Kolbe Catholic College

2026 MUSIC TUITION PROGRAM

INTRODUCTION

Welcome to our Kolbe Catholic College Music Tuition Program, where our passion for music meets a commitment to nurturing the talents of our students. We understand that every student is unique, with individual interests, abilities and learning styles and we do our best to cater for everyone's musical needs. Our aim is to enable our students to develop their music talents, at their pace, and for their enjoyment. Whether you're looking to extend your skills or you're a complete beginner, our program welcomes students of all levels.

PROGRAM STRUCTURE

Our program is structured around weekly, 30 minute, one on one lessons with one of our qualified tutors.

- 30 lessons per year for Yr 7 - 10 students.

- 20 lessons per year for Yr 11 - 12 students (due to finishing their studies earlier in the year)

On average this equates to 7 or 8 lessons per term accounting for Pupil Free Days, illness (tutor or student), Carnivals and other College events.

Lessons are scheduled during school hours on a rotational basis so that students do not repeatedly miss the same class. It is the student's responsibility to be aware of and catch up with any class work that is missed.

We are fortunate to employ qualified, committed Peripatetic Music Tutors who have a wide breadth of musical expertise and experience in the music industry. We currently offer tuition in:

- Vocals
- Guitar/Bass
- Piano
- Drums
- Brass
- Woodwind
- Violin

Due to the Subcontractor relationship of the Music Tutors to the school, the Music Department asks that parents understand that the Tutor may only work one or two days a week for the College and their income is usually built around teaching at numerous schools and live performances. They are not paid holiday or sick pay and there may be unavoidable absences throughout the year. This understanding of contract work is appreciated by the Tutors when they fall ill and wish to not pass on any illnesses to their students.

In the event of an unusual absence preventing the tutor from teaching for an extended period of time, the College will seek to find a relief tutor. The tutor will notify both the school and students concerned of any absence.

The music department's responsibility is to ensure all missed lessons are accounted for and rescheduled or refunded.

STUDENT RESPONSIBILITIES

ATTENDANCE

It is the responsibility of students to attend their lesson at the scheduled time and place. This includes during Assemblies and Extended PC. The only exclusions are Whole School Mass where no lessons are scheduled, and PC Mass. If a student has PC Mass they are to arrange an alternative lesson time with our Performing Arts Admin.

TIMETABLE

All lesson times and changes are reflected in the Music Timetable, which needs to be checked by the student at least the week before and the morning of their Music lessons. This is a live digital document that is updated regularly by Mrs Linda Mestrovic when students inform us of an absence due to illness, excursions, camps, tests, etc. As you can appreciate it's quite an undertaking, so we ask that you are aware and please follow the process below.

STUDENT ABSENCE

Parents/Guardians are required to notify Mrs Linda Mestrovic (Performing Arts Admin) if students are unable to attend their lessons through illness. The Music Department does not receive notification from the absentee line when a student is absent from school. Mrs Mestrovic must be notified directly via email or phone.

- 24 hours notice is required to enable students to be offered a makeup lesson.
- If a student is unable to attend lessons for an extended period of time, it may not be possible to make up all of the missed lessons.
- In any situation of a student's absence, it is vital that contact be made with the Music Department as far in advance as possible.
- Make up lessons are not given for holidays taken in school term time.

THE PROCESS OF CHANGING A LESSON

In the event of a PC Mass, test, excursion, camp, appointment or illness, it is the student's responsibility to organise a lesson swap with another student from their timetable, and advise Mrs Linda Mestrovic in the Performing Arts office or via email. The times and dates of the above events are all given to the students in advance by their teachers. With enough notice Mrs Mestrovic may be able to help organise the change, however trying to swap at the time of the scheduled lesson is not acceptable.

There is no obligation to reschedule lessons that are missed due to students:

- failing to arrive on time for a scheduled lesson
- failing to notify the Music department of Tests, Incursions, Excursions, etc.

However, in Term One, leeway will be given for Year 7 students still finding their feet.
Tutors are understanding and will endeavour to accommodate students where possible, but it is the student's responsibility to know their lesson time and, if they need to change their time, that they contact Mrs Mestrovic immediately.

