

Concord West Public School



Instrumental Music Program

Policy

INTRODUCTION

The Concord West Public School Instrumental Music Program is designed to foster students' musical abilities and love of music. Being a member of the program provides a unique opportunity for your child to learn an instrument, experience the pleasures of performing and develop important teamwork skills.

This policy document includes important information to ensure the effective running of our large program. Please read it carefully and keep it in a handy place for future reference.

AIMS

Our aims are:

- To provide a rich performing arts environment in which students can experience the pleasure of learning to play musical instruments.
- To provide an integrated music program within the school.
- To encourage students to try something new.
- To encourage students to develop their talents in music.
- To provide opportunities for students to perform individually and as part of an ensemble, both at school and in our community.
- To enrich the academic development of our students through the intellectual and emotional benefits achieved from high quality music programs.
- To keep the cost within the reach of families in order to maintain financial independence.

ENSEMBLE REHEARSALS

Weekly ensemble rehearsals provide students with the opportunity to experience the joy of making music together.

FEES

Ensemble fees will be added to your school invoice and must be paid at least one term in advance. Ensemble fees go towards paying conductors and tutors, purchasing equipment and sheet music and the administration of the program. As the program is voluntary it is not subsidized by the school and must remain self-funding. Failure to pay ensemble fees may result in your child not being able to participate in the program.

ATTENDANCE

It is expected that each student attends rehearsal every week. If a student needs to miss a rehearsal for a legitimate reason, parents must inform the tutor/conductor in writing no later than one week before the rehearsal to be missed. If a student misses a rehearsal due to illness parents must provide the tutor/conductor with a note the following week.

PUNCTUALITY

It is important that all members of an ensemble arrive at every rehearsal on time. For morning rehearsals, students are expected to arrive 10 minutes prior to the scheduled start time to help set up the room and get their instrument ready. For after school rehearsals, students should move quickly from their classroom to their rehearsal when the bell rings.

EQUIPMENT

Students must attend each rehearsal with their instrument, a display folder and a pencil. Some groups will be issued with sheet music to practice at home. This music must be kept in the display folder and brought to each rehearsal.

STUDENT BEHAVIOUR AT REHEARSALS

Students are expected to respect the tutor and their peers and conform to the same rules of conduct as would be expected in the classroom. Failure to comply with this could result in the student being requested to exit the program.

SUPERVISION

Parents are responsible for the supervision of their own children before and after rehearsals. For morning rehearsals supervision begins 10 minutes prior to the commencement of rehearsal. If students arrive before this time a parent must remain with them until the tutor/conductor arrives. For afternoon rehearsals, parents must collect their child promptly at the conclusion of the rehearsal. Students may not play unsupervised in the playground after rehearsals.

If a student has a private lesson after their ensemble rehearsal it is the responsibility of the parent to ensure their child is appropriately supervised between the conclusion of the ensemble rehearsal and the commencement of the private lesson.

PRIVATE LESSONS

In order to participate in an ensemble, students must also attend a private lesson with a music tutor each week. Private lessons are an essential part of the music program.

TUTOR ALLOCATION

In order to join the Instrumental Music Program, parents must complete the “Application to Join the Instrumental Music Program” form. The program coordinator will then allocate each student with a private tutor and will pass on the parent contact details provided on the application form. Parents will be advised in writing of their child’s allocated tutor and their contact details.

LESSON TIMES

It is the responsibility of the parent to liaise with the private tutor to arrange a suitable time for weekly private lessons.

TUTOR FEES

At the beginning of each term the private tutor will provide each student with an invoice for the term’s lesson fees. These fees will be at the rate of \$30/half hour. Parents must pay the tutor directly by the end of week 3 of each term. It is the responsibility of the tutor to keep a record of each lesson given.

LESSON ATTENDANCE

Students must attend each lesson scheduled with the tutor. If a student fails to attend a lesson without notice, the tutor will not refund the lesson fee. If a student needs to miss a lesson for a legitimate reason, including a school event, the parent must inform the tutor at least 24 hours in advance. If such notice is not given, the tutor may not make up the lesson. If adequate notice is given or if the tutor is unable to attend a lesson, the tutor must either arrange to make up the lesson or refund the lesson fee.

OUTSIDE TUTORS

Students may still participate in the program if they are having private lessons from a tutor outside the school. We would always recommend making use of the high quality tutors who teach at the school wherever possible.

OUTSIDE STUDENTS

Tutors may use school classrooms to teach ex-students and family members of current students, provided that current Concord West PS students are always given priority for lesson times.

INSTRUMENTS

The school owns a number of musical instruments available for hire whilst your child is in the Instrumental Music Program.

HIRE FEES

Hire fees are charged per term and are not refundable. The hire fee goes towards regular maintenance and replacement of the instruments.

EXPENDABLES

Expendables such as strings and reeds are not covered by the hire fee and must be replaced at the expense of the parents. These can be purchased through the school office.

INSTRUMENT CARE

Hire instruments are school property and it is an expectation that they are treated with the appropriate level of respect. Parents are expected to cover all repair and/or replacement costs that result from accidental damage or misuse.

INSTRUMENT RETURN

Should you no longer require your hire instrument, the instrument must be returned to the school office. If the instrument is returned mid-term, the hire fee will only be refunded for future terms. Hire fees will continue to be charged until the instrument is returned to the office, even if the instrument is not being used. All instruments are required to be returned at the end of the year for stock-take.

INSTRUMENT PURCHASE

Where possible we would recommend that you purchase your child their own instrument. Always consult your child's private tutor before purchasing an instrument.

