



## MUSIC TUITION 2026 - Terms and Conditions

The following Music Tuition is available at Peter Carnley Anglican Community School:

<b>Calista Campus</b>	Kindergarten – Year 1	Piano/Violin
<b>Wellard Campus</b>	Year 2 – 12	Cello/Piano/Violin
	Year 4 – 12	Drums/Guitar/Vocal
	Year 5 – 12	Flute/Clarinet/Saxophone/Trumpet/Trombone/Baritone
	Year 7 – 12	Electric Guitar/Bass Guitar/Contemporary Acoustic Guitar

The tuition on offer will depend on the availability of suitable specialist teachers and the demand for specific instruments. If you wish to enrol your child for Music Tuition, please complete and return the attached Music Tuition Programme Enrolment form (separate form for each child) to the Music Office or via email to [music@pcacs.wa.edu.au](mailto:music@pcacs.wa.edu.au).

Once enrolment is confirmed, you will receive an invoice for tuition per term and payment will be due within 5 days of the issue date. **Enrolments will not be processed after Week 1 of each Term and students will be placed on a waitlist to enrol in the following Term.**

### Music Tuition Fees

All students are enrolled in the Music Tuition Programme until the end of the calendar year. Tuition fees are \$35 per 30minute lesson. Fees are charged per term to help families spread the costs over the whole year and will be charged as follows: Term 1 \$280.00 (8 lessons), Term 2 \$280.00 (8 lessons), Term 3 \$280.00 (8 lessons) and Term 4 \$245.00 (7 lessons). Students will not be permitted to commence Music lessons in successive terms unless all fees have been paid.

### Ceasing Tuition

Students will remain enrolled in the Music Tuition Programme until the end of the calendar year. The deadline to withdraw from lessons for the following term is the end of Week 8. Withdrawal forms are available from the Music Office or SEQTA. Failure to submit written notice by Week 8 will result in charges for a full term's worth of lessons. Completed withdrawal forms should be sent to [music@pcacs.wa.edu.au](mailto:music@pcacs.wa.edu.au) or submitted to the Music Office. If a student is using a school instrument or resource, it must be returned and signed by the Music Administrator. ***Verbal notification is not considered due notice.***

### Hire Instruments

The School has a selection of musical instruments which families can hire. If you wish to hire a musical instrument, please complete the Music Instrument Hire Agreement Form and return the form to the Music Office or via email to [music@pcacs.wa.edu.au](mailto:music@pcacs.wa.edu.au). The school does not hire pianos, drums or guitars.

### Equipment

Students are required to bring their instrument (with the exception of piano, drum and Guitar students), a manuscript book, A4 display folder, Music Practice Journal, pencil case and any other materials required by

the Music tutor to each lesson. Students will be required to buy books at the discretion of the Music tutor. This will be communicated directly between the Music tutor and Parent.

### **Ensembles**

Various ensembles are available to students who are learning instruments. It is a requirement that students who undertake lessons are involved in the nominated ensemble. Ensembles will take place during lunchtime, before school or after school. Ensembles are essential in developing musical skills. It is important to enjoy making music, individually, as well as sharing it with others.

### **Student's Responsibilities**

The student is responsible for:

1. Knowing the time and day of their next music lesson. A timetable will be displayed on the Music notice board outside the Music classrooms. Students must check this at the start of each week and enter their lesson time in their School diary or music journal.
2. Informing their classroom/subject teacher in advance if they will be absent from class as a result of a music tuition. If a test or similar is scheduled for that period, it is possible to change the music lesson time by informing the Music tutor. This must be done at least 3 days prior to the lesson.
3. Attending each lesson and practising between lessons.
4. Returning promptly to class at the conclusion of their lesson.
5. Catching up on any work missed while at their lesson.
6. Taking care of their instrument and their music journal.

### **Absences/Missed Lessons:**

It is the Parent/Carer and student's responsibility to notify their Music tutor no later than 8.00pm the day prior if a lesson will be missed due to illness, and no later than 3 days prior due to tests or school activities, such as excursions. If a student is unable to attend a lesson, they must write this in an email and send it to the tutor. A student verbally telling a tutor they will be absent is not sufficient notice. Tutors are not required to make up lessons that are missed without the required notice. Tutors are also not required to make up lessons where students take long absences from school and a medical certificate cannot be obtained, e.g. a family holiday. Tutors will also inform Parents/Carers via email if they are unable to teach a scheduled lesson and inform the parent/carer of the new rescheduled time.

### **Parent Assistance**

Parents are responsible for ensuring that practice at home is completed and for signing the music journal each week. It is recommended that students practice for 20-30 minutes per day in their first year of instruction and 30-40 minutes per day in their second year. The rate of progress and amount of pleasure derived from playing an instrument depends largely on the amount and regularity of practice as well as effort and concentration applied during the practice routine.

Thank you for choosing to enrol your child in the Music Programme at PCACS. I hope you enjoy sharing this musical journey with your child. If you have any queries, concerns or comments about your child's tuition please do not hesitate to contact the Music Office.

