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***Canterbury Public School Music Program***

***Music Ensembles***

***Handbook: Information for parents and students***

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CPS Music Liaison Teacher

**Mai Quintal,** [**mai.quintal@det.nsw.edu.au**](mailto:mai.quintal@det.nsw.edu.au)

# Creative Arts Committee’s foreword

Dear Families and Students

The Programs offered at Canterbury Public School are designed to foster students’ musical abilities and love of music. We want as many students as possible to have access to the musical experiences we offer. This Booklet is for ALL current and aspiring ensemble members to read and complete forms.

Aside from music education in the classroom as part of the Creative Arts syllabus, CPS has many options for musical involvement outside class in a range of music ensembles.

* In K-2 there is the Junior Choir and yrs 3-6, a Senior Choir, led by trained choir masters.
* Recorder will be offered as a Stage wide program for year 1 & 2, taught on a Thursday afternoon in school time. This will be led by Martin Davison our Band Leader. These small costs will be incorporated into yearly payment schedule.
* There are also Training and Concert Bands after school on a Thursday open to years 3-6. Junior and Senior String Ensembles before school on a Wednesday, which is also open to years 3-6, with some students starting in year 2, depending on competency. Martin Davison leads the Bands, and Rhea Sullivan leads the Strings – both experts in their field.

Band or String ensemble membership provides a unique opportunity for your child to learn an instrument, experience the pleasures of performing and develop important teamwork skills.

All Year 3 students are eligible to join the Training Band or String Ensemble - they are not required to read music or play an instrument. However, they do have to demonstrate their commitment by attending weekly rehearsals and tutorials and practising their music at home.

All programs are managed by the parent run music committee, the CPS Creative Arts Committee, a Music Liaison Teacher, ensemble leaders and the Principal.

This Handbook includes important information about the program. Please read it carefully and keep it in a handy place for future reference.

**CPS Creative Arts Committee**

**Meghan Ryan and Mai Quintal.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ENSEMBLE** | **KINDERGARTEN** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **YEAR 4** | **YEAR 5** | **YEAR 6** |
| **JUNIOR CHOIR** |  |  |  |  |  |  |  |
| **SENIOR CHOIR** |  |  |  |  |  |  |  |
| **TRAINING & CONCERT BAND\*** |  |  |  |  |  |  |  |
| **JUNIOR & SENIOR STRINGS\*** |  |  |  |  |  |  |  |
| **RECORDER** |  |  |  |  |  |  |  |

**Shaded area indicates the years that students participates in a given ensemble**

**\* means year K-2 students entry is determined by ensemble leader discretion.**

# Quick Look: How to join the Junior or Senior Choir

**Step 1 – Complete the Application Form**

If you intend to join the Junior or Senior Choir complete the ***CPS Choir Membership Application Form*** (Attachment A)

Submit the form completed to the school office or email it to [mai.quintal@det.nsw.edu.au](mailto:mai.quintal@det.nsw.edu.au)

Attention – Music Liaison Teacher.

## Step 2 – Sign the contract

For Senior Choir members read, discuss with your child and both sign and submit the **CPS Choir Membership Code of Conduct Form** (Attachment B)**.**

Submit the form completed to the school office or email it to [Meghan.ryan6@det.nsw.edu.au](mailto:Meghan.ryan6@det.nsw.edu.au)

Attention – Senior Choir Teacher.

# Quick Look: How to join the Training Band, Concert Band, Junior String Ensemble or Senior String Ensemble

***Step 1 – Complete the Application Form***

To join the Training Band, Concert Band, Junior or Senior String Ensemble, complete the ***CPS Ensemble Membership Application Form*** (see Attachment C). Nominate **three** instruments your child would like to play, in order of preference.

Submit the form completed to the school office or email it to [mai.quintal@det.nsw.edu.au](mailto:mai.quintal@det.nsw.edu.au)

Attention – Music Liaison Teacher.

