



## PMI Cluster Keyboard Program 2019

Thank you for your interest in the PMI Keyboard Program. Please read the information below and follow the enrollment instructions if you would like your child to participate. Each block runs for a term at a time, with the option to continue for as long as you would like to. The first block for 2019 will commence in Week 2, Term 1. All lessons are held at Ashdale Secondary College in the Music Department (Room GLA3F) on Monday afternoons from 4.00pm – 4.40pm.

***NB: All transportation to and from lessons must be organised by parents.***

The lessons are run externally run by Primary Music Institute (PMI) and the cost per child is \$15.95 p/w. The resource book will need to be purchased at a cost of \$32 and it can be used for future blocks should you child wish to continue into another term. Enrollments and payments are all handled privately by PMI and not through the schools. You will also need to complete the “Private Tutor Agreement” and return to [Marisa.Hobbs@education.wa.edu.au](mailto:Marisa.Hobbs@education.wa.edu.au) or to Mrs Marisa Hobbs at your first lesson.

***NB: Students should have access to a keyboard or piano at home for practice, to ensure success in the program. Local music stores are able to offer reasonable priced beginner keyboards, or you could purchase them second hand.***

To enroll your student, please go to:

<https://www.primarymusicinstitute.com.au/enrol-now>

Please select “**ASHDALE SECONDARY COLLEGE**” as your school (not your primary school). You will then be able to select the Year 5/6 timeslot at 4.00pm. Please do not select the 3.20pm time as this is for Year 7 ASC students only.

We trust that your child will enjoy the PMI keyboard program in 2019.

Kind Regards,

ASC Cluster Music Teachers



# PMI Terms and Conditions

**1. Automatic re-enrolment:** From the time your child is first enrolled he/she is considered to be enrolled until a cancellation in writing is received (per our cancellation policy below). Re-enrolment is automatic from one term to the next, including from one year to the next.

**2. Cancellation policy:** If you wish your child to cease lessons, please ensure that a written cancellation notice is sent to our Parent Support team by email, post or fax two weeks prior to the start of term to avoid incurring the next term's full fees. Please do not send letters or messages regarding your child's music tuition to your child's school or PMI teacher. All correspondence is to be sent to our Parent Support team (per the contact details in the "Contact Us" section of our website).

**3. Lesson costs:** The lesson cost varies depending on the program and lesson format selected (all lesson costs will be listed as you select your preferred instrumental music program and lesson format). Lesson prices are subject to change in the future (and you will be notified in advance if prices are changed). There is a \$1.00 discount per lesson if enrolling 3 or more children. Invoices will be emailed to you (and if no email is provided there will be a \$2.20 charge for each invoice posted to you). The cost per term varies depending on the number of weeks in each term (e.g. a typical term is 10 weeks).

**4. Textbooks:** ASC will provide students with the workbook for the first term of tuition. Students continuing after this will be expected to purchase the workbook at \$32.95

**5. Missed lesson and make-up policy:** Lessons missed due to non-attendance by students are not credited or refunded. Any lesson missed as a result of a school event or caused by PMI (e.g. PMI not conducting a lesson due to teacher illness) will have a make-up lesson provided in the same term and if this is not feasible then a lesson credit will be applied on your next term invoice.

**6. Payment of fees:** Fees for each term are due on the date shown on each invoice as the due date. Overdue accounts incur administration fees on each occasion and are subject to collection by legal means.

**7. Student supervision:** Parents (not your school) are responsible for the supervision of students participating in PMI lessons and rehearsals outside of school hours. This includes ensuring parents or guardians drop-off and collect students to/from the PMI lesson room on all occasions.



**8. Supplying of instruments:** Keyboard students are supplied with keyboards and textbooks for use during PMI lessons.

**9. Key parent information:** Please ensure you have read important information accessible if you click on "Key Parent Information" - which is a sub-category in the menu within "Parents". We want all our students and parents to be prepared and enjoy the PMI program!

**10. Private lessons:** If selecting a private lesson and there is not immediately space available for private lessons, in the interim we will attempt to include your child in small group lessons. Please email us ASAP if this is not your preference.

**11. Consent to photographs and videos:** PMI will occasionally use photographs and videos of students in promotional material including school newsletters, our website, social media and brochures. By accepting these Enrolment Conditions, you consent to PMI taking photographs and videos of your child and publishing such images. If you do not want your child's image being published please notify our Parent Support team by email, post or fax.

**12. Privacy policy:** To the extent allowed by the Privacy Act 1988 (Cth) and without further reference to you, you consent to PMI disclosing information concerning the conduct of your account to a credit reporting agency and transferring personal information overseas to contractors engaged to assist with PMI's program.

**Please note:** This online enrolment process is for NEW students (i.e. students not currently enrolled) who wish to commence lessons this term and for FORMER students (i.e. students who have previously cancelled lessons with PMI and now wish to rejoin the program). If you have any children who are continuing from last term to this term (these are CURRENT students) and you do not need to complete this online enrolment process for them (as re-enrolment is automatic from one term to the next, including from one year to the next).



**PRIVATE TUTOR AGREEMENT  
ASHDALE SECONDARY COLLEGE  
75 WESTPORT PARADE  
DARCH WA 6065**

\_\_\_\_\_ (“the Parents”)

and

Kylie Bottcher (“the Principal”)

In relation to:

\_\_\_\_\_ (“the Student”)

\_\_\_\_\_ (Year and Primary School)

Pursuant to section 24 of the School Education Act 1999, we agree that the Student shall be permitted to attend for private tutoring during the following hours:

With: Primary Music Institute

At: Ashdale Secondary College, Music Room

On: Monday 3.30pm – 5.05pm

We agree to this private tutoring on the following basis:

1. The private tutoring is consistent with the school’s philosophy.
2. The private tutoring will supplement the educational program of the student at school and contribute to the achievement of desirable outcomes for the student.
3. The school does not currently have the resources to deliver this program at school.
4. The principal has applied the *Duty of Care* for Students policy and is satisfied as to the suitability of the private tutor to supervise the student.
5. The parent’s inform the principal about the student’s progress.
6. The parents’ accept that they are responsible for the travel arrangements for the student to and from the private tutor.
7. The principal may vary or terminate this agreement at any time.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Kylie Bottcher, Principal

Date: \_\_\_\_\_