

Instrumental Music Programme student information (Please complete pages 1 and 2).

Personal information

Name of instrument (or voice) you wish to learn: _____

Child's name: _____ Class: _____

Previous instrument/s played: _____

Medical details: _____

Medical plan attached (Please circle): Yes No Not required

Parent name: _____

Address: _____

Email: _____

Phone: _____

This form is the entry point for a student into the Instrumental Music Programme at Tyndale Christian School.

- Please return completed forms to Sharon Coleman, Instrumental Music Administration Officer via email on the bottom of pages 2 and 3 or via class teacher/home group teacher or student services.
- Your new Instrumental Music Teacher will contact you upon receipt of this completed form.

Please tick the following which applies:

- My child already has their own instrument
- I choose to hire an instrument through the School and request you to organise it
(A Hire Contract will be sent to you to be completed and returned)
- I am planning to buy an instrument (please contact the Instrumental Music Administration Officer for advice first)

Privacy

In registering students into the Instrumental Music Programme of the School, you will be providing the School and the instrumental music teacher with personal information about you and your child. The School's Privacy Policy sets out how the School will collect and use your personal information. The Privacy Policy is available from one of our School offices or from our website www.tyndale.sa.edu.au or by email tyndale@tyndale.sa.edu.au

Signed: _____ Date: _____

REGISTRATION FORM

Instrumental Music Programme contract between parent and instrumental teacher

I (we) _____

The parent(s) of _____

Agree to:

1. Incur fees of \$20.00 per term for participation in the programme and an instrument hire administration fee of \$20.00 per term in addition to the instrument hire charge (if applicable) that will be charged to my school fee account.
2. Notify the Instrumental Music Teacher when my child will be absent from their instrumental lesson due to illness, excursion or other school event by 8.30am on the morning of the instrumental lesson at the very latest (This can be done by telephoning the Instrumental Music Teacher directly).
3. Pay for instrumental lessons missed by my child when it is their responsibility by arriving late or choosing not to attend.
4. Give two full weeks' notice **in writing** to the Instrumental Music Teacher if I decide that instrumental lessons are to be discontinued at the end of the term. (This will need to be in week 8).
5. Keep the personal, sensitive or health details of the Instrumental Music Teacher confidential and to not disclose these details to anyone or anywhere without the specific consent of the Instrumental Music Teacher.
6. Inform the School of any relevant personal or medical information necessary to ensure the safety of the student during their instrumental lesson time and any associated excursions and agree to the School providing information to the Instrumental Music Teacher.

I/we understand that:

1. Payment of instrumental lessons does not involve Tyndale Christian School but is to be negotiated with the Instrumental Music Teacher directly. Payment will normally be required for the term in advance. Other arrangements may be negotiated with the Instrumental Music Teacher before the term's instrumental lessons begin.
2. The minimum tuition period is one term. Instrumental lessons will be scheduled each term unless two weeks written notice is given before the end of the previous term.
3. The end of the School year does not denote the discontinuation of instrumental lessons. Instrumental lessons will be in recess during the school holidays and resume at the beginning of each term and each School year.
4. The Instrumental Music Teacher may end the contract with two weeks' notice **in writing** to the parent if they decide that lessons are to be discontinued at the end of the term. (This will need to be in week 8)
5. It is advisable that students seek their Instrumental Music Teacher's approval before accepting performing engagements or recital work. No student shall enter a competition or examination without the Instrumental Music Teacher's permission.
6. Every endeavour will be made to produce excellence in musical skills and standards according to the student's abilities. Professional advancement and success depend not only on the Instrumental Music Teacher's input but also on the support and encouragement of parents/guardians and on the student's own initiative and diligence.

Once this form has been signed by both parties each party will receive a copy. If you have any questions in relation to the information above, please do not hesitate to contact Sharon Coleman, Instrumental Music Administration Officer on 8282 5127 or sharoncoleman@tyndale.sa.edu.au.

