



CHANEL COLLEGE
Justice Respect Compassion

Instrumental Music Program Handbook 2020

Stacy Berry
Instrumental Music Program Co-ordinator

Ph: 4973 4700 Email: Chanel_Instrumental_Music@rok.catholic.edu.au

Foreword - Dr Susan Bunkum, College Principal



Music can and does make a difference.

To develop an understanding of music, to participate in a range of musical experiences and to achieve a level of competency during childhood and adolescence is of immense life-long value. Besides the intrinsic value of music itself, music provides numerous other benefits, which enhance a child's educational and personal development. These include:

- an outlet for creative expression
- the challenge of mastering another body of knowledge
- the development of coordination and fine motor skills
- improved memory skills
- improved spatial-temporal reasoning
- a greater sense of teamwork by participation in ensembles
- the improved self-discipline and diligence that comes with involvement in music
- an enhanced sense of rhythm and movement
- a sense of achievement
- the building of self-confidence and self-esteem
- and the development of a more well-rounded, complete young person.


These things are of immense value for our young people.

Our Music Program - consisting of classroom music lessons, Choir, and the Instrumental Music Program - is very important to our College because of the positive contributions it makes to student's growth and development.

This booklet outlines important aspects of our Instrumental Music Program, how students may become involved with it, and expectations about the level of involvement of the school, the student and the family in the program's success and effectiveness.

Parents and students alike will need to read this document carefully. The commitment of both student and family is necessary to gain acceptance to the program, to continue in the program and to gain maximum benefit from it.

The Music Program is part of our school's commitment to the academic, sporting and cultural development of all students. As such, it enjoys a very high priority in the expenditure of time, expertise, energy and finance. Students entering the Instrumental Music Program will need to accept this high priority and reflect it in their commitment to participation and progress.



Dr Susan Bunkum Phd
College Principal



Introduction

About the handbook...

The purpose of this handbook is to spell out the rules and workings of the Instrumental Music Program so that students, parents, teachers and College Administration understand the basic functions and policies of the program.

If the answers you seek are not in this booklet, please contact Stacy, Instrumental Music Program Co-ordinator on 4973 4700 or email Chanel_Instrumental_Music@rok.catholic.edu.au.

Instrumental Music Staff

Mrs Stacy Berry - Instrumental Music Program Co-ordinator

Mrs Berry co-ordinates the Instrumental Music Program at the College. All administration tasks as well as instrument hire and finances, will be performed by Mrs Berry. If you have any questions about any aspects of the Instrumental Music Program, please email Stacy via the contact details above.

Ms Nicky Rippingale - Ms Rippingale is a teacher at the College and co-ordinates the Concert Band, Choirs and Drumline. Ms Rippingale will support the Instrumental Music Program through her current role at the College.

Mrs Chelsea Elvery—Mrs Elvery tutors Instrumental Music lessons at the College in Vocal, Trumpet, Trombone, French Horn, Tuba, Euphonium, Clarinet, Saxophone and Percussion.

Ms Karen Perrett—Ms Perrett enjoys teaching Flute and tutors these lessons at the College.

Mr Matt Evans—Mr Evans is highly talented musician and tutors Guitar at the College.

Ms Clare Evans—Ms Evans tutors Vocal, Piano and Clarinet lessons at the College.

Miss Jade Barwick—Miss Barwick boasts many AMEB qualifications and is highly skilled in playing all forms of strings. She tutors Violin, Viola, Cello and Double Bass at the College.

Mrs Danielle Slow—Mrs Slow is the Curriculum Leader—Arts and Technologies at the College and will support the Instrumental Music Program in her role.

Guest clinicians and conductors

Throughout the year students are given opportunities to work with various guest tutors and conductors.

Instrumental Music Philosophy

The primary function of Instrumental Music at Chanel College is to enhance the holistic education of the student and to contribute significantly to the quality of school life. Students will be encouraged to participate in a wide variety of music ensembles. In doing so they will have opportunity to experience the joys of music making and develop a life-long interest in music.

