



QUEENSLAND ACADEMY OF MUSIC

2025 INFORMATION BOOKLET

“We aim to provide our students with the most positive and enjoyable music experience, to encourage every one of them to develop a life-long passion for music, whilst reaching their full potential. It’s time to let their light shine!”

To ensure a successful learning experience for our students, please read the following information regarding enrolment at QUEENSLAND ACADEMY OF MUSIC.

ENROLMENT PROCESS:

Please provide the following details - students name, date of birth, parents name, email address and mobile number. This allows us to set up your family’s profile in our system. You will receive an email from ‘My Music Staff’ to confirm your login. This login will be used for you to access the calendar which has all your scheduled lessons, important events etc. Once logged in, please check all your details are correct and complete any other details which have been left blank.

ENROLMENT FEE:

There is an annual enrolment fee of \$120 which covers the student’s insurance, resources, photocopying, stationary, awards etc throughout the year. For returning students, this was included on your December 2024 invoice. For new students, this will be included on your first invoice of 2025.

2025 FEE STRUCTURE:

Individual Permanent Lessons (Paid Monthly in Advance) – INSTRUMENTAL SPECIALIST TEACHER

20 minute private lesson	\$32.00
30 minute private lesson	\$43.00
45 minute private lesson	\$64.50
60 minute private lesson	\$86.00
75 minute private lesson	\$107.50
90 minute private lesson	\$129.00

Individual Casual Lessons (Paid Weekly or Per Lesson Booked) – INSTRUMENTAL SPECIALIST TEACHER

20 minute private lesson	\$37.00
30 minute private lesson	\$48.00
45 minute private lesson	\$69.50
60 minute private lesson	\$91.00
75 minute private lesson	\$112.50
90 minute private lesson	\$134.00

Individual Permanent or Casual Lessons (Paid Weekly or Monthly) – STUDENT TEACHER

20 minute private lesson	\$20.00
30 minute private lesson	\$25.00
45 minute private lesson	\$37.50
60 minute private lesson	\$50.00
75 minute private lesson	\$62.50
90 minute private lesson	\$75.00

Group Instrumental Lessons (Paid Monthly in Advance)

30 minute group lesson (2-4 students)	\$24.00
45 minute group lesson (2-4 students)	\$36.00
60 minute group lesson (2-4 students)	\$48.00

Group Theory Lessons (Paid at the start of each term)

Grades 1 and 2 (30 minute group lesson)	\$150.00
\$50 Discount for students enrolled in a PERMANENT INDIVIDUAL LESSON	\$100.00
Grades 3 and 4 (45 minute group lesson)	\$200.00
\$50 Discount for students enrolled in a PERMANENT INDIVIDUAL LESSON	\$150.00
Grades 5 and over – Group Lessons Unavailable for Grade 5 and over	N/A

'MY MUSIC STAFF' PORTAL:

'My Music Staff' is the portal that we will use for invoicing, accounts, payments, communication, calendar, lesson rescheduling, everything! It is important that you have access to the **Parent Portal** and the student has access to the **Student Portal**. The Parent Portal allows you to view your account, see the calendar with scheduled lessons/events, access lesson notes and resources from your teacher. You will also use this portal to cancel lessons, schedule make up lessons etc. The Student Portal is where the student will be able to access their lesson notes and log their practice.

INVOICES/PAYMENTS:

Invoices will be issued for payment at the commencement of each month. Invoices need to be paid in full by the end of the FIRST WEEK of the month to secure the lesson time and avoid Late Fees. If payment has not been received by the end of the first week, a reminder text will be sent. If fees remain unpaid, a Late Fee will be applied to the account (see below).

There are 3 options for payment – either via **bank transfer** (direct deposit) to the account detailed on the invoice, **Stripe** (an online card payment through My Music Staff) OR in **cash** at the lesson (please enclose in an envelope with students name and amount on the front).

Please note – the new online payment method (Stripe) is now our PREFERRED payment method. This will automatically update your account as it's linked with My Music Staff. This is the fastest and easiest way for account holders and administrators.

LATE FEES:

On the 7th day of the month, if fees are unpaid, a reminder text will be sent. If this account remains in arrears by the 14th day of the month, a late fee of \$24 will be applied. This is an automatic system and cannot be changed for any reason. It is important that all fees are now paid at the commencement of the month.

TERM DATES AND HOLIDAYS:

At QAM, we generally keep learning music throughout the entire year. It's not a seasonal sport! Lessons which fall during the school term **are compulsory, therefore all lessons within the term will be invoiced regardless of attendance by the student.** During holiday periods, please advise if your family is going away and you will not be charged for these lessons. Your teacher will generally have 4-5 weeks of holidays per year. You will not be invoiced for lessons if your teacher is on holidays or absent.

