



Instrumental Music Program

Terms & Conditions

Welcome to the Instrumental Program.

1. Scheduling of Lessons:

- 1.1. Primary instrumental lessons are scheduled on a rotation basis during school hours so students do not miss the same class each week.
- 1.2. Secondary instrumental lessons are scheduled on a fixed lesson time. Year 12 students will be scheduled to have lessons during their study periods, where possible.
- 1.3. Please note that the instrumental program is **NOT** part of the school ECA program, and therefore notices about the ECA schedule **do not apply** to the instrumental program.

2. Lesson Timetable:

- 2.1. Copies of the timetable, and any timetable updates during term, will be issued to students via their parent registered email in the school database and student school email (for Year 5 and upwards), as well as to the relevant classroom teachers. Please email the Performing Arts Office if you have not received the schedule by the first day of each term.
- 2.2. It is the responsibility of students from Year 5, or parents of Year 4 or younger students, to check the timetable to ensure their instrumental lessons do not clash with any other school activity e.g. sport, subject tests/exams, concerts, rehearsals, assemblies, excursions etc.
- 2.3. Students and/or parents need to notify the Performing Arts office of any clashes as soon as possible after receiving the timetable, or 24 hours prior to their lesson.

3. Lesson Attendance & Absences:

- 3.1. Students in Year 3 and above are responsible to remember to attend their scheduled lesson. It is **NOT** the responsibility of the instrumental teacher or the Performing Arts office to remind or locate students who have not attended their lesson.
- 3.2. Unless notified as per note 2.3 above, students in Year 3 and above who do not attend their scheduled lesson will forfeit that lesson. Families will be charged the normal full rate for such missed lessons.
- 3.3. Missed lessons due to other school activities e.g. sport, subject tests/exams, concerts, rehearsals, assemblies, excursions etc. are **NOT** considered a valid reason to miss an instrumental lesson. Please refer to notes 2.2, 2.3 and 3.1 above.
- 3.4. Instrumental teachers will help students from Prep to Year 2 in attending their lessons by collecting the students from their class at the designated time. The school encourages these students, especially Year 2's, to develop the organisational skills required to manage attending their instrumental lessons.
- 3.5. All lessons begin and end at the scheduled time. Late arrivals to the lesson will forfeit the portion of the lesson time missed.



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4. Tuition Fees & Structure

- 4.1. Payment of tuition fees for instrumental lessons are made direct to the school through the school fee account on a quarterly basis.
- 4.2. Payment will be based on the number of scheduled lessons for each term, including any unexplained or non-negotiated missed lessons.
- 4.3. Please note that there will be no reduction or refund for lessons where termination occurs during term.
- 4.4. Please see below regarding the notification required for withdrawal from instrumental lessons.
- 4.5. Please note that lessons for any given semester must be paid in full prior to the scheduling of lessons for the following semester.

Type of lesson	Fee
30-minute individual lesson	\$300.00
Instrumental Introductory Scheme (for six 30 individual introductory lessons)	\$1800.00

5. Instrumental Introductory Scheme

- 5.1. For students new to learning an instrument and unsure of their preferences, under the Instrumental Introductory Scheme provided, there is the option for students to experience 3 different instruments during one term.
- 5.2. Please find the link for this program attached or email the Performing Arts office for further information.

6. Enrolment

- 6.1. Enrolment into instrument lesson/s are term based and invoiced for the entirety of the term. Please refer to note 4 -Tuition Fees and Structure.
- 6.2. Please note that enrolment in instrumental lessons will roll-over from term to term unless prior notification is received by the Performing Arts department, as outlined in note 7 – Withdrawal from Instrumental Lessons.
- 6.3. Please find the enrolment form attached.

7. Withdrawal from Instrumental Lessons

- 7.1. Withdrawal from instrumental lessons must be submitted in writing, addressed to the Head of Performing Arts, at least 4 weeks prior to the end of any given term.

