



# NT MUSIC SCHOOL ENROLMENT POLICY - INSTRUMENTAL

## 1. RATIONALE

To ensure fair and consistent enrolment practices for all students wishing to commence lessons, continue lessons or enrol in ensembles with the NT Music School and to prioritise deployment of NTMS resources, including available staff hours. The NT Music School is a gazetted public school and only operates in NT public schools.

## 2. INSTRUMENTAL LESSON ENROLMENT POLICY

- 2.1. Online enrolment is available on the NT Music School website: [www.ntms.net.au](http://www.ntms.net.au)
- 2.2. All new and continuing students are required to complete an enrolment form annually.
- 2.3. Placement in the program will not commence until enrolments are received.
- 2.4. Enrolments for a new school year open at the beginning of Term 4 in the preceding year and first round enrolments close at the end of Term 4 of the preceding year.
- 2.5. Any new student applying for a position after this closing date will automatically be placed on a waiting list until a position becomes available.
- 2.6. Entry into woodwind, brass, percussion and guitar is from Year 4 onwards.
- 2.7. The NT Music School allocates lessons to each school based on enrolments and discussion with school Instrumental Liaison Teachers and Principals. Priority is given to continuing students and then new students, if positions are available.
- 2.8. A maximum number of guitar groups applies in each school on a sliding scale, according to total school student enrolment.
- 2.9. Group size must be a minimum of 3 students. Exceptions may be made for senior school students enrolled in Stage 1 or 2 performance, or by principal approval.
- 2.10. Continuing students wishing to change instruments can do so by negotiation with the current Instrumental Teacher, and with the understanding that they will be treated as a new student for enrolment purposes.
- 2.11. Students may attend more than one lesson per week with parent and school permission and in consultation with the NT Music School teacher and Assistant Principal. This includes students also enrolled in a choral or voice lesson or NT Music School ensemble at Middle or Senior school. This is made on a case by case basis.

### **3. MIDDLE SCHOOL STUDENTS**

- 3.1.** Continuing students are given preference in Middle & Senior School timetables up until the cut-off date for enrolments.
- 3.2.** New students will be placed after continuing students are placed.

### **4. SENIOR SCHOOL STUDENTS**

- 4.1.** All Senior School students must be enrolled in Stage 1 or Stage 2 Solo Performance, or a school music subject, or enrolled in an NT Music School ensemble, or recognised school ensemble to be eligible for enrolment in instrumental lessons.
- 4.2.** Due to the need to prioritise resources at senior school level, priority is given to students with prior experience on their instrument. NT Music School is generally unable to offer instrumental lessons to new senior school students with no prior experience on their instrument.
- 4.3.** In all cases, approval from the NT Music School Assistant Principal needs to be sought with reference to lesson availability and suitability before enrolment in instrumental lessons.
- 4.4.** Group size must be a minimum of 3 students. Exceptions may be made for senior school students enrolled in Stage 1 or 2 performance, or by principal approval.

### **5. TIMELINES**

- 5.1.** First round enrolments for continuing and new students are open from Term 4 of the preceding year. First round enrolments close Week 10, Term 4 of the preceding year to enable student timetables to be drafted for the following year.
- 5.2.** A second round of enrolments occurs from Week 1, Term 1. Second round enrolments close Week 5, Term 1. After this time applicants are placed on waiting lists. A third placement of students is considered at the beginning of Semester 2, if places become available.
- 5.3.** NTMS and partner schools will collaborate in the development of a lesson timetable at the beginning of the year in accordance with relevant policies. First draft timetables are provided to liaison teachers and schools before the commencement of Term One. NT Music School teachers contact schools and begin visiting from Week 2 of Term 1 to teach continuing students and new students.

- 5.4.** Lessons finish in the second last week of Term 4 to allow for performances, school visits, and return of equipment. Lessons may also be cancelled due to NTMS events such as the Beat Festival, Play Days and Instrument Demonstrations.

## **6. REGISTRATION & HIRE**

- 6.1.** A \$100 contribution is requested once a students' enrolment in the program is confirmed.
- 6.2.** Parents are expected to ensure students have an instrument, tutor book and required equipment for lessons.
- 6.3.** All students must have an instrument to practise on at home no late than 10 weeks after joining the program. Students without equipment may be withdrawn.
- 6.4.** Parents of students who have not paid a \$100 contribution or instrument hire will be sent a reminder.

## **7. BUSINESS NEED**

Clear processes will ensure efficiency, consistency and fairness across all aspects of enrolment and allow for accurate data management in the Instrumental and Ensembles Program and resource distribution.

## **8. RESPONSIBILITIES**

Compliance with the policy is the responsibility of the Leadership Team, in consultation with individual instrumental music teachers.

## **9. DEFINITIONS**

**Instrumental Music Teacher:** includes all teachers, who are employed through the NT Music School to instruct students in instrumental music lessons.

**Instrumental Liaison Teacher:** the person or persons nominated by individual schools to be the contact liaison between the NT Music School and their school in regards to the instrumental program.

## **10. POLICY FRAMEWORK**

Additional policy references:

- 10.1** Financial Difficulty Policy

**10.2** Attendance Policy

**10.3** Ensemble Policy

## **11. REVIEW**

This policy will be reviewed by the NT Music School's Leadership team on an annual basis in Term 3 of the preceding year.