

## 2023 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 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 Recital Series held throughout the year.

### Lesson Types

- Individual and paired lessons are available for Music, Dance and Speech, Drama and Communication.
- Small group lessons are only available for Junior School students in dance and drama and some musical instruments.

Paired lessons are only available if students 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 of students cannot be formed, parents will be offered alternate enrolment.

### Dance Lessons

Studio Dance Tuition is available for students starting from the Early Learning Centre (ELC).

### Speech, Drama and Communication Lessons

Drama Studio Tuition is available for students starting from Prep.

### Music Lessons

Studio Music Tuition is available for the following instruments. Due to instrument size, the following recommendations for when students start a particular instrument are provided as a guide only.

Individual and paired music lessons are available in:

Piano (Prep – Yr 12)	Flute (Yr 4 – Yr 12)	Trombone (Yr 5 – 12)
Violin and Viola (Prep – Yr 12)	Oboe (Yr 5 – 12)	French Horn (Yr 5 – 12)
Cello (Yr 2 – Yr 12)	Bassoon (Yr 5 – 12)	Euphonium (Yr 5 – 12)
Double Bass (Yr 3 – 12)	Clarinet (Yr 4 – Yr 12)	Percussion/Drumkit (Yr 4 – Yr 12)
Voice (Prep – Yr 12)	Saxophone (Yr 5 – 12)	Guitar (Yr 3 – 12)
	Trumpet (Yr 4 – Yr 12)	



Small group Studio Music lessons are available for the following musical instruments and year levels:

Ukulele  
(Prep – Yr 2)

Orchestral String Instruments  
From Immersion String Program  
(Yr 3 – 4)

Concert Band Instruments  
From Immersion Band Program  
(Yr 5 – 6)

### **Enrolling in the Studio Tuition Program**

Enrolment for Studio lessons is open throughout the year via the online enrolment form located either on the College website or the Performing Arts page on MyCC. Once the enrolment is processed, lessons will be scheduled, and notification sent to parents 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.
- 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.
- There may be some fixed lesson times available before and after school; however, priority is given to Senior students.

### **Communication of Weekly Lesson Times**

Lesson times are communicated to students and parents in the following ways:

- a weekly email sent on Wednesday afternoon/Thursday morning for the following week
- a written entry in students' Studio practice diary (students must have diary with them at lessons);
- schedules posted on the Studio Tuition Notice Board each Monday morning.

### **Changes to Scheduled Lessons**

- Lessons are scheduled a week in advance to allow parents and students time to look for potential clashes/conflicts, such as a conflict with an assessment.
- 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 and/or a **minimum of 48-business hours** prior to the scheduled lesson and may allow for lessons to be rescheduled.
- Occasionally, due to changes in the College Calendar, teacher or student schedules, a lesson time already communicated, may need to be changed. This change will be communicated to parents and students by email.

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.

### **Attending Lessons**

Students from the Early Learning Centre 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 with all required equipment and materials.



### **Lesson Absences**

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

### **Lesson Fees and Billing**

Lesson Fees are:

- \$41.50 per individual 30-minute lesson
- \$62.25 per individual 45-minute lesson
- \$83.00 per individual 60-minute lesson
- \$23.00 per student in a paired 30-minute lesson
- \$17.00 per student in a small group 30-minute lesson

Lessons are billed via Sundry Billing on a term-by-term basis and lesson credits are 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.

### **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:

- The student, enrolled in an individual lesson, is absent from school.
- 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 business hours prior to the lesson (not the day of the lesson); or
- Academic tests, such as diagnostic 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.
- There is a maximum of 2 make-up lessons per term.

Lessons charged as missed billable.

- student forgets to attend lesson.
- insufficient notification of a missed lesson – notice is received less than 48 hours prior to scheduled lesson.
- non-attendance due to an assessment known more than 48 hours prior to scheduled lesson.
- 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 on [arts@canterbury.qld.edu.au](mailto: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.

### **Cancellation of Lessons**

Our expectation is that all students will maintain enrolment in the Studio Tuition Program for the entire school year. However, in the case where a student's enrolment is to be discontinued, parents are required to provide written notice by emailing [arts@canterbury.qld.edu.au](mailto:arts@canterbury.qld.edu.au). There is a 4-lesson billable cancellation period from the date this email was sent. During this cancellation period students may continue taking lessons.

### **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 \$30 per term for all instruments, excluding ukulele, piano, and drumsticks/drumkit.

- The instrument hire fee will be added to the sundry bill 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.

For all information regarding Cocurricular Performing Arts Ensembles (Dance, Drama and Music) please refer to the Cocurricular Handbook.