These ensembles will aim to provide students with the opportunity to experience a wide variety of musical styles as a means of expanding their musical perceptions, and to enrich the lives of students through developing an appreciation and love of music.

Besides its educational functions, Instrumental Music should be enjoyable. It should provide opportunities for students:

- to work together with the common purpose of creating music
- to serve the school and community, and,
- through the practical experience of music, contribute to students' development as aesthetically sensitive human beings.

Learning a musical instrument and being able to make music with that instrument, not only individually but also in a group situation, is one of the joys of human experience.

Eligibility and Enrolment

All Chanel College students are eligible for enrolment in the Instrumental Music Program. All students and parents/carers are required to sign a "Contract of Commitment".

Components of the Program

Tuition

Tuition is subject to availability of tutors on the following instruments:

- **WOODWIND** - Piccolo, Flute, Clarinet, Saxophone (alto, tenor and baritone), Oboe, Bassoon
- **BRASS** - Trumpet, Trombone, Baritone, Euphonium, Tuba, French Horn
- **PERCUSSION** - Students receive tuition on all percussion instruments - Drum kit, snare and bass drum, tuned percussion (glockenspiel and timpani) and auxiliary percussion
- **VOCAL** - Students learn to sing in a variety of styles
- **STRINGS** - Violin, Viola, Cello and Double Bass
- **GUITAR**
- **PIANO / KEYBOARD**

Instrumental Group Lessons

Lessons are conducted in small groups based on levels of development, and include working through a tutor book and sectional work on band pieces with the overall aim of improving both individual student's abilities and the overall standard of the band.

Having these small group lessons gives the teacher the opportunity to work on a more individual and personal basis and to develop the individual talents of the students, something that is not possible during a full band rehearsal. Students receive one lesson per week in normal school hours. Timetables are posted outside the Instrumental Music Rooms and emailed to students at the start of each term.

Students who wish to participate in the Concert Band are required to participate in Instrumental Music Lessons either at the College or outside of school. Proof of tutoring being received outside of school must be submitted in the form of a letter from the private tutor in order to be accepted into the Concert Band.

International research over many years has shown that there are no detrimental effects for students who miss a lesson to participate in a music program. To ensure this remains the case at Chanel, a number of strategies are in place:

- There will be no instrumental lessons or band rehearsal during exam weeks.
- Lessons will be on a rotational basis; this will ensure the same subject is not missed each week.
- Instrumental lessons will be 40 minutes in duration, allowing students 10 minutes at the end of the period to return to their class and obtain any make-up work required by their teacher.
- Should any student experience difficulties in their curricular subjects, Ms Lorraine Wolffe (APC), will liaise with the subject teacher to assist with a solution for the matter.

Years 11 & 12 Students

Due to the added academic load in these grades, students in Years 11 and 12 will be given the responsibility to determine which lessons they are not available to attend during the term due to assessment or academic workload. It will be the student's responsibility to communicate with his/her Instrumental Music Teacher as well as with the Instrumental Music Leader and provide details of the Assessment Calendar and when he/she would like to arrange catch up lessons.

Ensembles

In 2020, Ms Nicky Rippingale will co-ordinate the following ensembles. Instrumental Music Students should be participating in one or more of these groups.

The Chanel College Concert Band

Rehearsals are on Wednesday before school 7.40am to 8.40am.

The Chanel Choir

Rehearsals are Tuesday at first break.

The Chanel College Year 7 Choir

All Year 7 students will participate in the Chanel Year 7 choir. Rehearsals are conducted during school hours.

The Chanel College Drumline

Rehearsals are Tuesday first break.

The Drumline is a marching percussion ensemble, consisting of cymbals, snare drums, tenor quads, and bass drums.

