CREATIVE ARTS TUTORING HANDBOOK

Faith
LUTHERAN COLLEGE
PLAINLAND

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Creative Arts Co-Ordinator

Beck Smith

On behalf of our coaching team, I extend my warmest welcome to all students and families. Congratulations on a successful audition; the Coaching Team looks forward to working with you all this year within the 2026 FLC Performing Arts Program.

This handbook contains vital information for both students and families, as well as guidelines that must be complied with for students to maintain their position in this team.

Beck Smith
Creative Arts Co-Ordinator

Key Contacts

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Miss Isabel Matthews
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Individual Music Tuition

Private Music & Dance Tuition at Faith is an opportunity for students to develop musical skill, discipline, and confidence through structured, ongoing instruction.

As with all co-curricular programs, participation requires commitment from both students and caregivers to ensure consistency of learning and progress across the year.

Engagement in lessons supports not only individual musical growth, but also contributes to the wider culture of music within the College.

Instrumental Music and Dance lessons are provided at the College by private music tutors. Costings are as follows:

- Individual Lesson: $40 per 30 minute session
- Small Group Lesson (2 – 3 students): $25 per 30 minute lesson.

Please note that individual lessons are default, unless group lesson is requested Although every effort will be made to schedule group lessons, in some cases, these may not be available due to enrolment numbers and the type of instrument required e.g. you will not be able to have a group piano lesson.

Tutors are provided by the school depending on student interests in a particular instrument. It is not always possible to get tutors to attend the College if there are only a small number of students requiring lessons in a particular instrument.

Conditions of lessons

1. Lessons occur in class-time and are rotated weekly so that students do not miss the same subject consecutively. Before and after school lessons may also be available in consultation with the relevant Music Tutor.
2. If a student wishes to discontinue lessons during the school year, a minimum of two weeks' notice must be given via email to both the relevant Music tutor and Creative Arts Administrator via email. If notice does not suffice this time period, a tutor is at discretion to continue charge until notice has been provided.
3. The cost is $40 per half-hour individual lesson, $25 each per half-hour group of two lessons. Please note that this the recommended rate relative to the Music Teachers' Association of Queensland guidelines (www.mtaq.org.au), and as such, all fees are expected to be paid in advance for the entire term, promptly and in full by the student's second lesson.
4. Payment of fees for lessons given by relevant tutors will be a private arrangement between the parents and the visiting creative arts tutors. The College will not enter into disputes about the payment of private lesson fees unless a resolution between both parties cannot be agreed upon.
5. If a student has a unplanned absence (e.g., illness and misadventure), the parent/caregiver is required to communicate via email with the relevant tutor and creative arts administrator as soon as practicable. The relevant tutor will then liaise with the student to determine time to reschedule the lesson. Lessons missed by students for planned absences (e.g., non-school holiday) through student without prior notice of at least twenty-four (24) hours or adequate reason will incur the cost of the missed lesson and the Music Tutor will not be required to reschedule the lesson. Where a student misses a lesson as a result of a school event (e.g. an excursion or an exam), the relevant tutor will make up the lesson if the parent/caregiver notifies the
6. Small group instruction may be available in certain circumstances depending on availability.
7. Lessons are held in the CA block – Dance lessons in CA2; Music lessons in the studios which is located in the hallway next to the CA3 Music Room. Instruments can be stored in the Music Storeroom from 8.00am on the day of lessons. If for unforseen circumstances the storage room is not open, it is the student's responsibility to go to the Sports Centre. Please note it is the student's respoinsibility to make sure that their insrument is properly stored

Individual Music Tuition (cont.)

and taken care of. Please remember to collect instruments at the end of the day, as the room will be locked at 3.15pm each day.

We kindly request that students arrive promptly for their scheduled lessons with their instrument and materials ready. If a student is late to a lesson, it is not the responsibility of the tutor to locate a student from their classroom. Please be aware that if a student is late to their music lesson this may result in a shortened lesson. Unfortunately, in such cases, the lesson cannot be extended beyond the originally allocated time of 30 minutes. If a student is consistenly late or not attending their lessons, the relevant tutor will notify both the parents/caregivers as well as the Creative Arts Coordinator as point of support.

