UNITY COLLEGE 2027
PRIVATE INSTRUMENTAL MUSIC LESSON CONDITIONS

I / WE UNDERSTAND THAT:

INSTRUMENTAL MUSIC LESSONS – 2027 FEES		
Activity / Charge **34 weeks annually** this equates to 8 lessons in Term 1, 10 lessons in Term 2, 9 lessons in Term 3, and 7 lessons in Term 4	Individual Lesson **$44.50 per lesson** **(billed annually to your school fees account)**	Paired Lesson **2 students = $28.50 per lesson** **(subject to availability)** **(billed annually to your school fees account)**
Enrolment in the program will continue for a FULL SCHOOL YEAR unless cancelled. We require notice of change to enrolments. Please see point 20 for cut off dates for each term.		

1. Enrolment in the music program is subject to the full payment of all other general school fees and levies. **These tuition fees are charged on your school fees account.**
2. There will be 34 lessons given in the year (8 lessons for Term 1, 10 lessons for Term 2, 9 lessons for Term 3, and 7 lessons for Term 4).
3. Lessons are provided on an ANNUAL basis.
4. Your child will receive a music bag (to be returned if cancelling lessons) and a music book loaned through the College's library system. Additional music books and/or accessories may be required. Your child's tutor will let you know how to purchase these.
5. There will be additional fees should your child wish to do external music exams such as AMEB, ANZCA, Trinity.
6. Issues regarding tuition fees should be directed to the Finance Department.

Attendance:

7. Timetables will be placed on the Parent Portal under the Unity Music tile, before the start of each term. Timetables will also be placed on Microsoft Teams, where each student will have their own personal channel to access lesson records from their tutor.
8. Students are expected to attend lessons as shown on the timetable (variations may occur from time to time due to special school activities and other events). High school students are expected to know when their instrumental lesson occurs each week. Junior Phase students will be called in their classroom if they have not turned up to their lesson, but we also recommend students set an alarm on a watch or an ipad in case they are not in their classroom when their tutor calls.
9. Parents will notify their child's absence on the absence form on UC Music on the parent portal. Please do not email your child's tutor, UC Music or Student Reception as messages may not get passed along in time.
10. Students should not miss a lesson due to another school activity unless they are leaving the school on an excursion, an exam or the tutor has been contacted in advance. Parents and/or students need to log their absence at least 24 hours in advance if they will be missing their instrumental lesson due to an excursion, exam or other planned activity.
11. Lessons will only be re-scheduled where:
    i. The absence has been recorded on the UC Music absence tile at least 24 hours prior to the scheduled lesson.
    ii. Due to illness, if notified on the absence form on UC Music. Only **1 lesson** will be rescheduled per term due to illness.
    iii. The tutor will be absent from the lesson.
12. No lessons will be re-scheduled due to family holidays taken during the school term.
    No lessons will be made up where a student chooses another school activity over their instrumental lesson.
13. Re-scheduled lessons will be provided at a time convenient to the tutor in consultation with students (and parents for younger students).
14. Where a student enrolled in a paired lesson receives an individual lesson (30 minutes), this will count as two lessons.
15. Activities, such as workshop days, may be provided in lieu of a lesson as advised.
16. We understand that lessons will not be made up due to a student's forgetfulness, arriving late or choosing not to attend.
17. A reasonable effort will be made by the Instrumental Music tutor to locate the above student when they have not arrived for their lesson by contacting the appropriate classroom or Student Reception.
18. A weekly lesson record will be put on your child's personal channel on Microsoft Teams. All communication between parent, tutor and student to be done here. Please download Microsoft Teams on your personal device. Your child's Teams log in and password can be found by contacting the IT department.

Change of Enrolment:

19. Enrolment in the program will continue for a FULL SCHOOL YEAR unless altered or cancelled.
20. To meet the schools obligations to Instrumental Music tutors, notice to discontinue lessons or change of enrolment must be provided in writing by email (unitymusic@bne.catholic.edu.au) to the P-12 Instrumental Music Coordinator.
    See below for 2027 cut off dates for change of enrolment:
    i. Term 1 – by 1pm on Monday 18 January 2027
    ii. Term 2 – by 1pm on Friday 19 March 2027
    iii. Term 3 – by 1pm on Friday 18 June 2027
    iv. Term 4 – by 1pm on Friday 10 September 2027
21. When a cancellation has not been received by the times and dates listed above, enrolment will continue for the following school term and full fees will be charged.
22. Please inform the Instrumental Music Tutor of any relevant medical information necessary to ensure the safety of the student during their lesson time and any associated excursions.
23. All students to be re-enrolled for lessons at the start of each school year (online enrolment form can be found on the parent portal under Unity College Music).

Lesson Equipment:

27. Music book and musical instrument (as required). Unity Music do offer a hire service for instruments as required.
28. All students will be given a music bag which **must** be returned at the end of the school year (along with any college hired instruments) and will be returned to re-enrolled students the following year.

Ensemble participation:

We encourage a willingness to participate in the musical life of the College:

29. We encourage all students learning an instrument to join one or more of our many ensembles. Tutors can advise when students are ready. Many extra musical skills are learnt in ensembles which cannot be taught in lessons.

The Music Department can be contacted through the school office, or email Unity Music at unitymusic@bne.catholic.edu.au.