## *Step 2 –Band and String Leader assigns instruments*

It is important that we allocate a variety of instruments to get a balanced Band and String Ensemble.

If you own an instrument, please indicate which instrument is owned and your child will be placed in the band on that instrument.

Learning to read music, developing a sense of rhythm, and being part of a team are some of the skills learnt, regardless of which instrument is played. Also, learning one instrument makes it much easier to learn a second instrument.

Many of our tutors started on one instrument in our band, and are now competent in several instruments.

## *Step 3 – Sign the contract*

After an instrument has been chosen for your child, you will be asked to acknowledge the conditions of acceptance ***CPS Band/String Ensemble Program-CONDITIONS OF ACCEPTANCE*** (Attachment D) and sign the contract (Attachment E). This contract commits families to the Program for a **full year**. Please read it carefully and remind your child of the responsibilities of band membership, including regular and prompt attendance at rehearsals and commitment to practice.

Submit the forms completed to the school office or email it to [mai.quintal@det.nsw.edu.au](mailto:mai.quintal@det.nsw.edu.au)

Attention – Music Liaison Teacher

***Step 4- Instruments***

If students are already learning an instrument, they will be assigned that instrument. For all new players please assign in order of preference, what instruments your child wants to play in the space provided on the application form.

## *Step 5 – Set up a tutorial time*

As well as attending weekly band rehearsals during term time, band/string ensemble members are tutored once per week. You should make arrangements for your child’s tutorial ASAP. If you have another tutor currently, they must be tutor in the ensemble repertoire and from Essential Elements for training Band Members.

If any of the tutors listed below are unavailable, you may ask them to suggest another tutor in the area. See the list of tutors later in the booklet.

## *Step 6 – Attend the first Training Band rehearsal and pay Band fee*

The first Training Band rehearsal will be held in week 4 and the term fee is due in Week 7 of each term. The arrangement for payment of tutor fees is made between parents and the tutor.

# The Music Committee

A Music Committee is an arm of the P & C and supports and subsidises many music programs at CPS. The Committee:

* + - Organises band activities, such as rehearsals, concerts and competitions
    - Administers band/choir fees
    - Facilitates instrument hire, repair and purchases. 2015 Music Committee members are:

Principal: Berlinda Cook, Music Liaison Teacher: Mai Quintal, Band Director: Martin Davison, Strings leader: Rhea Sullivan, Senior Choir leader: Meghan Ryan, Music Committee President, Secretary, Treasurer and other parent volunteers (ALL WELCOME)

# Ensemble rehearsals

If your child is in out of school hours care (OOSHC), ***it is the responsibility of parents*** to let the OOSHC centre know, so they can be released for rehearsals.

1. Senior Choir rehearsals are held weekly before school at 8.40am, on Thursdays.
2. Junior Choir rehearsals are held weekly before school at 8.50am (bell time), on Mondays.
3. The Training Band rehearses for 45mins, once a week, during the School term. Children need to arrive at the School Hall **by 3.30pm on a Thursday** and are expected to attend all rehearsals.
4. The Concert Band rehearses for one hour, once a week, during the School term.
5. Children need to arrive at the School Hall **by 4.15pm on a Thursday** and are expected to attend all rehearsals. **Children must be supervised by a parent or carer after 3.20 till 4.15.**
6. The Training String Ensemble rehearses for 30mins, once a week, during the School term. Children need to arrive at the School Hall **by 8.45am on a Thursday** and are expected to attend all rehearsals.
7. The Senior String Ensemble rehearses for one hour, once a week, during the School term. Children need to arrive at the School Hall **by 7.50am on a Wednesday** and are expected to attend all rehearsals.

Students need to bring their instrument, band book, music folder and a pencil to **every rehearsal,** where applicable.

