



Prem Tinsulanonda International School
An International Baccalaureate Boarding and Day School
Chiang Mai Thailand

August 2019

Instrumental Lessons – Application and Enrolment

Dear Parents and Students,

Our expanding Instrumental Tuition Programme is an important area of enrichment offered at PTIS. Many parents regard it as a wonderfully convenient service offered by PTIS.

A. Santi helps us to find the best available instrumental teachers in Chiang Mai. These teachers make the journey out to PTIS each week and for this reason it is important you read the attached information, also available on our school website www.ptis.ac.th, so that it is a satisfying and productive learning experience for all. To further enhance these lessons it would be wonderful to encourage your child to extend their musical skills and to also have some fun. Please remember that enrolment in the Instrumental Programme is separate from the enrolment into co-curricular activities.

The Instrumental Programme will **begin in week 2** this term. We ask that you return your application **as soon as possible**, so that the timetabling of lessons can be completed quickly. Please give your instrumental lesson application to either the Junior or Senior School secretaries or email directly to A. Santi. We ask you to **make a commitment for at least one semester** so that real progress can take place. Each term students will be notified of their lesson time in the week before lessons begin. Senior students are to check lesson times for themselves on the wall outside the Senior Staff Room. Junior students will be notified by their homeroom teacher.

Please take the time to read carefully on the following pages the details of the Instrumental Programme prior to signing the Application form as this contains important information. **Students whose lessons are not paid for beyond the first week of the commencement of lessons in any term will be removed from the programme until proof of payment has been received by A Santi.** To assist this process the **Application Form also is the Invoice for Term 1.**

If you have any queries please do not hesitate to contact A. Santi. We wish your son/daughter every success and enjoyment in learning an instrument this school year.

Yours sincerely,

Ajarn Santi Saengthong, LTCL

Instrumental Programme Application

Student (full name) **Nickname** **Grade**

My son/daughter is a boarder: Yes ... No....

Parent email: **Parent phone no:**

Instrument:

Piano **Violin** **Drums** **Acoustic Guitar**

Level: **Beginner** **Some experience** **Intermediate** **Advanced**

Lesson type:

30 mins @ 400 THB 45 mins @ 600 THB 60 mins @ 800 THB

There are **two payment options** (*please keep receipts or deposit slips as proof of payment*):

1. Cash payment to the Ken (Ajarn Santi assistant) or our music teachers by presenting the Application and Invoice form.

2. Transfer to Ajarn Santi account, as per the details below, and confirm by email to the Accounting Department at santimus@gmail.com

A/C Name: Santi Saengthong

Savings Account Number: 504-0-45639-3

Bank's Name: Bangkok Public Co., Ltd

Savings Account Number: 868-2-07862-1

Bank's Name: The Siam Commercial Bank Public Co., Ltd

Payment undertaking:

1. I understand that my child will be taking instrumental lessons at PTIS and I agree to abide by the conditions laid out in the PTIS Instrumental Programme Conditions document available online.

*2. I understand that this application is for lessons for **the year**. If I wish my child to discontinue their lessons, I must give notice before the end of a term. I understand that lessons cannot be discontinued midway through a term.*

3. I understand that lessons will be discontinued after the first week of lessons of any term should proof of payment, that is a deposit slip or receipt, not has been received by A. Santi.

Parent signature **Date**

Please return this form, which is available on the school website www.ptis.ac.th, to the Junior School secretary, K. Aey secretaryjs@ptis.ac.th or Senior School secretary, K. Kib secretaryss@ptis.ac.th
A. Santi santimus@gmail.com

PTIS Instrumental Programme - Policy and Conditions

- Students will be given an instrumental placement once the lesson application is fully completed, signed by a parent, guardian or boarding parent and proof of payment has been presented to A. Santi.
- With the exception of Term 1 when lessons start week 2, lessons will commence on the first week of each term. There will be a set number of lessons in each term. Number of lessons taught each term: Term 1: 7,8 Term 2: 7, Term 3: 11 and Term 4: 8. There will be one or two weeks at the end of each term in which make-up lessons take place if necessary.
- Students are responsible for arriving at their lessons on time with the correct books and instrument.
- Junior students waiting for lessons or vans after school will be supervised outside the JS Principal's office.

