



INSTRUMENTAL MUSIC POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 95703525

PURPOSE

To provide information to parents/carers of students at East Bentleigh Primary School to ensure that our Instrumental Music program runs smoothly.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who participate in Instrumental Music Lessons at East Bentleigh Primary School
- all parents/carers of participating students

INDIVIDUAL LESSONS

- 8 x 30-minute lessons are given per term
- The first and last week of term will be used for catch up lessons where possible.
- Parents attending lessons must sign in at the office and collect a visitor lanyard before they attend the lesson (as per the *DET Visitors in Schools Policy*).

A replacement lesson will be offered if:

- Parents inform the school (via Compass or by contacting the Office) that their child will be absent, prior to 9am on the day of the lesson
- The teacher is absent
- There is a school activity scheduled for the day of the lesson

Catch up lessons will not be given if:

- Your child is absent from school for an extended period due to family holidays or parent choice
- Your child is absent from school without notice

If your child is absent on the day of a scheduled catch-up lesson without notice it will be forfeited.

FORGOTTEN INSTRUMENTS

If your child forgets their instrument on the day of their lesson, music teachers will attempt to provide a school owned, spare instrument for the lesson. If there are no spares available, the student will not receive that lesson.

Teachers will schedule students on the same day for the entire term unless there are interruptions for which prior notice will be given of the alternate lesson day. For the protection of student property, students are not permitted to borrow instruments from their classmates.

CLASS ORCHESTRA

- 8 x 45 minute orchestra sessions are given per term.
Parents will be informed of any changes to the class times to accommodate concerts or special programs
- Class 4, 5 and 6 will begin orchestra in Term 1 each year
- Class 3 will begin orchestra in Term 3, after they have established the basics on their instrument

AFTERSCHOOL ENSEMBLES

Afterschool Ensembles are opportunities for children to extend their skills in a social environment. Ensembles run during weeks 2- 9 and are dependent on minimum numbers of enrolments. All afterschool ensembles incur fees which are invoiced by the office in line with the DET *Parent Payments Policy*. Refunds or credits will only be provided if the school is unable to deliver the program due to circumstances beyond its control and an alternative cannot be offered.

PRACTICE

Students are asked to practice their instrument *a minimum of 3 times per week; once the day before their lesson, once the day of or after their lesson and on one other day*. We encourage students to practice more than this if possible but understand that students need to maintain a balance between their studies, extra curriculums and free time.

EQUITY AND ACCESS

East Bentleigh Primary School is committed to ensuring that no student is disadvantaged in accessing the Instrumental Music program. Financial support is available for families experiencing hardship, in line with DET's *Parent Payments Policy*. Families are encouraged to contact the Principal in confidence to discuss available options.

MUSIC ITEMS

Parents provide:

- an appropriately sized instrument, bow and rosin
- shoulder rest (violin/viola only) or cello stop (cello only)
- an A4 display folder

The school provides:

- music stands
- necessary sheet music

RELATED DET POLICIES

- Parent Payments Policy
- Visitors in Schools Policy
- Duty of Care Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Approved by	Principal - Sarah Spence
Next scheduled review date	August 2028