Kind regards



Mr Ty Barwick

**HEAD OF DEPARTMENT – MUSIC AND PERFORMING ARTS**

[music@pcacs.wa.edu.au](mailto:music@pcacs.wa.edu.au)



**PETER CARNLEY**  
ANGLICAN COMMUNITY SCHOOL

**Music Tuition Programme Enrolment Form**

*Before signing, please ensure that you have read and understood the Terms and Conditions.*

*Please keep a copy for your own records and reference.*

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Please circle the instrument your child wishes to enrol into:**

**Calista Campus** Kindergarten – Year 1 Piano/Violin

**Wellard Campus** Year 2 – 12 Cello/Piano/Violin  
Year 4 – 12 Drums/Guitar/Vocal  
Year 5 – 12 Flute/Clarinet/Saxophone/Trumpet/Trombone/Baritone  
Year 7 – 12 Electric Guitar/Bass Guitar/Contemporary Acoustic Guitar

Please indicate the level of musicianship your child is at. Please circle one of the below options.

**AMEB Level 1 – AMEB Level 2 – AMEB Level 3 – AMEB Level 4 – AMEB Level 5**

If the student has not participated in any AMEB levelling, please indicate their level below.

**Never played before – Beginner – Intermediate – Expert**

Do you need to hire an instrument from the school? Yes No

*If yes, please complete the Hire Agreement attached. Note: we DO NOT hire Drums, Guitars or Pianos*

It is the Parent/Carer and student's responsibility to notify their Music tutor no later than 8.00pm the day prior if a lesson will be missed due to illness, and no later than 3 days prior due to tests or school activities, such as excursions. If a student is unable to attend a lesson, they must write this in an email and send it to the tutor. A student verbally telling a tutor they will be absent is not sufficient notice. Tutors are not required to make up lessons that are missed without the required notice. Tutors are also not required to make up lessons where students take long absences from school and a medical certificate cannot be obtained, e.g. a family holiday.

The end of Week 8 is the cut off period for students to cease lessons for the following term. A Music Withdrawal Form can be obtained from the Music Office ([music@pcacs.wa.edu.au](mailto:music@pcacs.wa.edu.au)). Failure to provide written notice by Week 8 will result in a full terms worth of lessons being charged.

**By signing below, I acknowledge that I have read and understand the terms and conditions under which Music Tuition is available at Peter Carnley Anglican Community School**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Tutor  Timetable  Summary Sheet/Class list  SEQTA Groups  Finance

**Wellard Campus** 386 Wellard Road, Wellard WA 6170 | Telephone (08) 9439 3499

**Calista Campus** Cnr Gilmore Ave and Summerton Road, Calista WA 6167 | Telephone (08) 6323 5400 | Postal Address PO Box 642, Kwinana WA 6966  
| Email [info@pcacs.wa.edu.au](mailto:info@pcacs.wa.edu.au) | Website [www.pcacs.wa.edu.au](http://www.pcacs.wa.edu.au) | Part of AngliSchools



**PETER CARNLEY**  
ANGLICAN COMMUNITY SCHOOL

**Instrument Hire Agreement**

Peter Carnley Anglican Community School offers students the opportunity to hire a musical instrument. The purpose of hiring an instrument is to allow students, parents and tutors to ascertain the suitability of the student to the instrument as well as an opportunity for the student to test their enjoyment of learning that particular instrument. Instruments will be distributed at your child’s first instrumental lesson, with the assistance of the Music Tutor.

The cost of hiring the following instruments is **\$60.00 per term** - violin, cello, flute, clarinet, saxophone, trumpet, trombone and baritone. Instrument hire fees will be added to your Music Tuition invoice and payment will be due within 5 days of the issue date. If payment is not made it will be requested that the instrument is returned to the School immediately.

Upon issue of an instrument, the following conditions will apply:

- It is the student’s responsibility to keep the instrument secure at all times.
- Students are not permitted under any circumstances to exchange or loan their instrument to other students.
- The cost of repair to an instrument will be the student’s responsibility if the damage was a direct result of student neglect. Where repair is not viable the instrument will need to be replaced at the cost of the family.
- Printed music books and other bulky materials are not to be placed inside the instrument case.
- Many instruments come with accessories. It is the student’s responsibility to ensure the security of these accessories as well as the instrument itself.
- It is the student’s responsibility to regularly clean their instrument as instructed by the Music tutor.
- All instrument cases are to be clearly labelled with the child’s name and year group.
- The instrument is to be retuned in good order directly to the Music Administration Officer.
- If the instrument is lost or stolen, the instrument will be replaced at the cost of the family.
- It is advised that parents check their home and content insurance policy as the School doesn’t accept responsibility for damaged or lost instruments. PCACS will organise any required servicing of the instrument.

Please indicate the length of the hiring period. Once the hiring period has finished, the music instrument must be returned to the School. Please note that the maximum hiring period is for one year.

I accept the conditions and responsibilities of hiring a music instrument through the School as outlined above.

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instrument: Violin Cello Flute Clarinet Saxophone Trumpet Trombone Baritone *Please circle*  
Hire period, this will depend on when enrolling: All year Term1 Term 2 Term 3 Term 4 *Please circle*

This agreement is to be returned to the **Music Office** ([music@pcacs.wa.edu.au](mailto:music@pcacs.wa.edu.au)).

<b>Office Use Only:</b> <input type="checkbox"/> OLIVER Booking System <input type="checkbox"/> Finance <input type="checkbox"/> Summary Sheet/Class list		
Instrument/brand: _____	Instrument barcode: _____	
Tutor Name: _____	Sign: _____	Date: _____