MUSIC PROGRAM

AD OMNIA PARATUS

2026 INSTRUMENTAL/VOCAL TUITION

The St Norbert College Music Program provides a broad range of opportunities for students in all year groups.

Classroom Music is an elective subject for Years 7 to 12, in which students develop theoretical, historical, aural, composition and practical skills in a diverse range of musical genres and styles. Classroom Music aims to support the Instrumental/Vocal Music Program and provide students with a strong foundation that can be enhanced in tuition. Further information about Classroom Music is available in the College Curriculum Handbook, Years 7 –10, for 2026.

College Ensembles provide another layer to the Music Program and aim to extend on students' classroom, instrumental and vocal learning. Ensembles rehearse before and after school or at lunchtime throughout the week, directed by highly experienced and industry professional teachers.

The information in this handbook relates to Instrumental/Vocal Tuition, which is available to students in weekly 30-minute individual tuition of an instrument of their choice. Students can enrol in instrumental/vocal lessons by completing the Instrumental/Vocal Tuition Application Form available from the Xanten Performing Arts Centre or by contacting Ms Tania Harvey on tania.harvey@norbert.wa.edu.au or 9350 5433.

ST NORBERT COLLEGE ARTS STAFF

Ms Karen Cassidy
Head of Learning Area – The Arts
karen.cassidy@norbert.wa.edu.au

Mr Luke Di Labio
Director of Music
luke.dilabio@norbert.wa.edu.au

Ms Tania Harvey
Performing Arts Administration
tania.harvey@norbert.wa.edu.au

FEES AND PAYMENT PROCEDURE

The fees for **2026 are $38 per 30-minute** lesson for all instruments and voice. The number of lessons will vary from term to term. The procedure for payment of fees is as follows:

1. Invoices for Term 1 will be sent out by the tutors in the **first week of Term 1** and due in **full or part thereof on an agreed payment plan by Wednesday 11 February 2026.**

2. Invoices for Terms 2, 3 and 4 will be sent out approximately halfway through the current Term with payment due **in full or part thereof on an agreed payment plan by Thursday of Week 9.**

3. If payment is not received by the due date, tutors will then inform Performing Arts Administration of overdue payment and the student will be removed from the timetable for the following term.

To commence tuition, parent/carers must fill in the Application for Instrumental/Vocal Tuition Form and return it to Performing Arts Administration. Once a student is enrolled for lessons they are automatically enrolled for selected lessons from term to term, year to year. In order to cease tuition without financial penalty, Performing Arts Administration must receive a written request by **Friday Week 9** of the current term.

No student may commence or withdraw from instrumental/vocal tuition without a written notification from a parent/carer.

NOTICE OF LESSON ABSENCE (MISSED LESSONS)

Parent/carers will be charged for all lessons that their son/daughter attends and for all lessons that their son/daughter is absent from for which the tutor has not received appropriate notice. Appropriate notice refers to the following:

Illness: If a student is absent from a lesson due to illness, tutors and/or Arts Administration must be notified by a **parent/carer no later than 8.00am on the day of their scheduled lesson.** Failure to notify will result in the lesson being forfeited and no credit or make up lesson will be offered.

Assessments (including tests and exams), excursions, carnivals, College Masses or events, **at least one weeks notice must be given** to Arts Administration to arrange any changes. If appropriate notice is not provided or a lesson swap has not been arranged with another student, the lesson will be forfeited and no credit or make up lesson will be offered.

It is not the responsibility of the instrumental tutors or Arts Administration to collect students from class if they are at school but forget to attend a lesson. A **three-strike policy** comes into play whereby students may be collected from class on the **first two** occasions. From the **third occasion** onwards, students will no longer be collected from class, and any missed lesson will not be **credited**. Students are encouraged to make a note of their lesson times in their diary. Alternatively, parent/carers can set up a reminder on their child's SNC SEQTA Engage timetable. Please contact Arts Administrations for Instructions.

Parent/carers will not be charged for lessons that are not scheduled due to a tutor absence or if the tutor excuses the student due to other reasons. In case of tutor absence, make up lessons will be scheduled and notified via email to both students and parent/carers. If it is not possible for the tutor to schedule a make up lesson, a credit will be applied.

LESSON TIMES

Lessons are organised on a rotating timetable. The timetable is designed in such a way that the students should not miss the same school period each week. Subject teachers are notified of student lessons through SEQTA.

T**imetables** are emailed to students and parent/carers at the start of the term and are displayed on a board outside Practice Room 1.

Students are responsible for checking their own lesson times and arranging any lesson swaps directly with other students. If a swap has been agreed upon, it is the responsibility of the student to inform Arts Administration so that the change can be updated in SEQTA to avoid being marked absent.