# Parent Supervision

It is expected that player’s parents participate in a supervision roster for band/String ensemble rehearsals. This will be allocated by the volunteer ensemble coordinator (a music committee parent). This parent will conduct much of the week to week communication as well.

The expectation is that student’s parent supervise one rehearsal per term (4 a year) and pay a per semester $30 supervision payment, rolled over per semester and refunded at the end of the child’s ensemble involvement.

If a parent is unable to do a rostered supervision shift, they may swap with another parent, or a neighbour, family friend or grandparent can do the supervision. All of these supervisors must have a current *working with children check number.* If the shift cannot be replaced by the parent rostered, the $30 supervision bond will be used to pay a parent who has already done their shift for the term to replace the vacant shift. Any questions about this, please speak to Mai Quintal, Music Liaison Teacher.

# Concerts and performances

All ensemble members have many opportunities to demonstrate their expanding musical abilities at performances and workshops throughout the year. These activities, depending on the ensemble may include:

* + - Band events (e.g. election day, school fete)
    - School events (e.g. Pennant assemblies each term, special event ceremonies etc)
    - Community events (e.g. other School fetes and festivals)

# Fees and charges

### Ensemble fees

The fees per term cover the cost of the external ensemble leaders, administration and delivery of the CPS Music Program. For band and string ensemble, there will be a refundable ‘Supervision’ bond (explained in 5. Parent Supervision paragraph)

Membership for the choirs is $5 per term (or $20 per year).

Band fees will be calculated on a pro rata basis, determined by the total number of band members. The invoice will be issued early in the term, and can be paid per term by week 7. Any extensions must be arranged. The Training Band will also be invoiced for the cost of *Essential Elements Text,* the music repertoire book that all will be playing from. The cost will be on the initial invoice.

The String Ensemble fees will be $30 per term, invoiced by Rhea Sullivan, paid by week 7 each term.

* 1. ***Tutorial fee***

In addition to band rehearsals, students must attend weekly private tutorials during term time with a qualified music tutor. The tutorials are for 30 minutes and are important for building musical skills. Tutorials focus on the band repertoire, and can cover solos and duets, and preparation for music exams.

The arrangement between tutors and parents is independent of the Music Committee:

$30-$40 per tutorial for individual tutorials i.e. $300-$400 per 10 week term.

Tutors will invoice you at the beginning of each term. Please pay promptly and no later than two weeks from the date of receiving your invoice. The arrangement for the payment of tutor fees is made between the parents and the tutor.

The Music Committee provides a list of highly qualified professional tutors who teach a t Canterbury Public School. The arrangement between tutors and parents is independent of the Band Committee and you will need to contact the tutors before the start of Term 1 to arrange lessons (if new to the Band or Strings) or to confirm lessons (if continuing).

Tutorials are for 30 minutes, once a week during term time.

If you have any further questions please speak to the Band or Strings leader or your tutor. We strongly suggest you try to meet your tutor in Term 1 to say ‘hello’ and keep in regular email contact with them. The Practice Sheet (see Attachment E) will assist with this but regular one-on-one contact (via email/phone/face-to-face) will build rapport and help you assist your child to progress.

All questions regarding tutorial times and fees should be directed to your tutor. Please remember - you are responsible for notifying your tutor if your child cannot attend a tutorial (please refer to Attachment D: Policy on tutor’s fees, missed tutorials, and withdrawal from the band for more information).

### 7.3 School instrument hire

The School has only a few instruments to hire. If one is available you will be notified on the **CPS Training Band/String Ensemble CONTRACT** (attachment E),if a school instrument is available.

The School instrument hire fee is $125 per year. Invoices are issued at the start of each year and are due in Week 7 of Term 1.

The instruments are **hired for 1 year only**.

At the end of this period the instruments must be completely paid.

An alternative for instruments is to buy a new or second hand instrument (please take professional advisement on this), or you can hire instruments from Large Music retailers.

Another more favourable hiring option is through Departments’s Arts Unit.

