



## Music Department

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Instrumental Music Tuition  
**2020 Information Booklet**



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## Music Enquiries

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# Introduction

The Music Department at Huntingtower School invites you to become part of a wonderful and rich tradition. Music lessons are an important part of the overall education we provide to students and our aim is to enrich the lives of young people through the love of music and instrumental practice.

Huntingtower has a strong tradition of musical excellence. Through individual training and ensemble playing, students enjoy and excel not only in music but in many other areas offered by the school.

## Future Investment

By starting an instrument at an early age, students are introduced to a lifelong appreciation and love of music. Music is an integral part of our culture, past and present. It helps students understand themselves and relate to others and forges important links between home, school and the wider world. Discipline, enthusiasm, perseverance and creativity will also help ensure your child has the option to study Music Performance for their VCE.

Parents will be impressed by the progress their child makes, even after a couple of lessons. Success in music not only depends upon private lessons and personal attention from our music staff, it also requires disciplined learning and home practice. Another important factor is the learning that takes place in groups in ensemble playing (ensembles, bands, orchestra and choir). This challenges the student to progress rapidly and strive for excellence.

### Learning an Instrument Enhances:

- musical and creative skills
- commitment, critical assessment, communication, time management
- enjoyment and achievement







## Reports & Examinations

External assessment is available to students wishing to enter examinations conducted by the Australian Music Examinations Board (AMEB).

Parents will be notified by their child's instrumental teacher about the suitability of such an examination or parents may contact the teacher to discuss this option. Undertaking such an examination requires a clear agreement between the parent, the teacher and the student. A student can only be entered for an AMEB exam at the discretion of the teacher and must have reached the required level of preparation to enter for an examination.

The teacher, in consultation with the student, will organise an accompanist and rehearsal times for the examination. Information about accompanying fees and suggested accompanists is available from the Performing Arts Administrator. Payment of these fees will appear on your school account.

In order for a student to be enrolled in an AMEB exam, parents must sign an AMEB Practical Music Examinations Permission Slip which clearly outlines the cost for the examination and includes information regarding the accompanist and accompaniment fee. This form will be provided to you via the instrumental teacher. Without this signed agreement, enrolment cannot occur.





# Conditions of Tuition

## Commencement of Tuition Procedure

To commence tuition, please complete the Music Tuition Application Form and the Hire of Instrument Application Form (if applicable) on pages 14 and 15. Once forms have been received, parents will then be contacted with details of the teacher and lesson times. Cancellation of lessons prior to the commencement of term will incur a 4-lesson fee. It is the responsibility of the parent/guardian to discuss any issues with the Music Department prior to enrolling a student on a new instrument.

To avoid a conflict of interest, students who learn an instrument outside of the school cannot learn the same one at the school. To do so would hinder the student's musical development and is counterproductive.

## Termination of Tuition

For the purposes of Music Department planning, if you wish to cancel your child's tuition, please fill out the Notice to Discontinue Form which can be found on page 16. A Notice to Discontinue Form is also available from the Music Office.

Please note, fees are payable until the end of term in which the notice is given and cancelling lessons during the school holidays will incur a 4 week payment fee.

## Continuation of Tuition into the Following School Year

In order to continue the individual instrumental lessons in which your child is already enrolled for the next year, you do not need to do anything. Your enrolment will automatically continue until you send us notification in writing that you wish to cease lessons. This notification to cease lessons must be received by the end of school year.

If you wish to alter the lesson's format in any way, such as change from 30 minute lessons to 45 minute lessons, you will need to fill out a new Music Tuition Application Form and be sure to tick the box marked "*altering existing individual lessons*" located on page 14.

Please note that unless written notice is received by the end of academic school year (no later) it will be assumed that the student will be continuing lessons for the next academic year.





