



St. Norbert  
College

23 April 2020

Dear Parents and Guardians of Music Students

I am writing to provide you with some significant updates to the College Instrumental/Vocal Music Program for Term 2.

In response to the recent updates from our College Principal, **instrumental and vocal music lessons will now commence on Monday 4<sup>th</sup> May (Week 2)**. Due to the change in starting date, parents who have already paid for lessons for the whole term will receive a make-up lesson towards the end of Term 2. Make-ups for missed lessons from Term 1 may also be offered towards the end of the term.

Parents will be **sent the music timetables for Term 2 on Friday 1<sup>st</sup> May** for parents who have made payment to tutors. This will be done via email by Katherine Friend (Performing Arts Administration Assistant).

It is important to note that like classroom teachers, some instrumental tutors meet the criteria for working from home. Parents will be informed if the tutor will be delivering lessons through MS Teams or face-to-face when they receive their timetables next week. All tutors have received appropriate training in the use of MS Teams in lieu of face-to-face delivery. With this in mind, the process for lessons is as follows:

- If a student is studying from home, they will have their lesson through Microsoft Teams at their scheduled lesson time
- If a student is studying at school and their tutor is also delivering lessons from school, the student may attend their lesson in person at the scheduled time as they normally would in the Xanten Performing Arts Centre Practise Rooms (socially distanced as best as possible)
- If a student is studying at school but their tutor is delivering lessons from home, the student may attend their lesson at the scheduled time and undertake their online lesson in the Xanten Performing Arts Centre Practise Rooms. This will be supervised by Mr Chadwick Beins and Mrs Katherine Freind

There are two further updates that are important for students when using MS Teams:

1. **Students MUST be wearing their College PE Uniform** when undertaking online music lessons. Casual dress will not be accepted with the lesson automatically terminated and a charge made for the lesson
2. **Students must wait for an invitation to join the lesson by their tutor.** This is outlined in the updated guide attached to this letter

I thank you again for your continued support of the Music Program at St Norbert College and am available to answer any queries that you may have through email only at [cbeins@norbert.wa.edu.au](mailto:cbeins@norbert.wa.edu.au). For more information about Term 2, please see [www.norbert.wa.edu.au/about-snc/covid-19-updates/](http://www.norbert.wa.edu.au/about-snc/covid-19-updates/).

Kind regards

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