

NT MUSIC SCHOOL ENROLMENT POLICY – INSTRUMENTAL & VOICE

Responsibility of: Leadership Team, Instrumental & Voice Teachers
Effective date: September 2025
Next review date: Term 3, 2026

1. RATIONALE

To ensure fair and consistent practices for all students wishing to commence lessons or continue lessons 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 & VOICE LESSON ENROLMENT POLICY

- 2.1. Online enrolment is available on the NT Music School website: 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 Week 5 Term 4 of the preceding year.
- 2.5. Any student applying for a position after this closing date will automatically be placed on a wait list until a position becomes available.
- 2.6. Entry into woodwind, brass, percussion, strings and guitar is from Year 4 – Year 12.
- 2.7. Entry into voice is from Year 7 – Year 12.
- 2.8. All government school students enrolled with an NT Music School choral ensemble in Year 7 – 12 are eligible for voice lessons. Voice lessons are not offered to primary school ensemble students.
- 2.9. The NT Music School allocates lessons to each school based on enrolments and discussion with school Liaison Teachers and Principals. Priority is given to continuing students and then new students, if positions are available.
- 2.10. A maximum number of guitar groups applies in each school on a sliding scale, according to total school student enrolment.

- 2.11.** Group size must be a minimum of 3 students. Exceptions may be made for lessons offered online or senior school students enrolled in Stage 1 or 2 performance, or by Principal approval.
- 2.12.** 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.
- 2.13.** Students may enrol in lessons for more than one instrument with parent and school permission and in consultation with the NT Music School teacher and Assistant Principal.
- 2.14.** Students enrolled in instrumental lessons may also be enrolled in voice lessons in Years 7 – 12.

3. YEARS 7-10 STUDENTS

- 3.1.** Continuing students are given preference in timetables up until the cut-off date for enrolments in Round 1 (Week 5, Term 4)
- 3.2.** New students will be placed after continuing students are placed.

4. YEARS 11-12 STUDENTS

- 4.1.** All Year 11 or 12 students must be enrolled in a Stage 1 or Stage 2 music subject, or a school music subject, or enrolled in an NT Music School ensemble, or recognised school ensemble to be eligible for enrolment in lessons.
- 4.2.** 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 lessons.
- 4.3.** Group size must be a minimum of 3 students. Exceptions may be made for senior school students enrolled in Stage 1 or 2 subjects, or by Principal approval.
- 4.4.** All individual lessons must be confirmed with the Principal, the parent and the school.

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 5, Term 4 of the preceding year to enable student timetables to be drafted for the following year.
- 5.2.** Second round enrolments close Week 5, Term 1. After this time, applicants are placed on a waiting list. 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.
- 5.4.** NT Music School instrumental teachers contact schools and begin visiting from Week 2 of Term 1 to teach continuing students and new students.
- 5.5.** NT Music School voice teachers contact schools and begin visiting from Week 5 of Term 1 to teach continuing students and new students.
- 5.6.** Lessons finish in Week 9 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, NTMS Excursions and Instrument Demonstrations.

6. CONTRIBUTION, INSTRUMENTS & EQUIPMENT

- 6.1.** A \$100 contribution is requested once a students' enrolment in the program is confirmed. Lessons will not be withheld from students if a contribution is not provided.
- 6.2.** Parents are expected to ensure students have an instrument, tutor book and required equipment for lessons.
- 6.3.** All instrumental students must have an instrument to practise on at home no later than 10 weeks after joining the program. Students without equipment may be withdrawn. Instruments may be hired or purchased. Note that NTMS does not facilitate hire of guitars or string instruments.
- 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, Voice and Ensembles Program.

8. RESPONSIBILITIES

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

9. DEFINITIONS

Instrumental or Voice 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 a school to be the contact person between the NT Music School and the partner school regarding the instrumental & voice programs.

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.