## Timetabling of Tuition

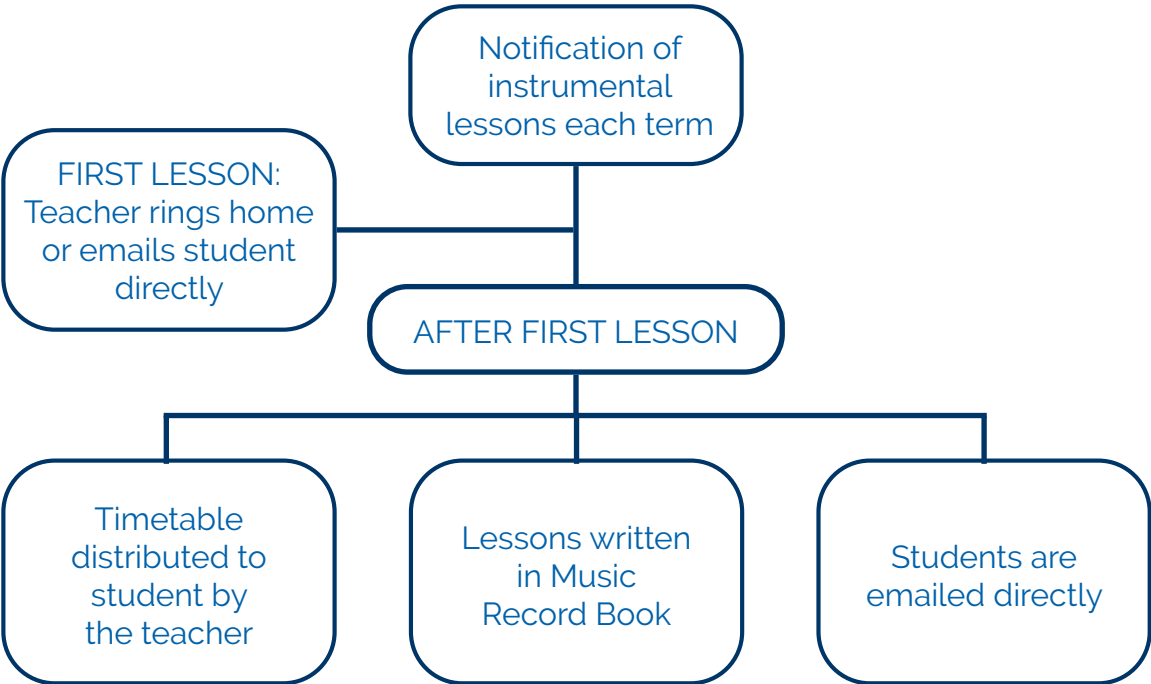
Lessons are taught on the basis of a rotating timetable during school hours (this applies to all students learning one or more instruments). Each week students are allocated a different time in order to minimise disruption to the same class. Students cannot request a time outside of school hours, recess or lunch. The only exception is for students in Year 11 and 12 and in consultation with the instrumental teacher.

Students cannot request that the timetabling of instrumental lessons occurs out of core subject lesson times (English, Maths etc). It is the responsibility of the student to check their music timetable in order to minimise disruption to the same classes/subjects.

In most cases students will not miss out on the same subject more than twice per term.

Timetables will be provided by the instrumental teacher at the start of every term. Students and parents have several ways to check lesson times. The chart below provides you with ways in which timetables are provided to your child.

If there is a change of lesson time you will be notified by the teacher of the new time. Please be aware that due to school activities, instrumental music timetables are subject to change at any stage during the term.





## Music Record Book

All students taking instrumental lessons are required to have a Music Record Book which is available from the Music Office. This will be used for communication between the music teacher and the parent and we would ask that you check and sign this book at least once a week.

We ask for your involvement in ensuring that you monitor your child's musical journey through checking the Music Record Book. You can do this by:

### Music Record Book

#### Music teacher to write in:

- Lesson plans
- Homework
- Time of next lesson

#### Parents to:

- Sign weekly
- Help with time management
- Take an active role in lessons to keep up-to-date
- Develop a sense of involvement

## Communication with Instrumental Staff

If you would like to discuss your child's progress with an instrumental teacher, please contact the Performing Arts Administrator on 9831 9417 and leave your name and contact number. Alternatively, you may contact the teacher by email. The instrumental teacher will then contact you as soon as possible.

To respect our teachers' privacy please refrain from contacting them at home or after school hours. If an urgent matter arises, please contact the Performing Arts Administrator who will pass on your message as soon as possible.





# Cost of Tuition 2020

Fees are outlined in the table below and are based on **32 lessons per year (8 per term)**.

