Instrumental Music Handbook

Student Name: _________________________ Year: ____________

Instrument/s / Voice Part: _________________________________

Ensemble/s: __________________________________________
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AIM

The Marist College Instrumental Music Program will promote process-based education in a safe and enriching environment. It will provide the opportunity for students to develop learning skills, self-esteem and an enduring love of and lifelong involvement in music. The instrumental music program will develop in students the ability to work effectively through such traits as persistence, cooperation and team work (working with others), responsibility and a positive work ethic that will promote scholarship in other areas of education. Opportunities will be given to students for self-expression and self-discovery in music, a respect for and an appreciation of cultural developments, and an awareness of its aesthetic values. Through instrumental music education, the student will acquire knowledge, skills, and attitudes that will help to make him a more desirable member of society.

INSTRUMENTAL MUSIC TUITION

Lessons

Marist College Ashgrove Music Department offers specialist tuition in the following:

<table>
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<th>Woodwind</th>
<th>Brass</th>
<th>Other</th>
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<tr>
<td>Violin</td>
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<td>Viola</td>
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<td>French Horn</td>
<td>Piano</td>
</tr>
<tr>
<td>Cello</td>
<td>Bassoon</td>
<td>Trombone</td>
<td>Pipe Organ</td>
</tr>
<tr>
<td>Stream A</td>
<td></td>
<td></td>
<td>• Stream A</td>
</tr>
<tr>
<td>Stream B</td>
<td></td>
<td></td>
<td>• Stream B</td>
</tr>
<tr>
<td>(see below)</td>
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<td></td>
<td>(see below)</td>
</tr>
</tbody>
</table>

1. All students who have instrumental/vocal lessons at the college are required to participate in at least one of the co-curricular ensembles.

2. Lessons are organised on a term basis, with the provision of a minimum of eight half-hour lessons per term.

3. The individual teachers arrange lesson times. Please note that a portion of the academic lesson may overlap with the instrumental lesson. Before school, after school and lunch time lessons are also available in consultation with the instrumental/vocal teacher concerned. Priority for these times is given to year 11 and 12 students.

4. Instrumental and vocal lessons are usually conducted with individual students, however small group (maximum 2 students) instruction is available on most instruments. Large group (maximum 4 students) music theory lessons are available. Piano instruction is only available as individual lessons.

5. Guitar and vocal lessons are available in one of two streams:
   a. As part of the co-curricular program where students undertake individual or small group lessons.
   b. Complementary to the classroom music program where students are able to participate in large group instruction for the length of 1 term. Students in this stream would not be expected to participate in one of the co-curricular ensembles but could develop their guitar and vocal skills to aid assessment tasks required in the classroom subject. There will be 1 lesson per week for 8 weeks. The four levels will be Beginners A, Beginners B, Intermediate and Advanced. Students will be required to pass the necessary tests to progress to the next level. Advancement to the next level will be at the start of the term, mid term progression will not occur.

6. All students receive an Instrumental Music Practice book that is used to record lesson times, homework, theory and so on. Students must present this practice book to their instrumental/vocal teacher each lesson so that they can communicate effectively with parents. A comprehensive report on student progress will be provided at the conclusion of each semester.
Fees
1. The cost of individual lessons is $25 per half-hour lesson ($50 per hour).
2. The cost of half-hour small group lessons is $13 per student. Groups consist of a maximum of two students.
3. The cost of half-hour large group theory, guitar and vocal (stream B) lessons is $8 per student.
4. The College will forward the Music lesson invoices at the commencement of the term. The invoice will be for the full term less one week (e.g., a 10 week term will be invoiced for 9 weeks). This one-week leeway will allow for any catch-up lessons. Any difference in the number of lessons received and invoiced will be adjusted on the following terms accounts.
5. The invoice will be for the full term less one week. This one-week leeway will allow for any catch-up lessons.
6. The fees are determined in accordance with the Music Teacher’s Association of Queensland guidelines and are reviewed annually.
7. Students preparing for examinations or other solo performances will also be required to pay fees for the examination and use of an accompanist.

Student Absences
1. It is the responsibility of the student/parents to notify the teacher of intending absences 24 hours in advance. Upon notification the teacher will attempt to reschedule the lesson. Notification is best given in writing by sending an email to musicstaff@marash.qld.edu.au.
2. Lessons missed by students without 24 hours prior notice or adequate excuse will forfeit the cost of the missed lesson and the teacher will not be required to reschedule the lesson.
3. Where a student misses a lesson as a result of a College event (e.g., an excursion or an exam), the teacher will attempt to reschedule the lesson if a prior apology in accordance with the above has been given.
4. Notices are posted to parents if a student has missed two lessons without adequate excuses.