The Arts Unit of the Department of Education has a large collection of instruments available for hire to parents with children attending Government schools. Instruments are available for hire on a term by term or annual basis. More information is available at: [https://www.artsunit.nsw.edu.au/instrument-hire](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=https%3a%2f%2fwww.artsunit.nsw.edu.au%2finstrument-hire)

Please direct all enquiries to: [marc.zovaro@det.nsw.edu.au](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3amarc.zovaro%40det.nsw.edu.au)

For your information, below is a guide to the costs of new instruments.

|  |  |  |
| --- | --- | --- |
|  | **Approximate Retail Price** | **Maximum Hire Period** |
| Flute | $695 | N/A |
| Clarinet | $595 | N/A |
| Alto Saxophone | $1595 | 2 years |
| Trumpet | $695 | N/A |
| Trombone | $895 | 1 years |
| Euphonium | $2295 | 4 years |
| Drum Kit | $650 | N/A |

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# Who plays what?

The Application Form (Attachment C) asks you to nominate three instruments your child would like to play, in order of preference. The Band Conductor will assign instruments to children based on these preferences and the requirements of the band. He is able to assess their suitability for certain instruments.

To get a balanced band we need a range of instruments. There is often high demand to play certain instruments, such as the flute and clarinet. Some years it is harder to fill some of the other positions. While we make every effort to ensure children are assigned one of their preferences, we cannot guarantee this.

It’s a bit like selecting for a soccer team - not everyone can be a forward! No one player is more important than the others and all of the players are required to get the best result. Keep in mind that children who play less ‘popular’ instruments may have a better chance of securing a place in a high School band or receiving a high School music scholarship.

**Please note**: If you already have access to a band instrument, this will be taken into consideration when allocating an instrument to your child.

# Instrument tuition

The Band Committee provides a list of highly qualified professional tutors who teach for CanterburySchool. The arrangement between tutors and parents is independent of the Band Committee and you will need to contact the tutors before the start of Term 1 to arrange lessons (if new to the Band) or to confirm lessons (if continuing).

Tutorials are for 30 minutes, once a week during term time.

All questions regarding tutorial times and fees should be directed to your tutor. Please remember - you are responsible for notifying your tutor if your child cannot attend a tutorial.

## Cancelling your tuition

If you wish to cancel your tutorials for the remainder of a **current term**, please notify your tutor and the Band Conductor in writing as soon as possible. Paid fees are not refundable. If you haven’t paid your tuition fees, you will have to pay the full term’s tuition fees.

**Tutor List**

**STRING INSTRUMENTS**

**Violin:** Ms. Rhea Sullivan - 0433 533 195  [sullivan.rhea@gmail.com](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3asullivan.rhea%40gmail.com) (School/Dulwich Hill)

**Viola:**Ms. Rhea Sullivan

**Cello:**  Medhat Boulos - 0412 868 816   [medhat.boulos@yahoo.com.au](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3amedhat.boulos%40yahoo.com.au) (School)

**Guitar:**David Lewis - 0425 270 949 [davidlachlanlewis@hotmail.com](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3adavidlachlanlewis%40hotmail.com) (School)

**Bass Guitar:**  David Lewis

**WOODWIND INSTRUMENTS**

**Clarinet:**Isabelle Chan - 0434 544 089 [isabelleychan@gmail.com](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3aisabelleychan%40gmaol.com) (Campsie)

Ms. Adele Sutton - 0423 694 426 (TBA)

**Saxophone:**Lavinia Lamipeti - 9559 1847 or 0449 714 317 (School/Hurlstone Park)

**Flute:** Sarah Kang - 0413 058 742      [eungi.kang@gmail.com](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3aeungi.kang%40gmail.com) (Croydon)

**BRASS INSTRUMENTS**

**Trumpet:** Frank Dascent - 0416847725  [jason.sandercock@hotmail.com](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3ajason.sandercock%40hotmail.com) (School)

