



# *Music School*



## *Handbook for Parents and Students*

*Kingsgrove Music*  
605A Forest Rd  
BEXLEY NSW 2207  
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<https://www.facebook.com/kingsgrovemusicschool/>

# KINGSGROVE MUSIC PROSPECTUS

Kingsgrove Music has been servicing the musical needs of the local and surrounding communities since its establishment in 1955.

## Location and Facilities

Address: 605A Forest Road, Bexley 2207 (up the ramp on right side of building)

Mobile: 0448 898 364

Email: [kingsgrovemusicschool@bigpond.com](mailto:kingsgrovemusicschool@bigpond.com)

Web: [www.kingsgrovemusic.net.au](http://www.kingsgrovemusic.net.au)

FB: <https://web.facebook.com/kingsgrovemusicschool/>

ABN: 85 529 833 297

- seven studios, with three sufficiently large enough to allow ensemble and group work
- ducted reverse cycle air conditioning
- reception and waiting area
- on-site parking for 6 cars
- on-site shop catering for most music needs (including instruments, accessories and music)

## The Owners

The Turner family are proud to continue the long tradition of Kingsgrove Music in providing excellence in music teaching.

Within the family, there is a strong tradition of academic excellence, educational leadership, and privileged musical education via The Conservatorium High School, St Andrew's Cathedral School, the Australian Institute of Music and the University of NSW.

The family have undertaken two European Music Tours in conjunction with St Andrew's Cathedral School, having the opportunity to perform in venues of international renown throughout Europe.

## The Music Teachers

The teachers at Kingsgrove Music are chosen because they have engaging personalities, musical ability and love sharing the joy of music making. They are highly experienced professional musicians with a passion for musical pedagogy who are committed to their own ongoing professional development. They perform in orchestras, bands, and as soloists.

All teachers have a verified Working with Children Check number with the Office of the Children's Guardian.

## **The Philosophy of the Kingsgrove Music**

The following statements summarise the underpinning philosophy of Kingsgrove Music as we work to serve local families and the community:

- music should be accessible to all people (hence the fee structure has been designed to assist families access music tuition and is below the Music Teachers Association recommended fee level)
- music creates harmony and is the one great international unifier – music speaks all languages
- music is fun and should give pleasure and enjoyment – it should be a positive experience which allows the innate creativity of the child to emerge
- music should not cause stress – it is equally legitimate to study music for pleasure and relaxation as it is to formalise study via the examination process
- musical experiences and tuition should be developmentally appropriate and designed to meet the needs of the individual
- we aim to provide a complete musical education by incorporating basic theory and aural training with instrument instruction
- all ages, all styles, all standards are welcomed
- we seek to match student learning style and personality with that of the teacher

## **The Educational Benefits of a Music Education**

There is a vast amount of literature that provides evidence of the educational advantages that musical experiences and training provides to the child.

In summary, all aspects of the child's development are impacted upon. That is, music offers the opportunity to facilitate a child's physical, intellectual, social, emotional, language and musical development. For this reason, Kingsgrove Music particularly seeks to provide musical programs for children with special needs, and for infants, toddlers and preschoolers. Our early childhood programs take advantage of the child's natural instinct to play whilst introducing them to the concepts of music, movement, singing, and dance.

Our before-school music program reflects an eclectic combination of concepts from Zoltan Kodaly, Karl Orff and Shinichi Suzuki.

Musical education has been found to enhance creativity; problem-solving; fine motor coordination; and eye-hand coordination.

Other life skills (and subsequently employability skills in later life) assisted by music study include: self-confidence; teamwork; ability to follow instructions and ability to lead; enhanced focus and concentration; goal setting; and communication skills.

## Lesson Times

	Day Time	Afternoon – After School
Monday to Thursday	For early childhood only	3.30pm – 8pm
Friday	NA	3.30pm – 7.30pm
Saturday	8am – 4pm	
Evening Classes		TBA – anticipate 7pm – 9pm

Priority of placement into days/timeslots is given to students currently enrolled and financial. Some time slots are very popular and allocation into available spaces will be on a first-come-first-served basis. It is also preferable for the early afternoon lesson times are offered to the younger students.

## Examinations

Students of Kingsgrove Music can study music for their pleasure, or they may elect to undertake examinations, or they may determine a combination of both suits their needs.

