



AVAILABLE DAY/TIMES:

____ (....H....)
DAY TIME

____ (....H....)
DAY TIME

____ (....H....)
DAY TIME

CONTRACT & APPLICATION FORM: 2022 PRACTICAL & THEORY MUSIC PROGRAMME

***YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS OF THIS CONTRACT**

Please note that this contract must be signed and handed to the relevant teacher before the first lesson takes place to ensure that the contractual arrangements are in place and that all parties understand their respective responsibilities.

Please complete and sign the agreement form as requested.

LEARNER DETAILS

FULL NAME & SURNAME OF LEARNER _____

DATE OF BIRTH/...../..... LEARNER CELL NO. _____

GRADE IN SCHOOL _____ DAY GIRL/BOARDER _____

CURRENT GRADE IN MUSIC _____ INSTRUMENT (eg violin, piano, cello, vocal) _____

RECENT PRACTICAL EXAMINATION PASSED: GR _____ INSTITUTION _____ (Unisa, ABRSM, etc.)

HAS THE LEARNER HAD ANY FORMAL THEORETICAL MUSIC TUITION? * Yes No

RECENT THEORY PASSED: BOOK/LEVEL/GR _____ INSTITUTION _____ (TCL, ABRSM, etc.)

CURRENT (OR POTENTIAL) PRACTICAL MUSIC TEACHER _____

DOES THE LEARNER TAKE SUBJECT MUSIC? (APPLICABLE TO SENIOR SCHOOL PUPILS ONLY) _____ (YES/NO)

DETAILS OF PERSON RESPONSIBLE FOR PAYMENT

ID NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mr/Mrs/Ms/Dr/Rev/Prof/Adv _____

Physical Address Please print	Unit/house # Street name		Postal Address Please print	Box/Unit #	
	Suburb			Suburb	
	Town/City & code			Town/City & code	
	Province			Province	
Home Telephone No.			Work Telephone No.		
Email: Parent			Cell No. Parent		
Email: Alternate, i.e., Au Pair			Cell No. Alternate, i.e., Au Pair		

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THEORY OF MUSIC: EXTRAMURAL LESSONS

It is the aim of the Music Department at St Mary's DSG to enable every music pupil to attain a standard in Music Theory equivalent to that of the ABRSM Grade 5 (the minimum theoretical requirement of ABRSM for Practical Grades 6 and higher).

EXTRAMURAL GROUP THEORY LESSONS ARE THEREFORE COMPULSORY FOR ALL MUSIC PUPILS.

PLEASE NOTE THESE EXCEPTIONS TO THE RULE:

- Girls who can provide written proof that they are taking lessons outside of school and can provide the St Mary's DSG Music Department with the name and number of their teacher outside of school.
- Girls who have already completed a Grade 5 Theory Examination through ABRSM or TCL and can present a certificate to substantiate this achievement.
- Girls who are in Grade 12 at St Mary's DSG.
- School Grade 0-1 pupils. (Theory lessons only start in Grade 2 of school).

Pupils are entered for the relevant International Examination Boards and all costs thereof will be for the parent's account. However, **all pupils** (except those who qualify for exemption) are required to write the Internal Theory Examination scheduled when permitted in the school calendar at a date determined by the Theory teachers. This will form part of their Theory mark for Term 3.

As with practical music lessons, a full term's notice (i.e., at the beginning of Term 2 to cancel lessons for Term 3), in writing, is required at termination of Music Theory lessons.

PLEASE NOTE:

- SENIOR SCHOOL SUBJECT MUSIC PUPILS WHO ARE AT A PRACTICAL LEVEL THAT REQUIRES A HIGHER THEORETICAL LEVEL THAN THAT WHICH IS PRESENTED IN THE CHOICE SUBJECT, ARE REQUIRED TO ATTEND EXTRAMURAL THEORY LESSONS RELEVANT TO THE GRADE THEY ARE IN.

