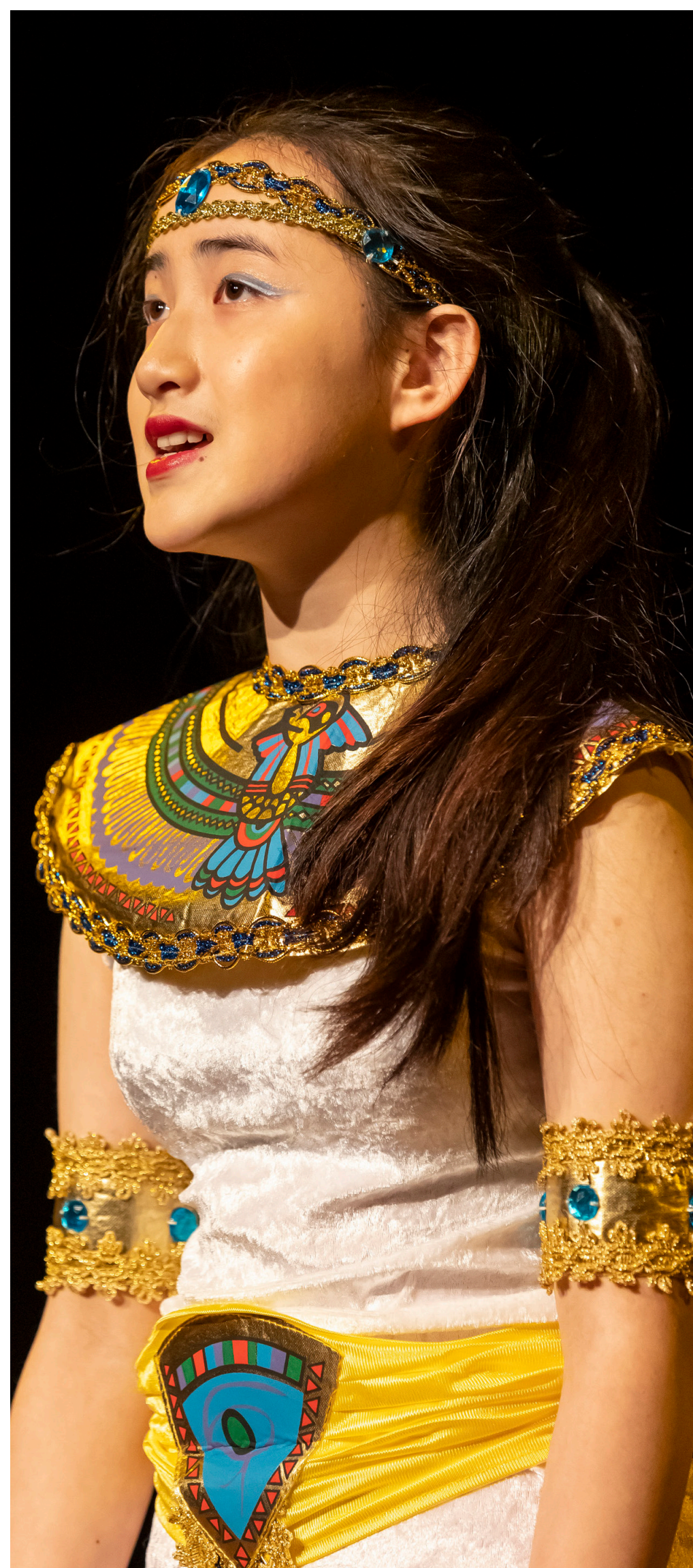




GENAZZANO  
FCJ COLLEGE

# Speech and Drama Tuition 2023

Ready to take  
on tomorrow.







### General enquiries

**Speech and Drama Coach**

Mrs Meredith Martin

**P:** 8862 1117

**E:** [meredith.martin@genazzano.vic.edu.au](mailto:meredith.martin@genazzano.vic.edu.au)

**Curriculum Leader: Performing Arts**

Ms Alison Heard

**P:** 8862 1122

**E:** [alison.heard@genazzano.vic.edu.au](mailto:alison.heard@genazzano.vic.edu.au)

Examinations are categorised at three attainment levels which are benchmarked as follows:

- Foundation (Grades 1-3) Level 1
- Intermediate (Grades 4-5) Level 2
- Advanced (Grades 6-8) Level 3

301 Cotham Road, Kew VIC 3101  
+61 3 8862 1000  
[genazzano.vic.edu.au](http://genazzano.vic.edu.au)

-  [facebook.com/GenazzanoFCJCollege](https://facebook.com/GenazzanoFCJCollege)
-  [@GenFCJ](https://www.instagram.com/GenFCJ)
-  [@GenFCJ](https://twitter.com/GenFCJ)



# Introduction.

The Speech and Drama program is an extra curricular activity available for students from Years 4 to 12. Speech and Drama focuses on developing excellent communication skills. Clear, audible and articulate communication is necessary in all areas of life. Speech and Drama is not only for students who enjoy performance but also for students who would like to develop greater confidence in their communication and when presenting to an audience.