Whilst preparation for examinations gives a structured approach to music instruction and provides formalised assessment of progress, it is essential to ensure that musical education is broader than the limited repertoire of the examination syllabus. A student's musical education risks becoming artificially narrowed if their lessons are focused on preparing them for each subsequent examination or if the progress through the grades is rushed. For this reason, in-studio assessments are available.

Formal examination is also available through AMEB (Australian Music Education Board), ANZCA (Australian and New Zealand Cultural Arts), AGMS (Australian Guild of Music and Speech) or Trinity College (London). The examination periods and costs associated with undertaking examinations will be advised at the beginning of each year.

The musical aims of the student, the expectations of parents and the experience of the teacher influence the decision making. If the decision is made to work towards an exam, the teacher will discuss with the parent the student's preparedness to undertake their examination in the weeks prior to the exam. ***If the student is underprepared (for example, due to lack of practice or absence from lessons) the teacher has the right to recommend the withdrawal of the student from the examination.*** The studio will withdraw any student from an exam where it is apparent the student has not committed themselves to the preparation required to have a positive examination experience. The AMEB does not refund exam fees.

For instruments other than piano, it is strongly recommended that the student be accompanied by an experienced accompanist for their examination.

It should be noted that, at higher grades, there are pre-requisite theory or musicianship standards that must be achieved before the performance certificate will be provided by the AMEB.

# Studio Policies, Terms and Conditions

**Please note** – adherence to the Policies, Terms and Conditions is non-negotiable. By enrolling your child with Kingsgrove Music, you are demonstrating your understanding and agreement of the policies, terms and conditions outlined below.

To ensure a quality learning experience for all students, any student who breaches the Kingsgrove Music policies, terms and conditions or who displays significant behavioural issues such that they are unable to cooperate in their lesson, or they disturb the learning environment of other students, will be asked to leave.

## Maintaining the Environment

To maintain a comfortable and clean environment, please note the following:

- food is not to be consumed in the Studio.
- all personal rubbish is to be taken home and not placed in the Studio's recycling bins
- students are requested to have clean hands before commencing their lesson (soap and paper towels are available in the bathroom for handwashing as required)

## Terms

Research reveals that music development is maintained and enhanced by regular instruction (and practice). Therefore, music tuition continues throughout the year, breaking only for the July and Christmas school holidays. Each term is ten weeks in length, apart from term five which varies between 4 and 5 weeks. Over the year, students receive 45 weeks of musical education.

The Studio term dates are different to school terms. Waiting to pay fees at the commencement of the school term will generally mean the lesson fees are overdue. Please refer to the Studio Calendar.

During the July and Christmas holidays, alternative musical experiences may be offered, including master classes, ensemble training, rock band sessions and band management workshops, composers' workshop, HSC preparation tutorials and performance workshops.

Make-up lessons are not routinely available and should not be expected. Where appropriate, a make-up may be timetabled in the July and December holidays.

Please note the following

- there are NO pupil free days
- there may be lessons on the public holidays – this is dependent on the teacher
- lessons may be extended into the holiday period – dependent on teacher availability, and the needs of the student
- students preparing for examinations may be required to attend additional lessons prior to their exam particularly where practice has been inadequate, inconsistent or poor

## Lesson Times and Duration

The length of the lesson is influenced by age, ability, capacity, interest, goals and desire. Beginner and intermediate level students and those who are studying music for leisure will generally have one 30-minute lesson per week. As students become more advanced, they will be required to progress to 45 and 60 minute lessons. In general:

- students preparing for AMEB grade 4 to grade 5 require 45 minute lessons
- students preparing for AMEB grade 6 and above require 60 minute lessons

Within the instrumental lesson, teachers will assist the student in their acquisition of sight-reading and aural skills and provide theoretical concepts as they apply to the music being studied.

It is strongly recommended that students also undertake formal theoretical or musicianship training. This can be undertaken privately or as a group.

## Trial Lessons

A trial lesson is available as a first lesson at a reduced cost of \$30. The trial lesson is payable in advance. There is no obligation to continue for the term.

Some music schools provide free trial lessons. Experience demonstrates that when something is provided freely, it is treated with less respect, and in many instances the student fails to arrive. Our teachers are professionals worthy of having their talent and expertise recognised. We do not expect our teachers to provide a free service in the hope a potential student turns up.