PRACTISE JOURNAL

All students are required to keep a Practise Journal that must be signed regularly by parent/carers. Practise Journals are a valuable form of communication between tutor and parent/carers with regard to student progress in lessons. Practise Journals are available from Performing Arts Administration.

SCHOOL INSTRUMENT USAGE/HIRE FEE

St Norbert College offers instruments to students for a fee of $30 per term ($120 per year), per instrument, subject to availability. The instruments currently available for hire are Flute, Clarinet, Saxophone (Alto & Tenor), Trumpet, Trombone, Violin and Cello. Hire of additional instruments is also available through external hirers (please check with the Performing Arts Department for further information). The payment of this charge helps to cover the cost of replacing, upgrading and maintaining instruments, and also entitles the student to the use of the instrument during school holidays. Negligent or careless damage is not covered by this fee and repair costs will be charged to the hirer. The hire fee will be charged by the school at the beginning of each semester. A hire agreement is required to be signed by the parent/carer and student. Upon return, the tutor must inspect the instrument and sign a return form.

Parent/carers are strongly encouraged to purchase an instrument by the end of the year when the student demonstrates and maintains good progress, and wishes to continue lessons. The Performing Arts Department is able to offer advice on how and where to buy an instrument if needed. In the event of a student withdrawing from lessons, the hire instrument must be returned to the Performing Arts Department at the end of the final lesson.

STORAGE AND CARE OF INSTRUMENTS

While on school premises, all instruments whether hired or privately owned must be stored neatly in the Xanten Performing Arts Centre. All students are responsible for the security of their own instrument and school-owned instruments. Cases should be clearly identified with the student's name, address and telephone number. Instruments belonging to St Norbert College (hired instruments) will already have an identification number. Students are expected to clean their instruments regularly and must consult their teacher on the appropriate methods. St Norbert College is not liable for the loss or damage of instruments while stored on premises.

EVALUATION AND REPORTING

All students enrolled in Instrumental/Vocal Tuition receive an individual Instrumental report at the end of each semester.

ACADEMIC AND BEHAVIOUR STANDARDS

Students involved in the Music Program at St Norbert College are expected to maintain a high level of academic and behaviour standards. Students are expected to maintain a C-grade average across all academic subjects. In addition to this, students who demonstrate poor behaviour or breach any College rules and expectations will be at risk of being withdrawn from the program. Withdrawal will be in consultation with the parent/carer and the Director of Music.

STUDENT PRACTISE

Below are suggested daily practice times required for the different levels of instrumental learning. Students are expected to practice for lessons five or six days a week.

First year of learning	20-30 minutes a day
Second year of learning	30-40 minutes a day
Third year of learning	40-50 minutes a day
Fourth year of learning	1 hour a day or more

STUDENT RESPONSIBILITIES INCLUDE:

1. To know the time and day of their next lesson. Timetables are available in the Xanten Performing Arts Centre. The students must write their lesson times in their College Diary and keep a copy of their timetable in their College Diary or on their laptops.
2. To inform their subject teacher at the start of the period when they have an instrumental/vocal lesson. This can be done by showing the music timetable to the subject teacher.
3. To attend and be on time to each lesson with appropriate equipment (instrument, music books, Practise Journal). **It is not the responsibility of the tutor to collect a student from class.**
4. To inform their instrumental/vocal teacher of any timetable clashes at least one week in advance of any absence except in the case of illness. eg. Assessments, examinations etc.
5. To return promptly to the school's timetabled period after the instrumental/vocal lesson has finished.

CURRICULUM CLASSROOM MUSIC

Students who are learning an instrument or voice through the College's Instrumental/Vocal Music Program are expected to undertake Classroom Music as an elective subject in Years 8-10 to further enhance their understanding of theoretical. aural and cultural/historical concepts covered in their weekly lessons. Subject selections for all students occur in Term 3.

ENSEMBLE PROGRAM

Students who are learning an instrument or voice through the College's Instrumental/Vocal Music Program must participate in at least one College ensemble. All students are encouraged to join the unauditioned College Chorale or Liturgical Music. Students are expected to sign a contract upon commencement and will receive a rehearsal schedule for the year.

Benefits of College Ensembles: 'Musical development encompasses various aspects, and participating in a diverse ensemble can broaden students' musical horizons. It may also foster an appreciation for different musical styles and contribute to their overall musical growth.'

Ensemble

College Chorale
College Percussion Ensemble
College Jazz Band
Liturgical Music
College Guitar Ensemble
St Norbert College Training Band
St Joseph's School Year 5 Band
College Vocal Ensemble

ST NORBERT MUSIC