2027

MERIDEN MUSIC ACADEMY HANDBOOK

MERIDEN
AN ANGLICAN SCHOOL FOR GIRLS

Meriden girls make their *marks.*



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GENERAL INFORMATION

Music has a long tradition of excellence at Meriden and forms an essential part of each student's education. The school has a thriving Music Department which aims to foster a love of music in every student and develop the skills of young musicians. Private tuition is available in instruments, voice, theory, musicianship and speech and drama. Lessons are taught by qualified specialist teachers during the school day, after school and on Saturday.

COMMENCEMENT OF TUITION

Students wishing to start lessons with the Music Academy must complete an enrolment application through Parent Lounge. The administration fee is $65 per student (charged per annum). This fee is non-refundable.

Parents will then be contacted by the Music Academy Administrator to discuss lesson times, tutors and appropriate equipment. You may also wish to hire an instrument through the Music Academy. Please refer to the Instrument Hire Policy.

Students generally commence tuition at the beginning of each school year. However, enrolments are accepted at the beginning of each school term, pending availability. The administration fee is charged upon enrolment and the term's tuition fees are charged before the commencement of lessons.



CONTINUATION OF TUITION



All enrolments are accepted with the understanding that it is for the full school year. There is a minimum enrolment period of one semester (two terms). **Written notice is required to cancel the following semester's lessons by the end of Week 6 in Term 2.** Failure to do so will result in a full term's fees being charged. An email regarding re-enrolment will be sent in November of each year as re-enrolment is not automatic.

INSTRUMENTAL AND VOCAL TUITION

The Meriden Music Academy operates in the studios of the Senior School and Junior School campuses. There are over thirty instrumental staff who offer tuition in a variety of instruments and vocal styles. Minimum age requirements may apply for Woodwind, Brass, Drums/Percussion and Voice.

The following tuition is offered through the Academy:

Bassoon	French Horn
Cello	Guitar
Clarinet	Jazz Piano
Classical Voice	Oboe
Composition	Piano
Contemporary Voice	Saxophone
Double Bass	Trombone
Drum Kit/Percussion	Trumpet
Electric Bass	Tuba
Euphonium	Viola
Flute	Violin

THEORY OF MUSIC AND MUSICIANSHIP TUITION

Theory and Musicianship tuition is also offered. Students undertake theory classes for several reasons. Firstly, by undertaking this aspect of their musical studies outside the instrumental lesson, more attention can be placed on practical skills in the instrumental lesson. Secondly, for those students undertaking AMEB practical examinations (Grade 6 and above), a pass in Theory/Musicianship (Grade 2 or higher) is required in order for the certificate to be awarded.

AMEB EXAMINATION	AMEB ADDITIONAL MINIMUM REQUIREMENT
Practical Exam	**Theory/Musicianship**
Grade 6	Grade 2
Grade 7	Grade 3
Grade 8	Grade 4
AMusA	Grade 5
LMusA	Grade 6

Usually, Theory and Musicianship tuition is commenced after a student has been learning an instrument or voice for at least two years. The course follows the AMEB, TCL and ABRSM syllabi and students are eligible for and encouraged to sit these examinations. These lessons can be taken as individual or small group tuition depending on availability. An assessment will be made to determine the appropriate grade for the student.



SPEECH AND DRAMA TUITION

Speech and Drama lessons are available to students from Years 5 – 12. Both individual and group lessons are available. Examinations are open to all students and are conducted through the Australian Music Examination Board (AMEB), International Music Examinations Board (IMEB) and the Trinity College of London. The broad curriculum encompasses drama selections, prose reading, speech, poetry and mime.

TUTORS

All tutors are highly trained specialists with an ongoing commitment to their chosen field. They are all screened by the NSW Government for the Working with Children Check and complete annual Child Protection training through Meriden School.

The Meriden Music Academy will decide which tutor is the most appropriate for each student who enrols in the Academy. This may not necessarily be the student/parent/guardian's tutor of choice.





REPORTS AND EXAMINATIONS

After a period of development, students may undertake external examinations. These include AMEB, ABRSM, IMEB and Trinity College of London examinations. Examinations are held at the Sydney AMEB Studios, the Conservatorium of Music, or at Meriden. Students will be notified by the tutor regarding the suitability of such an examination; alternatively, the parent/guardian may contact the Music Academy to discuss this option. Undertaking such an examination requires a clear agreement between the parents/guardians, the tutor and the student about the preparation required to complete the examination successfully.

