

♪ SPECIAL NOTES FOR STUDENTS OF SHELAGH MCKIBBON-U'REN ♪

STUDENTS WHO TAKE LESSONS AT THEIR SCHOOL:

YOUR RIGHTS THROUGH THE GOVERNMENT OF ONTARIO EDUCATION ACT REGARDING THE ABSENCE FROM SCHOOL FOR PRIVATE MUSIC LESSONS:

Section 21. (2) A child is excused from attendance at school if,

(e) the child is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week.

If the student takes lessons at their school during school hours, it is the **responsibility of the parent/guardian** to:

♪ Ensure that all lesson material is sent to the school with the student on their lesson day. (Lesson times may be changed during the day.) **Parents must understand that if the lesson material is not at school at the lesson time, the lesson will be forfeited and no credit will be given.**

♪ Ensure that the student completes any assignments or school work that is missed due to their attendance at their lesson.

♪ Inform your Teacher if the student is going to be absent due to a class trip/activity. (The school will not inform your Teacher of class trips, activities, etc.) If the student is not at the school when it is their lesson time, the lesson will be forfeited and no credit will be given.

♪ If the student has been marked “absent” at the School (for ANY reason – illness, bus cancellation, field trip, vacation, family celebrations, sporting events, school trip, inclement weather, etc.), your Teacher may adjust the Teaching Schedule on that day. **Please do not expect your Teacher to wait at the School for the student to arrive for their scheduled lesson time if the student has already been marked “absent” at the School (this includes Bus Cancellation days!). Once your Teacher has taught all the students who are at School with their lesson material, she will leave.** If you plan on bringing the student to School just for their lesson, or if the student will be arriving “late” for School, you must notify your Teacher by 9:00 a.m.

♪ Notify your Teacher if the student is in Grade 3 or Grade 6 and provincial testing is scheduled for a lesson day. Your Teacher **cannot** remove a child from their classroom while provincial testing is in progress.

♪ It MAY be possible to swap lessons with another student to accommodate provincial testing if the Parent/Guardian agrees to be on the Swap List. It is the Parent/Guardian’s responsibility to contact other parents on the Swap List to arrange a swap, and to inform the Teacher when a swap has been made.

BUS CANCELLATIONS AND SCHOOL CLOSURES:

For ALL STUDENTS: If you are going to school on a day that School Buses are cancelled, even if it is **NOT** your regularly scheduled lesson day, **PLEASE bring your piano books to school.** By having your lesson on this day, it will make lesson times available on other days for students who are unable to get to school due to the buses being cancelled.

♪ **Your Teacher will drive to the school and lessons will be offered on days that School Buses are cancelled. Lessons will usually begin at 9:00 a.m. Once your Teacher has taught all the children who are at the school with their lesson books, your Teacher will NOT wait around at the school to see if any other students arrive for lessons. If you are planning on coming to school and you know that you will be there after 9:00 a.m., PLEASE contact your Teacher beforehand.**

♪ Lesson times **WILL** be adjusted on “Bus Cancellation” days, so please do **not** bring your child to the school just for their lesson (or at their usual lesson time) without contacting your Teacher beforehand (613-349-6292).

♪ If the student is unable to get to school due to a bus cancellation, it is the parent/guardian's responsibility to call your Teacher before 9:00 a.m. to request a swap consideration. It MAY be possible to swap lessons with another student on a different day during the week ONLY IF another student brings their books to school. This is NOT a guarantee that a lesson time on a different day will be available. (Everything depends on whether or not other students bring their books to school.)

♪ If you do not call before 9:00 a.m. to request a swap if one becomes available, the lesson will be forfeited. If no other students bring their books to school, then a swap cannot take place and the lesson will be forfeited.

♪ For students who take lessons at **Académie catholique Ange-Gabriel**, if the school is **closed for any reason**, it is the parent/guardian's responsibility to call your Teacher before 9:00 a.m. on the lesson day and arrange for your lesson to take place at your Teacher's home studio on that day. If you do not call your Teacher before 9:00 a.m., your Teacher will assume that you wish to forfeit the lesson and no attempt will be made to reschedule, nor will a credit be given.

IN REGARDS TO "USED" BOOKS:

♪ Any "playing" books completed by the student that the student no longer wishes to keep can be returned to your Teacher. They will be recycled and given to students who have a financial need.

♪ If you would like your Teacher to look for recycled books to use with your child, please indicate this in the appropriate section of the "*Student Information Form*". There is no guarantee that books needed by the student will be available.

SPECIAL INSTRUCTIONS

♪ If there are any special instructions that the Teacher should know, especially in regards to divorce, custody or a separation situation that involves the student, please let the Teacher know in writing.

♪ If the Teacher does not receive any specific instructions, she will assume that in situations where she is contacted by a biological parent of the student, it is okay to share information in regards to the student's progress, upcoming recitals, etc.

LESSON DATES/STATUTORY HOLIDAYS

For Student's taking lessons at Shelagh McKibbon-U'Ren's home studio:

♪ Lessons are not scheduled for "Statutory Holiday" days (Labour Day, Thanksgiving, "Family Day", Good Friday, Easter Monday, and Victoria Day) or during the March Break or Christmas Break as scheduled by the local Public School Board.

♪ Lessons **are** scheduled on Professional Activity Days and on Journée Pédagogique.

For Student's taking Private Music lessons at their school during school hours:

♪ Lessons are not scheduled for "Statutory Holiday" days (Labour Day, Thanksgiving, "Family Day", Good Friday, Easter Monday, and Victoria Day) or during the March Break or Christmas Break as scheduled by the local School Boards.

♪ Lessons **are not** scheduled on Journée Pédagogique days.

♪ Lesson Dates are scheduled based on the current School Year Calendar that is in place at the beginning of the Session. If the School Board changes the School Year Calendar after the start of the Teaching Session, it is the Parent's responsibility to reschedule any affected lessons. When the parent/guardian receives notification of any changes to the School Year Calendar, please inform your Teacher immediately.

Thank you. Merci.

Shelagh McKibbon-U'Ren R.M.T., U.M.T.C.

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