Dear Parents,

Marist Sisters’ College is offering the opportunity for your daughter to be involved in the Private Speech and Drama Program.

At present we have vacancies, and students can begin lessons at any stage during the school term. The lessons are conducted by a qualified and reputable professional drama practitioner from outside the College. Lessons are half an hour in duration and occur within school time on a set day. The times of lessons will vary each week to minimize disruption to school studies.

Current tuition fees are $30.00 per lesson. Students are to pay the fees directly to their private Speech and Drama tutor. We ask that payments are prompt, as arranged with the tutor.

To join the program, please read the additional information overleaf, then sign and return the form to the student office or directly to Ms Spata. You should hear from the Speech and Drama tutor within two weeks to arrange the first lesson.

Yours sincerely,

Ms E. Spata
Creative Arts Co-ordinator
To speak with your daughter’s tutor please contact them directly as they are private teachers. Please take their contact details when they call you to arrange the first lesson.

Payment is arranged directly between the tutor and parent, and you will usually be invoiced for the term’s lessons (8-10 lessons). We ask that payment be prompt.

If your daughter is absent from school you must contact the tutor no later than 8am on the day of the lesson. In these cases, the lesson can usually be made up or a credit given on the next term’s fees. Please note that it must be the parent or guardian who contacts the tutor and not the student.

If you fail to notify the Speech and Drama tutor of an absence by 8am on the day of the lesson, the lesson must still be paid for.

As a general rule, students should not miss their private Speech and Drama lesson for another school activity other than formal examinations and assessment tasks. Students will know of these at least two weeks in advance and should reschedule their lesson with their tutor if necessary.

Students have plenty of opportunity to participate fully in their timetabled subject and collect any instructions and homework, as they only ever miss 30 minutes from a 70-80 minute lesson.

Should you wish your daughter to leave the Speech and Drama programme you will need to give four week’s written notice to the Speech and Drama tutor.

Learning Speech and Drama is a magical opportunity! We hope your daughter will thoroughly enjoy it. Please support and encourage her in her regular practice and encourage her to join the College’s extra-curricular performances.

---------------------------------------------------------------------------------------------------------------------------------

Student’s Name: ___________________________ Tutor Group: ________________

Phone: _________________________________

My daughter is interested in learning Speech and Drama through the Private Tutoring Program at Marist Sisters’ College Woolwich. I have read and understood the additional information above and agree to the terms for payment of lessons.

Parent’s Signature: ________________________ Date: ________________