

STUDENT RESPONSIBILITIES IN INSTRUMENTAL AND VOCAL LEARNING



METHODIST
LADIES'
COLLEGE

Once you are enrolled for tuition, you will be expected to fulfill the following responsibilities:

1. To notify your tutor, or the Music Administrator, one full week in advance if you are going to be unable to attend a lesson because of a school camp, sports carnival, excursion or incursion.

Check your College diary when you are scheduling your lessons with your tutor making sure that you are able to attend at the time that is being scheduled

2. To know the time and day of your next lesson.

- Make a record of your lesson time in your Music Record Book. If you have an iPad enter the time of your lesson in your calendar.
- Where possible, check your Coneqt-5 timetable.
- A timetable is also displayed on the Music Department noticeboard.

3. To practise regularly and conscientiously between lessons

4. Use your Music Record Book to help you remember what to practice and how to practice.

5. Make sure your parents sign your Music Record Book each week.

6. To excuse yourself politely from your subject lesson.

- Inform your class or subject teacher at the start of the period that you have an instrumental or vocal lesson.
- Ask politely to be excused from your lesson 5 minutes before your lesson is scheduled to begin.
- All your class or subject teachers will be able to see your lesson time on their digital attendance record.

7. To attend each lesson punctually, remembering your instrument, music books and Music Record Book.

8. Students in Kindergarten to Year 3 must wait in their classroom for their instrumental tutor to collect them for their lesson.

9. To return immediately to your timetabled lesson as soon as your music lesson has finished.

10. To catch up on any class work missed while you have been attending your music lesson,

- Ask your teacher and/or your peers about things you may have missed or tasks that may have been set.

11. If you are in Middle or Senior Years, you must sign the Attendance Book at the Music Department Reception desk immediately before and after each lesson. You must also take a 'Music Lesson Attendance' note to your class teacher when you return to class after a lesson.

12. To make sure your instrument is safe and secure at all times.

13. When you are at College, keep your instrument in the lockers on the lower level of the Music Department.

14. Label your instrument case. Luggage labels are available from the Music Administrator.

• It is your responsibility to look after College instruments as your own. Your parents may have to pay for damage to them whilst they are in your care.

- Keep your instrument clean and report any problems immediately to the Music Administrator.

IMPORTANT

If you miss a lesson your parents will still be charged for the lesson unless you notify as follows:

- 1. One week before the lesson (i.e. at your previous lesson) if you know you are going to be absent. You should notify your Instrumental or Vocal Tutor in person in the previous lesson or send them an e-mail prior to that time.**
- 2. By 6.00pm on the day before the lesson if something happens unexpectedly (for example, you are taken ill). E-mails must be sent to your Instrumental or Vocal Tutor and cc-ed to music@mlc.wa.edu.au.**

PARENTS: Please take time to run through this list of responsibilities with your daughter.