centre or can be downloaded from the school website. Upon receipt of the Enrolment Contract, the Co-ordinator of Instrumental Music will allocate a Peripatetic Teacher based on availability. Preference of Peripatetic Teachers may be noted on the Enrolment Contract. In the case of there being no available positions in a Peripatetic Teacher’s schedule, students will be placed on a waiting list or offered an alternate Peripatetic Teacher. Lessons are based on a calendar year. Continuing students need to re-apply at the end of each year.

Please be aware that once lessons have been arranged, you are entering into an agreement directly with the Peripatetic Teacher which includes fee and payment procedures, lesson scheduling and all other terms as set by the Peripatetic Teacher.

Lessons are available for the following:


Please note:

- The majority of lessons for students in Kindergarten to Year 10 take place during class time on a weekly basis.
- Students from Kindergarten to Year 6 (Preparatory School) are timetabled for the same time each week after 11am.
- Students in Years 7 to 10 have their lessons on a rotational basis so as not to miss the same class lesson each week. This rotating timetable is published and displayed in the music centre foyer at the beginning of each term. If there are issues with lesson times when they are published, it is the student’s responsibility to communicate these issues with their Peripatetic Teacher.
- Students in Years 11 and 12 are given priority for sessions before / after school and during lunchtime and free periods.
- Students having individual instrumental or voice lessons at the school are required to participate in at least one relevant co-curricular music group. If there is no relevant group (for example in the case of piano students), we encourage students to join a choir or look for pitched percussion opportunities within our band and orchestra program.
• If lessons are during class time, students must leave class no earlier than 5 minutes before the start of their lesson and return to class no later than 5 minutes after the lesson ends then must show their class teacher their Music Lesson Diary upon arrival back to class.

• Students are not permitted to leave class for a private lesson when they have assessable tasks, exams or excursions scheduled. Such events are often scheduled well in advance therefore students are responsible for notifying their Peripatetic Teacher at least 24 hours in advance of their intended absence from their private lesson.

Fee Information

• If students are undertaking private tuition with a Visiting Peripatetic Teacher (see Glossary) they will be invoiced directly by that Peripatetic Teacher. These Peripatetic Teachers can set their own rates which may differ slightly from the school rates listed on the Enrolment Contract. Please speak directly with the Peripatetic Teacher to discuss lesson fees and payment arrangements.

• If students are undertaking private tuition with a Salaried Peripatetic Teacher (see Glossary), tuition fees will be charged to the School Account at the end of each term. Details of the current lesson fees are noted on the Enrolment Contract.

• All Visiting Peripatetic Teachers who provide lessons at KWS are self-employed professionals and are not employed by the school. Parents are advised that the Performing Arts Department act only as an intermediary and that the legal obligation associated with any agreement entered into is with their child’s Peripatetic Teacher.

Withdrawal from lessons

• Students who are undertaking private tuition are committing to a full year of tuition (up until the end of Term 4, with the exception of Year 12).

• Students are required to give notice in writing to the Co-ordinator of Instrumental Music and their Peripatetic Teacher if they wish to discontinue lessons by no later than Week 3 of the term. Failing this, you will be liable to pay for the following term’s fees.

• If you decide to discontinue lessons, in accordance with the point above, it is recommended that your child continues to attend lessons for the remainder of the term that has been paid for once notice is given.

• Any changes to tuition must be approved in advance by the Co-ordinator of Instrumental Music.

Missed/re-scheduling lessons

• Students/parents are responsible to notify the Peripatetic Teacher if the student is unable to make their lesson at least 24 hours in advance, otherwise the fee for that lesson will be forfeited if previously paid or will be due and payable on any outstanding
invoice. The provision of make-up lessons are solely at the discretion of the Peripatetic Teacher.

- It is understood that, at times, students may forget their instrument for their lesson. We insist that if this is the case, students must still attend their scheduled lesson. Where possible, a replacement instrument will be organised for duration of that lesson, or alternative theory and musicianship practice will be held in that session.

- If a student realises that they have missed a lesson they must see their Peripatetic Teacher as soon as possible.

**Reporting**

Reporting back to parents on a student’s progress is an essential aspect of our private tuition program. Reporting procedures include the following:

- A Music Lesson Diary is used by the Peripatetic Teacher as a record of the lesson and a means of communication with parents. See Music Lesson Diary at page 11 below for more details.

- Peripatetic Teachers provide a written report at the end of Semester 1 and Semester 2 each year which outlines the student’s progress. Year 11 and 12 students receive their written reports at the end of Terms 1 and 3. These reports are sent home with academic reports.
Musicianship Group Lessons

Musicianship is the study of music theory. We offer group musicianship lessons which are run in groups before school from 8.00am- 8.45am every week. Students are placed in groups commensurate to their level of ability. These lessons are designed to prepare students for the AMEB musicianship examinations held in Semester 2 every year.

Students sitting practical AMEB examinations for Grade 3 and above are strongly encouraged to pursue the study of Musicianship. Musicianship is a requirement for the awarding of AMEB instrumental certificates at Grade 6 level and above.

