

WRPS Senior Ensemble Enrolment

Dear Parents/Guardians,

Thank you for your child's interest in joining the **West Ryde PS** ensemble program again in 2020. Teaching Services Australia works closely with WRPS to provide an inclusive and equitable instrumental tuition program and welcome you as you embark upon this journey with us.

This enrolment pack is for students who have ***already learned a string or band instrument for at least 12 months*** and who will be joining our Senior String Ensemble or Senior Concert Band. If your child is a beginner, please disregard this enrolment pack and contact TSA office for a copy of our beginner string or band enrolment packs.

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

- Step 1)** Read the *Terms & Conditions* overleaf
- Step 2)** Fill out the *TSA Enrolment Form* completely
- Step 3)** Contact your private tutor and arrange weekly tuition
- Step 4)** Return all forms **to TSA directly** no later than Monday 16 December 2019. Do not return forms to the school office as your enrolment may not be processed.

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

Forms may be returned by post, fax or email. If emailing please scan or send a clear photo of forms to enrolments@teachingservices.com.au.

Should you have questions email info@teachingservices.com.au or call us on **9651 7333**. You will also find some useful information on our website – www.teachingservices.com.au.

Rehearsal times have been communicated to parents via email and appear on the cover sheet of this enrolment pack. If you have any questions around rehearsal times, location or content please email steve@teachingservices.com.au.

Thank you 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 – WRPS Senior Ensembles

Rehearsals - \$71.50 per term

Fees include a weekly rehearsal plus most regular performances. Any events which require additional cost (such as workshops, band camp, etc) will be optional and clearly communicated well in advance.

Private Tuition - \$395 per term (PLUS band fee, above)

If you are unable to source a local private tutor yourself directly TSA may be able to assist. Private tuition with a TSA staff member costs \$395 per term for a 30min individual lesson. Please discuss with TSA office before enrolling in private tuition.

Fees

Rehearsal and lessons are provided on a term basis, with a term typically consisting of 9 -11 rehearsals/lessons or performance opportunities. Fees are payable at the commencement of each term and include *all* rehearsals/lessons and performances for the term. If a public holiday, pupil-free day or other 'whole school' activity occurs and **less than 9 rehearsals/lessons/performances** are achieved in that term, an alternate lesson/rehearsal/performance opportunity will be provided. Due to timetabling restrictions & varying term lengths, this extra opportunity 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 structure of the program, individual student absences cannot be made up. As such, no refund is provided for student absences from rehearsals or 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, fee 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 require a variety of accessories for rehearsal and lessons. Every instrument is different and your private tutor will be the best person to advise. Most commonly students will require a tutor book (\$20-\$30), a music stand for home practise (about \$25) plus specific items such as rosin, oil, reeds, cleaners, etc. TSA is happy to offer discounts on accessory purchases to our students.

Resource & Facility Hire Levy

Running an ensemble program requires resources such as sheet music, stands, percussion equipment, amplifiers, etc. This is covered by TSA's resource levy (\$10 per term). Some schools may also charge a facility hire fee for music lessons to be held at the school. The facility hire fee varies from school to school, usually between \$10-\$30 per term. *West Ryde PS does not charge a facility hire fee.*

Enrolment Fee

TSA charges new students a \$25 enrolment fee. This enrolment fee has been waived for senior band and string students at WRPS.

Photography

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

TSA Enrolment Form – WRPS (senior ensembles)

Please fill out *all* sections of the forms below along with any instrument hire/purchase forms and return via:

*email – enrolments@teachingservices.com.au

*post – P.O. Box 87, Kenthurst, NSW 2156

*fax – 9651 7133

DO NOT RETURN FORMS TO SCHOOL OFFICE

Enrolment Details

PRINT CLEARLY IN BLOCK LETTERS

Student Name: _____ **Class:** (2020) _____

School: West Ryde PS **Instrument:** _____

Tuition Option Rehearsal Only (recommended) - \$71.50 per term

Please Tick

Private Tuition - \$395 per term *plus* \$71.50 per term Rehearsal fee

(payment not required with enrolment, invoices will be emailed in Term 1)

Names of Parents/Guardians: _____

Address: _____ (Postcode) _____

Phone: (Mob) _____ (Home) _____ (Work) _____

Email Address (PLEASE PRINT CLEARLY) _____

Instrument Please tick one

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

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*)

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:** ____/____/____