The Chanel College Rock Band

Mr Matt Evans (Guitar tutor) will co-ordinate the Rock Band. Rehearsal are held every Friday at first break. All Instrumental Music students are invited to participate.

Flute Ensemble

Mrs Karen Perrett will co-ordinate the *Cutie Flootie* Flute Ensemble. Rehearsals will be held every Wednesday at first break.

Strings Ensemble

Miss Jade will coordinate the Strings Ensemble. Rehearsals will be every Monday at first break.

Other ensembles may be formed during group lessons if program numbers warrant and sufficient interest is expressed. (For example Clarinet choir, Saxophone ensemble, String Ensemble.)

Commitment

The conditions of participation in the Chanel College Instrumental Music Program are:

- Attendance at all weekly lessons with required equipment
- Weekly participation in an ensemble as directed by teacher
- Regular practice of lesson and ensemble music
- Observance of rehearsal procedures, behavior expectations and stage etiquette
- Respect for staff, student leaders, and peers. Responsible behavior when representing the school in public
- Purchase of tutor book, and uniform items as detailed in Handbook
- Payment of band membership fees (including Uniform Deposits) by due date
- Appropriate care taken of all school instruments, equipment, folders and music
- Commitment to the program is for a full term and will automatically be continued to the following term unless written notification to cease lessons is received from parents

Financial Commitment

Students enrolled in the Instrument Music Program at Chanel College will be required to contribute towards their lessons, instrument hire / upkeep, and the purchase of repertoire for the ensembles in which they are involved.

The fee structure is outlined as follows:

Individual Lesson fee	\$45
Group Lesson fee	\$25

An Instrumental Music Program levy to assist with tuition costs and repertoire purchase is embedded within each lesson cost. Students who wish to learn **two or more instruments** will have the levy from one instrument discounted from their fees.

Tutoring lessons will be invoiced annually and be distributed early Term 1. It would be greatly appreciated if all accounts relating to Instrumental Music be settled as soon as invoices are received. The College requires these funds so that all lessons and resources can be organised promptly and effectively for all students involved. Should you require assistance, please contact the Instrumental Music Co-ordinator, Stacy Berry, as soon as possible so that alternative arrangements can be made.

No student will be excluded from participation in the Instrumental Music Program because of the inability of parents to pay fees. Where financial difficulty is experienced, total or partial exemption from the payment of fees is available on application to the College Principal.

Absences

All absences and late attendances are to be explained in writing by a parent/carer at the first possible opportunity and must be in writing and submitted to Mrs Berry. Three absences without written explanation will mean a student will be excluded from the program.

Notices such as Appendix Two are sent out in the case of unexplained absences. In order to receive a credit for your child's missed lesson, this form **must** be completed and returned to the Instrumental Music Co-ordinator.

Accessing Instruments

Students need to have their own instrument. You may choose to buy an instrument or hire an instrument. Details of both are listed below. If you need assistance in obtaining your own instrument please contact Mrs Stacy Berry on 49734 786.

When buying an instrument:

ASK YOUR TEACHER FOR ADVICE ON BRANDS

Beware that some cheaper instruments are difficult to play, frustrating a student's efforts to improve, and threatening the joy of music making! Quality instruments produce a better sound, require fewer repairs, and attract a better resale value.

ASK RETAILERS FOR STUDENT PRICES

Check out purchase plans, hire schemes, and second-hand/ex-rental instruments. Local music retailers are Green Brothers Music (Rockhampton).

CHECK OUT SECOND HAND INSTRUMENTS

Facebook market place, The Trading Post and newspapers are excellent sources. Good instruments can often be found for very reasonable prices, but please have the seller demonstrate it's full range, and check for cracks, loose sections, key seals, firm corks etc. Ask if an expert can check the instrument.

INSTRUMENT HIRE

A select variety of instruments are available for hire through the College. Applications and enquiries for hire need to be made via Stacy Berry via contact details listed above.

