

## **PRIVATE INSTRUCTION POLICY (INSTRUMENTAL MUSIC AND SPEECH & DRAMA)**

### **Purpose**

Private Instruction is intended to provide opportunities for students outside of the curriculum offered by the College. This policy identifies the approach to be taken in regard to private instruction for students of Damascus College.

### **Scope**

This policy applies to private instruction as defined below, and to all students and those contracted to instruct in Instrumental Music and Speech & Drama.

### **Definitions**

Private instruction is a sequence of sessions offered to students under the auspices of the College, either on an individual basis or in small groups, and for which parents pay an additional fee. It does not include staff employed by the College for tutoring or counselling students in subjects which they undertake as part of their normal curriculum.

### **Policy Statement**

It is the policy of the College that:

- private instruction is intended to complement and extend the curriculum which the College offers;
- opportunities will be provided at the College, for students to have private instruction; and
- private instructors are to be approved by the Principal, and are engaged as independent contractors by the Principal on behalf of the College Board.

### **Consequences**

- Damascus College will ensure appropriate structure and personnel to liaise with independent contractors and students and to ensure the provisions of this policy are implemented.
- Damascus College will ensure that all independent contractors engaged by the College will sign an agreement outlining Terms and Conditions relating to private tuition.

### **Responsibilities**

The Principal and Leadership team has overall responsibility for the implementation of this policy.

### **Associated Documents**

Education Act 2007

Working with Children Act

Private Instruction Enrolment Form

Instrumental Music and Speech & Drama Agreement Form