8. Termination of Lessons by the AISHK

- 8.1. In extenuating circumstances, the school has the right to withdraw students from instrumental lessons. Such circumstances might include (but are not limited to) inappropriate student behaviour in lessons; lack of interest or ability to concentrate in lessons; and lack of regular and reliable attendance.

9. Instruments

- 9.1. Guitar, Woodwind and Brass students are required to provide their own instrument.
- 9.2. It is generally expected that piano students will have a piano at home upon which to practice. Students can also book a piano room at school for practices. Please refer to note 10 – Instrument Hire and Practice Room Bookings
- 9.3. Drum students need to provide their own drums sticks and can also book the drum room to practice on the school's drum kit.
- 9.4. Privately owned instruments should be stored in the music storeroom with the Performing Arts office when on campus. *The school accepts no responsibility for loss/damage to privately owned instruments.* Name tags are available in the Performing Arts office for students to clearly label their privately-owned instrument for storage.



10. Instrument Hire & Practice Room Bookings

- 10.1 The school provides a small number of various sized violins and cellos that are available for hire for students taking up these instruments. Please note that the appropriate size of the violin and cello will need to be determined for each student. This will be done in consultation with the instrumental teacher and the Performing Arts office prior to the first lesson.
- 10.2 Hiring of instruments are only available for students in their first year of study, after which if they continue with the lessons, it is expected that students provide their own instruments. The nominal hire fee per term is:

Instrument	Hire Fee per Term
Violin	\$200.00
Cello	\$400.00

- 10.3 Students are responsible for caring and maintenance of the instruments. Parents/guardians are responsible for any loss or damage incurred.
- 10.4 Instrument hire allocation are managed on a first-come first-served basis.
- 10.5 There are a small number of practice rooms and practice time allocations available for students during term. Bookings are made on a first-come-first-served basis and students need to visit the Performing Arts office to make enquires.

11 Absence Procedure

- 11.1 If a student is absent from school due to sudden illness, please email the Performing Arts Office, performing_arts@aishk.edu.hk, before 8:00am on the day of the absence.
- 11.2 For missed lessons, where notification of absence due to illness given prior to 8:00am, all efforts will be made to provide a make-up lesson within the same term or carried over into the new term.
- 11.3 For missed lessons where the instrumental teacher is absent, an email will be sent to parents and students and all efforts will be made to provide a make-up lesson within the same term or carried over into the new term.
- 11.4 If a student forgets to attend the lesson, the fee of that lesson will not be refunded and the lesson will not be made up. *Please note* that it is NOT a valid reason to miss a lesson if a student forgets to bring their instrument and/or music books to school. Students should still attend their lesson as scheduled in such circumstances.
- 11.5 Involvement in other school activities (this includes camps, sporting trips for selected students etc) is **NOT** considered a valid reason to miss a lesson. Where there is a clash with lessons, as outlined above, the student/parent is responsible for informing the Performing Arts Office in advance (at least 24 hours) so that a suitable change to the timetable can be arranged, if possible. If a suitable change to the timetable is not possible, then families will not be charged for this lesson.
- 11.6 Full payment is required for missed lessons without appropriate notification or invalid reason.

12 Cancelled Lessons by AISHK

Cancelled lessons by AISHK due to unforeseen circumstances, such as teacher illness, school activities, school closures due to weather conditions etc. will not be charged, however make-up lessons are not offered in these circumstances.

13 Make-Up Lessons

- 13.1 Make up lessons are only offered in the case of illness and where notification has been received by 8:00am on the day of lesson. Lessons can only be rescheduled if 24 hours notice has been given in the case of intended absence.
- 13.2 In any given term, with appropriate notification given, a maximum of 2 make-up lessons will be provided.



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14 Communication with Instrumental Teachers

Enrolled families will receive the email address for their instrumental teacher to enable direct communication between parents and teachers to discuss students' progress.

Communication about changes to scheduled lessons MUST be directed to the Performing Arts Office, as all changes to scheduling are administered through the Performing Arts office only.

If you are interested in having instrumental lessons in school (*even if you have previously been enrolled in our programme*) please can you complete the google form by clicking [here](#) or scanning the QR code below