FEES -are invoiced by the practical teacher and payable (upfront) no later than on or before the 7th of each billable month. Payments will be made to the teacher's private bank account, on a monthly basis or termly as arranged with the relevant teacher. Non-payment will allow the teacher to suspend lessons until such time as payment is made and proof thereof is submitted to the teacher. Please note that non-payment does not cancel the contractual obligation and you remain liable for fees in lieu of notice. An upfront, full term, payment is required when terminating this agreement before it terminates through effluxion of time (and no further notice will be necessary). *However, teachers, at their sole discretion, may opt to terminate the lesson agreement in the event of habitual or consecutive non-payment or poor attendance.* Notice will be given in this instance.

Please indicate preference by circling the "duration" option

SUBJECT	DURATION of lesson /wk	FEE (p/m)	OPTION
Theory *	30/45 minutes	R240.00	Compulsory Group Theory Lessons*
Practical	30 minutes	R950-00 p/m	
Practical	45 minutes	R1425-00 p/m	
*Practical	60 minutes	R1900-00 p/m	

* **KINDLY NOTE THAT:** Pupils (Grade 8 -12) taking Subject Music must attend at least one compulsory, one (1) hour, practical lesson each week during term time. The Director of Music, at her sole discretion, may refuse a subject music student to take a practical examination, if a student's attendance record is less than 80% per term.

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CONTRACTING, SCHEDULING, ACCOMPANIMENT AND FEES

1. Lessons are contracted and scheduled in a single trimester (School Term - The average duration of the term is about 12 weeks. However, Half Term and Public Holidays need to be considered when the number of lessons per term is to be determined). Thus, a student could expect to have between 10 to 12 lessons per term.
2. Payments are usually charged monthly in a trimester cycle i.e., January to March, May to July and September to November. However, there are exceptions where the academic term starts mid -month and/or term ends at the start of the next month (i.e., Term 1 would start mid to late January and end mid-April. Teachers will invoice for a full quota of lessons in January and will then not invoice for lessons in April, thus balancing out the number of lessons per term). Termly payment options are available, per prior arrangement, should this be more convenient.
 - a. Kindly note that this is a business agreement between the teacher and the parent/guardian for services rendered and is therefore a legally binding contract between these parties. The school, and in particular the Performing Arts Centre (PAC) and Director of Music, facilitate the service offering and manage the liaison between student/teacher/parent or guardian.
 - b. All queries pertaining to financial arrangements (payment) and/or termination of lessons must be directed in writing to either the Director of Music (ceburger@stmarys.pta.school.za) or the Administrator (uhancock@stmarys.pta.school.za) of the PAC (via email) as soon as possible to eliminate delays or misunderstanding. Our Music teachers have been contracted by the school to offer music lessons to our current St Mary's DSG students, as an extra-curricular activity, and as such are not required to be on campus every day of the school week. However, all communication pertaining to lessons i.e. rescheduling of lessons must be made with the relevant teacher directly.
 - c. Lessons should be scheduled for a day and time that the student will be available **every week throughout the year**. Students must ensure that they have checked sports schedules, outside activity schedules, family schedules, etc. before committing to the trimester.
 - d. Lessons missed due to school trips, sports practices or contests, rehearsals, outside events, etc. will not be made up unless proper notice is given. **As the majority of the school's events are planned and published in the school term planner or issued and communicated on all other school notification platforms, it stands to reason that an alternate date can also be planned and scheduled well in advance (as agreed upon by both parties).**
 - e. The Music teacher will make up **one** (1) lesson missed by a student, but if, and only if, **notice** is given **24 hours prior to the scheduled lesson** for valid reasons such as specialist doctor appointments (i.e., Orthodontist, Dermatologist, etc. or illness). Sudden onset illnesses, i.e., getting unwell at school or remaining at home due to illness will be considered on merit and it is at the teacher's discretion to make up this lesson at a mutually convenient date and time.
 - f. **Any student "no-show" will not be made up and the cost thereof will be charged to the learner's school account as if attended. If a student chooses not to attend any lessons, e.g., during an examination cycle, the lessons are forfeited, and the cost thereof will still be charged to the learner's school account as if attended. -**
 - g. If a teacher must miss a lesson for any reason, that lesson will be made up within the trimester at a mutually convenient time and place for both student and teacher.
 - h. All parties should view the scheduled lessons as contracted time and instruction on which the parent, student and teacher can rely for the purposes of the agreement between them.
 - i. Subject Music Students missing practical lessons without a valid excuse will be regarded as bunking class and disciplinary action will be taken accordingly.
 - j. **PLEASE NOTE:** COVID 19 restrictions may impact our contact teaching from time to time. In the event of this occurring, hybrid teaching (virtual lessons on a communications platform such as Microsoft Teams, Zoom, Skype, etc.) would replace face-to-face lessons. Our hybrid teaching experience in 2020 and 2021 has indicated that these lessons are and must be on par with contact teaching since similar, if not more, effort, expectations and preparations are required from both the teacher and the student. To ensure that your daughter gains the most from online lessons please take note of the following:
 - Student/parent must ensure that there is access to reliable and non-interrupted Internet connectivity.
 - Student must have access to a reliable and fully charged tablet/ laptop or desktop computer.
 - Student should set up in a relaxed environment without any distractions.
 - Lessons should be scheduled for a day and time that the student will be available.
 - Reasonable rescheduling or cancellation of lessons must be communicated to the teacher at least 24 hours prior to the scheduled lesson time. Failure to do so would incur forfeiture of the lesson and the cost thereof will be debited to your account.
 - Lessons missed because of unexpected power disruptions, i.e., unannounced load shedding, electricity outages, intermittent internet network availability, etc will be rescheduled for an alternative date and time convenient to both parties.