Current fees for Musicianship Group Lessons are noted on the Enrolment Contract. These are charged to your School Account at the beginning of each semester.

The fee for Musicianship Group Lessons includes one 45 minute group lesson per week, a practice workbook, individual online access to practice papers, registration and enrolment for the exam.

Grade 1 – 3 musicianship exams are online and are sat as a group at the school during Term 4. All other grades require that students sit a written examination which is held at the school in Semester 2.

For enrolment details please complete the ‘Musicianship Classes’ section on the Enrolment Contract.
Instrumental Hire

KWS has a wide variety of instruments for hire. These are available for students during the first year of their tuition. After this time, students are encouraged to purchase their own instruments. Peripatetic Teachers or KWS Music Staff will be happy to offer advice about suitable instruments and suppliers.

What is available?

The following instruments are available for hire (subject to demand).

Flute, Piccolo, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, Cornet, French Horn, Trombone, Euphonium, Baritone, Tuba, Percussion Kit, Violin, Viola, Cello and Double Bass.

Guitars, Pianos and Drum kits are unavailable for hire.

Responsibility for the instrument

All students using an instrument owned by the school are responsible for the care of the instrument and should make sure it is stored correctly in the instrument lockers in the Music Centre when they bring it to school.

Please note:

- When an instrument is issued, a Condition Report (see Glossary) will be issued which outlines the state of repair. If you have any concerns regarding the condition of the instrument, you must advise the Music Centre Supervisor immediately.

- Parents who hire an instrument for their child are responsible for any damage and/or loss of the instrument both at home and at school.

- It is highly recommended that parents add the instrument to their household contents insurance. In some cases, more specialised insurance is recommended. Letters of valuation can be provided if required.

- The above conditions also apply if your child is hiring an instrument through the Year 1 Strings Program or Year 3 Band Program (see Glossary).

Damage to the instrument

- Once an instrument is returned to the Music Centre Supervisor, it will be assessed on its condition and state of repair. The current state of repair will be compared to the Condition Report which was completed upon the hire of the instrument.

- It is the student’s and parent’s responsibility to immediately report any damage to an instrument. Upon inspection of the damage it will be determined whether you are liable to pay for the cost of repairing or replacing the instrument. A quote will be obtained to determine the cost involved in repairing or replacing the instrument.
Cost of hire

The charge for instrumental hire is set out in the Enrolment Contract. This fee is charged to your School Account at the beginning of each semester. Should your child return the instrument half way through a semester, half the hire charge will be refunded.

At the commencement of hire, a bond will be charged to your School Account which is the equivalent of one semester’s hire. Provided the condition of the instrument correlates with the Condition Report, the bond will be refunded to you.

An Instrumental Hire Agreement can be obtained from the Music Centre Supervisor’s Office or downloaded from the school’s website. Please contact the Music Centre Supervisor should you have any further questions regarding hire of instruments.
**Instrumental Lockers**

There are instrumental lockers in the Music Centre which are available to students. Students are required to obtain a locker to ensure their instrument is kept safe and secure.

Please note:

- If the locker key is lost a replacement key will be cut at your cost.
- Students must use their locker to store their instrument when at the school. If instruments are left sitting in front of the locker area in the Music Centre, they will be removed.
- Students must ensure their locker is locked at all times. It is the responsibility of the student to ensure their instrument is safe and secure.

*A locker hire form can be obtained from the Music Centre Supervisor’s Office. A $20 bond will be charged to your School Account once a key is issued. This fee is refunded to you when the key is returned.*
Music Lesson Diary

Students who are undertaking private tuition must have a Music Lesson Diary.

The purpose of the Music Lesson Diary is:

- For the Peripatetic Teacher to provide notes on the student’s progress and to provide notes on focus areas for the student when they are practising between lessons.

- For parents and students to keep a record of practice between lessons.

- Form of communication between parents and Peripatetic Teachers in relation to student’s progress as well as lesson time changes etc.

- To allow students leave from class to attend their private lesson. The Peripatetic Teacher will sign the diary which is shown to classroom teachers upon return to the classroom.

*A Music Lesson Diary can be obtained from the Peripatetic Teacher or from the Music Centre Supervisor’s Office at a cost of $5 each which is charged to your School Account.*
Glossary

**Condition Report** – A report which is completed on hire and return of an instrument which assesses the condition of the instrument from the day or hire.

**Enrolment Contract** – A legal document to be completed when enrolling in private tuition lessons.

**Instrumental Hire Agreement** – A legal document to be completed when hiring an instrument from Kinross Wolaroi School.

**Peripatetic Teacher** – Teachers who provide individual or group lessons in musical instruments, voice, speech and drama or musicianship at Kinross Wolaroi School. These teachers can be either visiting or salaried. This will be clarified once a peripatetic teacher has been allocated to your child.

**School Account** – When a charge is processed through the school’s accounts office and mailed directly to you with other school charges.

**Year 1 Strings Program** – A program which is run in conjunction with the academic music program.

**Year 3 Band Program** – A program which is run in conjunction with the academic music program.