

 Our Lady of Grace School	MUSIC TUITION POLICY Sources of Authority: CECWA Policy – Stewardship Policy
--	--

1. Aim

This policy outlines the process for enrolment into the Music Tuition Program at Our Lady of Grace School.

2. Scope

This policy applies to all members of the Our Lady of Grace School community.

3. Policy

Enrolment in the Music Tuition Program constitutes acceptance of the terms and conditions set out in this policy.

Enrolling in music lessons represents a commitment to a scheduled time slot, which is essential for maintaining consistency in your child/ren's musical development.

Please note that music tuition is the tutor's primary source of income. As such, once lessons have been booked and confirmed, refunds cannot be offered. We appreciate your understanding and cooperation with this policy, as it supports the tutor's ability to maintain a reliable schedule and continue delivering high-quality instruction to all students.

ENROLMENT & KEY CONTACT

Enrolment in music tuition at Our Lady of Grace School is completed via a Microsoft Form, [Online Enrolment Form](#).

Re-enrolment each term is not needed, the enrolment will carry over unless a formal request is sent (with one term's notice) to discontinue lessons.

For questions about music tuition, please contact:

Name: Kate Schultz
Position: Music Specialist
Email: kate.schultz@cewa.edu.au
Phone: (08) 6241 9500

For questions about accounts, please contact:

Name: Kate Corkill
Position: Business Manager, Finance
Email: kate.corkill@cewa.edu.au
Phone: (08) 6241 9500

INSTRUMENTS OFFERED

Tuition is offered on the following instruments:

Piano	Guitar	Drum kit	Violin, Viola, Cello
Clarinet	Flute	Voice	

LESSON DETAILS

- Lessons are 30 minutes in duration.
- The 2025 rate is \$37 per half hour.
- Lessons are billed by the term, with invoices sent from the Finance Office.

BILLING SCHEDULE

- Term 1: Invoices issued in Week 2, due by Week 5.
- Terms 2, 3, and 4: Invoices issued in Week 10 of the previous term, due by the end of Week 1 of the new term.

TIMETABLING

- Lessons are scheduled on a rotational timetable to avoid missing the same class each week.
- Timetables will be sent by the tutor in Week 10 of the previous term (except for Term 1, when they are sent in Week 1 for a Week 2 start).

ATTENDANCE & MAKE-UPS

- Absence due to illness: If 24 hours' notice is provided via text message to the tutor, the lesson can be made up at a later time. If no notice is given, the lesson is forfeited.
- Other absences: Lessons missed due to planned absences (such as holidays or family events), even if communicated in advance, cannot be made up or reimbursed. Payment for the full term remains due.

DISCONTINUING LESSONS

- A full term's notice is required to discontinue lessons.

EXPECTATIONS

- Students must bring their instrument (where applicable) and music to each lesson.
- Tutors will write lesson notes and homework in the music diary. This serves as communication between tutor, student, and parent, and as a record of what was covered.

Instrument Hire

- Please enquire about instrument hire options.

Ensemble Opportunities

Students are warmly encouraged to join one of our ensembles:

- Junior Choir (Years 1–2): Rehearses every Tuesday morning from 7.45am–8.25am.
- Senior Choir (Years 3–6): Rehearses every Wednesday morning from 7.30am–8.25am.
- Rock Bands (Years 5–6): Students can audition for Rock Bands, which rehearse at lunchtime.

PERFORMANCE OPPORTUNITIES

Class Concerts

Held at the end of each term during music class time. These are small, supportive performance opportunities (no parents or cameras).

End of Semester Concerts

Held at the end of each semester, these concerts are open for parents to attend. Parents register their child for a session, and family members can attend to watch that session.

Authorised by	Gabrielle Doyle, Principal	Date:	26 June 2025
Effective Date:	26 June 2025	Next Review:	26 June 2026