Lesson		Per Semester	Per Annum
30 minutes	\$43 per lesson	\$688	\$1,376
45 minutes	\$64.50 per lesson	\$1,032	\$2,064
60 minutes	\$86 per lesson	\$1,376	\$2,752

Fees will be charged to your school account and are subject to an annual review.

The following length of lessons is recommended by the Australian Music Examination Board and acts as a guideline only:

- Preliminary to Grade 2 AMEB  
30 minute lessons
- Grade 3 AMEB and higher  
45 minute lessons

Additional lessons (more than 32 per year) can be scheduled in consultation with your child’s instrumental teacher. A letter will be sent to parents and lessons will only commence when the completed Additional Instrumental Lessons Authorisation Form has been returned to the Music Office.







# Change of Lesson Times

Lessons will not be made up if a student:

- Misses their lesson because of forgetfulness
- Misses their lesson because of an appointment during school hours
- Misses their lesson because of an unnotified excursion/incursion or test (unless notification has been given to the teacher at least one week prior to the excursion/incursion or test). It is the responsibility of the student/parent to notify the instrumental teacher of any tests that clash with an instrumental lesson
- Misses their lesson because of involvement with a co-curricular sporting activity (eg. GSV, athletics etc)
- Misses their lesson due to family/private holidays that are taken during the term, of any length of time

A letter will be sent home outlining the date and time of the missed lesson. Please note that the cost for the missed lessons will not be refunded.

Lessons will be made up if:

- Public holidays or student free days occur during the term on the day of the lesson
- The teacher is absent on the day of the lesson
- The teacher was notified in advance (one week) of an excursion/incursion or test (change of lesson time for this reason will occur)
- The student has been ill for a prolonged time (parents should consult with the Director of Performing Arts).

If a student is absent from school on the day of her lesson, parents are requested to notify the Music Office on 9831 9417 in order to alert the teacher of your child's absence.

**Note:** One lesson per term will be made up if a student misses school due to illness.







# Hire of School Instruments

A limited number of stringed and wind instruments are available for hire.

Instruments are on hire for one year only, after which time students are expected to own their own instrument, except for french horn, bassoon, oboe, tuba, euphonium and double bass, which are available for a period of two years.

The fee for instrument hire is \$40 per term (\$160 per annum). The school insurance policy covers against loss or accidental on-site damage only. Damage or loss by negligence will not be subject to the insurer's claims

process. In the event that the claim is not successful, parents will be required to pay for full replacement of the damaged/lost instrument.

If you wish to hire an instrument, please complete the Hire of Instrument Application Form (located on page 15) and return it to the Music Office. If you would like to know more about our hire option, please contact the Music Office on 9831 9417.







# Music Tuition – Prep to Year 6

## The Best Age to Start Music Tuition

There is no optimum age to commence music tuition. Generally, strings are started as early as possible with violin, 'cello and piano beginning from Prep, and other instruments introduced depending on the student's physical development. Although brass and woodwind instruments may be started from Year 4 onwards, some students can start successfully with instruments such as trumpet, clarinet and flute as early as Year 3.

Students requiring lessons in brass, woodwind or voice prior to Year 4 require a level of physical capability and therefore requests will be based on an individual assessment by the teacher and Director of Music.

## Prep to Year 2

Instrumental tuition on an individual basis is available for students in Prep, Year 1 and Year 2 on the following instruments:

- Violin
- Cello
- Piano\*

*\* Students taking piano lessons must have a piano at home on which to practise.*

## Years 3 to 6

Instrumental tuition on an individual basis is available to students in Years 3 to 6 on the following instruments:

- Piano\*
- Voice
- Percussion
- Music Theory
- Violin
- Viola
- Cello
- Double Bass
- Flute
- Clarinet
- Oboe
- Bassoon
- Alto Saxophone
- Tenor Saxophone
- French Horn
- Trumpet
- Trombone
- Euphonium / Tuba

*\* Students taking piano lessons must have a piano at home on which to practise.*



# Music Tuition – Years 7 to 12

## Years 7 to 12

Instrumental tuition on an individual basis is available to students in Years 7 to 12 on the following instruments:

- Piano\*
- Voice
- Percussion
- Music Theory
- Violin
- Viola
- Cello
- Double Bass
- Guitar
- Flute
- Clarinet
- Oboe
- Bassoon
- Alto Saxophone
- Tenor Saxophone
- French Horn
- Trumpet
- Trombone
- Euphonium / Tuba

*\* Students taking piano lessons must have a piano at home on which to practise.*







# Participation in Ensembles

## Participation in Ensembles

Taking part in an orchestra, band or choir is an essential part of the instrumental curriculum offered by the school.