Instrument hire opportunities are also available through Green Brothers Music in Rockhampton. Most instruments are available for hire. Applications to hire instruments can be completed in store, over the phone, 49 273 088 or on their website, www.greenbrothers.com.au

AMEB Practical and Theory Examinations

Australian Music Examinations Board examinations are not currently undertaken at school.

Assessment/reporting

Students receiving group lessons will be formally assessed at the end of each semester. Parents will receive a written report on their child's progress, which will describe the student's performance skills, attitude, attendance, industry and conduct. Criteria for assessment can be discussed with the Instrumental Music teacher.

Band Music

All music issued to students must be returned at the end of the school year. Students must take care not to lose any music, as under the AMCOS licensing and photocopying agreements, only a limited number of copies may be made. Parents will be charged for lost music. Originals \$10.00 per sheet, AMCOS licensed copies \$5.00 per sheet.

Band Uniforms

The Performance Uniform can be borrowed through the Instrumental Music Program Office. These uniforms are borrowed in students names and must be taken care of throughout the year. If a uniform is lost or damaged, fees to replace the uniform will be charged to parents.

The uniform consists of the following:

- Black female or male embroidered performance shirt / blouse—borrowed through the College
- Female performers must purchase a plain black corporate skirt (strictly to the knee). These can be purchased through Everything Uniform in Gladstone.
- Female performers must also wear black stockings and plain black ballet flats (inexpensive at Kmart).
- Male performers must wear plain black trousers with plain black lace up dress shoes (school joggers are not to be worn).
- Hair should be worn neatly and out of the performer's face.
- Excessive jewellery and makeup should be removed.

Camps, Tours and Competitions

There is a cost involved in music camps and music tours. Major engagements for the year may include: camps and workshops, Band Tour, involvement in school occasions and ceremonies, and other concerts, competitions such as eisteddfods, the Catholic Schools Music Festival etc.

Learning a Second Instrument

Students may learn a second instrument privately at the discretion of the Instrumental Music Leader in consultation with the student and parents. (Please advise the Instrumental Music teacher).

Band Leaders and Section Leaders

Each year, two Band Leaders are selected from the senior members of the program. These students have certain roles and responsibilities to assist staff and direct students in both ensemble activities.

Section leaders are also selected from the senior students. They will assist the band leaders and staff.

Communication

Effective communication between staff, students and parents is paramount to the success of the program. Information will normally be emailed to students or passed onto students at their scheduled lessons, rehearsals and performances. Information is also included in the College newsletter and posted outside the Instrumental Music rooms.

If a student is absent from a lesson, rehearsal or performance, it is the students' responsibility to find out if any notes or information have been handed out.

"I didn't know" is not an excuse when all information is easily accessible.

Parents can request interviews with the Instrumental Music Teacher through the Leader or Co-ordinator via email or direct call.

Rehearsal & Stage Etiquette

• BE READY TO REHEARSE

Arrive at rehearsals early (5 minutes at least) to set up chairs, stands and your instrument. For Concert Band you should be seated and ready to play at 3.30pm.

Remember: Early is on time... On time is late!!!! Remember to bring a pencil. Assist others (especially percussionists) with setting up/packing up of equipment, and when travelling, the loading/unloading of buses etc.

•PREPARE YOUR PARTS

The purpose of a rehearsal is not to teach individual parts, but to fit individual parts together to create a complete piece of music. Practice your parts before they need to be rehearsed. If you do not know a fingering, or a term/symbol/rhythm etc... ASK!!

• SHOW RESPECT FOR YOUR CONDUCTOR AND PEERS

Do NOT talk during rehearsals!!! If the conductor is addressing another section of the band, listen quietly. What applies to their parts will often apply to yours in another part of the piece. Alternatively, silently practice your fingerings.

•A PROFESSIONAL APPEARANCE IS JUST AS IMPORTANT AS THE QUALITY OF YOUR PERFORMANCE!!