**Trombone:** Frank Dascent

**Euphonium:**Frank Dascent

**PERCUSSION INSTRUMENTS**

**Percussion and Drums:** Junior Jones - 0401 962 061  [darkdrum1968@gmail.com](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=FSM41airHUCFKI0kRCE0-q_hK-Ya59FIXCk45FmCcOyL548DTf5J9pkPaaJdTHBKuBbqb-_5jts.&URL=mailto%3adarkdrum1968%40gmail.com) (School)

* 1. **Sheet music and equipment**

Practice copies of music will be issued for use at home and in tutorials and rehearsals. These copies remain the property of the School. Illegal photocopying of music is an offence and the School can be fined very harshly for it. If any music is missing please notify the Band Conductor.

A pencil with an eraser should be kept with the folder. Pen should not be used on the music. Always have on hand extra supplies relevant to your instrument. This may include cork, Grease, valve oil, spare reeds and cleaning equipment. All music stores should carry these items. Please ask your tutor if you are not sure of what you need or how to care for your instrument.

# Practising at home

Regular practice at home is important for your child’s musical development and is an expectation of band membership. All practice should be recorded on the Practice Sheet (see Attachment E) each week and signed off by a parent/carer. The Practice Sheet is handed out at the first band rehearsal each term.

### When and where to practice

* + - A quiet, enclosed room with no distractions
    - Early morning is best. Avoid late evening when body and mind are tired
    - Aim for 5-6 practices per week (4 practices as a minimum)
    - At least 20 minutes per day increasing the time as endurance increases.

### What to practice

* + - Warm ups - long tones you can play comfortably
    - Technical work - set scales and exercises
    - Specific pieces of music - band pieces (priority), solo pieces set in your tutorial, duets, ensembles.

### How to practice

* + - Concentrate on small pieces of a tune - maybe one or two bars
    - Start slowly and build up speed gradually and repeat several times until you start to improve
    - Don’t repeat so much that you start to lose concentration - there is always tomorrow!

### Recording your practice

* + - Each student should record their practice each week on the Practice Sheet
    - The parent/carer should sign off the Practice Sheet each week
    - The Practice Sheet also helps in communication between the tutor and the parent if there is a particular piece or technique your child should focus on.

# Instrument repairs

If instruments are hired from the school and if it is general wear and tear, the music committee will cover costs. But if it is damaged due to mishandling then the parents will need to pay for any repairs. Please contact the Music Liaison Teacher in the first instance.

# Attendance and absences

Students are expected to attend weekly rehearsals, and for Band and String ensemble members, their tutorials each week.

# Performance uniform

The Canterbury School Band Uniform consists of the Canterbury Performance t-shirt (purchase from office), long black pants, black socks and black shoes. The uniform is required to be worn by students for all performances within and outside of the school. It is available at Canteen from the uniform shop.

# Band membership is fun, but there are rules….

The School Discipline Policy applies to all activities relating to any music ensemble. Students must take direction from the ensemble leader, their tutors and the supervising parents as they would from their classroom teacher.

* 1. **CPS Music Program Policy**

**Rationale**

CPS has committed to providing students with an opportunity to be involved in a range of extra-curricular music activities to expand student musical experiences.

The music ensemble program is supported by the school, and run by a Band/String Directors who are assisted by qualified music tutors and a ‘Music Committee’ consisting of parents and teachers. Being part of the ensemble program also involves a commitment by students and their parents.

The music ensemble program involves a partnership between the school, the students, the Musical Directors and the music tutors. This document sets out how the music ensemble program works, and the roles and responsibilities of all those involved.