8. Small group instruction may be available in certain circumstances depending on availability.
9. Lessons are held in the CA music studios which is located in the hallway next to the CA3 Music Room. Instruments can be stored in the Music Storeroom from 8.15am on the day of lessons. Please remember to collect instruments at the end of the day.
10. Timetables are issued twice each term. If you misplace the timetable, a copy can be found on the Music Noticeboard outside the entrance to the studios. Please note that the timetable may be subject to change at any time, so students are encouraged to check the daily notices and emails regularly.
11. We kindly request that students arrive promptly for their scheduled lessons with their instrument and materials ready. If a student is late to a lesson, it is not the responsibility of the tutor to locate a student from their classroom. Please be aware that if a student is late to their music lesson this may result in a shortened lesson. Unfortunately, in such cases, the lesson cannot be extended beyond the originally allocated time of 30 minutes.

Music Studio Use

For students who are unable to rehearse at home or would like to have extra rehearsals, the music and dance studios are available to hire. Students are required to go through inducition prior to use of the rooms. Booking for studio use may be done digitally through Microsoft 365, or at the Sports Centre Reception on Mondays, Tuesdays & Wednesdays either before school or at first lunch.

Examinations and Competitions

Individual participation in AMEB Examinations, competitions or eisteddfods is encouraged and is entirely at the discretion of the student and parent. Those students preparing for examinations or other solo performances will be required to pay fees for the use of an accompanist, for the examination itself and any required rehearsals as necessary. Rates are dependent on the Grade being taken.

Photocopying

No copyright music may be photocopied for use in individual instrumental or vocal tuition. Schools have arrangements with AMCOS, the copyright owner's society that allows us to photocopy copyright music under certain well-defined conditions. This agreement does not apply to music used for instrumental and vocal lessons.

Care, Storage and Insurance of Instruments

Musical instruments represent a significant investment for parents/carers. The following guidelines relate to their care.

Musical instruments represent a significant investment for parents/carers. The following guidelines relate to their care. ***Please note that the College will not be held liable for lost or stolen instruments.***

Students are required to take responsibility for their instrument. Students are allowed to store their instrument either in their personal locker or in the Music Storeroom. The Music Storeroom will remain unlocked during school hours for students to access their instruments for scheduled lessons. Please note that this will be locked at 3.15pm each day.

All personal instrument cases should be marked clearly in large letters on the outside and inside. This discourages theft, helps staff account for instruments, and makes it less likely that students could take home the wrong instrument by mistake.

Rental Instruments

The Music Tuition Program relies on the annual recycling of College instruments.

The upfront cost of renting a College instrument is $125.00 per year and is to be paid to College Sports Reception or Student Services prior to the student's receipt of their instrument, and subsequently by the Friday of Term 1, Week 2.

This fee covers cleaning and servicing the instrument at the end of the hire. Instruments are hired for a maximum of one school year and are to be returned to the College within seven days of the last lessons with the instrument.

It is the student's and parent/carer's responsibility to ensure that an instrument is well cared for and returned at the end of the hire period.

Accidents may happen from time to time, however, it is expected that repairs for any damage to the instrument other than that incurred through general use will be paid for by the parent/carer.

Should the student wish to discontinue their hire of the College instrument prior to the end of the term/semester, it is the student's and parent/carer's responsibility to notify the Creative Arts Administrator.

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Request for Instrumental Music Tuition 2026

Student Details			
Student Name			
Student ID		2026 Year Level	Please select

Parent/Carer Details			
Parent/Carer:			
Address:			
Phone (home)		Phone (work)	
Phone (mobile)			
Email			

Details of the person to whom the account is to be sent (if different from above)	
Name	
Email	

Please indicate your preference for music and/or dance tuition (please tick all that apply)		
☐ Guitar Please select	☐ Flute	☐ Piano
☐ Vocal (Singing)	☐ Clarinet	☐ Drums
☐ Saxophone	☐ Trombone	☐ Trumpet
☐ Dance		
How many years' experience to you have playing your requested instrument/s?		

Instrumental Rental	
Do you wish to rent an instrument for a semester?	Please select
The cost of instrument hire is $125.00 per year. Please note that the following instruments are NOT available for hire: guitar, percussion, keyboard and drums. There is limited availability of other instruments.	

TUITION FEES		
Please tick one of the below options you wish to enrol in. Tuition fees are determined by each individual tutor. Lessons are charged one term in advance, however, the tutor will discuss payment options with you before the commencement of lessons. All billing enquiries are to be directed to the tutor.		
OPTION 1: $40* per half hour individual lesson	☐	**This is the recommended rate set by the QMTA for 2026*
OPTION 2: $25 per half hour group lesson	☐	

Signed: (Parent/Carer)		Date	

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