## Acting skills

Tuition in acting focuses on the vocal and physical expressive techniques for performance, including: acting, mime, movement, characterisation, staging, improvisation and engagement with a range of dramatic literature.

## Public speaking and communication skills

Public speaking and communication skills tuition focuses on developing understanding and practise in the analytical and critical concepts underpinning persuasion, negotiation, summarising and communicating ideas and opinions in a variety of contexts using verbal and non-verbal skills.

All students will have the opportunity to present their work for parents and friends.

## Speech and Drama Coach

Individual and/or small group lessons will be administered by the Drama Department and tuition will be conducted by Mrs Meredith Martin (BA BPPM Hon. MA Dip. SD.)

Meredith has an Associate Diploma in Speech and Drama Performance and has worked as a Speech and Drama Coach at St Columbas' College, Loreto Mandeville Hall and Methodist Ladies College. She has adjudicated Speech and Drama eisteddfods and festivals; and performed and worked as a voice coach with community theatre groups.



► **Mrs Meredith Martin**  
– Speech and Drama Coach



# Reports and examinations.

Each student will receive a written report at the end of each semester. External assessment is available to students wishing to enter examinations conducted by AMEB (Australian Music Examinations Board).

Parents will be notified about the suitability of such an examination or parents may contact the coach to discuss this option. Undertaking such an examination requires a clear agreement between the parent, the coach and the student. A student can only be registered for examinations at the discretion of the coach.

The coach, in consultation with the student, will organise rehearsal times for the examination. In order for a student to be enrolled in an AMEB examination, parents must sign an Examinations Permission Slip, which clearly outlines the cost for the examination. This form will be provided to you via the coach; without this signed agreement enrolment cannot occur.

If students do not wish to sit an examination, they are able to sit an internal assessment. This assessment will be conducted at the discretion of the coach, in consultation with the parents and students.

Examinations take place in May/June and October/November.



# Conditions of tuition.

## Commencement of tuition procedure

To commence tuition, please complete the Speech and Drama Tuition Application Form. Once the form has been received, parents/guardians will then be contacted with details of the lesson times. Cancellation of lessons cannot be made once a student has been allocated lessons. Please note that in such a case, payment of the full semester will still apply. It is the responsibility of the parent/guardian to discuss any issues with the coach prior to enrolling in a new course.

## Termination of tuition

For the purposes of planning, if you wish to cancel your daughter's tuition, a letter of notice needs to be provided by the end of term. A 'notice to discontinue' can be found at the back of this booklet.

Please note, fees are payable until the term's conclusion in which the notice is given and cancelling lessons during the school holidays will incur the full payment of fees for the following term.

It is important for parents of new student enrolments to be aware that the full semester (16 lessons) fee will be charged regardless of how many lessons are attended.

## Continuation of tuition into the following school year

Your enrolment will automatically continue into the next year until you send us notification in writing that you wish to cease lessons. This notification to cease lessons must be received by the end of the last week in November.

If you wish to alter the lesson's format in any way, such as to change from individual to shared lessons, you will need to complete a new Speech and Drama Tuition Application Form, being sure to tick the box marked altering existing individual lessons (located at the back of this booklet).

Please note that unless written notice is received by the end of the last week of November (no later), it will be assumed that the student will be continuing lessons for the next academic year.

## Timetabling of tuition

Lessons are taught on the basis of a rotating timetable during school hours. Each week, students are allocated a different time in order to minimise disruption to the same class. Students cannot request a time outside of school hours, recess or lunch as these times are reserved for students doing Units 3 and 4 in Year 12.

Students cannot request that the timetabling of lessons occurs out of core subject lesson times (English, Maths, etc.). It is the responsibility of the student to check her tuition timetable in order to minimise disruption to the same classes/subjects.

Timetables will be provided by the coach at the start of every term. Students and parents have several ways to check lesson times. Below are the ways in which timetables are provided to our daughter.

- Notification of Speech and Drama lessons each term
- First lesson: Coach calls home or emails student directly
- After first lesson
  - Timetable distributed to student by the coach
  - Lessons written in record book
  - Students are emailed directly

If there is a change of lesson time, students will be notified by the coach of the new time. Please be aware that due to school activities, tuition timetables are subject to change at any stage during the term.

Students in Prep to Year 4 will be collected from their classroom every week and will return with their coach at the end of the lesson.

Students in Years 5 to 12 are responsible to make their own way to and from the lesson.

The College has implemented an attendance scanning system for students in Years 5 to 12. Your daughter will be advised of this process during her first lesson. Students who have a lesson before 8.30am are reminded that they need to scan in at Student Reception prior to attending their lesson.



Record book

All students taking Speech and Drama lessons are required to have a Genazzano FCJ College Speech and Drama Record Book which will be debited to your account. This will be used for communication between the coach and the parent; and we would ask that you check and sign this book (for Prep to Year 9 students) at least once a week.

