



ST. ANDREW'S COLLEGE JUNIOR SCHOOL

Music Department Policies 2016/2017

THE STUDENT'S RESPONSIBILITY

- Arrive to school with correct books and music bag on scheduled day for lessons
- Complete all writing work as assigned
- Listen and cooperate during the lesson, following the instruction of your instrument teacher
- Maintain a positive and respectful attitude
- Give any communications that are sent home to parents/guardians
- Practice at home as required by your instrument teacher

THE PARENT'S RESPONSIBILITY

- Support the student to establish a consistent practice routine that is free from distraction
- Encourage your child to complete all assignments each week
- Check your child's Practice Journal weekly to ensure that you are aware of practicing and theory expectations, and to look for correspondence from their instrument teacher
- Ensure your child has a music bag (supplied by the school) to bring their music books and materials to their lessons every week
- Contact their instrument teacher or Ms. Armitage if there is a concern
- Ensure your child brings all their materials to each lesson otherwise valuable lesson time will be wasted photocopying material
- For younger and beginner children parents/guardians are encouraged to assist their child's practicing. If you have any questions on how you can assist your child do not hesitate to talk to your teacher or attend a lesson

CANCELLING A LESSON

If a child misses a lesson due to absence from school, unfortunately due to time constraints, this lesson cannot be made up. If a lesson is missed for another reason i.e. a school trip we will endeavour do our best to make up this lesson however this **CANNOT** be guaranteed. It is the parent's responsibility to inform the relevant instrument teacher or Ms. Armitage that their child will be absent from a lesson due to an upcoming school trip or event, **NOT** the class teacher. A lesson is considered forfeited if a student does not wish to attend for a scheduled lesson.

SWAP LIST

It is NOT the responsibility of the instrument teachers to organise 'swapped' lessons for students. A Swap List will be available this year for parents/guardians of students who attend private lessons. Parents who wish to be part of the Swap List will agree to have the following information listed on the Swap List :

- 1) Their name and email contact details
- 2) Their child's name and lesson time

Once the timetable is drawn up by Ms. Armitage the Swap List will be distributed to all parents who are on the list. If a situation arises where a student is unable to attend their scheduled lesson time for any reason, the parent can contact other parents on the Swap List to see if anyone is able to 'swap' a lesson day/time. Parents are asked to try to swap with students who have the same length lesson. Once a swap has been arranged it is important to let the instrument teacher know. If a swap cannot be arranged and a student cannot attend at their scheduled lesson time the lesson will be forfeited.

INSTRUMENTS

St. Andrew's College cannot take responsibility for individual instruments, it is therefore the responsibility of the parent/guardian to ensure their child's instrument is named and taken care of. Lost instruments owned by the school must be replaced by the parent/guardian.