## Enrolment Procedures

New and continuing students re-enrolling for the next year, complete a registration (or booking) form, identifying preferred lesson days and times, and days and times where they are unavailable. A non-refundable \$50 holding deposit is required and is credit to next year's term 1 fees.

It is expected, when enrolling with Kingsgrove Music, that a **two-term minimum commitment** is made to participate in lessons. Please do not enrol with Kingsgrove Music if you are uncertain this commitment can be met.

## Teacher

In the event your teacher is unavailable the following will occur:

- the lesson will be taken by a substitute teacher or ...
- the lesson will be rescheduled

## Payment of Fees

Fees are paid in advance for a full term of 10 weeks. Payment for five-week periods is by individual negotiation only. Fees for new students commencing after the term has started will be adjusted on a pro-rata basis.

Payment of fees on time ensures ongoing security of tuition day, time and teacher.

If you need to request an extension on the payment of fees, please discuss. We do not want to cause you embarrassment or jeopardise your child's musical instruction by withholding lessons. For any family experiencing financial hardship, please discuss with Management.

Management reserves the right to charge a late fee charge of 10% which will apply where a request for extension has NOT been made.

## Payment Options

- EFT – preferred method of payment
  - St George Bank
  - BSB 112 879
  - Account number 4664 591 98
  - Account name Kingsgrove Music
  - Please use an identifying description (e.g. name of student, number of weeks being paid) and send the receipt by sms to 0448 898 364 when fees have been deposited so we can update your records
- Cash
- Credit card (Visa or Mastercard) or Debit card:
  - Least preferred option (anticipate merchant facilities will be phased out due to increasing bank costs).
  - Amex and Diners Card are not accepted
  - Please note - there is a **1% surcharge** for **ALL** card/terminal transactions.

Payment by cheque is no longer accepted.

**Photocopying** of more than 5 pages will incur a charge of **10 cents/page**, and will be payable either at the time of photocopying or will be added to the next terms fees.

Any **sheet music** that is **downloaded** for the student will be charged for the cost of the download.

## Missed or Cancelled Lessons and Make-ups

As teachers must be paid for their time, a **minimum of 24 hours notification of non-attendance** is essential unless there are extreme extenuating circumstances (e.g. family crisis, hospitalisation). Early notification of absence allows the lesson schedule to be rearranged to minimise vacant lesson space.

The studio policy on make-up lessons has been revised. **Please note that make-ups are no longer offered as a matter of routine.** Depending on the teacher, **one credited**

**absence** (and no more than two) **may be allowed** per term. The make-up lesson is subject to a session time being available. Where a make-up lesson is offered and refused twice, the lesson will be forfeited.

A notified absence/cancelation for a lesson **MUST be made by SMS**. An email notification is not sufficient as emails will only be reviewed once/day and your message may be missed.

Lessons missed without notice are forfeited. Missed make-up lessons are forfeited.

All lessons (including make-up lessons) must be completed within term time.

Lessons missed/cancelled in the last three weeks of any term cannot be rescheduled.

Absences in term 5 will not be made up.

Absences cannot be used as a credit against the next term fees.

Parents are strongly encouraged to be aware of their child's school calendar and school obligations so that sufficient notice can be given when there is a clash with scheduled music lessons.

You may receive an SMS request asking if your child could attend at an alternate time on a particular day. This occurs when there is a change in the lesson schedule due to student absence and aims to ensure the teacher is fully utilised.

## Extended Holidays

**Five weeks advance notice** is required for planned absence due to holidays taken outside of the designated studio holiday period (July and Christmas) or taken as extensions to the normal school holidays periods.

A lesson ***holding fee of 50% of the normal weekly lesson fee is required for each week absent.***

## Notice to Discontinue

Students are automatically rolled over to the next term. If a student is **planning to withdraw**, a minimum of **5 weeks notice** is required. This allows us to offer your place to a student on our waiting list in a timely way.



## Request for Refunds

In general, students are enrolled for a full term of 10 weeks and generally no refunds are issued. Refunds or credit towards future classes may be available only in extenuating circumstances and will be considered on a case-by-case basis.

A **\$25 administration charge** applies to refunds.

## Referrals

**Word of mouth recommendation** is a powerful advertisement. The referring family of a new student who **enrols and pays for a 10-week** term will receive a one lesson credit. Please remind them to mention your name. Maintaining the student numbers of the studio is a highly effective way of controlling costs.