Termination of Lessons
1. On commencing lessons, students are required to complete one term’s study. Should parents decide to withdraw their child from instrumental/vocal lessons it is necessary that such notice of withdrawal should be stated using the Cancellation of Enrolment form addressed to the Coordinator of Instrumental Music. Although parents and teachers are encouraged to communicate with each other concerning a student’s progress, please note that the communication concerning withdrawal from lessons is with the Coordinator of Instrumental Music and in writing.
2. Three weeks notice before the end of a term is required for the cancellation of lessons. Where notification of withdrawal has not been received by the end of a term, payment is required for three weeks of lessons, even if the student does not wish to take the lessons. This allows the College to meet its contractual obligations with part-time instrumental/vocal staff.

Assessment
Assessment is concerned with the measurement of student performance, which involves the gathering and recording of information about how students meet the specific objectives for their level of achievement. A comprehensive report on student progress will be provided at the conclusion of each semester. The report will include assessment of musicality, technique, knowledge and understanding as assessed by the instrumental/vocal teacher.

External Examinations/Competitions
Students are encouraged to develop their performance skills as much as possible. Competing in a competition or sitting for an external exam can achieve further incentives. The decision to compete or enter an examination is individual and should be made in consultation with the teacher. The teacher will not enter the student for any examination or competition without the student’s consent; but the student and parent should accept the teacher’s opinion as to what examinations and competitions are suitable at each stage of the student’s progress.
**MUSIC CAMPS**

To maintain the college's high standard of musical performance, each year a music camp is held on the first weekend of term 1. This camp provides students with an intensive weekend of musical and social activities to prepare for the numerous performances throughout the year. Attendance at music camp is by invitation only upon selection into one of the College’s flagship ensembles.

**INSTRUMENTS**

**Loan Instruments**

1. The College has a limited number of instruments to loan to the students free of charge. The instruments available are: oboe, bassoon, tuba, euphonium, French horn, cello, double bass, baritone saxophone and bass clarinet.

2. Students may be asked at anytime to return the instrument for inspection.

3. If the instrument is damaged in any way, students are to inform the Coordinator of Instrumental Music and return the instrument immediately for repair.

4. Students are responsible for supplying their own accessories for the instrument on loan e.g. strings, reeds, valve oil, cleaning cloths etc.

**Service and Repairs**

1. All College owned instruments are to be serviced and repaired by a college-approved repairer.

2. Regularity of servicing will be at the discretion of the Coordinator of Instrumental Music.

3. Repairs and servicing to all privately owned instruments are the responsibility of the owner.

**Storage**

1. All instruments, when not in use, should be stored in the storeroom within the Music Centre and must be clearly labelled.

2. All cases, private and College-owned, should be clearly marked.

3. The College will not be held liable for lost or stolen instruments.

**PERFORMANCE ENSEMBLES**

Marist College Ashgrove Music Department currently offers participation in a wide variety of ensembles including Symphony Orchestra, String Orchestra, Choirs, Wind Bands, Big Bands and various chamber groups and smaller ensembles. The following is a list of the ensembles in order of level of difficulty from highest to lowest (* denotes flagship ensemble).

**String Ensembles**

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Director</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symphony Orchestra*</td>
<td>Andrew Butt</td>
<td>Thursday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Chamber Strings</td>
<td>Neridah Oostenbroek</td>
<td>Tuesday 7.30 -8.30am</td>
</tr>
<tr>
<td>String Ensemble</td>
<td>Neridah Oostenbroek</td>
<td>Wednesday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Junior String Orchestra</td>
<td>Neridah Oostenbroek</td>
<td>Thursday 7.45 – 8.30am</td>
</tr>
<tr>
<td>Beginner Strings</td>
<td>Neridah Oostenbroek</td>
<td>Monday 7.45 – 8.30am</td>
</tr>
</tbody>
</table>

**Vocal Ensembles**

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Director</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber Choir*</td>
<td>Gary Holley</td>
<td>Monday 3.30 – 5pm</td>
</tr>
<tr>
<td>Performance Choir</td>
<td>Gary Holley</td>
<td>Wednesday 3.30 – 4.30pm</td>
</tr>
<tr>
<td>Marist Voices</td>
<td>Gemma Wallis</td>
<td>Wednesday 7.45 – 8.30am</td>
</tr>
</tbody>
</table>
## Wind Bands