**The Music Ensemble Directors/Leader** are responsible for:

* Creating an exciting music program which provides a varied and changing repertoire suitable for the abilities of students, and to continually develop individual and ensemble skills
* Providing an environment which encourages and nurtures individual learning, develops confidence and provides challenges for all music ensemble students
* Purchasing sheet music, organising score preparation and photocopying as required, outside of rehearsal times
* Preparing for and running 1 rehearsal per week throughout each school term for each ensemble.
* Providing advance notice to the school if for any reason the Director is unable to attend a scheduled rehearsal, performance or meeting.
* Ensuring the security of the school and its assets is not compromised, by locking practice rooms and external doors after rehearsals and setting alarms where necessary; allowing only ensemble members, their parents/carers, teachers or music committee members to enter the rehearsal room, and keeping school keys secure
* Being well prepared for all performances, ensuring appropriate arrangements are in place for transporting band members and band equipment, parental consent has been obtained for any activities outside normal school hours and rehearsal times, and/or off school grounds
* Arriving in sufficient time to all rehearsals and performances to ensure all equipment is ready, ensemble members are organised and supervised throughout
* Ensuring that the school, students and parents are advised in advance of all music arrangements and changes of arrangements
* Advising tutors of required procedures, and liaising with tutors to ensure the smooth running of music lessons, including communicating repertoire requirements to tutors
* Meeting with the Music Committee as required, and at least once per term, to seek feedback from parents, provide information to ensure the smooth running of the program, and to explore fund-raising and performance opportunities
* Submitting an article for the school newsletter as required, and at least once per term
* Further developing the school band program and submitting an Music Ensemble Plan’ at the beginning of the year to the Music Committee

**The Music Committee** is responsible for:

* The selection of appropriate Music Directors and music tutors as needed for the life of the band program
* Finding opportunities for performances and additional learning experiences, and ensuring the ensembles perform on a regular basis
* Developing an annual music budget, including the setting of band fees at the start of each year and reviewing of band fees every 6 months, in consultation with the Music Directors and the School
* Liaising with the Music Directors and the School to develop a strategic plan for the band indicating key targets and annual achievement goals, and areas of responsibility
* Providing financial allocations to the ensemble program in accordance with school policy and other school commitments, subject to the approval of the Finance Committee
* Monitoring payment of music program membership fees and follow-up on non-payments, in accordance with the Ensemble Program Fee Policy
* Keeping a record of payments and follow up members who have failed to pay band fees, in accordance with the ensemble fees policy
* Liaising with the Music Liaison teacher to co-ordinate the arrangements for band camps or tours
* Liaising with and providing feedback to the Ensemble Directors and the School as required regarding arrangements for band activities and liaison with parents
* Arranging for meetings of the Music Committee, Ensemble Directors and Music Liaison Teacher as required
* Initiating and co-ordinate fund raising activities for the band program
* Assisting with transport to and from band performances, band camp and other activities where required
* Assisting with the promotion of and recognition of the band program
* Developing policies and procedures relating to:
  + payment / non-payment of band fees,
  + non-attendance at band rehearsals and performances,
  + standards of behavior for band members,
  + induction of new band membersand provision of information to families
* Considering whether it can subsidize or assist a student whose family is having difficulty paying fees
* Provide support and assistance to the Directors in relation to parent liaison
* Provide support and information to ensemble members and their families to assist them to meet music commitments.
* Possible roles for Music Committee members could include:-
  + Treasurer – all financial matters, including band membership and monitoring of fee payment
  + Parent Liaison officer / tutors coordinator – sourcing and liaising with tutors, providing students’ parental details to tutors and assisting in the arrangement of lesson times, ensuring clear lines of communication between band committee, tutors, teachers, parents and band director.
  + Performance event coordinator – logistics, transport, etc
  + Publicity and communication – providing regular information to the school for newsletters and website, drafting letters to parents, photographing band performances

**The School** is responsible for:

* Promoting the music program within the school and to prospective students
* Recognising the achievements of the school ensembles
* Providing a rehearsal space, suitable locations for lessons with music tutors and storage area for instruments
* Nominating a teacher as the Music Liaison Teacher to liaise with both the Directors and the Music Committee.

