



27 July 2021

**Re: CAPTIVATE Small Group Lesson Program**

Dear Parents and Carers

Catholic Education Diocese of Parramatta takes the safety and wellbeing of our students and staff very seriously. In response to the current COVID-19 (Coronavirus) outbreak, CAPTIVATE is required to operate under the remote learning model and this includes the small group instrumental lesson program currently offered at your child's school.

Due to the nature of group lessons, it is not feasible to run these lessons via zoom as the sound quality and control of the group across multiple sites simultaneously is not conducive to effective learning. Instead we are providing instruction via pre-recorded lessons which are posted on Google Classroom. These lessons are tailored to each individual group where learning is continued from where they left off at the end of term 2.

Taking into account the online nature of this term's lessons and the challenges this creates for both the students and tutors, CAPTIVATE will be providing a 50% credit to the **term 4** instrumental tuition fees to acknowledge the lack of face-to-face teaching in term 3.

It is not possible for parents to have reflected in their fees, any pause in their child's music learning during this online delivery model. If you would like to withdraw your child from the program you will be forfeiting your term 3 fees. As per the information package that was provided when signing up for this program, notice of withdrawal must be received by the end of week 8 effective for the following term. As we are now in week 3 of term 3, any withdrawal at this stage would not take effect until term 4. This is another reason why we are offering a 50% credit to the **term 4** instrumental tuition fees.

Please contact [captivate@parra.catholic.edu.au](mailto:captivate@parra.catholic.edu.au) if you have any questions in relation to your child's participation in the instrumental tuition program.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Hopkins'.

**Mark Hopkins**  
**Head CAPTIVATE**