

Aranda Music Program

What to expect as a Tutor

Committee Structure	The Aranda Music Program is an after school program run by parents to provide cost effective music, drama and art tuition to students. It has a Convenor, Secretary and Treasurer and a team of Tutor Coordinators who work with Tutors to administer the Program. Most correspondence between coordinators and tutors is done by notes in the pigeon holes (located near the Front Door nearest to the Junior school end. Each coordinator and tutor has a pigeon hole for exchange of forms, etc.), email and the occasional phone call.
Police Check	The ACT Education Department requires that all volunteers working with children undertake a police check. We regret the inconvenience and cost to you. If you already have a clearance, please provide a copy to the Program (via your tutor coordinator or in the Secretary's pigeon hole). The Committee can provide you with the appropriate form for lodgement with the Australian Federal Police. The process can take several months. When your clearance is received, please provide a copy to the Program.
Liaison with your Coordinator	Your coordinator will provide you with a list of students and lesson times, including contact details of parents/carers, prior to commencement of Term 1 lessons. You are responsible for referring to your Coordinator: <ul style="list-style-type: none">• all requests from students for a change of time• problems with children not turning up at the appropriate time• problems with children missing lessons completely• discontinuing students so that the vacancy can be filled quickly• problems with payments not received
Contact with the School Front Office	The Front Office very kindly assists the Program by providing for distribution and collection of forms. Contact with the Front Office is only by Committee members. There should be no reason for tutors to deal with the Front Office, except in the case of last resort for cancelling classes. They do not provide photocopying services to tutors.
Setting of Tuition fee	Fees are decided by the committee and negotiated with tutors at the start of each year by the Committee. While the Committee is keen to engage experienced tutors, it is also keen to provide opportunities for student tutors and provide them with tuition experience. Fees are usually set below commercial rates as the Program carries the overheads of advertising, equipment, room usage, timetabling and insurance.
Use of School Premises	Program tutors and students must be out of the school by 6pm. If any of your students arrive late for a lesson, it is entirely appropriate they receive a shorter lesson so that the next lesson can commence on time. It is extremely important for security reasons that you turn off lights, lock windows, close blinds and lock the door behind you each time you finish teaching. We are guests in the school – so we ask that you take particular care to leave rooms as you find them. Always use the main entrance (on the right facing the school from Banambila St) to enter and leave the school.
Accounts and Absences	You are responsible for billing students. Accounts for each full term of tuition should be sent home with students early in the term (1st or 2nd week) with a request for payment within 14 days. Payment is IN ADVANCE for each school term, with no refunds for students leaving before the term has ended, and no provision for make up lessons for those missed by students – for any reason. You are obliged to make up or give credit (on the next term's account) for any lessons you yourself are unable to attend. If you know in advance that you will need to cancel lessons, contact your coordinator who will notify all your students. If it is the day before teaching, then you must contact all parents

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before the day of the lessons. The school office should only be contacted in cases of emergency and if there is absolutely no other way of cancelling classes.

Fee collection The Committee follows up on non-payment – contact your Coordinator. Sometimes invoices lie in school bags for some time, so firstly contact the parent to ensure they have received the account.

Communication with Parents Sometimes parents may wish to talk to you at the end of their child’s lesson. This is usually not the best time as it will either encroach on the next student’s lesson or will make it difficult for you to leave the school by 6pm. Ask parents to phone you at a mutually convenient time.
We suggest that you ask each student to provide an exercise book for you to write notes to parents (eg if you require the child to buy sheet music, or you would like the parents to phone you to discuss progress) and to record practice notes each week.

Insurance This arrangement changes every year! At present (2004-05), tutors are covered for public liability under the P&C general insurance cover. The Program makes a large contribution to this insurance cover through income from student annual registration fees.

Concerts The Program holds 2 concert series a year – mid and end of year. While students are encouraged to perform at these concerts, performance is not a prerequisite of enrolment and children may choose not to be involved in concert performances. However, you are expected to prepare students for these concerts if they are participating and, where possible, attend the concerts with students.

Students who attend “Afters” AMP students are expected to be registered in the After School Care program in the main school hall. Afters staff have a copy of the student Master List, and parents are asked to notify Afters of the day and time of their child/children’s music lessons. However, Afters staff are not required to remind children about music lessons and children may forget. If you know or suspect that a child goes to Afters, please go to the hall to find them if they haven’t turned up for a lesson. If this happens more than 2 times, contact either the parent or your tutor coordinator.

Documents Documents that you might be interested in:

- Committee Positions and their duties (Form AMP/1)
- Enrolment form, including conditions of enrolment (Form AMP/3)
- Invoice form for you to use (Form AMP/4)
