



## **Studio Tuition Program Handbook 2019**

### **Overview**

Canterbury College encourages students of all ages to be actively involved in developing their artistic talents and interests through studio lessons in Music, Dance and Speech, Drama and Communication. The Studio Tuition Program is staffed by 20 specialist instrument, voice, dance and speech, drama and communications teachers who are committed to fully developing the abilities of their students. Students may elect to undertake examinations in their chosen fields, these include (but not limited to): AMEB or Trinity Syllabus for Music and Speech, Drama and Communication, and R.A.D. for Dance. All students are provided with the opportunity to have one-on-one or shared studio lessons in an area or areas of their choice. These lessons are recognised as an important part of the Academic program with lessons scheduled on rotating timetables throughout the College day.

### **Lesson Fees and Billing**

Individual and paired lessons are available in Music, Dance and Speech, Drama and Communication.

Lessons will be billed on a term-by-term basis and lesson credits will be rolled from one term to the next. There are typically 8 to 10 lessons being billed in any one term. Lessons in credit at the end of the year will be refunded. Paired lessons are only available if the student can be matched with another student of a similar standard. The billing information will be presented to the accounts department at the beginning of the third week of every term for processing to your Sundry Billing.

### **Lesson Scheduling**

Lesson schedules are determined by individual Studio Teachers in consultation with the most recent information available from the School Calendar, students and parents. Most lessons are scheduled on a large-step rotating timetable resulting in lesson times from week to week being at least an hour different. It is possible to organize fixed lesson times before and after school, and during school with the approval of their effected classroom teacher.

Students from Kindy through Year 2 are collected by Studio Teachers for their studio lessons, and while every efforts is made to do this as quickly as possible, the collection and delivering of students to and from their classrooms by their Studio Tuition Teacher is included in the 30 minutes scheduled for lessons.

Lesson times will be available to students and parents in the following ways: (a) a stamped entry in students' diary (students must have diary with them at lessons); (b) timetables posted on the Studio Tuition Notice Board; and (c) a weekly email to all parents on the email address registered at the time of online enrolment. If the lesson time given in this email is different to the time stamped in your child's student diary then the time given in this email is deemed as the correct time. The email will also include an annotated school calendar for events which parents need to check against their child's scheduled lesson time to ensure no conflicts exist with the schedule studio tuition lesson time.

Studio Teachers are to be contacted directly by phone to reschedule lessons. This should be done as soon as a clash is known and by no later than 8am on the morning of a lesson in the case of illness. This will allow Studio Teachers time to rearrange their timetables,

contact other parents and maybe work in another time for your child.

Please note that while every effort is made to schedule lessons around events in the continuously updated School Calendar, direct communication between families and Studio Teachers is essential, especially when students are unable to attend scheduled lessons.

If the student forgets to bring instrument/materials to school/lesson, lesson times will be utilised for other learning activities, such as theory, aural, general knowledge, or an instrument may be borrowed if available.

### **Billable and Non-billable Lessons**

Studio Teachers' income is determined by the number of scheduled lessons that students either attend or that students miss without appropriate notification. Missed lessons will not be charged in the following situations:

1. The student is sick on the day of their lesson
  - a. For Studio Lessons **starting before 8.25am, call or text teacher at least 90 minutes before the scheduled lesson time;**
  - b. For Studio Lessons **starting after 8.25am, before 8:00am call and leave a message on the Studio Lesson Hotline 3299 0812;**
2. The student was advised about a school event e.g. excursion, at a time between the last lesson and the next scheduled lesson, and the Studio Tuition Teacher has been texted about this on the evening that notification was given from the school (i.e., not the day of the lesson); or
3. **Academic tests** that were not previously known. Note: In the majority of cases assessments will be known in advance through assessment planners and it is best for these dates to be shared with the Studio Teacher in the weeks before lessons are scheduled. Lessons which were missed for a test which was known will be charged as a missed billable lesson, except if a message is left on the Studio Lesson Hotline before 10am on the day before the test day. This will allow time for lessons to be rescheduled. Lessons missed for unknown tests will not be charged. In all cases students should attend tests.

Missed lessons for students enrolled in shared or group lessons will always be charged as the lesson will still be taking place with the remaining students. This is even the case if notice is given that a student is not able to attend a lesson. Experience has shown that over the course of a year students will have the missed lesson made up when their partner has scheduled events that do not allow them to attend lessons. The Director of Arts Academy ([arts@canterbury.qld.edu.au](mailto:arts@canterbury.qld.edu.au)) is to be contacted immediately if a student has a medical condition that will prevent them from taking part in a shared lesson or group lesson for a period of three or more weeks. In these cases, a solution will be sought to a reschedule some missed lessons.

There will be a weekly email being sent which will detail the next lesson time, summary of students' progress in previous lesson, advice of missed lessons and an up-to-date excerpt from the school calendar. Information included in these weekly emails form part of this contract and presumed to be read. Lessons which are interrupted by Emergency Drills or situations will not be charged as a full lesson. Students must attend lessons even if there is only minimal time remaining after the school has been released from an emergency situation.

### **Enrolment Commitment**

Our expectation is that all students will maintain enrolment in the Studio Tuition Program for the entire school year. However, in the rare cases where a student's enrolment is terminated earlier, this is to be done by emailing the Director of Arts Academy. There is a 4 lesson cancellation period from the date this email was sent. During this cancellation period students may continue taking lessons.

**Instrument Storage**

A secure room is provided for the storage of instruments during the school day. Students can access this room between 8:00 and 8:30 and again between 3:00 and 3:30pm each day to drop off and pick up their instruments. At other times the room remains locked and students must obtain a key from a member of the music staff to get their instrument out of storage for their lesson.

**Communication**

Email is the primary way of communicating information concerning the Studio Tuition Program. The email address supplied through the online enrolment form is the contractual address. Parents are responsible for updating their email address with the Studio Administration Assistant.

As a general College policy, parents should not be present in lessons, this is to allow students to develop as independent learners. In exceptional circumstances, parents should seek approval from the Director of Arts Academy if they would like sit in a lesson. Parents will kept informed of lesson progress throughout the year.

*While we don't envisage frequent changes, please note  
that terms and conditions are subject to change with  
written notice.*