Enrolment in examinations is organised through the Music Academy and payment for the examination is made directly through Parent Lounge. Each student is required to have two rehearsals with an accompanist prior to the examination (excluding piano and speech and drama examinations). Information about accompanist fees is available from the Music Academy Administrator.

LENGTH OF LESSONS

It is recommended that new Academy students select a 30-minute lesson. New students undertaking AMEB Grade 4 and above should select a 45-minute lesson and new students undertaking AMEB Grade 7 and above should select a 60-minute lesson.

FEE SCHEDULE 2027

Instrumental and Vocal Tuition

8 Individual 30-minute lessons	$500 per term
8 Individual 45-minute lessons	$745 per term
8 Individual 60-minute lessons	$990 per term

There is an additional fee for examinations.

Theory of Music, Musicianship and Music Craft

Classes are held in groups of 3-6 students.

Prelim – Grade 3	8 x 30-minute lessons	$235 per term
Grade 4 onwards	8 x 60-minute lessons	$470 per term

There is an additional fee for examinations.
Classes may not run with fewer than 3 students.

Speech and Drama

8 Individual 30-minute lessons	$500 per term
8 Group 30-minute lessons*	$295 per term
8 Individual 45-minute lessons	$745 per term
8 Group 45-minute lessons	$435 per term
8 Individual 60-minute lessons	$990 per term

There is an additional fee for examinations.
**Group of 2 students.*



Musical Instrument Hire

12 months' hire of instrument	$435 per annum

Prices include GST

Music Academy

Registration Fee	$65 per annum

HIRE OF MUSICAL INSTRUMENTS

Most instruments may be hired from the Music Academy, subject to availability. Parents will be contacted directly to pay for the hire fee prior to commencement of lessons. The hire fee covers the instrument's ongoing maintenance for reasonable wear and tear. **The cost of repairing any damage done to the instrument through carelessness or negligence is the responsibility of the hirer.** The Music Academy will arrange for any necessary repairs. Hire of an instrument is for the full school year; refunds will not be given should a student cancel their enrolment. It is necessary to own a piano if a student wishes to learn this instrument.

Please note that pianos, electric guitars and drum kits are not available for hire.

INSTRUMENT HIRE POLICY



Hiring an instrument gives students an opportunity to test their skill and interest and delays the purchase of an instrument. After a period, parents may choose to buy an instrument. Ongoing hire may be arrranged in the case of certain instruments.

Hire instruments are clearly labelled with the student's name outside the case.

The hire instrument remains the property of Meriden Music Academy at all times and is issued on loan to the student subject to the following conditions:

(a) The instrument is to be used by the student whose name appears on the Hire Agreement and by no other person.

(b) Loss or damage to a hired instrument must be immediately reported to the Music Academy Administrator.



(c) If the instrument is damaged or lost, the cost of repairs or equal replacement value is the responsibility of the Hirer and payable to Meriden School.

(d) The Hirer must insure the instrument against loss, theft or accidental damage. It may be covered under an existing Householder's policy; it is the responsibility of the Hirer to check this information.

(e) On no account may the Hirer, or any other person, attempt repairs or adjustments to the instrument. The Music Academy will endeavour to have repairs carried out as soon as possible.

(f) It is the responsibility of the Hirer to purchase consumables and accessories necessary for the use and cleaning of the instrument if required.

(g) The instrument is returnable upon demand at any time for inspection, repair, adjustment, or for any other reason.

(h) All students discontinuing lessons at the end of Semester 2 must return their instruments by the last Friday in November.

(i) The instrument must be returned on conclusion of the hiring period in the original condition and with the original accessories.

(j) If a student does not observe Music Academy policy on regular attendance at ensemble rehearsals and individual lessons, the loan may be terminated.

CARE, STORAGE AND INSURANCE OF PERSONAL INSTRUMENTS

Musical instruments represent a significant investment for parents/guardians. The following guidelines relate to their care.

1. Although the Music Department endeavours to provide safe and secure storage for music instruments, the school's insurance does not cover student property – this includes student-owned instruments. Parents/guardians should make their own arrangements concerning insurance. Meriden will not be held liable for lost or stolen instruments.