Arrive at performances early, and correctly dressed. When on stage, sit silently with good posture. Remember - you are ambassadors for your College!

Practice Hints

• ADEQUATE SPACE AND TIME

A quiet, well-lit room equipped with a music stand (adjustable to ensure correct posture) away from TV/ radio noise is best. A minimum of 5 x 1/2 hour practice sessions per week is recommended. Recording your sporting, musical, school, social and other commitments into a timetable helps to manage your time and establish a regular practice routine.

•WHAT TO PRACTICE

Begin your practice with a warm up (eg. sustained low notes), then scales, arpeggios, and technical exercises (eg. flexibility, tonguing, fingering), work on a new piece, your ensemble music, and then finish with something you know and enjoy.

•HOW TO PRACTICE

Check time signature, key signature, tempo and dynamic markings. Scan the music for accidentals, unusual fingerings, and difficult rhythms. When you play, zero in on the problems. Play the trouble spots slowly, isolating the problem note(s). Go over them until you can return to normal tempo. Do not just play through and let the 'dodgy bits' become bad habits! Be critical of your posture, your tone, and your technique. Write down any questions for your teacher.

• BROADEN YOUR MUSICAL EXPERIENCE!

Listen to recordings of professionals on your instrument. Attend concerts by other ensembles and soloists. Join a community or youth ensemble.

Rewards and Awards

REWARDS

Students who demonstrate consistent practice, lesson attendance and ensemble commitment will receive a written commendation in their student diaries and also be entered into a draw to win prizes such as CD gift vouchers. Draws will take place once a term.

AWARDS

There are several annual awards Instrumental Music students may become eligible for. These awards are presented at an end of year function and are awarded to an ensemble member who has demonstrated outstanding commitment to all aspects of ensemble musicianship, including attendance at rehearsals, preparation of parts, observance of rehearsal and stage etiquette and student leadership.

ENCOURAGEMENT AWARD - Trophy presentation

EXCELLENCE AWARDS - Medallion presentation

Exiting seniors are also presented with a Trophy and Certificate of participation

Exclusion and Withdrawal

VOLUNTARY WITHDRAWAL: Careful consideration must be made before a student withdraws from the program. Consultation with music staff is recommended before this action is taken. Often reasons for giving up can be resolved. When a firm decision is made, notice in writing must be made by the parent/ carers to the Instrumental Music Leader.

EXCLUSION: Students will be excluded from the program if they continually fail to meet their commitments and contractual obligations. Any exclusion will be a joint decision of all music staff involved, school administration, the student and his/her parents.

Parent Support

Perhaps the greatest support a parent / guardian can provide would be attendance at performances. This is vindication, for students, that their efforts and sacrifices have been acknowledged and supported by their families.

Student Requirements

ALL INSTRUMENTS

- Instrument!
- Tutor book - Standard of Excellence, or other book as indicated by the teacher
- Pencil with eraser attached
- Music stand (for home use)
- Pegs (to hold music onto music stand)
- Case to hold books, pencil, pegs, music stand
- Soft cleaning cloth

