



Star of the Sea School

*Music Department
Instrumental Program Policy*

Open Hearts Open Minds



Music Department Instrumental Program Policy

SCHOOL VISION STATEMENT

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, we value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

PURPOSE

At Star of the Sea School, we believe that access to music education is a vital part of a child's holistic development and learning journey. Music nurtures creativity, self-expression, discipline, and a sense of belonging—key elements that support our mission to educate the whole child.

Participation in the Instrumental Music Program is an optional enrichment opportunity. Students may choose to engage in instrumental lessons provided by qualified and experienced tutors during school hours. Alternatively, families may opt for external music tuition outside the school setting. We respect and support each family's decision regarding their child's musical education.

Our policy is grounded in Gospel values of dignity, joy, and the celebration of each child's unique talents. We recognise the capacity of music to build community, promote wellbeing, and cultivate a lifelong love of learning.

As a Catholic school we operate in a wider community context where legal requirements exist and where they have an obligation to students.

POLICY STATEMENT

Instrumental Music Tuition at Star of the Sea School is provided by a number of qualified and experienced teachers. Through this program the school acknowledges the importance of instrumental tuition and the role it plays in the development of the musical expertise of students.

Star of the Sea staff work in collaboration with private tutors to provide our students with access to lessons within school hours, using school facilities. To ensure that all parties concerned are aware of expectations and procedures, and to enable the smooth running of the program, please read the following conditions of participation in the Instrumental Program and indicate your acceptance of these conditions by filling out the "Instrumental Tuition Agreement" document which can be completed online at your convenience.

A student cannot commence lessons until the parent has completed and signed the Music Tuition Agreement Form to agree to the conditions

To begin instrumental lessons, parents are required to complete and sign the **Music Tuition Agreement Form**, which can be accessed [HERE](#). Please read the policy below carefully, as it contains important information regarding absences and the payment of fees.

INSTRUMENT CHOICE

Star of the Sea School offers music tuition with a specialist instrumental tutor on the following instruments. Hire is also available on these instruments if needed, please see Kaya Nicholls for more information.

- Flute
- Guitar
- Violin
- Piano
- Saxophone
- Bass guitar
- Cello
- Trumpet
- Clarinet
- Percussion/drums
- Voice
- Trombone

TIMETABLING

Students may undertake lessons through a set timetable structure. A set time will be negotiated with the class teacher and student/parents.

Lessons will be scheduled at 30-minute intervals throughout the school day. Please note that specific lesson time requests will be considered (such as avoiding clashes with certain subjects), although the Instrumental Program Co-ordinator cannot guarantee that specific requests will be granted.

Students are responsible for checking their lesson time and being on time for their lesson. This can be done via the school's website at <https://www.star.catholic.edu.au/>.

If students require a lesson time change, this must be arranged more than 12 hours prior to the lesson time in conversation with the instrumental tutor and the parent.

FEES AND PAYMENT OF ACCOUNTS

Instrumental lessons incur a cost that is outside of the regular school fees. This cost of lessons goes directly to the instrumental teacher, and instrumental teachers issue an account at the beginning of each term. This is payable in advance, generally within 14 days. If special circumstances prevent any family meeting this deadline, then parents are requested to negotiate directly with the instrumental teacher concerned.

Students will not be able to continue lessons if the fees are outstanding. **No more than two consecutive lessons will be provided without the payment of fees.** Please attend to the fee payment or negotiation promptly. Instrumental teachers are recommended to set fees at \$35 per half hour lessons for individuals. The option of shared lessons is also available for select instruments (recommended to be set at \$22 each for half an hour). **As they are private contractors their fees may vary, it is up to the individual teacher.** Unless arranged directly with the instrumental teacher, all students will take private lessons once each week and will undertake a minimum 16 lessons for the semester (7-10 lessons per term).

Under no circumstances are parents or students permitted to alter any details on the accounts given. Any queries related to an account are to be addressed directly to the instrumental teacher concerned. Parents are welcome to contact the teacher directly by telephone or email. When making your payments, the amount must either; be posted directly to the teacher, given personally to the teacher by the student or parents, or paid by direct deposit (electronic transfer) as negotiated with the Instrumental Tutor.

Students and/or parents are, without exception, not to leave the payment with a Star of the Sea staff member (including the Star of the Sea Music staff). The school will not be held responsible for any money related to the Instrumental Program.

INTRUMENTAL TEACHER ABSENCE

If an instrumental teacher is absent, the instrumental teacher will notify students and/or parents directly as well as the Music staff. The instrumental teacher will either make up the lesson or subtract the fees from the next term's account (this is at the instrumental teacher's discretion).