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- Termination of contract during a period of hybrid teaching will remain at three calendar months written notice to be emailed to the Director of Music (ceburger@stmarys.pta.school.za) or the Administrator, Performing Arts Centre (uhancock@stmarys.pta.school.za).

3. **Three (3) calendar months' written notice is required to terminate this contract. This also applies to Grade 12 learners in their last term of school. Thus, a Grade 12 learner who wishes to terminate practical lessons FOR THE THIRD TERM, MUST SUBMIT A WRITTEN WITHDRAWAL NOTICE AT THE BEGINNING OF THE SECOND TERM; no exceptions will be considered.**
4. **PLEASE NOTE:** The written notice of cancellation must be submitted to the Director of Music, or the Administrator at the Performing Arts Centre (PAC) and a confirmation of receipt thereof issued.
5. Preference will be given to existing students in terms of preferred choice lesson times especially if a withdrawal notice is given in term 2 (with a view to terminate lessons from term 3) and a learner then reapplies in term 1 of the following year.
6. Please note that written parental consent is mandatory when and if additional lessons are required for pre - examination preparation OR Eisteddfod /competitions and that this contract does not entitle a student to such lessons or impose any obligations on the teacher in that respect. It should also be noted that there are cost implications for additional lessons and that your school account will be debited accordingly.
7. Lesson costs will be added to the account, pro rata, should a learner commence music lessons after the term has started.
8. Any music books or necessary accessories, as required and discussed with parents, will be added to the learner's school account. ***Please complete the Music Book Purchase Agreement Form attached to this contract – no book purchases will be made without this parental contract in place.***
9. All learners of orchestral instruments and voice in the Music Department of St Mary's DSG are expected to perform with accompaniment at examinations (internal and external), recitals, concerts, and any other performances. Costs for instrument accompaniment will be charged to your account at the prescribed rates.
10. Subject Music Students from Grade 10 to 12 will not be charged practical music lessons or accompaniment sessions under the following terms and conditions:
 - Lessons will be limited to one instrument,
 - Students must make use of **one of the school's appointed and contracted teachers and/or accompanist (if applicable for that instrument),**
 - **accompaniment is limited to school performances and events,**
 - **that the student has progressed to at least a Grade 3 level on that instrument prior to lessons commencing.**
 - All costs for additional instruments or external, non-school related performances, i.e., competitions, Eisteddfods, auditions, etc. will be for your own account.

Date ____ / ____ /2022 Parent / Guardian (Sign) _____

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Music Books Purchases Parental Agreement 2022

Name of Candidate: _____
Please Print (name and surname)

School Grade: _____

Instrument: _____/_____

Practical Teacher: _____/_____
Please Print

Theory Teacher: _____
Please Print

I, _____, parent/guardian of _____,
hereby take note and give my consent to the following:

- That my daughter's practical and / or theory teacher may, within reason, order music (practical as well as theory) books that my daughter may need for the **whole of 2022**, and that my school account will be charged.

Signed: _____
(Parent / legal guardian)

Date: _____ 2022

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