

Instrumental Music Program at SHC

Policy for students leaving class to attend an Instrumental Music Lesson

- ♪ Instrumental staff prepare their timetables (at least) one week in advance, taking into considerations events in the college calendar, including:
 - Assemblies
 - Year Level
 - General
 - Masses
 - Excursions/incursions as provided by the student
 - Assessments (i.e. tests, exams, presentations) as provided by the student

- ♪ Instrumental Staff provide their timetable one week in advance through:
 - Email to student & parent
 - Hard copy in three places:
 - Staff Room (in clear plastic holder on noticeboard next to extras);
 - Front Office; and
 - Upstairs in the Music Department stairwell

- ♪ To minimise disruption to classes, instrumental lesson timetable will roll in one of two ways:
 - Week 1 – 9am, week 2 – 9:30am, week 3 – 10am, etc.; or
 - Weeks 1&2 – 9am, weeks 3&4 – 9:30am, weeks 5&6 – 10am, etc.
 - Please note that as some lessons are 45 or 60 minutes, times are adjusted accordingly
 - Senior students have priority in requesting static timeslots (within their free timetabled periods)

- ♪ Students **MUST** attend instrumental lesson with their diary, which is then stamped and signed by Instrumental Staff, validating that the student attended the lesson.

- ♪ If the student does not bring their diary, they are sent back to class to get it. If they are unable to bring their diary to class, they forfeit their lesson and are charged accordingly.

- ♪ Students are to return promptly to their class after storing their instrument (if necessary).

- ♪ The onus is on the student to **proactively** seek out the work missed in class.

- ♪ Teaching staff are asked to support this procedure (in all learning areas) in order that students are afforded an effective opportunity for the students' learning. Should queries arise, the first point of contact is the Music Coordinator.