



Instrumental Music Policy 2023

POLICY OWNER:	Principal
APPROVED BY:	SLT
REVIEW DATE:	January 2024

1. PURPOSE

Hume Anglican Grammar proudly offers students the opportunity to undertake Instrumental Music Tuition during school hours. This opportunity demonstrates the School's commitment to providing all students with a rigorous and rounded educational experience.

The purpose of this policy is to outline the requirements and expectations for a safe, successful and enriching Instrumental Music Program for our students.

2. SCOPE

This policy applies to all families who choose to enrol their child in the Instrumental Music Program.

3. ALIGNMENT TO THE STRATEGIC PLAN

Values: Excellence, Resilience, Respect, Safety

Goal:

1. Teaching and Learning – engaged and motivated students committed to becoming lifelong, independent learners.

Pathways:

- a. Provide opportunities to unlock individual strengths and virtues through a dynamic learning environment, enhanced by technology, where young people flourish
- b. Deliver a rigorous, balanced, dynamic and future-focused education that promotes collaboration and develops communication, creativity and critical thinking skills
- d. Promote excellence, innovation and continuous improvement

Outcomes

3. Be acknowledged as a school of choice providing a relevant, progressive and prized education, and valued for its contribution
4. Deliver improvements in performance across all areas, including our academic, wellbeing and co-curricular programs

4. DEFINITIONS

Instrument: A device, including the voice, used to make musical sounds.

Instrumental Music Tuition: Individual or shared lessons with a tutor, which may include technique exercises, repertoire and preparation for performances and/or exams.

Instrumental Music Tutor: A person trained in music and music tuition, hired by the School to provide instrumental music tuition.

5. ROLES AND RESPONSIBILITIES

The **Deputy Principal** is in overall charge of the Student Instrumental Music Program.

The **Head of Performing Arts** is responsible for the day-to-day operation of the Program and reports to the Deputy Principal.

The **Performing Arts Assistant** administers the Program and reports to their respective Head of Performing Arts

6. ENROLMENT

- Families are required to complete an enrolment form and submit to the Performing Arts Assistant for their campus.
- A form is completed for each child who wishes to learn a musical instrument.
- Upon submitting the enrolment form, families will receive acknowledgement of enrolment within one week.

7. LESSONS

6.1 Commencement

- Where enrolment forms are received and processed prior to Week 5 of any term, lessons will commence at the time of enrolment, subject to availability.
- Where enrolment forms are received during or after Week 5 of any term, lessons will commence at the beginning of the following school term.

6.2 Timings

- Instrumental lessons run for a duration of 30 minutes and are scheduled once per week on a rotating basis.
- Details regarding a child's Instrumental Music Teacher and their lesson timings will be communicated upon commencement of lessons.
- A weekly timetable is distributed to families the Friday prior.
- In certain circumstances it may be possible to schedule a fixed lesson time outside of usual class times (e.g. lunchtime or after school). Please note that this is subject to availability and cannot be guaranteed.
- To ensure that primary students are appropriately supervised after hours, they are not permitted to participate in after school lessons.

6.3 Number of lessons

- Nine (9) lessons are provided per full school term.
- The number of lessons will deviate only in circumstances where a student has commenced lessons in Week 3 or Week 4 of a term (see 6.1 above) or in the case of a student absence.

6.4 Movement to lessons

- Primary students are collected from and returned to class by their Instrumental Music Tutor.
- Secondary students are expected to make their own way to lessons; however, Instrumental Music Tutors are to attempt to locate the student if they have not attended after five (5) minutes.
- The Instrumental Music Tutor will promptly report any inconsistencies with student attendance to the Performing Arts Assistant.

6.5 Missed lessons

- Lessons that are missed due to a school event or tutor absence will be rescheduled where possible, or credited when this is not possible.
- In the event that any required catch-up lessons are not completed by the end of the school year, fees for those lessons will be credited.
- Lessons that are missed due to unforeseen circumstances such as illness or emergencies may be credited at the discretion of the Instrumental Department.
- Lessons that are missed due to a student absence or for a reason other than those stated above are not required to be rescheduled or credited.

6.6 Known absences

- Families must notify the Performing Arts Assistant of any known and/or extended absences (such as family holidays) at least two (2) weeks prior to the commencement of the absence.
- Failure to notify the Instrumental Music Department of extended absences will result in missed lessons being charged.

6.7 Cancellation

- Cancellation of Instrumental Music lessons must be received by the end of a school term in order to cancel lessons for the following term.
- Students are automatically re-enrolled for the following term if no notice is received, inclusive of the end of the school year.
- Notification must be made via email, directly to the Instrumental Music Department rather than through Homeroom Teachers or Reception.

8. INVOICING

- Instrumental Music lessons will be invoiced by the end of Week 3 each term for ongoing enrolments.
- New enrolments, where lessons commence in the first four weeks of term, will be invoiced by the end of Week 5 each term (see 6.1 Commencement).
- For Instrumental Music fee enquiries, please contact fees@humegrammar.vic.edu.au.

9. INSTRUMENTS AND RESOURCES

8.1 Instrument purchase/hire

- It is essential that families purchase or hire (where available) the instrument their child is learning in order for their child to practise at home and fully benefit from instrumental lessons.
- It is essential that all students bring their own instrument to all lessons unless otherwise discussed and agreed upon by the instrumental tutor.
- In the case of drum lessons, a practice pad may be appropriate while your child is a beginner.
- Your child's Instrumental Music Tutor may recommend an appropriate instrument to purchase at the time of their first lesson.

8.2 Instrument care

- It is important that instruments are suitably stored to keep them in good condition.
- At home, instruments must be put in a safe place where they will not fall down or be subject to risk of damage; for example, kept out of reach of children, animals, or other risk factors.
- Instruments should not be stored in cars for any length of time as even a low level of heat can cause them to warp.

8.3 Other resources

- At times, families may be asked to purchase method books and sheet music by their child's Instrumental Music Tutor as part of their learning.
- If students are required to purchase method books and sheet music, these must be done so in a quick and timely manner in order not to disrupt the learning.

10. PERFORMANCE OPPORTUNITIES

- All Primary students at Hume Anglican Grammar who are undertaking private instrumental tuition are invited to perform at our annual Primary Soirees and Primary Recitals.
- Primary and Secondary students may be invited to perform at additional events such as Vocal Nights, Solo Evenings, Assemblies and external performances.

- Some performance events require an audition.

11. ENSEMBLES

- The School has a diverse and enriching co-curricular ensemble program including choirs, string ensembles, marimba ensembles and rock bands.
- All students involved in the Instrumental Music Program are encouraged to take part in these ensembles, some of which require an audition.

12. CONTACT

- Each student will be provided with an Instrumental Music Diary at the commencement of their lessons.
- Families are encouraged to check the Diary each week for practise requirements or to make a note for their child's Instrumental Music Tutor.
- A contact list for Instrumental Music Tutors is provided at the time of lesson commencement.
- Please make contact via email should you have any queries relating to your child's progress.
- For timetabling and administration enquiries, please contact:
instrumental@humegrammar.vic.edu.au.