PARTICIPATION IN PERFORMANCES

Students who have lessons at school are encouraged to participate in one of our many bands, ensembles or our Kolbe choir. At the discretion of the tutor, students may also be given opportunities to gain accreditation through the Australian Music Examination Board (AMEB) and Catholic Performing Arts Festival (CPAF).

MUSIC RECITALS

Towards the end of each term, the Music Department hosts an after school Music Recital at Kolbe. Each tutor is asked to select one or two of their students who are doing well with their music lessons. These students perform in front of an audience full of their supportive friends and families, giving them the opportunity to showcase what they have been learning in their tutor lessons.

INSTRUMENTS

Students should ensure they bring their instrument to every lesson. Make-up lessons are not offered for students who have forgotten their instrument. In this instance, the student should still attend their lesson and theory and aural work will be covered.

INSTRUMENT STORAGE

Instruments may be stored in the Music Store Room in the Performing Arts block (Block 7), for the day of the lesson. Instruments should not be left overnight or weekends unless specific permission is sought for a valid reason.

FEES & ENROLMENT

FEES

Year 7-10 (30 lessons per instrument for the year) = $1140.00

Year 11-12 (20 lessons per instrument for the year) = $760.00

MULTIPLE INSTRUMENTS

It is possible for students to learn more than one instrument should they wish. This means they will be out of class twice a week (2x30min lessons) and will have two different tutors therefore the cost for lessons will double ie. two instruments = $2280.00, three instruments = $3420.00, etc

PAYMENT

Payment can be made either in full (Funds Transfer or Credit Card) or via your School Fee Account (music fees added to your account). Payment is required by the 31st October 2026. The College must receive the completed Enrolment Form and the Payment Form before a place is allocated. Any refunds required (for unused lessons) will be reimbursed to your School Fee account at the end of the year. Fees will be collected as per the College Fee Collection Policy. All enquiries regarding finance should be directed to the Accounts Team at the College.

INSTRUMENT HIRE

Kolbe offers a limited range of instruments for hire to our Year 7 & 8 students only. Drums, keyboards, guitars and other string instruments are not available for hire. There is an annual upfront fee of $150 per instrument. Please complete the Instrument Hire form and submit it with your Tuition Enrolment and Payment forms.

WITHDRAWAL FROM LESSONS

To withdraw from Tutor lessons, please contact Mrs Linda Mestrovic to obtain a Withdrawal Form. Four weeks notice is required for a withdrawal from lessons. These four weeks commence from the date the Withdrawal form is received.

ENROLMENT

1. Please read the Fees and Conditions carefully, complete the Enrolment and Payment Forms and Instrument Hire form (if required).

2. Return all forms to the Kolbe Performing Arts Department or College Main Reception either in person or via email music-department-kolbe@cewa.edu.au.

3. You will receive a confirmation email once your forms are received (please ensure your email address is correct on the Enrolment form).

4. Early next year students and their families will receive an email with their Music Tuition details and Music timetable for Term 1. Lessons in Term 1 will commence in Week 3 (allowing students a couple of weeks to settle into their new school routine before starting music lessons).

PLEASE REMEMBER YOUR CRUCIAL ROLE AND SUPPORT YOUR CHILD BY:

1. Keeping lines of communication open with the Music Department and your child's tutor throughout the year.

2. Monitoring practice time and assisting students to find suitable times and a good environment in which to practice.

3. Reading all emails that are sent home and responding when required.

4. Encouraging your child's participation in College music recitals, band, choir, school productions and other musical opportunities.

5. Attend as many music events that your child participates in as possible.

WE THANK YOU FOR YOUR CONTINUED AND VALUABLE SUPPORT!

Should you require any further information, please do not hesitate to contact our Performing Arts/Music Department.