2. All personal instrument cases should be labelled clearly in large letters on the outside and inside. If an instrument is not clearly labelled, the Music Academy Administrator may open the instrument case to establish ownership.

3. Students are responsible for ensuring that their instruments/cases are stored in the **appropriate allocated areas**: in either Senior School or Junior School Music Storerooms. Appropriate insurance of instruments, whether hired from the Academy or privately owned, is important. Parents are responsible for any loss or damage to an instrument either privately owned or school-owned. This includes loss or damage to an instrument whilst in transit to and from lessons and performances. Parents/guardians are advised that they should be aware of their liability and take whatever action required to cover the cost of equal replacement value due to loss or damage to an instrument.



ACCESSORIES

Each instrument hired from the Music Academy is supplied with appropriate accessories – strings, reeds, cleaning cloths, valve oil and rosin for the commencement of lessons. Additional accessories will need to be purchased by the student. They may also be purchased by Meriden students from the Music Academy office, and charged to a student's account.



TIMETABLING OF LESSONS

The Meriden Music Academy allows students of all ages from within and outside the Meriden community access to quality tuition in Music, and Speech and Drama by professionals in a comfortable learning environment. Lessons occur at the Academy between the hours of 7:30am and 6:00pm Monday to Friday and 9:00am – 2:00pm on Saturday, dependent upon tutor availability. **Lessons are rotated during school hours.**

It is the responsibility of both parents and students to consult the lesson timetable which is emailed at the commencement of each term. Students who wish to change their lesson time because of a clash with excursions, assessments or other commitments, must contact the Music Academy Administrator in writing to organise a make-up lesson. This contact must be made **at least 48 hours before** the scheduled lesson; otherwise, the lesson will be charged.

Instrumental, Voice and Speech and Drama Lessons

Students will receive eight lessons per term and a full term's timetable of lessons will be issued at the beginning of each term to enable students to have prior knowledge of their commitment regarding lessons. All lessons are timetabled for the same day each week.

Students with lessons timetabled between the hours of 8:30am and 3:30pm will be withdrawn from normal school lessons. Lessons during these hours are on a rotation basis so that students miss a different academic subject each week. It is the responsibility of the student to catch up on missed work.

Senior students (Years 11 and 12) are given preference for lessons outside school hours, including lunch and recess.

Theory of Music/Musicianship

Lessons are held after school and during lunch/recess (30-minute and 60-minute lessons). Lesson times will be finalised upon receipt of applications to the Music Academy. Students must commit to a particular class for the full course. It may not be possible to alter lesson days and times due to conflicting commitments.



STUDENT ABSENCE FROM LESSONS



The Music Academy must be contacted prior to 7:00am on the day if a student is to be absent from a lesson due to illness. Lessons missed through the absence of a tutor or due to a school event will be made up, or a fee credit given when this is not possible. Lessons missed through forgetfulness on the part of the student will be charged and not made up.

Punctuality is important to the successful operation of the program.

PHOTOCOPY POLICY

All Music Academy students will use only original music. Original music will need to be purchased, although in some cases instrumental tutors may be willing to lend original music to students. If so, it is an agreement between tutor and student. No Music Academy student will be allowed to use photocopied music in music lessons, rehearsals, concerts, competitions, eisteddfods or any other tuition or performance situation connected with Meriden.

Photocopying music is stealing the income rightfully owed to composers, arrangers and publishers. Please refer to AMCOS copyright laws for clarification.

CHOICE OF INSTRUMENT

Violin and piano may be commenced from Kindergarten. Woodwind, Brass and Percussion are usually commenced from Year 3, but may be earlier depending on a student's physical development.

Specific information for Junior School students

Any Music Academy student from Kindergarten to Year 6 involved in the rotating timetable, will be collected by the tutor from the classroom and then returned at the conclusion of the lesson. **Parents/Guardians are encouraged to help their children remember their lesson time, as it will change each week.**

ROLE OF PARENT/GUARDIAN



Progress, and therefore enjoyment, is only possible through regular and focused practice sessions. Tutors will provide practice outlines, and most students benefit from having a parent take them through this each day. Tutors can make notes from the lessons in a Meriden record book. These can be purchased through Meriden Parent App, upon request.



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