

2021 Studio Tuition Program Handbook

Overview

Canterbury 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. All students are provided with the opportunity to have one-on-one individual 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. The Studio Tuition Program is staffed by 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 through recognised examination boards, e.g. A.M.E.B. and Trinity College and may also perform in the Studio Recitals held each term.

Lesson Fees and Billing

Individual and paired lessons are available in Music, Dance and Speech, Drama and Communication. Small group lessons are available for Junior School students taking drama or dance lessons.

Lesson Fees are:

\$40.50 per individual 30-minute lesson

\$60.75 per individual 45-minute lesson

\$81.00 per individual 60-minute lesson

\$21.00 per student in a paired 30-minute lesson*

\$15.00 per student in a small group lesson**

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 billed in any one term. Lessons in credit at the end of the year will be refunded. 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.

*Paired lessons are only available if the student can be matched with another student of a similar standard. If a matched pair is not available, parents will be offered alternate enrolment.

** If groups cannot be formed, parents will be offered alternate enrolment.

Enrolling in the Studio Tuition Program

Enrolment for Studio lessons is open throughout the year by completing the online enrolment form. On receipt of the enrolment, an email from the Arts Administration acknowledging the registration will be sent. Once the enrolment is processed, lessons will be scheduled, and notification sent by email. Lessons will be automatically rolled over to the following year.

Lesson Scheduling

Lesson schedules are determined by individual Studio Teachers in consultation with the most recent information available from the College 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. This rotation of lessons means that a student will only miss the same period of an academic lesson once or twice per term. It is possible for senior students to organize fixed lesson times before and after school, and during school if they have an independent study period.

Students from Kindergarten through Year 2 are collected by Studio Teachers for their studio lessons, and while every effort 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 time scheduled for lessons.

Students are expected to take responsibility for their own learning. They need to ensure they are punctual and attend all scheduled lessons.

Lesson times will be available to students and parents in the following ways:

- a) a written entry in students' College diary and/or Studio practice diary (students must have diary with them at lessons);
- b) a weekly email to all parents on the email address registered at the time of online enrolment. This email will be sent on Wednesday afternoon for the following week; and
- c) schedules posted on the Studio Tuition Notice Board each Monday morning.

Changes to Lesson Schedule

Lessons are scheduled a week in advance to allow parents and students time to look for potential clashes/conflicts and make the necessary notifications to reschedule the lesson.

Occasionally, due to changes in the College, teacher or student schedules, a lesson time written in a diary will need to be changed. This change will be communicated via email.

In the event there is a conflict with a scheduled lesson time, Studio Teachers are to be contacted directly by email to reschedule the lesson. This should be done as soon as a conflict is known a minimum of 48 hours prior to the scheduled lesson. 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.

Absence

In the case of absence due to illness, please contact the Arts Administration directly by email arts@canterbury.qld.edu.au or by phoning 3299 0812 to leave a message no later than 8.00am on the day of absence.



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. Insufficient notification of a lesson missed will mean the lesson is billed.

Missed lessons will not be charged in the following situations:

1. The student is absent from school.
 - a) Contact the Arts Administration by email arts@canterbury.qld.edu.au or by phoning 3299 0812 to leave a message no later than 8.00am on the day of absence;
 - b) If lesson is scheduled before 8.30am, a courtesy email/call/sms to the teacher would be greatly appreciated to avoid the teacher arriving early to discover the student is absent due to illness;
2. The student was advised about a school event e.g. excursion, between the last lesson and the next scheduled lesson, and an email was sent to the Arts Administration a minimum of 48 hours prior to the lesson (not the day of the lesson);
or
3. Academic tests that were announced between the last lesson the next scheduled lesson, and an email was sent to the Arts Administration a minimum of 48 hours prior to the lesson.

Note: In the majority of cases, Secondary School assessments will be known in advance through assessment calendars and it is best for these dates to be shared with the Studio Teacher in the weeks before lessons are scheduled.

Lessons charged as missed billable.

1. student forgets to attend lesson.
2. insufficient notification of a missed lesson – notice is received less than 48 hours prior to scheduled lesson.
3. non-attendance due to an academic test known more than 48 hours prior to scheduled lesson.
4. students enrolled in paired or group lessons. *Missed lessons for students enrolled in paired or group lessons will be charged as the lesson will still be taking place with the remaining students. This is even the case of 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 Arts Administration is to be contacted immediately by email arts@canterbury.qld.edu.au 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.

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 Music. There is a 4-lesson billable cancellation period from the date this email was sent. During this cancellation period students may continue taking lessons.

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 Arts Administration.

Instrument Hire

Canterbury is committed to making the Studio Tuition Program accessible and affordable for all students. The College has an inventory of musical instruments for hire at a fee of \$25 per term for all instruments. This instrument hire fee will be added to your sundry billing on a term-by-term basis. An online instrument loan agreement form is to be completed and submitted before an instrument is issued to a student. The College regularly services instruments to ensure they are in good working condition. Students are responsible for the due care of any instrument in their possession.

Instrument Storage

A secure room is provided for the storage of instruments during the school day. Students can access this room each day to drop off and pick up their instruments, by their student ID card.

Instrument Accessories

Students are expected to purchase the necessary accessories associated with learning an instrument (reeds, valve oil, strings, etc). Replacement reeds and strings are available for purchase and the cost of these will be added to your Sundry Bill.

Performance Ensembles

Performing with other artists is an integral part of artistic development. All students enrolled in the Studio Tuition Program are strongly encouraged to be involved in the performance ensembles once they reach an appropriate level.