

SPEECH & DRAMA APPLICATION AND AGREEMENT

STUDENT NAME

YEAR LEVEL 2019 BOARDER or DAYGIRL

HOME PHONE PARENT'S MOBILE

PARENT'S EMAIL

ADDRESS

PREFERRED SPEECH & DRAMA TEACHER

UNAVAILABLE DAYS

NAMES OF SCHOOL FRIENDS PREFERRED IN GROUP (Please note that we will do our best to put friends together, but this cannot be guaranteed.)

.....
.....

LESSON PREFERENCE:

- Individual (Trinity & AMEB examination option)
- 2 – 4 Small group (Trinity & AMEB examination option)
- Large After School Group (Recreational. NO examination. Maximum 8 students)
 - Year 4 Tuesday
 - Year 5 Wednesday
 - Year 6 Thursday
- My daughter studies a musical instrument during class time
- My daughter intends to participate in a Speech & Drama examination

Student Agreement:

I agree to take responsibility for the following –

1. Check the timetable for my lesson time
2. Contact my teacher via mobile phone or email in the event of illness or activity that could impact my lesson time.
3. Be prepared for all lessons.

Parent/ Guardian Agreement:

I have read and agree to the Terms & Conditions in the attached information sheet.

I am aware there is a five week notice charge (not inclusive of holiday periods) for cancellations of lessons.

I am aware that the lesson charges will occur once per term.

Parent/ Guardian Name Date

Parent Signature

Student Signature

Terms and Conditions

1. Lessons will be charged to your school account each term. Speech and Drama Lessons shall be payable under the same conditions as School Fees. Should lesson charges and/or School Tuition Fees not be paid by the due date, and where no other arrangement has been reached with the Director of Finance & Business Operations, participation in lessons may be suspended.
2. Enrolments are assumed to be for the entire school year unless otherwise notified.
3. A minimum of five **(5)** weeks written notice (this does not include holiday periods) is required from parents if they wish to discontinue lessons, change their teacher or lesson time. **Lessons will not be cancelled or changed until written authority is received from parents via email.** Please contact the Speech and Drama coordinator via: speechanddrama@sthildas.wa.edu.au. Students are encouraged to continue lessons during the five week notice period as charges will occur whether attended or absent.
4. Students will be charged for missed lessons due to illness. However, in case of illness on the day of the lesson, out of courtesy **please phone your Speech and Drama teacher by 9:00am**. If you are unable to contact the Speech and Drama teacher, please phone or email the Drama Department. If possible, an alternative lesson may be arranged with the Speech and Drama teacher.
5. Fees may be waived if advance notice (more than one week) of absence is given. Students should endeavour to remind teachers of absences due to school camp, excursion, incursion, or exams so that the lesson can be re-arranged or fees waived.
6. In case of school subject interference with Speech and Drama lessons, such as assessments or assignments that are not outlined in the School Calendar, the student is responsible to notify the Speech and Drama teacher one **(1)** week in advance in order to arrange another lesson.
7. The School does not undertake to make up lessons for classes missed through no fault of the individual teacher.
8. There may be additional costs associated with Speech and Drama during the year; this will vary according to student needs and requirements. E.g: Exam fees, text books, competition entries.
9. Any Drama texts or additional fees requires should be arranged between the teacher and student. The teacher is required to forward this information to the parent.
10. Junior School students are only allowed to be excused from class for one co-curricular activity, e.g Speech and Drama **OR** a music lesson. If your daughter is currently attending instrumental music lessons during class time, unless it is able to be rescheduled outside of class hours, she will only be able to attend the large group lessons after school. **There is only one after school class per year group.**
11. Individual or Paired lessons for Junior School students are only available during class time rotations. After School option is Large Group only and will not participate in exams. Lunchtime classes are capped at 2 students due to time limit, and only students participating in exams will be considered.
12. Enrolment forms for the following year will be issued in Term 4. All students need to re-enrol as lessons do not automatically roll over to the following year.

Responsibility of Parents/Guardians

1. Encourage regular practice of skills taught in class according to the teacher's advice.
2. Remind your daughter of upcoming classes to ensure no unexpected absences.
3. Read and understand the guidelines about notice periods, as set out in the Terms & Conditions above.