



PRIVATE INSTRUMENTAL AND VOCAL MUSIC TUITION HANDBOOK

2026

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www.spcc.qld.edu.au

Know you can.

PRIVATE TUITION PROGRAM

Private tuition is available in the following disciplines: Brass, Woodwind, Strings and Percussion, Piano and Voice. Private tuition lessons are arranged through the Private Tuition Co-ordinator, in conjunction with the private tuition tutor. Lesson times are scheduled on the same day each week and work on a rotating schedule so that the same class time is not missed each week.

Parents/Caregivers who are unsure of which instrument they would like their child to learn are welcome to discuss their options with the Private Tuition Co-ordinator.

PARENTAL INVOLVEMENT IN THE PROGRAM

Private tuition tutors welcome parental interest, inquiries and involvement in your child's music education. Parental interest and even supervision in the early stages will be most helpful to your child's motivation and success.

The setting up and implementing of a regular practice routine is a significant factor in the success of your child's musical endeavours. Parents/Caregivers can assist greatly in this area: knowing what practice requirements are, encouraging your child to practice at a regular time, entering the practice session in their book, etc. Discussions with tutors can occur at your child's lesson or by making an appointment directly with the relevant tutor.

FEES

Fees are set in accordance with the rate set by the QLD Music Teachers Association and will include a compulsory room hire fee as mandated by Brisbane Catholic Education. The current rate is \$44/30 minute lesson (plus room hire fee).

Accounts will be sent directly to parents/caregivers within the first two weeks of the term or the first two lessons. Payment is to be made directly to the individual tutor concerned within 14 days of the dated invoice. Non-payment of fees may result in suspension of lessons until such accounts are settled. Please communicate promptly, with the relevant tutor, any difficulty in the payment of invoices.

HIRING INSTRUMENTS THROUGH CLAVER

St Peter Claver College has limited instruments available for hire to students at a cost of **\$60 per semester**. This amount will be invoiced on the school fees.

Students and their families are responsible for additional equipment required for the instrument (e.g. replacement strings, cleaning cloths, reeds etc.).

In the event the instrument is broken beyond repair due to negligence, the instrument is not returned or is stolen/lost, the student and their family will be required to pay a replacement fee.

Please note that a Hire Agreement Form must be completed and signed by a parent/caregiver before an instrument is issued to a student. Hire is for a maximum of one school year.

If this affects your selection in regard to private tuition, please contact the Private Tuition Co-ordinator to discuss the opportunities available. Some information regarding the hire or purchase of instruments through music retailers is available from the Private Tuition Co-ordinator and the relevant tutors.

MISSED LESSONS

Tutors must be notified at least **24 hours in advance** if a child is unable to attend his/her music or drama lesson. A phone call directly to the tutor **by the start of the relevant day** can greatly assist the private tuition staff to plan their teaching programs. **Failure to notify** absences will result in lessons being charged to parents/caregivers. Credit or extra lessons for lessons missed is at the discretion of the Private Tuition Tutor.

TERMINATION OF LESSONS

Please note that a minimum of **four teaching weeks' notice in writing** to the Private Tuition Co-ordinator and the relevant tutor is required if a student is to terminate lessons. **An initial minimum commitment of one semester** is required.

INFORMATION FOR PARENTS/CAREGIVERS

Parents/Caregivers are encouraged to contact the Private Tuition Co-ordinator or the individual tutor to discuss any queries or concerns.

ENROLMENTS

To enrol for Private Instrumental and Vocal Music Tuition in 2026, please complete the form on page 4, and return to the Private Tuition Co-ordinator.

Please complete a separate form for each instrument to be learnt.

Please return to Sally Linneman Grennan (Private Tuition Co-ordinator) or via email at slinnemangrennan@bne.catholic.edu.au.

