

# VERMONT PRIMARY SCHOOL AND KINDERGARTEN



VERMONT  
PRIMARY  
SCHOOL

*Learning For Our Future*

## PRIVATE INSTRUMENTAL MUSIC PROGRAM POLICY

### **Rational**

Music is a powerful and unique form of communication that can change the way children feel, think and act. As an integral part of culture, past and present, it can help children to understand themselves and relate to others. The teaching of Music develops children's ability to listen and appreciate a wide variety of music and to make judgments about musical quality. It encourages active involvement in different forms of music-making, helping children to acquire a sense of group identity and togetherness. Music increases self-discipline and creativity, aesthetic sensitivity and fulfilment.

### **Whole School Administration**

#### ***Instrumental Teachers***

1. All Instrumental teachers must be approved by the Principal and School Council.
2. Instrumental teachers must apply directly to the school office.
3. Instrumental teachers at Vermont Primary School and Kindergarten must have:
  - a. Current public liability insurance and certificate of currency must be provided to the school.
  - b. A Bachelor of Education (Music) preferred with current VIT registration.
    - i. And/or to have a minimum of Grade 5 AMEB qualification or equivalent.
  - c. A current Working with Children Check card and supply a copy to the school.
4. A contractual license agreement must be entered into with the School Council for external providers.
5. A cost of \$2 per session is to be made to the school in the first week of each Term. The payment covers loss of facility, heating, cleaning and lighting.

#### ***Instrumental Students***

1. Principal's permission needs to be obtained for a student to be included in the Private Music Lessons Program.
2. Lessons must be held before/after school or during recesses. Exceptions to this rule must be negotiated with the school Principal. This would be rarely granted.
  - a. Students must be at the expected level for their grade in academic areas of Mathematics and English for students to partake in a lesson during school time
  - b. Students attending lessons in class time must not occur during a specialist subject
  - c. Students attending lessons in class time must rotate each week to ensure the same subject is not missed on a regular basis

### **School Music Coordinator:**

The School Music Coordinator is responsible for:

1. Ensuring all Instrumental teachers comply with this Policy.
2. Coordination of Instrumental timetables, including room bookings.

3. Maintenance of records, for example, various forms relating to instruments and equipment.
4. Advising the instrumental teacher of all variations in the school routine.
5. Be the point of contact for questions from parents and Instrumental teachers.

### **Instrumental Teachers**

#### *Prior to Commencement*

1. Provide proof of Grade 5 AMEB qualification or equivalent.
2. Provide a copy of certificate of currency for public liability insurance.
3. Sign a licensed agreement between themselves and School Council.
4. Provide a copy of VIT registration or a current Working with Children Check card.
5. Meet with the Whole School Music Coordinator.
6. Confirm regular room bookings with the Whole School Music Coordinator
  - a. Room bookings are also required for make-up lessons

#### *School Procedures*

1. Enrolments for Instrumental Music Lessons are made to the Principal who will communicate with the Whole School Music Coordinator.
  - a. Students will be referred to you through the Whole School Music Coordinator
2. Notify the School Music Coordinator, as soon as possible, when circumstances (including illness) prevent attendance.
3. Keep a record of each student's attendance and progress. Progress should be reported to the parent/caregiver directly and upon request.
4. Sign In and Out of the school at the Main Office.
5. Collect students from and return them to the classroom.
  - a. No phone calls are to be made to the classrooms
6. Instrumental teachers are encouraged to give parents a contact phone number so that absenteeism can be advised directly to the student. Parents are encouraged to contact instrumental tutors regarding progress, and development of their child's development.
7. Refer to Whole School Administration – Instrument Students for details on available times to lessons.

### **Evaluation**

This policy works in conjunction with:

- Incursion and External Providers Policy
- Working with Children Check Policy
- Volunteers Policy

This policy will be reviewing on a 4 yearly cycle.