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Director</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wind Orchestra*</td>
<td>Craig Kennedy</td>
<td>Tuesday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Wind Symphony</td>
<td>Craig Kennedy</td>
<td>Wednesday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Wind Ensemble</td>
<td>Craig Kennedy</td>
<td>Friday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Concert Band</td>
<td>Stefanie Smith</td>
<td>Friday 7.45 – 8.30am</td>
</tr>
</tbody>
</table>

## Jazz Ensembles

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Director</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Band 1*</td>
<td>Andrew Butt</td>
<td>Monday 3.15 – 5pm</td>
</tr>
<tr>
<td>Big Band 2</td>
<td>Andrew Butt</td>
<td>Monday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Big Band 3</td>
<td>Gemma Wallis</td>
<td>Monday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Big Band 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Guitar Ensembles

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Director</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Mariachi</td>
<td>Tony Vandermeer</td>
<td>Friday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Guitar Orchestra</td>
<td>Tony Vandermeer</td>
<td>Tuesday 7.30 – 8.30am</td>
</tr>
<tr>
<td>Junior Guitar Ensemble</td>
<td>Peter Fomiatti</td>
<td>Wednesday 7.30 – 8.30am</td>
</tr>
</tbody>
</table>

## Chamber Ensembles

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Director</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Percussion Ensemble</td>
<td>David Kemp</td>
<td>Thursday 3.30 – 4.30pm</td>
</tr>
<tr>
<td>Intermediate Percussion Ensemble</td>
<td>David Kemp</td>
<td>Wednesday 3.30 – 4.30pm</td>
</tr>
<tr>
<td>Junior Percussion Ensemble</td>
<td>David Kemp</td>
<td>Tuesday 3.30 – 4.30pm</td>
</tr>
<tr>
<td>Clarinet Ensemble</td>
<td>Stefanie Smith</td>
<td>Wednesday 3.30 – 4.30pm</td>
</tr>
<tr>
<td>Trombone Ensemble</td>
<td>Ben Marks</td>
<td>Wednesday 8.30 – 9am</td>
</tr>
<tr>
<td>Saxophone Quartet</td>
<td>Stefanie Smith</td>
<td>Friday 1.00 – 1.30pm</td>
</tr>
</tbody>
</table>

## Expectations

As a member of a Marist ensemble, you are required to adhere to the following terms and conditions:

1. Attend all designated performances and rehearsals. Attendance at a rehearsal is required even if you are unable to play/sing due to health reasons on that day. Where attendance is not possible, a prior written apology is required to the appropriate ensemble director. When in extreme cases it is not possible to attend a performance, a written apology signed by a parent is required at least one week in advance. Written notice can be sent to musicstaff@marash.qld.edu.au which will then be passed on to the appropriate ensemble director.

2. Failure to attend two performances results in exclusion from the instrumental music program.

3. Failure to attend two rehearsals in one term results in a notification sent to parents.

4. It is expected that all students participate fully during the rehearsal. This means that full concentration on both the music and the ensemble director is expected, the student has prepared and learnt the music and brings all accessories (including music and a pencil) necessary for an effective rehearsal.

5. Students must ensure they are seated and ready to start at the designated rehearsal time. Ideally, students should arrive 10 minutes before the rehearsal commences so they can warm up and prepare for the rehearsal.

6. Co-operation is expected for the setting up and packing down at rehearsals and performances.
7. The student is expected to take care of all sheet music handed out throughout the year. Students are allowed to mark their music with pencil only and under no circumstances is any form of graffiti allowed on any music. Students who lose music or do not comply with these conditions will be charged the replacement cost of the music. In some instances this requires the purchase of a complete new set of music that may cost in excess of $100.

8. All music is to be kept in a College music folder that will be handed to the student at the first rehearsal and is to be returned at the end of each year.

Performances

Proposed dates for the year are posted in the Music Calendar, on the Music website and in the College calendar at the beginning of the College year. As much forward notice as possible is also given of a special event, such as requests to play for concerts, festivals, etc., through the Music website, College newsletter and music department concert calendar. Any College commitment must take priority over a commitment with an outside group.

Auditions

Entry into all ensembles is by audition. Membership of a designated group is obligatory and is decided by the ensemble directors in consultation with instrumental teachers. Auditions are held annually in term 4.