Instrumental lesson cost

400 THB for 30 minutes private lesson

600 THB for 45 minutes private lesson

800 THB for 1 hour private lesson

Payment for Instrumental Lessons

Semester 1 lessons

To secure a place in the Instrumental Programme and to start lessons promptly please return your **Application as soon as possible**. Application forms may be submitted to either the Senior or Junior School secretaries or directly to A. Santi. **Students whose lessons are not paid for beyond the first week of the commencement of lessons in any term will be removed from the programme until proof of payment has been received by A. Santi.**

Any books or materials required for the lessons must be purchased at an additional cost by the parents.

Subsequent terms

Instrumental lessons will continue for the **whole year** unless notification is provided by the parent or guardian of the student's withdrawal from the programme. It would be greatly appreciated if notification of discontinuation was provided to A. Santi **by the end of the preceding term** as invoices for the forthcoming term will be sent out in the last week of each term.

Missed Lesson Policy

You will be invoiced for **all** of the lessons for each term. If a lesson is missed because the instrumental teacher is unable to attend, then a make-up lesson will be arranged and the student will be informed of the date and time at least a week in advance by either the teacher or by A. Santi.

If a student/parent wishes to organize a make-up lesson or to arrange a new lesson time due to special circumstances, such as excursions or camps, you must contact the instrumental teacher at least **twenty-four hours** in advance of your usual lesson time. Make-up lessons are to be

organized directly with the instrumental teacher and/or A. Santi. It is preferable if they don't take place in academic time. An option is to organize a make-up lesson on a weekend at Santi Music School near to Central, Kad Suan Kaew. For more information contact A. Santi at santimus@gmail.com

In case of unforeseen emergencies or sudden closure of the school the instrumental lessons will not be refunded or made up by the instrumental teachers.

To withdraw from the Instrumental Programme

To cease instrumental lessons students are to bring in written notification from parents, or parents can email A.Santi directly at santimus@gmail.com If a student chooses not to continue their lessons during term, there will be **no refund** given except in extraordinary situations. These will be considered but parents must contact the Head of Music.

Late Applications

Applications maybe considered if there is availability in the current term. Otherwise the student will be waitlisted for the forth coming term.

Timetabling Instrumental Lessons

Wherever possible, lessons will be timetabled after school. However, we recognize that for many younger students this is not the most productive time of day as far concentration and learning is concerned. In addition, with the expansion of our Instrumental Programme, it is not possible to schedule all the lessons after school. Therefore we timetable some lessons during the school day. If you find that your child's lesson is timetabled during the school day, please be assured that this has been done with maximum consideration for your child's learning and with every effort to minimize any negative impact on the normal timetable.

- Junior School students will have a fixed lesson time each week. If it is during the school day, the lesson will be at a time agreed with homeroom teacher, and will not be in a specialist class, except for Music, and occasionally PE. Should the necessity arise a rotating timetable will be implemented.
- Students in Grades 1 – 3 will be collected from their classroom for their instrumental lesson by the instrumental teacher. Students in Grade 4 and 5 will be expected to make their own way to the lesson.
- Senior School students' lessons are scheduled at a fixed time after school. They will need to take account of this when selecting their Co-curricular activities.
- If demand necessitates lessons to occur during school time this will only apply to Grade 6-10 students who will not miss any more than 30 minutes of curriculum time for instruments each week. It will be the student's responsibility to catch up any missed work and homework assignments. Grade 11 and 12 will not miss any curriculum time.
- Once the timetabling of the lessons has been completed, parents and students are respectfully asked **not** to make requests for changes. The scheduling is a complicated process, and many factors have to be taken into consideration.

Practice

It is vital that students undertake regular practice in order to make progress on their instrument. Teachers will give advice as to length and frequency of practice. Each student will be issued with a Practice Book. The purpose of this is for the teacher to record material to be practiced each week, and to provide a channel of communication between the parent and the instrumental teacher. Parents are requested to check and sign the practice book each week.

Reporting on progress

Parents will receive two reports from the instrumental teacher, a Mid Year and End of Year Report giving indications of progress, recommendations for the future and number of lessons attended.