

Dear Parents/Guardians,

Thank you for your interest in your child joining the **Northmead HS** band program in 2025. Teaching Services Australia works closely with NHS to provide an inclusive and equitable instrumental tuition program and welcome you as you embark upon this journey with us.

For many students, band is the first exposure they have to instrumental music. Whether they join band as a fun, social experience or as a stepping stone to more serious music making we aim to give all students the skills and knowledge necessary to succeed on their instrument and hope to inspire them to delve further into the rewarding world of music and the benefits it offers.

The following steps are necessary to complete your child's enrolment:

**Step 1)** Read the *Terms & Conditions* overleaf

**Step 2)** Discuss and finalise your child's choice of instrument – if your child already plays a concert band instrument then obviously this will most likely be their instrument of choice, however it is possible to change instruments or take up a second concert band instrument if they wish. **If you have never played a concert band instrument before** and would like advice on instrument selection, contact TSA's Music Director, Steven Lavis – [steve@teachingservices.com.au](mailto:steve@teachingservices.com.au) or call **9651 7333**.

**Step 3)** Enrol online before Monday December 16 2024  
(Do not return forms to the school office as your enrolment may not be processed)

**Our preference is for online enrolment**

Use the QR code or visit: [enrol.teachingservices.com.au](http://enrol.teachingservices.com.au)



Forms may also be returned by email. Scan or send a clear photo of forms (including *Instrument Rental* or *Instrument Purchase* as required to: [enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au).

Please ensure you have provided an email address with your enrolment. Email is our primary means of communication with parents.

Should you have questions email [enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au) or call our office on **9651 7333** (ext 2). There is also useful information on our website – [www.teachingservices.com.au](http://www.teachingservices.com.au).

Band rehearsals take place each Monday afternoon from 2:30pm-4:00pm in room 81. **Rehearsals commence for 2025 on Monday 10 February.**

Thank you again for supporting your child's interest in music. Properly encouraged this interest will grow and with practice and time the gift of making music will change your child's life forever.

Kind regards,

**Ben Miesch**  
Director

**Steven Lavis**  
General Manager

# Terms & Conditions – Northmead HS

## **Band rehearsals**

Rehearsals are where all children come together to play as a full band and take place after school each Monday afternoon. The structure, duration and rehearsal content will vary according to enrolment numbers, instrumentation and student ability.

## **Tuition**

In addition to full band rehearsal, students also participate in small group 'sectional' tutorials. These also take place on a Monday afternoon and the timing, structure and duration of these will depend on final enrolment numbers. The cost of these group 'sectional' tutorials is included in your band fees.

*Private (individual) tuition* – for students wishing to extend themselves or for those who require extra help to catch up there is also the option of enrolling in individual tuition. Individual tuition typically takes place on Mondays during class time or immediately following band rehearsal but may also be available on other afternoons or at other times. Discuss with TSA for further information. There is an additional charge for individual tuition (see below).

## **Fees**

- **Band Rehearsal (\$230 per term)** – this includes full rehearsal plus small group 'sectional' tutorial
- **OPTIONAL EXTRA – Private tutorials (\$510 per term)** – students enrolled in private tuition are charged a discounted Band Rehearsal fee of \$115 per term

Band and lessons are provided on a term basis, with a term typically consisting of 9 -11 lessons or performance opportunities. Fees are payable at the commencement of each term and include *all* tutorials/band rehearsals and performances for the term. If a public holiday, pupil-free day or other 'whole school' activity occurs and **less than 9 lessons/performances** are achieved in that term, an alternative lesson/performance opportunity will be provided. Due to timetabling restrictions & varying term lengths, this extra lesson/performance may not always take place in the same term.

## **Payment**

If you have not chosen to set up a direct debit, an invoice will be emailed to you at the beginning of each term and is **payable within 14 days**. Payment options include credit card, cheque, money order and EFT. You may incur late fees or your child may be excluded from rehearsals and lessons if fees are unpaid. *NOTE – TSA is registered for NSW Government's 'Creative Kids' program. Details on how to use this \$100 voucher towards your school band fees can be found on the TSA website.*

## **Student Absences**

Tuition is a **commitment for a full term**. Due to the nature of group lessons, individual student absences cannot be made up. As such, no refund is provided for student absences from group lessons.

## **Withdrawal**

Minimum commitment for tuition is one term. Notice of withdrawal must be given to the TSA office **prior to the new term commencing** or that term's tuition fees will be charged. No refund is given for mid-term withdrawal (*we will give consideration for hardship*).