Please also follow us on Facebook, share our page, and like our articles.

## Studio Etiquette

- students are to arrive 5 minutes before class
- classes start on time – if you are late, the lesson will still finish on time
- students are encouraged to dress comfortably
- parents are welcome to sit in on the class
- all equipment, music and instruction books are to be brought to each class
- mobile phones are to remain on silent or off during the lesson
- no drink (other than water) or food is to be consumed in the Studio
- children are asked to wash their hands before going to their lesson
- the studio is unable to assume responsibility for children on the premises outside lesson time. The reception area does provide them with a safe place to wait for pick up, but supervision cannot be provided

## Communication

- students/parents are requested to notify the office (not the teacher) via SMS should they be unable to attend their class
- students/parents will be generally contacted via SMS or telephone to advise of the absence of teacher or email for other significant notifications

## Practice

- regular practice is the key to improved performance
- less time and more frequent is better than more time and less frequent (quality vs quantity)
- parents are encouraged to facilitate practice but should take care not to make it onerous

- parents are asked to provide a distraction-free practice space but take care not to have the child totally removed from family life. Practicing an instrument can be lonely and many children do better when able to practice close to their parents
- duration of practice is dependant on the age and status (e.g. beginner, advanced)
- ideally, undertake 4 to 5 practice sessions/week which must include the day following the lesson
- homework, practice of note-reading and counting should be included within the session

## **Instruction Books**

- teachers will make brief notes in the student's book
- this book should be brought to each class, and referred to regularly during practice
- it is an important communication tool between the teacher, student and parent

## **Privacy Policy**

- no personal details are given to a third party

## **Annual Concert**

Kingsgrove Music will aim to provide performance opportunities for students. In the past this has involved visiting a local aged care facilities (or another not-for-profit organisation) and providing a concert for the residents or volunteers.

Date: TBA – usually the last Sunday of term 5  
 Venue: TBA  
 Time: TBA – usually a morning and afternoon session  
 Cost: Nil (unless a private venue is hired)

This activity supports Kingsgrove Music's social justice and community engagement activities.

## **Sponsored Charities**

Kingsgrove Music supports the following not-for-profit organisations:

Light of Hope

Salvation Army

Guide Dogs NSW

Assistance Dogs Australia

Rotary Club Initiatives

Lioness Club Initiatives

## PROGRAMS and FEES

Program	Cost / Lesson (inc GST)	Age	Class Size (max)	Lesson Length (minutes)
All classes are offered on a 10-week term basis. Therefore, students would normally complete 5 terms over the year				
<b>Group</b> – all group classes are dependent on having sufficient numbers. Note there are no make-up classes available for group, shared or ensemble classes.				
MuBs (Mums and Bubs)	\$24	0 – 12 months	6 plus mum's	30
Musical Mayhem	\$23	12 months to 2 years	8	30
Mischievous Maestros	\$23	2 to 3 years &	8	30
	\$22	3 to 4 years	10	30
Playful Preschoolers	\$22	4 – 5 years	10	30
Mixed Group	\$23	Mixed ages	6 -10	30
<b>Private – Instrumental and Theory</b>				
Leisure and Beginner	\$47	From 5 years	N/A	30
Preliminary to Grade 4	\$47		N/A	30
Intermediate to Advanced (gr 4-5)	\$66		N/A	45
Advanced (gr 6-8)	\$88		N/A	60
<b>Shared – Theory or Musicianship</b>				
Beginner to grade 4	\$30		4	30
Grade 5 and above	\$40		4	60
<b>Ensembles</b> (dependent on sufficient numbers)				
Violin	\$24		6	30
Guitar	\$24		6	30
Piano	\$24		4	30
Band	\$24		4-6	30

We do **NOT** recommend and do not offer shared instrumental lessons. Inevitably, one student will have more or less ability, more or less interest, and do more or less practice.

### Musical Tuition Available

Piano	Violin	Drums
Guitar	Electric Guitar	Bass Guitar
Clarinet	Saxophone	Flute
Theory	Musicianship	Ukulele

Please advise management if you are interested in learning an instrument not currently offered. At Kingsgrove Music our aim is to facilitate and encourage participation in music. If we can source a teacher, and attract sufficient students, we will make the tuition available for you.