PRIVATE TUITION CONDITIONS

- A minimum of **four weeks' notice in writing** to the Private Tuition Co-ordinator and the tutor is required from parents/caregivers if tuition is to cease at any stage or four weeks tuition fees will be charged in lieu.
- Fees for 2026 are set at the minimum QLD Music Teachers' Association Fee Structure of \$44.00 per 30-minute lesson with the addition of a compulsory BCE room hire fee added.
- Students will receive eight lessons per term.
- Fees are payable directly to the tutor. Money will not be accepted at the College for payment of Private Instrumental and Vocal Music Tuition Lessons. Accounts will be issued at the commencement of the term and must be settled by the due date listed on the invoice (within 14 days of issue) or lessons may be suspended until payment is received.
- Lessons are on a rotational basis. Students should use a buddy system for each class to collect any handouts, home learning etc. that were covered while they were absent. **It is the individual student's responsibility to catch up on the missed work, not the subject's teacher.**
- Students are expected to attend all lessons and bring all tutor books, music and instruments to each lesson.
- Fixed lessons before/after school or at lunchtime are offered on a restricted basis. Only the following students are eligible for fixed times:
 - Senior students.
 - Students with learning and support requirements.
- If a student is unable to attend a lesson due to a school-related event (i.e. excursion/incursion, assessment/exam), they must advise their Private Tuition Tutor prior to their scheduled lesson. The tutor will endeavour to make up this lesson at another time providing they are given prior notice by the student or his/her parents/caregivers.
- If a student is sick, please call/text the tutor by 8.00 am on the day of the lesson.
- Timetables are issued by the tutor at the beginning of each term and updated as new enrolments are received. Students are required to keep a copy of their timetables.
- Enrolments are expected for a minimum of one semester (two terms).
- Students who learn an ensemble instrument are expected to play and/or sing in at least one ensemble that complements their chosen instrument or voice. Ensembles require a minimum commitment of one semester and students are required to attend all rehearsals and performances.

INSTRUMENTAL AND VOCAL MUSIC TUITION ENROLMENT FORM 2026

STUDENT INFORMATION			
Name:			
Year Level/Class (2026):		Date of Birth:	
PARENT/CAREGIVER INFORMATION			
Name/s:			
Address:			
Post Code:		Telephone (Home):	
Email:			
Mobile (Parent/Caregiver 1):			
Mobile (Parent/Caregiver 2):			
INSTRUMENT INFORMATION			
Please indicate the instrument you would like your child to learn. In some cases, a child's physical attributes (i.e. height, hand span, embouchure) will impact upon the suitability of the instrument selected, and further discussion will need to take place.			
<input type="checkbox"/> Brass	<input type="checkbox"/> Strings	<input type="checkbox"/> Woodwind	
<input type="checkbox"/> Trumpet <input type="checkbox"/> Trombone <input type="checkbox"/> Euphonium/Tuba	<input type="checkbox"/> Violin <input type="checkbox"/> Viola <input type="checkbox"/> Cello <input type="checkbox"/> Double Bass <input type="checkbox"/> Guitar <input type="checkbox"/> Bass Guitar <input type="checkbox"/> Ukulele	<input type="checkbox"/> Flute <input type="checkbox"/> Clarinet <input type="checkbox"/> Bass Clarinet <input type="checkbox"/> Saxophone (Alto/Tenor/Baritone)	
<input type="checkbox"/> Percussion			
<input type="checkbox"/> Piano			
<input type="checkbox"/> Theory			
<input type="checkbox"/> Voice			
OTHER INFORMATION			
Has your child received instruction on this instrument previously?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, for how many years:		Examination level achieved:	
Result:		Year attained:	
Does your child intend entering for examinations on this instrument?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
AGREEMENT			
I request tuition for my child and accept the Private Tuition Conditions and Fees.			
Parent/Caregiver Signature:		Date:	

St Peter Claver College has a tradition of musical excellence, seeking to offer every student the opportunity to develop their musical ability so that they may better be able to enjoy music, to take part in musical activities, or even to adopt the Arts as a career.

This is facilitated through the Classroom Music program in which all Year 7 students experience a term's exposure to music, learning to compose, respond to and perform music. Music is offered to Years 8 - 12 students as an elective subject on either a semester or year-long undertaking. The program of Private Instrumental and Vocal Music Tuition offers students the opportunity to learn a musical instrument on an individual basis. The instrumental ensembles and choirs give students the experience of group music-making. Performance opportunities both individually and in ensembles are provided throughout the year.

"Music is the universal language of mankind" - Henry Wadsworth Longfellow

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