## **Practice**

It is expected that students will spend regular time at home practising their instrument. At least 3x20min practices per week required.

## **Correspondence**

Enrolment, fees and general enquiries should be directed to the TSA main office. The most effective means of contact is by calling or emailing the TSA office directly. Your child's school office will not be responsible for handling TSA business. Notes sent to school often take days or weeks to arrive at TSA so please contact TSA **directly**.

## **Instrument**

Buying or hiring an instrument is an extra cost and is not included in tuition fees. It will also become obvious that some instruments cost more than others. If price is an obstacle we encourage you to contact us for advice and avoid buying a cheap version of an expensive instrument as this can end up costing you more in repairs and depreciation. See the *Instrument Purchase Agreement* for further tips.

## **Accessories**

Students will need to bring an A4 plastic sleeve display folder with them to rehearsals. They will also need a music stand to practise at home. Reeds, valve oil, bass guitar leads and other accessories are also the responsibility of students to bring along. TSA is able to help supply these accessories and you can call our office on 9651 7333 for help or to order over the phone.

## **Resource & Facility Hire Levy**

In addition to a student's individual accessories the band also requires several 'general' resources such as sheet music, music stands, percussion, amplifiers, etc. The vast bulk of these items are provided by NHS from the CAPA budget and fundraising but there is a number of incidental expenses incurred each term that are not part of band rehearsal fees or NHS CAPA budget. These are covered by a \$10 "Band Resource Levy" charged along with tuition fees each term. Should there be surplus funds remaining at the end of the year, these are applied back to the Concert Band program in whatever way is most appropriate. Typically this will be in the form of additional rehearsal or performance time but may also take the form of subsidies, scholarships, workshops etc.

## **Enrolment Fee**

The \$30 enrolment fee is a one off compulsory fee that covers the cost of all enrolment administration for your child to join the school band. You do not need to pay this in advance, it will be included in the term 1 invoice which will be sent out early in term 1.

## **Photography & Video**

TSA occasionally uses photographs and video recordings of students on its website, in brochures, newsletters and other promotional material. No personal details or surnames will be used and photos/videos are used in accordance with TSA's *Child-Safe* policies. If you do not wish TSA to display photos/video of your child please notify TSA in writing or via email – [info@teachingservices.com.au](mailto:info@teachingservices.com.au).



# TSA Enrolment Form – Northmead HS



Online enrolment preferred:

Use QR code or go to [enrol.teachingservices.com.au](http://enrol.teachingservices.com.au)

(enrol before Dec 16, 2024)

or complete *all* sections of required forms below and return via email to: [enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au)

**\*DO NOT RETURN FORMS TO SCHOOL OFFICE\***

## Enrolment Details

**PRINT CLEARLY IN BLOCK LETTERS**

**Student Name:** \_\_\_\_\_ **Class:** (2025) \_\_\_\_\_

**School:** Northmead HS **Instrument:** \_\_\_\_\_

**Tuition Option**  Band Rehearsal Fee - \$230 per term (payment not required with enrolment, invoices will be emailed in Term 1)

Please Tick

Private Tuition - \$510 per term *plus* \$115 per term Band Rehearsal Fee

Plus TSA resource levy of \$10 per term.

**Names of Parents/Guardians:** \_\_\_\_\_

**Address:** \_\_\_\_\_ (Postcode) \_\_\_\_\_

**Phone:** (Mob) \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Email Address** (PLEASE PRINT CLEARLY) \_\_\_\_\_

## Instrument Please tick one

I wish to **HIRE** an instrument through TSA (please return the blue *Instrument Rental Agreement*)

I wish to **BUY** an instrument from TSA (please return the yellow *Instrument Purchase Agreement*)

I will organise my **OWN** instrument (for advice please read the yellow *Choosing The Right Instrument*)

## Accessories

I will organise my **OWN** accessories

or

I wish to buy a **music stand** from TSA \$27 + \$4 postage = \$ \_\_\_\_\_

**Plus** (clarinet/saxophone players only)

I wish to buy **reeds** (box of 10) from TSA Clarinet (\$43) / Sax (\$60) circle one (no postage) = \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Below are my Visa/ MasterCard details (Charges made when goods ready to ship, from 13 Jan 2025)

Card#: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ CCV#: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please tick this box if you would like TSA to use this Credit Card to automatically debit lesson fees at the commencement of each term.

## Terms and Conditions: (complete this section to finalise your child's enrolment)

*My signature below indicates that I have read and understood all terms and conditions enclosed.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_