Signed: _____ Date: _____

REGISTRATION FORM

Instrumental Music Teacher agreement

I _____
(Instrumental Music Teacher)

Agree to:

1. Make reasonable effort to locate the above student when they have not arrived for their lesson by contacting the appropriate School administration office.
2. Report to parents in writing twice yearly on the progress of the student.
3. Credit or make up an instrumental lesson (maximum of two instrumental lessons per term) for any notified absence due to illness, excursion or other special School activity that prevents the lesson from taking place and any instrumental lessons for which I am absent.
4. Give two full weeks' notice **in writing** to the parent if I decide that lessons are to be discontinued at the end of the term. (This will need to be in week 8)
5. Keep the personal, sensitive or health details of the student or parent/caregiver confidential and to not disclose these details to anyone or anywhere without the specific consent of the School or parent.

Understand that:

1. Payment of lessons does not involve Tyndale Christian School but is to be negotiated with the parents directly. Payment will normally be required for the term in advance. Other arrangements may be negotiated with the parent before the term's lessons begin.
2. The minimum tuition period is one term. Tuition will be fixed term by term unless two weeks written notice is given two weeks before the end of the previous term.
3. The end of the School year does not denote the discontinuation of instrumental lessons. Instrumental lessons will be in recess during the school holidays and resume at the beginning of each term and each school year.
4. The parent may end the contract with two weeks' notice **in writing** to the Instrumental Music Teacher if they decide that instrumental lessons are to be discontinued at the end of the term. (This will need to be in week 8)
5. It is advisable that students seek my approval before accepting performing engagements or recital work. No student shall enter a competition or examination without the teacher's permission.
6. Every endeavour should be made to produce excellence in musical skills and standards according to the student's abilities. Professional advancement and success depend not only on the Instrumental Music Teacher's input but also on the support and encouragement of parents/guardians and on the student's own initiative and diligence.

Privacy

In participating as an Instrumental Music Teacher in the Instrumental Music Programme of the School, you will be providing the School and the parent with personal information about you. The School's Privacy Policy and the Instrumental Music Teacher Collection Notice sets out how the School will collect and use your personal information. The Privacy Policy is available from one of our School offices or from our website www.tyndale.sa.edu.au or by email tyndale@tyndale.sa.edu.au

Signed: _____ Date: _____

Instrumental Music Teacher phone contact: _____

The Cost of each ½ hour lesson is: _____

Day and time of lesson for student: _____

Once this form has been signed by both parties each party will receive a copy. If you have any questions in relation to the information above, please do not hesitate to contact Sharon Coleman, Instrumental Music Administration Officer on 8282 5127 or sharoncoleman@tyndale.sa.edu.au.

INSTRUMENTAL MUSIC TEACHER COLLECTION NOTICE

1. In applying to provide music tutor services to students of the School, you will be providing the School with personal information about you. This information may include sensitive and health information.
2. If you provide us with personal information, for example, your name and address or information contained in your application or registration ("application"), we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 3 years after the duration of the agreement in the case of engagement, or for a period of 12 months in cases where the application is unsuccessful.
4. The School will use or disclose this information to students, parents, staff and music tuition providers to assist the School to facilitate a tuition engagement. In these circumstances, our agreements with these parties will require the same commitment to your privacy as the School gives you. We will not disclose this information to any other third party without your consent.
5. The School's Privacy Policy sets out how individuals may seek access to their personal information collected, and how they may complain about a breach of privacy and how the School will deal with such a complaint. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
6. The School will occasionally use outside experts or consultants to assist the School with engagement and appointment. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the School gives you. We will not disclose this information to any other third party without your consent.
7. The School has a policy of conducting contractor screening checks, including:
 - character and professional references
 - criminal history checks
 - checks for Apprehend Violence Orders or similar records under child protection laws
 We may also collect personal information about you in accordance with these laws.
8. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and the reasons, so that they can access that information if they wish, and that the School does not usually disclose the information to third parties.
10. The School can be contacted on the details shown at the foot of this notice.

REFERENCES

- A4.02 Privacy Policy

POLICY INFORMATION

Title	A4.02F Instrumental music teacher collection notice
Classification	A - Management framework
Sub-classification	A4 - Management policies
Approver	Executive
Date approved	28/02/2018
Date issued	28/02/2018
Officer responsible for this policy	Director of Corporate Services