We seek your involvement in your daughter’s tuition journey by checking the Record Book. You can do this by:

Coach to write in:

- Lesson plan / homework
- Time of next lesson

Parents to:

- Sign weekly
- Help with the time management
- Take an active role in daughter’s lesson to keep up-to-date
- Develop a sense of involvement

Communication with coach and Drama Department

If you could like to discuss your daughter’s progress, please contact the coach via email or Curriculum Leader: Drama on 8862 1222 and leave your name and contact number. Alternatively, you may contact the coach by email. You will then be contacted as soon as possible. To respect staff privacy, please refrain from contacting them at home or after school hours. If an urgent matter arises, please contact Student Services on 8862 1013 who will pass on your message as soon as possible.

Cost of tuition

Fees are outlined in the table below and are based on 32 lessons per year (16 per semester).

	PER SEMEMSTER	PER ANNUM
Shared	\$535 each	\$7,070 each
Individual	\$1,196	\$2,392

Fees will be charged to your College account and are subject to an annual review.

Examination fees range from \$80 - \$209 (Grades) and \$130 - \$188 (Certificates) approximately.

Additional lessons (more than 32 per year) can be scheduled in consultation with your daughter’s coach. A letter will be sent to parents and lessons will only commence when the additional fee has been paid.

Fees cover all theory tuition, preparation of material for competitions and examinations. A term’s notice is required for lesson withdrawal.

Change of lesson times

Lessons will not be made up if a student:

- misses her lesson through forgetfulness
- misses her lesson through illness/ absence or an appointment during school hours
- misses her lesson through an un-notified excursion/incursion or test (unless notification has been given to the coach at least one week prior to the excursion/incursion or test)

- misses her lesson through the involvement with a co-curricular sporting activity (e.g. GSV, athletics, etc.)
- misses her lesson due to family/ private holidays that are taken during the term, of any length of time.

A letter/email will be sent home outlining the date and time of the missed lesson. Please note that the cost for the missed lessons will not be refunded.

Lessons will be made up if:

- public holidays or student free days occur during the term on the day of the lesson
- the coach is absent on the day of the lesson
- the coach was notified in advance (one week) of an excursion/incursion or test (change of lesson time for this reason will occur)
- the student has been ill for a prolonged time (in consultation with the Curriculum Leader: Drama).

If a student is absent from school on the day of her lesson, parents are requested to notify Student Services on 8862 1013 in order to alert the coach of your daughter’s absence.

Lesson arrangements

The Speech and Drama lessons will be undertaken in Room GH114.

Mrs Meredith Martin will be providing the lessons for both individual and shared tuition sessions for all year levels.



# Speech and drama tuition application form 2023.

Please detach and return to Student Services or email to [meredith.martin@genazzano.vic.edu.au](mailto:meredith.martin@genazzano.vic.edu.au)

First name

Surname

Year level in 2022

Tuition arrangements

☐

Acting

☐

Public speaking

☐

Individual tuition

☐

Individual tuition

☐

Shared tuition

☐

Shared tuition

I, (Parents name)

give permission for my child to learn Speech and Drama at Genazzano in 2023.

I understand that, if my daughter wishes to discontinue lessons, I must notify the Curriculum Leader: Performing Arts in writing before the end of term. This letter of notice is to be signed by the parent. Fees are payable until the end of the term in which the notice is given. Cancellation of lessons during the school holidays will incur the full payment of fees for the following term.

I have read and agree to the terms and conditions as outlined in the Speech and Drama Tuition Handbook.

Signature of parent / guardian

Date

Telephone

Email address

Please advise if your daughter is also learning an instrument:

Instrument

Teacher (if known)







# Speech and drama tuition.

## Notice to discontinue lessons

Please detach and return to the Drama Office in WG25 or email to [alison.heard@genazzano.vic.edu.au](mailto:alison.heard@genazzano.vic.edu.au)

I wish to advise the College that my child   
in Year  will not be continuing speech and drama lessons from the end of Term , 2023

I understand the Private Lessons Policy that notice for cancellations of lessons must be provided in writing before the end of term and that fees are then payable until the end of the term in which the notice is given. Cancellation of lessons during the school holidays incurs the full payment of fees for the following term.

Student first name	Student surname
<input type="text"/>	<input type="text"/>
Signature of parent / guardian	Date
<input type="text"/>	<input type="text"/>

For Office Use	
Date received	Copy to
<input type="text"/>	<input type="text"/>
Business office	Teacher advised
<input type="text"/>	<input type="text"/>











GENAZZANO  
FCJ COLLEGE

Ready to take  
on tomorrow.

Genazzano FCJ College  
301 Cotham Road  
Kew 3101, Victoria

+61 3 8862 1000  
[enquiries@genazzano.vic.edu.au](mailto:enquiries@genazzano.vic.edu.au)  
[genazzano.vic.edu.au](http://genazzano.vic.edu.au)

CRICOS Provider  
Number: 03298G