WOODWIND	FLUTE <ul style="list-style-type: none"> • Cleaning rod • Cleaning cloth for rod • Thumb port 	CLARINET <ul style="list-style-type: none"> • 4 clarinet reeds • Reed guard (holds 2 or 4 reeds) • Cork Grease • Clarinet cleaning swab or pull through • Neck strap (optional) • Thumb rest (optional) • Mouthpiece pad
	SAXOPHONE <ul style="list-style-type: none"> • 4 alto, tenor or baritone saxophone reeds • Reed guard (holds 2 or 4 reeds) • Cork grease • Saxophone cleaning swab or pull through • Saxophone neck cleaner or pull through • Padded neck strap or harness • Mouthpiece pad 	OBOE/BASSOON <ul style="list-style-type: none"> • 2 oboe or bassoon reeds • Cleaning swab or pull through • Cork grease
BRASS	TRUMPET <ul style="list-style-type: none"> • Valve oil • Slide grease • Mouthpiece brush 	TROMBONE <ul style="list-style-type: none"> • Slide Cream (recommend Trombotine) • Small water spray bottle • Mouthpiece brush
	FRENCH HORN <ul style="list-style-type: none"> • Rotor oil • Slide grease • Mouthpiece brush 	EUPHONIUM/TUBA <ul style="list-style-type: none"> • Valve oil • Slide grease • Mouthpiece brush
PERCUSSION	<ul style="list-style-type: none"> • Snare Drum And Stand • Practice Pad • Chromatic glockenspiel (minimum 32 bars) • Drum sticks • Stick Bag 	
STRINGS	<ul style="list-style-type: none"> • "Essential Elements 2000" workbook for Violin, Viola or Cello etc. • Upper strings (violin/viola) will require a shoulder rest • Lower strings (Cello, DB) will require a rock stop • Resin for bows 	
GUITAR	<ul style="list-style-type: none"> • Guitar pick • Spare strings • Guitar Shoulder Strap (optional) 	



CHANEL COLLEGE
Justice Respect Compassion

Chanel College Instrumental Music Program 2020 Contract of Commitment and Payment of Fees

STUDENT NAME: _____ PC/YEAR LEVEL: _____

INSTRUMENT: _____ OWN or LOAN (circle one)

The conditions of participation in the Chanel College Instrumental Music Program are:

- Attendance at all weekly lessons with required equipment
- Weekly participation in an ensemble as directed by teacher
- Regular practice of lesson and ensemble music
- Observance of rehearsal procedures, behaviour expectations and stage etiquette
- Respect for staff, student leaders, and peers. Responsible behaviour when representing the school in public
- Purchase of tutor book, and uniform items as detailed in Handbook
- Payment of band membership fees (including Uniform Deposits) by due date
- Appropriate care taken of all school instruments, equipment, folders and music
- Commitment to the program is for a full term and will automatically be continued to the following term unless written notification to cease lessons is received from parents

Schedule of Non-refundable Fees

Group Lessons

(9 per term) \$225 per term

Private Lessons

(9 per term) \$405 per term

I have read the Instrumental Music Handbook, and I understand the conditions outlined in this contract are to be taken seriously. I understand that non-compliance with these conditions and policies may result in letters home to parents, review of participation by the teacher and Principal, and/or suspension from the program.


I agree to pay the relevant participation fees, which will be invoiced at the beginning of each term.

Student Signature: _____ Parent Signature: _____ Date: _____

Chanel College

11 Paterson Street Gladstone Qld 4680

P: 07 4973 4700 F: 07 4973 4799

E: the.secretary@chanelcollege.qld.edu.au W: www.chanelcollege.qld.edu.au 



CHANEL COLLEGE
Justice Respect Compassion

Chanel College Instrumental Music Program Absences Form 2020

Dear Parent/Caregiver

The purpose of this letter is to inform you of the absence of _____ during his/her instrumental lessons with _____ on _____. To date, this absence has been unexplained. As you are aware, if students miss three or more Instrumental lessons per term without due reason, their enrolment within the Instrumental Music Program may be cancelled. This is the _____ lesson missed this term. Please fill out and return the slip below or contact us on 49 734 786.

Thank you for your support.

Stacy Berry
Instrumental Music Program Co-ordinator

Danielle Slow
Curriculum Leader—Arts and Technology

Parent/Guardian's Name: _____

Contact number: _____

Student's Name: _____

Lesson missed: _____

Reason for absence

Parent/Guardian signature _____ Date _____

Chanel College

11 Paterson Street Gladstone Qld 4680

P: 07 4973 4700 F: 07 4973 4799

E: the.secretary@chanelcollege.qld.edu.au W: www.chanelcollege.qld.edu.au