2025 TERM DATES
Term 1: Monday 27 th January to Saturday 5 th April (10 weeks)
Term 2: Monday 21 st April to Saturday 28 th June (10 weeks)
Term 3: Monday 14 th July to Saturday 20 th September (10 weeks)
Term 4: Monday 6 th October to Saturday 13 th December (10 weeks)

PUBLIC HOLIDAYS:

Public holidays will be marked on the calendar throughout the year. Sometimes, these days come in useful before exams, competitions etc for additional rehearsal time. Please note – you will not be invoiced for any public holidays where lessons are cancelled by your teacher.

DROP OFF AND PICK UP:

Please ensure students are prompt to their lesson. Often there are several hours of lessons running back-to-back, and if you arrive late, unfortunately we are unable to take your lesson overtime. Also, please ensure students are picked up on time to avoid disruptions for the student following.

COMMUNICATION:

It is very important that teachers have regular communication with parents to build a supportive learning environment for the students. Please read all correspondence via email or text and reply promptly if required. It is also expected that parents regularly read the lesson notes on My Music Staff and make comments or communication through this portal. If you have any concerns, please raise these with your teacher first. If you would like to discuss further, you can contact Le'Neta Edwards on 0457737926 or leneta@qldacademyofmusic.com.au at any time.

If your question is relating to invoicing or scheduling of lessons, please email admin@qldacademyofmusic.com.au

MISSED LESSONS:

If a student is unable to attend a lesson, it is the parents' responsibility to mark this on the My Music Staff Calendar 24 hours prior to the lesson. If this notification is received, then the lesson will be marked as a 'make-up'. This means that an alternative time might be arranged to complete the lesson.

If less than 24 hours' notice is given, the lesson fee is payable. There will be no make-up lesson offered.

NO Make-up lessons will be offered if parents have not notified the teacher of the absence. Full fee will be paid for the missed lesson.

NO Deductions from payments should be made without prior consent from your teacher.

In the case of a teacher being absent from a lesson, it is their responsibility to inform the parent. A substitute teacher may be able to take the lesson, or a make-up lesson offered. If no make-up lesson is possible, then a deduction from your next invoice will be offered.

PRACTICE:

It is an important part of learning any musical instrument that the student is committed to daily practice. The minimum expectation is 5 days per week (plus their lesson day). This will make good steady progress.

Please see the following for expected minimum practice times at QAM –

5 years and under	20-30 minutes per day
Preliminary-1 st Grade	30-45 minutes per day
2 nd – 4 th Grade	45-60 minutes per day
5 th Grade and higher	60-120 minutes per day

LESSON NOTES AND PRACTICE LOG:

Lessons notes will be uploaded to My Music Staff at the conclusion of the lesson or written into a journal at the discretion of your teacher. It is expected that students have access to these at every home practice session. **ALL STUDENTS UP TO AND INCLUDING YEAR 6 AT SCHOOL ARE EXPECTED TO LOG THEIR PRACTICE IN MY MUSIC STAFF.** Students will not be eligible for Practice Incentives or Annual Practice Awards if their practice has not been logged.

AMEB EXAMINATIONS/SUZUKI ASSESSMENTS/EISTEDDFODS/OTHER COMPETITIONS:

Your teacher will discuss with each parent/student when they wish to enter them into an examination, assessment or eisteddfod/competition. These are optional, however will only be recommended if your teacher feels it will be a rewarding experience and benefit your learning. Please feel free to discuss this at any time with your teacher, however parents are not permitted to enter a student into any exam, eisteddfod or other competition without prior consent from your teacher. Please remember that you are always representing the Academy when you are performing outside your lessons, therefore we want to ensure our positive reputation is upheld.

It is a privilege to be asked to partake in these opportunities, therefore these will only be offered to students who show commitment and dedication to their music learning. Entering a student for an exam to 'encourage them to practice' is not ideal...the practice should be occurring every week and then they are rewarded by completing an exam, or performance.

RECITALS:

In 2025 we are aiming to offer a minimum of 2 recitals for our students. All students are expected to participate in these recitals. It is a non-judgemental and very valuable performance opportunity for students. There is a small fee which will be added to your invoice prior to the recital month, which covers tickets for parents, participation medallion, and light refreshments on the day. We will also present awards to students who have excelled throughout the year.

QAM SCHOLARSHIPS:

We offer annual scholarships to deserving students. The Scholarships can either be a reduction in tuition fees, a bursary amount, resource allowance etc. Generally, the Scholarships are offered for a 6 month period, however can be extended for a further 6 months at the discretion of the teacher. Students are selected on their potential, attendance, work ethic, progress, and general attitude to lessons.

FINAL NOTE:

We aim to make every students musical experience a fun and rewarding one! Please assist your teacher by encouraging commitment to both lessons and home practice. If you have any questions or concerns, please contact your teacher. We look forward to working with your family to create a valuable and successful music pathway for your child in 2025!