Uniforms

Performance uniform for all ensembles is: long black pants with black belt, black shoes and socks and a black Marist Music performance shirt which can be purchased from the uniform shop. Students are to arrive and depart from the concert venue in full performance uniform. Under no circumstances are students to wear partial uniforms.
Request for Music Tuition
Please return this form to the Coordinator of Instrumental Music

Student Particulars

Surname: ___________________________________________________________
Given Name: ____________________________ Date of Birth: _______________
Student Number: ________________ Year level : _________ House: ____________
Mother: __________________________ Father: ____________________________
Address: ____________________________________________________________
___________________________________________________________________
Telephone: (H) _________________________ (W) __________________________
(M) ______________________ email: ____________________________________

Please indicate your instrument/s:

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<td>Violin</td>
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</tr>
<tr>
<td>Viola</td>
<td>Oboe</td>
<td>French Horn</td>
<td>Piano</td>
</tr>
<tr>
<td>Cello</td>
<td>Bassoon</td>
<td>Trombone</td>
<td>Pipe Organ</td>
</tr>
<tr>
<td>Double Bass</td>
<td>Clarinet/Bass Clarinet</td>
<td>Euphonium/Baritone</td>
<td>Music Theory</td>
</tr>
<tr>
<td>Bass Guitar</td>
<td>Alto Saxophone</td>
<td>Tuba</td>
<td>Vocal stream A</td>
</tr>
<tr>
<td>Guitar stream A</td>
<td>Tenor Saxophone</td>
<td></td>
<td>Vocal stream B</td>
</tr>
<tr>
<td>Guitar stream B</td>
<td>Baritone Saxophone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Lesson times: Please number your preference 1 to 4. We will endeavour to accommodate your first preference, however priority will be given to the Year 11 and 12 students for lessons outside of school time. Preferred Lesson type: Please note Piano and Organ lessons are offered as individual lessons only.

- [ ] Before school
- [ ] During school
- [ ] GROUP LESSON
- [ ] Lunchtime
- [ ] After school
- [ ] INDIVIDUAL LESSON

Do you require the loan of an instrument?
The instruments available are: oboe, bassoon, tuba, euphonium, French horn, cello, double bass, baritone saxophone and bass clarinet.

- [ ] Yes
- [ ] No
If yes, please complete the loan agreement form.

Parent/Student Declaration
I/we have read and understood the Instrumental Music Handbook and agree that my/our son will attend rehearsals and performances as recommended by the College.

Parent name: __________________________ Signature: __________________________

Student signature: __________________________ Date: __________________________
Musical Instrument Loan Agreement
Please return this form to the Music Department

Student Particulars

Name: _________________________________________________________
Class/Year level: _________________ Year of rental: _________________
Address: _______________________________________________________
Telephone: _____________________________________________________

Description of the Instrument
(Office use only)

Type: __________________________________________________________
Brand: _________________________________________________________
Serial Number: __________________________________________________
Instrument Number: ______________________________________________
Condition: ______________________________________________________

Rental is subject to the following terms and conditions:

1. The instrument remains the property of Marist College Ashgrove at all times and as such is returnable upon demand at any time for inspection, repair, adjustment or for any other cause.
2. The instrument is to be used only by the student to whom it is loaned.
3. The instrument is only to be used for school events unless authorisation has been granted to the contrary.
4. Any loss or damage to the instrument is to be immediately reported to the Coordinator of Instrumental Music.
5. Under no circumstances is any person, other than a school-approved repairer, to attempt repairs or adjustments to the instrument.
6. The initial loan agreement is for a period of twelve months. This period is inclusive of school holidays.
7. Students learning less expensive instruments (i.e. flute, clarinet, trumpet, violin) will be required to purchase their own instrument after the twelve month period. Instrumental teachers will advise the student on an appropriate brand/model and place of purchase.
8. Loan agreements for students learning more expensive instruments (i.e. tuba, French horn, oboe, bassoon, double bass) will be reviewed annually.
9. Instruments may be retained by students during holiday periods, during which the above conditions apply.
10. If, in the opinion of the Coordinator of Instrumental Music, a student is not complying with the required expectations of the music department, the loan may be terminated.
11. Any change to this loan agreement must be made in writing to the Coordinator of Instrumental Music.
12. Students are responsible for supplying their own accessories for the instrument on loan e.g. strings (string instruments), reeds (clarinet, saxophone), valve oil (brass instruments), cleaning cloths, etc.

I authorise my child to accept the loan of the instrument described above and agree to undertake reasonable supervision of its use. I further agree to the conditions of the loan as stated above.

Parent Signature: _________________________ Date: ________________