**The** **Music Liaison Teachers** will:

* Create and/or distribute notes for ensemble members and/or their families at the request of the Directors or Music committee
* In consultation with the Music Committee, issue invoices and receipts for music program membership fees, music camp fees, performance fees and fees for hire of school instruments, as required.
* Assist music tutors to locate any students who have failed to attend their scheduled lesson without notice
* Assist the Directors at performances, band camps and other band activities as required
* Act as a contact and liaison person between the school, the Directors and the Music Committee as required.
* Monitor the activity of the music ensemble programs,
* Ensure that parents and students are properly advised about band arrangements
* Advise the Ensemble Directors about the school’s commitments, goals and expectations, and any changes in arrangements
* Attend meetings of the Music Committee as required.

**The Music Tutors** will:

* Make a commitment to attend the school at a regular day and time each week to provide one half-hour lesson per week to the students allocated to that tutor
* Assist each student in learning the music prescribed by the ensemble Director
* Sign in at the school office upon arrival at the school
* Keep a log book of each student’s attendance and provide this to the Music Committee in the last week of each term.
* In the event of inability to attend a scheduled lesson, provide advice as by 8.30 am of the day of the lesson, to the school office, and to each of the students concerned
* In the event of a student failing to arrive for a lesson without prior notice, advise the school office immediately of their non-attendance so that the student can be located if possible. If the student still does not attend, advise the Music Liaison Teacher by the end of the week
* Make arrangements with parents for tutorial times and dates
* Invoice parents for instrumental tuition fees as determined by the music committee at the start of each term and keep a record of payments and outstanding debts. Advise the Ensemble Director of all non-payments by week 5 of each term
* Attend band camp and other activities, where possible, at the request of the Ensemble Directors
* Report any problems or issues to the Ensemble Director.

**The STUDENTS will:**

* Commit to joining the band program for a minimum of one year
* Commit to attending ONE band rehearsal a week, band camps and tours and all band performances (unless impossible) for the year
* Commit to hiring or purchasing an instrument for the duration of band membership
* Follow all school rules at music practices and performances.
* Agree to the School Code of Conduct when participating in rehearsal or performances

# Attachment A

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**2016 CPS Choir Membership Application Form**

Please submit this form completed via the white box. For payment, have the correct money in an envelope with your child’s name and class, and write Junior choir or Senior choir. Please return the completed form and money to the school office via the white box, by **Friday 26th February 2016**.

Student Name: .....................................................................................................

Year in 2016: (e.g. Year 3).............................................

Please tick:

☐ I will pay $5 at the start of each term ☐ I will pay $20 for the whole year

Parent Contact details

**Parent/Carer 1**

Name: .................................................................................................................

Email address: ....................................................................................................

Mobile Phone: ........................................................................

Home Number: .......................................................................

**Parent/Carer 2**

Name: ..................................................................................................................

Email address: .....................................................................................................

Mobile Phone: .......................................................................

**Attachment B**

Submit the form completed to the school office via the white box by **Friday 26th February 2016**.

**The STUDENTS will:**

* Commit to joining an ensemble for a minimum of one year
* Commit to attending one choir rehearsal a week, and all choir performances (unless impossible) for the year. If a student cannot attend a choir rehearsal, a note of explanation from a parent will be supplied to the choir leader.
* Commit to bringing music (where applicable) to rehearsals and performances.
* Follow all school rules at music rehearsals and performances.
* Agree to the School Code of Conduct when participating in rehearsal or performances
* Attend rehearsals punctually and follow the directions of the Choir leader, and assist with putting away equipment at the end of rehearsal.
* Regularly practice your instrument/repertoire at home.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment C

# 2016 CPS Band/String Ensemble Membership Application Form

Submit the form completed to the school office via the white box by **Friday 26th February 2016**.

