



## SCGS Co-curricular Speech and Drama Program INFORMATION and CONDITIONS of ENROLMENT

Thank you for your interest in your child being involved in the Speech and Drama Program at Sunshine Coast Grammar School.

Our Individual lessons are scheduled during school days on a weekly rotating timetable to limit any disruption to daily class learning. After school Drama Club lessons are also available on Tuesday and Thursday afternoons for students in Grade 2 to Grade 12. There are a limited number of individual lessons available outside class time, but these fill up quickly with preference given to Senior School students or to students enrolled in the School's Learning Enrichment program or to those who may also learn an instrument through the School Instrumental Music program in the rotation.

**PROGRAM INVOLVEMENT AND ATTENDANCE:** To enrol your child in the program, parents are asked to complete the attached enrolment form. By completing this form, you understand the commitment, rehearsal and at home practice required each week in attending such lessons. A separate enrolment form is required for each child.

Each student will receive a one-on-one 30-minute individual lesson per week for a minimum of 34 weeks of the school year and students must commit to the program for a minimum of one term (10 weeks). Drama Club will run for 60-minutes (Shining Stars, Showstoppers or Standing Ovation) and requires a full year commitment until our performance in November. Timetables and invoices will be issued to parents prior to the start of each term and are payable within 14 days of receipt. Students are expected to attend lessons as timetabled. Variations will occur from time to time. Students are expected to bring all necessary equipment to all rehearsals and are expected to practice each week as instructed.

**FEES:** We offer Individual and Drama Club tuition. Individual Tuition fees are \$40 for a 30-minute lesson. The Afterschool Drama Club lessons are held outside class time on Tuesday and Thursday afternoons and cost \$30.00 per student per lesson. Additional fees apply for participation in Eisteddfod, competition and/or external examinations (Trinity College London, AMEB or other institution).

Tuition fees are set by the program and are sent out to your registered email account before the commencement of each school term, and you are invoiced on a term by term basis.

Please be aware if payment is not made by the due date as per invoice, Speech and Drama lessons may be suspended until a plan for payment has been received. No make-up lessons will be provided for lessons timetabled during suspension.

The Tutor will strive to provide all timetabled lessons. However, in the event of evacuation, lockdown, natural disaster or School closure, a credit will not be given if a direction to close has been received by the Principal or Government.

**MAKE-UP LESSONS INDIVIDUAL ONLY:** Students should not miss a Speech and Drama lesson due to another School activity unless they are leaving the School or I have been contacted in advance. Parents must notify me by email 24hrs prior to any planned School absences (e.g. excursions, exams, and planned illness). In the event that a student is unwell on their lesson day, the tutor must be notified by **email prior to 7am** that day. Tutors are not obligated to give credits or catch-up sessions for lessons missed without prior notification, within the said timeframe. If advance notice is received of illness, a make-up lesson will be scheduled – **up to a maximum of one make-up lesson per term**. Make-up lessons are not available for Family Holiday or planned absences (except illness). All attempts will be made by the Tutor to find a time that is convenient for all parties for a make-up lesson, however make-up lessons will only be scheduled during class time. Make-up lessons will not be carried over to the next term unless agreed beforehand. Fees are non-refundable.

**MAKE-UP LESSONS DRAMA CLUB ONLY:** Due to the structure of this class, make up lessons or credits will not be offered in the event of absence, missed classes, evacuation, lockdown, natural disaster or School closure.

**DISCONTINUANCE (INDIVIDUAL AND/OR DRAMA CLUB):** If you decide to discontinue your child's tuition, **FOUR (4) WEEK'S** school term notice in writing is required (email: [kharvey@scgs.qld.edu.au](mailto:kharvey@scgs.qld.edu.au)). Students are encouraged to continue to attend lessons during the notice period. Upon Discontinuance, all pieces and work created remains the Intellectual Property of Ms Katrina Harvey.

### DRAMA CLUB ONLY:

These classes require a full year commitment.

Please be prompt for collection at the end of our class Tues/Thurs. Continual lateness (3 or more per term) will result in a late collection fee of \$30/week being imposed to cover my time and the supervision of your child.

Please note that from time to time and at times of celebrations, there may be a sweet reward offered to your child. If you do not wish for your child to participate, please let me know.

By completing and returning this form, you are declaring that you have read, understand and agree to the conditions of enrolment in the Sunshine Coast Grammar School's Co-curricular Speech and Drama Program.

**Ms Katrina Harvey (Tutor)**

Email: [kharvey@scgs.qld.edu.au](mailto:kharvey@scgs.qld.edu.au)

# SCGS Co-curricular Speech and Drama Program

## 2026 STUDENT ENROLMENT FORM

We do require that you complete this form prior to commencing lessons in 2026  
(Placement in timetable is subject to receipt of completed enrolment form and tutor availability)



SUNSHINE COAST  
GRAMMAR SCHOOL

### STUDENT DETAILS (Please complete a *separate* form for each child)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Year Level in 2026: \_\_\_\_\_ Form Class: \_\_\_\_\_ Student Number: \_\_\_\_\_

### PARENT DETAILS (for tutor contact)

Name – Parent 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (Mob): \_\_\_\_\_ Email: \_\_\_\_\_

Name – Parent 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (Mob): \_\_\_\_\_ Email: \_\_\_\_\_

\*\* Please indicate if you would like all correspondence sent to both Parents noted above: ☐

### LESSON OPTIONS

#### Speech and Drama Tuition – tick all relevant

☐

**Individual Tuition** \$40 per student (30 mins) –

*Does your child also participate in an Instrumental Music lesson at S.C.G.S.? (please indicate day AND if in the rotation or permanent lesson timetable)*

☐

**Drama Club (Afterschool Group lesson)** \$30.00 per student (please choose your preference below)

☐

Shining Stars - Tuesday 3.15pm – 4.15pm (suitable for students in Grades 2 to Grade 6) (60 mins)

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Show Stoppers - Thursday 3.15pm – 4.15pm (suitable for students in Grades 2 to Grade 6) (60 mins)

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Standing Ovation - Tuesday 4.15pm – 5.15pm (suitable for students in Grade 7 and above) (60 mins)

### MEDICAL CONDITION

Does your child have a medical condition that the Specialist needs to be aware of?

☐

Yes

☐

No

(If yes, we will access the details from the School's Database)

### NOTES / RELEVANT INFORMATION

Please include any other information that you feel will help us to deliver the best outcome for your child e.g. preferences for times, learning support requirements etc

### DECLARATION

By typing /signing my name below / return of this form I am declaring that I have read, understand and agree to the attached conditions of enrolment in the Sunshine Coast Grammar School's Co-curricular Speech and Drama Program.

Signed Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Received: \_\_\_\_\_ Tutor: \_\_\_\_\_

☐

Processed

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Waiting List