ROLES AND RESPONSIBILITIES

THE ROLE OF PARENTS:

- Negotiate a private lesson time with your child's allocated tutor.
- Ensure that your child attends this lesson each week. Give adequate notice of illness or non-attendance.
- Supervise your child before, during (if appropriate) and after their private lesson.
- Pay fees to your child's private tutor each term.
- Ensure that your child attends their ensemble rehearsal each week and that they arrive on time with the correct equipment.
- Pay ensemble fees and instrument hire fees (where applicable) to the school each term.
- Organise transport for your child to and from performance events such as the Soirée, Festival of Instrumental Music etc. Attend these concerts where possible.
- Assist your child in caring for and maintaining their instrument.
- Notify the school of the need for any repairs. Pay for these repairs (or replacement of the instrument) if they are the result of accidental damage or misuse.
- Pay for expendable equipment items such as strings and reeds, when replacements are needed.
- Ensure your child is provided with regular practice time. Consult your child's tutor for an appropriate amount of time; we recommend a minimum of 20 minutes daily.
- Encourage and acknowledge your child's efforts and progress.

THE ROLE OF STUDENTS:

- Take care of your instrument every time you use it. Keep it clean and keep it in a safe place when you are not using it.
- Practise your instrument regularly.
- Bring your instrument and music to school for rehearsals.
- Follow the school rules (Be Respectful, Be Responsible, Be Safe, Be a Learner) in private lessons and in ensemble rehearsals.
- Make sure you are on time for your lessons and rehearsals. Come prepared with the right equipment.

THE ROLE OF PRIVATE TUTORS:

- Provide quality, age-appropriate and engaging music lessons to all students.
- Communicate with parents to organise an appropriate private lesson time for each of your students.
- Provide the program coordinator with an up to date NSW Working With Children Check.
- Establish a contact list for parents of your students so that you can contact them directly.
- Notify parents and the school office if you are unable to attend a lesson at short notice due to illness or emergency.
- Maintain active communication with parents through emails, phone calls and/or student practice diaries. Provide parents with adequate feedback on their child's progress.
- Communicate with the program coordinator. Report issues such as student non-attendance, poor behavior or failure to pay fees.
- Keep tutorial times consistent for students and avoid changes as much as possible.
- Be punctual for tutorials.
- Promote care and maintenance of instruments. Inform the program coordinator of any issues.
- Return any equipment to its place in the school.
- Use the sign-on book each week.
- Provide at least one months notice of intention to discontinue.
- Attend school performance events such as the Soirée where possible.

THE ROLE OF ENSEMBLE CONDUCTORS:

- Prepare appropriate repertoire for rehearsals and performances.
- Provide the program coordinator with an up to date NSW Working With Children Check.
- Inform the program coordinator with adequate notice if you are unable to attend a scheduled rehearsal. Assist in finding a replacement if possible.
- Notify the program coordinator if you are unable to attend a rehearsal due to illness or emergency.
- Communicate with the program director. Inform them of issues such as student non-attendance or poor behavior.
- Keep an accurate roll of student attendance at rehearsals. Return this roll to the Instrumental Music Program pigeonhole after each rehearsal.
- Promote care and maintenance of instruments. Inform the program coordinator of any issues.
- Provide at least one months notice of intention to discontinue.
- Return any equipment to its place in the school.
- Provide the school office with an invoice for payment of fees.
- Use the sign-on book each week.
- Attend school performance events such as the Soirée.

THE ROLE OF THE PROGRAM COORDINATOR:

- Develop a rich and varied program, in consultation with the Principal and teaching staff.
- Allocate each student with a private tutor and oversee the scheduling of weekly private lessons.
- Provide a classroom space within the school for private tutors to use for lessons.
- Coordinate and manage ensemble conductors and private tutors.
- Coordinate the ensemble rehearsal timetable.
- Ensure that every ensemble conductor and private tutor has an up to date Working With Children Check.
- Communicate with parents to keep them informed about performances and special events such as FOIM and Music Camp. Manage permission notes and payment for these events through the school office.
- Ensure timely and regular communication with the Principal and staff.
- Promote care and maintenance of instruments.
- Ensure equipment and other resources are maintained and returned to their place after use.
- Organise the regular servicing of all school instruments.
- Develop acknowledgement and award systems to encourage students.
- Coordinate school performance opportunities both in the school and in the wider community.
- Support and direct the Music Captains.
- Manage school resources and funds wisely and plan, with the Principal and staff, for long term purchases and replacement of instruments.

ADMINISTRATION (PRINCIPAL AND/OR DELEGATES):

- Foster and promote the Instrumental Program.
- Provide appropriate support for the program to achieve its aims.
- Ensure and support opportunities for performances both within and outside of the school.
- Administer the program through financial management and resource management processes: payment of invoices, purchase of equipment, hire of equipment when needed.
- Utilise the library for loans and stocktaking processes and provide time for these processes.
- Promote parent engagement with and support of the program.

APPENDIX A: FEE STRUCTURE

ENSEMBLE FEES

Ensemble	Fee per Term
String Orchestra	\$70
Junior Strings	
Concert Band	
Training Band	
Percussion Ensemble	
Keyboard Groups (Beginner and Advanced)	\$40
Guitar Groups (Beginner, Intermediate and Advanced)	

PRIVATE LESSON FEES

Fees for private lessons are charged at the rate of \$30/half hour. Fees are payable in advance each term directly to the tutor.

INSTRUMENT HIRE

Instrument	Hire Fee per Term
Guitar	\$30
Violin	\$40
All other instruments	\$50

Hire fees are charged per term and are not refundable.

SECOND ENSEMBLE FEE

Students who participate in more than one ensemble will be charged \$20 per term for the cheaper of the two ensembles. This includes extension ensembles such as *Camerata*.