**Student’s name:** …………………………………………………………… **Year:** …….........

**Contact details:…………………………………………………………………………………..**

**……………………………………………………………………………………………………..**

|  |  |  |
| --- | --- | --- |
|  | **Parent/Carer 1** | **Parent/Carer 1** |
| **Name** |  |  |
| **Email** |  |  |
| **Mobile number** |  |  |
| **Home number** |  |  |

Please note: Much communication about the Band/Strings Program is via email.

## Instrument preferences

To join the Band/Strings Program you must complete all three choices and be willing to accept whichever choice is allocated. Please note that the aim is to create a balanced sound so your first choice may not always possible (20 flutes or 10 clarinets would not provide a balanced sound!).

Please indicate, in order of preference, three instruments from the following list that you would like to play:

**Flute Clarinet Alto saxophone Trumpet Trombone**

**Percussion Euphonium Violin Viola Cello**

1.

2.

3.

## Do you have access to an instrument your child wants to play or is your child already learning/playing an instrument? Please circle the instrument in the above list.

**Attachment D**

**2016 CPS Band/String Ensemble Program**

**CONDITIONS OF ACCEPTANCE**

**(Student and parent to sign and return to school via the white box)**

The following conditions are to be met as part of the acceptance into the CPS Music Program. **Please read carefully and discuss points with your child before accepting a place in the Band/String Program**.

1. A child accepted into the Bands/String Ensemble Program will be required to remain in the band for one school year. If the child and parent agree, the child may then choose not to continue at the end of that year. It is expected however that all members will continue in the band through to Years 5 and 6.
2. Your child will be required to practice a minimum of **20 minutes per day**, 4-5 days a week. Rehearsals and tutorials are not included. Experience has shown that parents and students that adhere to this are much more successful and are more likely to continue their learning of their instrument long term.
3. Parents agree to notify the **Ensemble Leader** if their child will be absent from any rehearsals or part of the School term e.g. sickness or holidays taken during school term. Please try to organise doctor’s appointments etc. outside of band rehearsal times.
4. Parents agree to notify the **Ensemble Conductor and their Tutor** if their child intends to be away for an extended period or leave the Ensemble Program.
5. All fees will be paid on time**.**
6. Parents will help their child by reminding him/her to bring their instrument, music book, band folder and pencil to all rehearsals.
7. Band members are expected to attend all performances, both in and outside of school hours. Participation in major performances is subject to satisfactory attendance and commitment to all rehearsals, especially those leading up to the performance date.

We/I have read the above and agree to the conditions of acceptance of my child into the CPS Music Program.

Parent’s name: …………………………………... Signature: …………………….…… Student’s name: …………………………………. Signature: …………………….……

# Attachment E

# 2016 CPS Training Band/String Ensemble CONTRACT

(THIS IS TO BE RETURNED COMPLETED **WHEN AN INSTRUMENT HAS BEEN ALLOCATED)**

Submit the form completed to the school office via the white box by **Friday 26th February 2016**.

We have read the Canterbury Public School Music program 2016 Information Handbook and agree to the Conditions of Acceptance of my child into the CPS Band Program.

If provided with a School instrument, I understand that the instrument is not insured whilst off the school premises. The hire fee covers normal maintenance costs, however, I am responsible for repairs to the instrument arising from accidental damage.

Instrument allocated- School Instrument available – Yes/No (circle one)

…………………………………………………………………………………………………..

Parent’s Name:

………………………………………………………………………………………………….. ….

Parent’s Signature:

……………………………………………………………………………………………….……..

Student’s Name:

…………………………………………………………………………………………………..…

Student’s Signature:

……………………………………………………………………………………………….…..…

Date:

……………………………………………………………………………………….……

**Tutor information:**

Tutor’s name: ……………………………………………………………………………………..

Tutor’s number: ……………………………………………………………………………………

Tutor’s email: ……………………………………………………………………………………….