



# STAWELL SECONDARY COLLEGE

## **Instrumental Lesson Scheduling Policy**

### **Rationale:**

- The instrumental lesson scheduling policy guides the Music Co-ordinator, Instrumental Music Teachers, students and parents involved in the program to have clear expectations and communication around the scheduling and attendance in the music program.
- The instrumental lesson scheduling policy clarifies the music program's processes and place in the whole school program for the benefit of classroom teachers' understanding.

### **Aims:**

- To guide timetabling and attendance in the instrumental music program for individuals or small groups.

### **Date Effective:**

- 5/03/2017

### **Responsibilities:**

- The Music Co-ordinator is responsible for the management of this policy within the music staff and student body.

### **Implementation:**

- Timetables for "This Week" and "Next Week" should be on the relevant noticeboards and on SMT notices on Monday morning.
- Before the end of school on Friday of each week copies of timetables for the following 2 weeks will be posted to the staff SMT news and emailed to all instrumental students and any instrumental students' parents that wish to receive the email.
- Home Group and classroom teachers will be able to check the bulletin to verify students needing to attend lessons.
- Instrumental teachers mark the attendance of students directly into SMT when holding a lesson.
- Last minute swaps should be communicated to classroom teachers by music staff either face-to-face or via email AND marked in SMT rolls.
- Lessons will not be scheduled for students who have not returned forms and paid their lesson fees.
- Lessons will begin in the week following the payment of fees.
- Payment entitles students to a 35 minute group lesson. Individual lessons will be granted where timetabling space allows.
- With consultation, some tolerance will be allowed for students sitting AMEB exams early in semester 2, but these students should have been encouraged to re-enrol prior to the holidays.
- The green "Instrumental Lesson Form" includes a contractual agreement that the students will catch up on any work missed due to participating in the music program.



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- Where possible, Year 11 and 12 students should have lessons during study periods or scheduled Elective Music times. Where this is not possible lessons should be rotated as evenly through the students' timetable as possible with allowances for the communicated assessment schedule.
- Year 11 & 10 students studying subjects a year ahead should not have lessons during those subject's times (it is the students' responsibility to notify the Music Co-Ordinator of this.)
- Year 7-10 students: Some subjects can be avoided in (but not usually excluded from) lesson rotations to a limited extent. All instrumental staff have limited availability and the rotations need to be kept as broad as possible.
- If there is a very specific reason why a student cannot withdraw from class for their instrumental lesson (eg. Students being taken off campus, a conflict with a major assessment, or a subject where a student is having difficulty keeping up) staff and students are asked to please inform the Music Co-ordinator ahead of time so that a swap can be organised. If advance notification is not possible an email to the Music Co-Ordinator validating the student's absence from their instrumental lesson would be appreciated, to save a lot of follow up time.
- Any complaints about timetabling from teaching staff should be taken directly to the Music Co-ordinator, not channelled through students.
- It is the student's responsibility to remember their lesson times. Instrumental teachers will use their own discretion in choosing to come to collect students from class with consideration of students' experience and developing skills in self-organisation.
- Known or expected absences should be advised in advance so that the space can be made available if there is a need for a swap.
  - Isolated absences are to be discussed between teacher and student.
  - Instrumental staff are to notify the Music Co-ordinator of 2<sup>nd</sup> consecutive absence or 3<sup>rd</sup> absence in 6 weeks.
  - Habitual absences are to be followed up directly with students through Music Co-ordinator and Home Group teachers.
  - 3<sup>rd</sup> consecutive absence or 4<sup>th</sup> absence in 8 weeks should trigger contact with parents.
  - Any absence where a student has withdrawn from class for a lesson but not attended that lesson should follow the general unexplained absence protocol.
- Students deceitfully leaving class using music as an excuse will not be tolerated. (The timetable can be checked through SMT so there are no excuses for students being unsure)
  - Students caught once will forfeit their next lesson and a warning letter will be sent home to parents.
  - Students caught a second time will permanently forfeit their place in the music program and their non-refundable music fees for that semester.
- Students who are internally suspended on the day of their music lesson will forfeit their music lesson just as they forfeit their right to attend all other classes on that day regardless of upcoming assessments.



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## **Evaluation:**

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in August, every two years. The review will be led by the Music Coordinator and referred to the Policy Subcommittee and School Council for ratification.

Last reviewed: July 2019  
Next review date: August 2021

## **Update history:**

First issued	March 2017
Date of update	Summary of change(s)
12/07/2019	Capital letters and addition of "parents" in the first point of the rationale. Under "responsibilities" the term "students" is replaced with "student body" for better grammar. Implementation point 1; noticeboard is now plural – noticeboards. Implementation point 5; add the word "rolls" at the end of the sentence. Implementation point 6; insert "returned forms and" Implementation point 10; add the sentence: "Where this is not possible lessons should be rotated as evenly through the students' timetable as possible with allowances for the communicated assessment schedule." Implementation point 13; add "and students" to people responsible for informing the music co-ordinator about scheduling conflicts. Also correct "and email" to "an email" and replace "as it will" to "to". Implementation point 16.2; insert word "permanently" and remove brackets. A new point inserted between points 9 & 10 referring to the lesson contract clause about students keeping up with their missed work.