STUDENT ABSENCE

If a student is going to be absent for any reason—including school-related events such as excursions or camps—it is the responsibility of the parent, caregiver, or student to notify the instrumental teacher no later than **8:00am on the day of the lesson, via phone call or SMS.**

Please note that if insufficient notice is given, there is **no obligation** for the teacher to provide a makeup lesson or refund.

For planned absences, such as holidays, instrumental teachers may still charge for the scheduled lesson. Makeup lessons may be offered at the teacher's discretion and must be arranged directly with them.

As outlined, **lesson fees are payable in advance.** If a student misses a lesson without providing appropriate notice (by 8:00am on the lesson day), the lesson will be forfeited. With sufficient notice, the lesson may be rescheduled or reimbursed, again at the discretion of the instrumental teacher.

It is essential that students, with support from their families, are organised and aware of any potential clashes with their instrumental lessons (e.g., school excursions or assessments). While the Music Department endeavours to avoid scheduling lessons during major school events, it cannot guarantee that lessons will not occasionally coincide with activities involving selected students. However, lessons will not be scheduled during whole-school events such as Sports Day.

REPORTS

Instrumental Reports will be issued each Semester by your instrumental teacher. It is strongly recommended that students studying an instrument work towards sitting AMEB exams or equivalent. It is highly desirable and strongly encouraged that every student learning an instrument or undertaking vocal tuition, join an ensemble or choir.

WITHDRAWN FROM PROGRAM

Once a student is enrolled and receiving tuition from their instrumental teacher, it is assumed they will continue each term and year.

If you wish to withdraw your child from lessons, written notification must be provided by the end of Week 8 of the current term. This notice must be sent by a parent or caregiver to both the Instrumental Program Coordinator, Ms Kaya Nicholls, and the relevant instrumental teacher. The student is expected to complete all lessons for the term in which notice has been given.

If your child is hiring an instrument and will not be continuing, the instrument must be returned by the end of the term to avoid incurring charges for the next term.

MUSIC TUITION AGREEMENT FORM

The Music tuition agreement form which is available online [HERE](#), is to be read carefully (especially the conditions outlined in the document) and signed. The relevant coordinator will be automatically notified once submitted.

PLEASE USE EMAIL TO CONTACT MUSIC STAFF IF YOU HAVE ANY QUESTIONS:

Kaya Nicholls (Coordinator of Music): knicholls@star.catholic.edu.au

EXPECTATIONS AND RESPONSIBILITIES

Instrumental Program Co-ordinator

- Liaise between Instrumental Teachers, parents and students
- Timetable lessons and accommodate for special lesson time requests where possible

Instrumental Teacher

- Provide professional tuition on instrument of choice
- Provide family with contact telephone numbers or email
- Advise students of appropriate texts, sheet music and equipment
- Notify music staff and students/parents of change of day or absence
- Invoice directly to parents, including all payment options, account itemisation, due date for payment
- Contact parents should there be any concerns
- Notify parents of a student's non-attendance at a lesson
- Report any concerns about a student to the Instrumental Program Co-ordinator
- Notify the school by phone or email by 8am if unable to teach that day
- Complete a report on each Students' progress (one per semester)

Students

- Check timetable via the instrumental noticeboard or Star of the Sea website and attend lessons punctually
- Label instrument case with name on outside and inside
- Inform instrumental teacher of intended absence in advance
- Practice following the schedule advised by the instrumental teacher, usually at least 5 days each week for a minimum of 15 minutes
- Catch up on any work missed while absent from another class
- Ensure that homework set, while absent from class, is taken note of and completed

Parents

- Provide an instrument and essential teaching books

- Ensure that the instrument case is clearly labelled with students name
- Support students in their practice
- Support students in catching up on class-work missed
- Notify instrumental staff one day in advance of student's absence or by 8:00am on the day of absence
- Communicate directly with the instrumental teacher about concerns
- Negotiate with instrumental teacher for paired lessons if required.
- Pay instrumental teachers directly and by the deadline
- Notify instrumental teacher and Coordinator of Music (Ms Kaya Nicholls) by the 8th Friday of the term if intending to withdraw from lessons at the end of a given term.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our school community.

ACKNOWLEDGEMENT AND APPROVAL

This policy has been developed in consultation with staff, students, and the broader school community and was approved on

REVISION RECORD

Implemented	26 th June 2025
Ratified by School Board	
Last Reviewed	25 th June 2024
Next Review	June 2026