



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

15 Nurture Avenue, Cranbourne North 3977
PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

INSTRUMENTAL MUSIC LESSONS - TERMS & CONDITIONS

To ensure that our program runs smoothly each week, we require students, parents & guardians to adhere to the policies outlined below. Please retain this form for your reference.

- Students must have **uninterrupted access** to an instrument at home, throughout the year.
- Students are responsible for attending lessons on time. They must check Compass each morning and we encourage students to copy lesson dates and times into a diary. Each lesson that a student misses wastes money, time and restricts that student's progress and, often, their enjoyment of lessons.
- Students are required to practise set work for 30 minutes per day, at least five times per week.
- Lesson fees must be paid as indicated on the enrolment form.
- If a student is going to be absent from any lesson, whether ill, on holiday or a school excursion or incursion, notification must be sent to imusic@alkirasecondarycollege.com.au or Parental Approval completed on Compass **by 8.30am on the morning of the lesson**. Failure to notify the **Instrumental Music Department** will result in forfeiture of the lesson. If notification is made correctly, a catch-up lesson will be arranged, often in the last few weeks of term or the following term.
- **If your child forgets to attend a lesson, that lesson will be forfeited.**
- **Students undertake Instrumental Music study for the entire year.** If, under extraordinary circumstances, a student has to withdraw from lessons, written notification from the parent/guardian **must be received five weeks before the beginning of the next term** and be addressed as follows:

Instrumental Music Cancellation
Alkira Secondary College
PO Box 4314
Narre Warren South
Victoria 3805

Or via email to imusic@alkirasecondarycollege.com.au with ***Instrumental Music Cancellation*** in the subject box and student details and reason for cancellation in the body of the email.

Verbal cancellation, in person or by phone, **will not be accepted**, and the student will continue to be charged until the above procedure has been completed. **Students cannot cancel lessons**. Notification must come from the parent/guardian. No refunds will be issued.