Once students reach the required level of proficiency on their instrument, they are expected to take part in at least one ensemble at the discretion of the Director of Performing Arts and Ensemble Leader. Students undertaking classical or contemporary voice lessons are expected to join a choir in accordance with the recommendation of the Director of Choral Music. Students learning the piano are encouraged to join a choir to develop their aural skills.





## Music Tuition – Application Form 2020

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Year Level in 2020: \_\_\_\_\_ Instrument: \_\_\_\_\_

*Please note that in order to learn the piano you must have a piano at home for practice purposes.*

Are you a beginner?

☐ Yes

☐ No Please indicate current level: \_\_\_\_\_

☐ Please tick if altering existing private lessons

Length of Lesson: ☐ 30 minutes ☐ 45 minutes ☐ 60 minutes

I, (Parent's name) \_\_\_\_\_  
give permission for my child to learn practical music at Huntingtower School in 2020.

I understand that if my child wishes to discontinue lessons, I must notify the Director of Performing Arts in writing before the end of term (This letter of notice is to be signed by the parent). Fees are payable until the end of the term in which the notice is given. Cancellation of lessons during the school holidays will incur the payment of 4 lessons for the following term.

☐ I have read and agree to the terms and conditions as outlined in the Instrumental Music Tuition Handbook.

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

***Please return to the Music Office.***





## Hire of Instrument – Application Form 2020

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Year Level in 2020: \_\_\_\_\_ Instrument: \_\_\_\_\_

Period of Hire: ☐ 1 Year ☐ 2 Years

The instrument, the property of Huntingtower School, has been hired to your child for the purpose of music lessons. All instruments are available for a maximum of 1 year's hire except for French Horn, Bassoon, Oboe, Tuba, Euphonium and Double Bass, which are available for a period of 2 years.

The instrument remains the property of Huntingtower School or its provider and as such, is covered by insurance for accidental damage or loss on school premises only. We suggest that you consider having the instrument covered by your own insurance policy for the duration of hire. Damage or loss by negligence will not be subject to the insurer's claims process. In the event that the claim is not successful, parents will be required to pay for full replacement of the damaged/lost instrument.

Maintenance of school owned instruments is the school's responsibility.

The cost of hiring is \$40 per term (\$160 per annum) and will appear on your school account.

I have read and agree to the terms and conditions as outlined in the Instrumental Music Tuition Handbook.

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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### For Office Use Only

Instrument Model (Brand): \_\_\_\_\_

Serial No: \_\_\_\_\_

Starting Date of Hire: \_\_\_\_\_

End Date of Hire: \_\_\_\_\_



## Notice to Discontinue Music Lessons

I wish to advise the school that my child \_\_\_\_\_

in Year \_\_\_\_\_ will not be continuing music lessons from the end of Term \_\_\_\_\_ 2020.

I understand the Music Department's policy that notice for cancellations of lessons must be provided in writing before the end of term and that fees are then payable until the end of the term in which the notice is given. Please note that cancellation of lessons during the school holidays incurs the payment of 4 lessons for the following term.

Student Surname: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Instrumental Teacher: \_\_\_\_\_

Instrument: \_\_\_\_\_

Did you hire an instrument? ☐ Yes ☐ No

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this form to:

The Director of Music & Performing Arts  
Huntingtower School  
77 Waimarie Drive  
Mount Waverley VIC 3149  
or email: [music@huntingtower.vic.edu.au](mailto:music@huntingtower.vic.edu.au)

### For Office Use Only

Date Received: \_\_\_\_\_ Copy to: \_\_\_\_\_

Business Office: \_\_\_\_\_ Teacher Advised: \_\_\_\_\_

☐ Instrument Returned Date Returned: \_\_\_\_\_