

# Flemington Primary School

## Instrumental Music Finances

### Policy



#### 1. PURPOSE AND RATIONALE:

The School Council runs a user pays Instrumental Music Program. This policy gives stakeholders in the Instrumental Music Program a clear understanding of the ethos of the program and their part in this.

#### 2. POLICY STATEMENT:

The Instrumental Music Finances Policy is in place to ensure the smooth financial operation of the Flemington Primary School Instrumental Music Program. Any queries regarding this policy should be addressed to the School's business officer, the School Council Treasurer or to the Principal.

#### 3. DEFINITIONS:

- None

#### 4. ACTION GUIDELINES:

The School's Instrumental Music Program is user pays and thus reliant on the prompt and regular payment of lesson fees. Staffing allocations and decisions as to which lessons and ensembles are offered are dependent on this.

##### **Expectations of the School**

The School will deliver an agreed amount of lessons per term with a make-up lesson in the last week of term where necessary. The number of lessons will vary according to the length of the term but will generally be one less than the number of weeks in the term. This will be clearly stated on the invoice. Make-up lessons will only be offered in the event of the teacher being unable to deliver the lesson or school based events (e.g. excursions) causing the lesson to be missed; not if the student is absent or misses the lesson for reasons outside the control of the School.

In the exceptional circumstance that the School is unable to deliver the required amount of lessons per term, credits shall be organised by the School.

Parents/carers will be invoiced for the coming term in the final 2 weeks of the preceding term, with payment expected by the first week of the following term. This will give a total of 4 weeks for payment to be made.

Invoices for Term 1 will be sent out with the offer of a place in the program in December of the previous year, with payment due before lessons commence at the start of Term 1.

The invoice will clearly state the amount of lessons, whether they are individual or shared and their cost. Should the School not be able to provide the lesson size or instrument requested, contact will be made

prior to invoicing and parents given the opportunity to withdraw their child or agree to the change proposed by the School.

#### **Expectations of parents and carers.**

Parents/carers are expected to pay fees by the date shown on the invoice so that teachers can be employed and ensembles organised accordingly. Non-payment will be referred to the Principal and the child's place within the program will not be guaranteed.

Should Parents/carers wish to query any of these details, they must do so in writing within 7 days of receiving the invoice. Similarly if parents wish to withdraw their child from the program, they must do so before the next term commences. Once the term commences, no refund of fees will be available, even if a parent decides to withdraw their child from lessons.

Should Parents/carers experience hardship with regard to the payment of fees but wish their child to continue in the program, they are encouraged to contact the School's Business Manager who can negotiate an individual payment system to meet their needs.

### **5. MONITORING, REPORTING AND REVIEW:**

The Instrumental Music Finances Policy will be sent home to all families who have elected to join the program at the beginning of each year. The policy will also be displayed on the School website. The policy will run alongside documentation from the music department detailing lesson time, length and size, and expectations regarding practise, attendance at lessons and participation in musical events such as concerts.

Additionally individual instrumental teachers will notify parents by email when a makeup lesson occurs. They will also notify the instrumental coordinator, Vern O'Hara so that he has oversight of the program. Parents/carers who believe their child is due more makeup lessons than they have received are to contact Vern O'Hara in order that discrepancies can be rectified.

The program's finances will be reviewed annually to consider whether it is possible to offer scholarships to those students for whom financial cost is a barrier to participation.

### **6. RELATED POLICIES AND DOCUMENTS:**

- Instrumental Music Policy
- Parent Payment Policy

### **7. REFERENCES:**

- DET Parent Payments  
<http://www.education.vic.gov.au/school/principals/spag/management/pages/parentpayments.aspx>

### **8. REVISION HISTORY:**

This policy was ratified by School Council in on February 26<sup>th</sup>, 2018.

It will be reviewed as determined by School Council or every 3 years.