MUSIC ADMINISTRATOR

Mrs Linda Mestrovic
music-department-kolbe@cewa.edu.au
Phone: 9591 4233

MUSIC COORDINATOR

Mr Dave Gryl
dave.gryl@cewa.edu.au
Phone: 9591 4233

ACCOUNTS

accounts-team-kolbe@cewa.edu.au
Phone: 9591 4210

2026 MUSIC TUITION ENROLMENT FORM

Please complete **BOTH SIDES** of this form, and return to the Performing Arts Department via email to music-department-kolbe@cewa.edu.au or at the College Main Reception **STRICTLY by Friday 21st November 2025.**

Student Name:	Year Group in 2026:
DOB:	Gender:
Parent/Guardian Name:	Contact Number: Email:

Instruments: (Please tick. Students may enrol in multiple instruments at additional cost):	☐ Bass Guitar	☐ Guitar	☐ Vocal	☐ Piano
	☐ Trombone	☐ Trumpet	☐ Drums	
	☐ Saxophone	☐ Clarinet	☐ Violin	
Instrument Hire ($150 additional cost):	☐ Yes Only available for students in Years 7 & 8	☐ No	Note: drums, keyboards, guitars and other string instruments are not available to be hired.	

STUDENT AND PARENT AGREEMENT

We are aware of, and have discussed, the terms and conditions of the Music Tuition Program at Kolbe Catholic College as outlined in the 2026 Information and Enrolment Package, in particular the two following points;

- Students are responsible for attending timetabled lessons
- Parents are responsible for advising the Music Dept Admin prior to any absences

Signed Student:_____ Parent:_____

Date:_____ Date:_____

Date _____
Receipt # _____
Payment _____
Signed_____

2026 MUSIC TUITION PAYMENT FORM

Please complete **BOTH SIDES** of this form, and return to the Performing Arts Department via email to music-department-kolbe@cewa.edu.au or at the College Main Reception **STRICTLY by Friday 21st November 2025.**

Student Name:		Year in 2026:
Billing Person Name/s:		
Billing Person Contact Number/s:		
Billing Person Email/s:		
Total Cost of Music Tuition for 2026:	☐ $1140 Yrs 7 - 10 (per instrument) ☐ $760 Yrs 11-12 (per instrument) ☐ Other $_____ (Eg: including instrument hire fee or if multiple instruments selected)	

PAYMENT OPTIONS

☐ Payment in full (Select payment method to the right)	☐ Funds Transfer to BSB: 086 006 | Account: 545 182 801 Reference: MUSIC26(Student Initial and Surname) ☐ Please deduct payment of the above total amount from the following credit card: Card No: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Expiry: __ __ / __ __ CCV: __ __ __ Card Holder Signature: _____
☐ Payment via Fee Account	If selecting this option, music tuition will be added to your school fee account. Music payments will be a combined figure with your school fees.

BILLING AGREEMENT

- I/We have read and understand the conditions outlined in the Information and Enrolment Package. I/We accept full responsibility for all music tuition fees, and any other expenses incurred during the student's participation in the Kolbe Music Tuition Program.

Signed (Billing Person/s) / Date: _____

2026 MUSIC INSTRUMENT HIRE FORM

Please return this form along with your Tuition Enrolment and Payment forms if hiring an instrument.

This is the parent's/guardian's hire agreement concerning a musical instrument owned by Kolbe Catholic College. Instrument Hire is available on request, limited instruments available.

1. The hire fee is $150. This applies for a period of 12 months and is required to be paid upfront at the beginning of the hire period.
2. The hirer is responsible for the cost of damage or loss of instrument during the loan period. The instrument in NOT covered by the College's insurance policy while on loan.
3. The hirer will return the instrument to the Performing Arts Department, in a good and hygienic condition, on or before the final day of the loan.
4. The hirer is responsible for cleaning, maintaining and storing the instrument appropriately, as instructed by College music tutors and teaching staff.

Parent's/ Guardian's Full Name:		Phone:
Email:		
Student's name:		Year Group (in 2026):
Instrument required:		

This agreement between the above mentioned parent/guardian and Kolbe Catholic College, acknowledges the agreed terms and conditions for the instrument as listed below.

I hereby agree to abide by the terms and conditions as above for this instrument.

_____ _____

SIGNATURE OF GUARDIAN DATE

_____ _____

Mr Dave Gryl DATE

Music Coordinator

For Office Use only:

Instrument:	Make:
Model:	Serial Number:
Date of Hire from:	Date of return: