Mount Colah Public School
P & C Association Music Program
musicprogram@mcpspandc.asn.au

Music Program
HANDBOOK
# TABLE OF CONTENTS

- **INTRODUCTION** ........................................................................................................................................................... 3
- **MUSIC PROGRAM CODE OF CONDUCT** ................................................................................................................... 4
  - Student Responsibilities ............................................................................................................................................ 4
- **BAND INFORMATION** .................................................................................................................................................. 5
  - Rehearsal Details ...................................................................................................................................................... 5
  - Fees .......................................................................................................................................................................... 5
  - Band Camp ............................................................................................................................................................... 5
  - Sheet Music .............................................................................................................................................................. 5
- **TUITION** ........................................................................................................................................................................ 6
  - Private Lessons ........................................................................................................................................................ 6
  - Shared Lessons ........................................................................................................................................................ 6
  - Reports ..................................................................................................................................................................... 6
  - Exams ...................................................................................................................................................................... 6
- **INSTRUMENTS** ............................................................................................................................................................ 7
- **PARENT RESPONSIBILITIES** ...................................................................................................................................... 7
- **FREQUENTLY ASKED QUESTIONS** ........................................................................................................................... 8
- **MUSIC PROGRAM CODE OF CONDUCT AGREEMENT** ............................................................................................ 9
INTRODUCTION

This handbook has been written to provide students and their parents with information about the Mount Colah P&C Music Program. Please refer to the handbook as needed.

*Please read the handbook and sign and return the last page to indicate you and your child’s understanding of their rights and responsibilities and our Code of Conduct.*

The Music Program at Mount Colah Public School offers our students the opportunity to experience the joy of making music! The Program is open to all children from year 3 onwards, regardless of whether they already play an instrument, or have never learned music.

The Music Program Committee is a sub-committee of the P&C, and is administered by volunteer parents. Parents are invited to attend Music Program Committee meetings and contribute to the decision making. Your feedback and input is very important.

The Program consists of the Waratah Band (beginner band), the Concert Band (middle band) and Performance Band (senior band).

Playing in the band is an extracurricular activity. Fees, payable by term, are kept as low as possible. Band fees are used to pay the Band Directors, service instruments, purchase sheet music, purchase and maintain equipment, enter eisteddfods, and cover the general running expenses of the MCPS Music Program.
MUSIC PROGRAM CODE OF CONDUCT

All staff, students, band directors and parents have the right to be treated with respect. All students have the right to learn and the tutors and Band Directors have the right to teach without disruption.

Any student whose behaviour disrupts the learning of others, hurts others, or shows a lack of courtesy or disrespect can anticipate consequences to their actions. These may include notification of the class teachers or principal of the behaviour, not attending band rehearsals for a period of time, not being allowed to attend Band Camp, or being asked to leave the band.

Student Responsibilities

Behaviour at Lesson Time and Rehearsals

- Arrive on time for lessons and rehearsals.
- Sit quietly during lessons and rehearsals, playing only at your turn.
- At band rehearsals quietly help the Band Director set up the hall for practice, and help pack away afterwards.
- Lay your instrument carefully in your lap when you are not playing.

Practicing

- Make practicing part of your weekly schedule. Choose a place where you can concentrate.
- Practice the hard spots in your band music until you can play them well.
- Learning your parts well means the band works as a team.
- At the end of each practice, play something you really enjoy.
BAND INFORMATION

The Music Program currently offers three bands:

Waratah Band - for beginner and less experienced students
Concert Band - for middle music students
Performance Band - for senior or more advanced students, by audition only

Students who are members of these groups are given the opportunity to perform at various times throughout the school calendar such as Grandparents Day, school assemblies, eisteddfods, and more.

It is a requirement of Band membership that members have regular instrument tuition throughout their time with the Band. Children will only make satisfactory progress with regular tuition from a competent tutor.

Rehearsal Details

Rehearsals are held on a weekly basis before or after school at a time advised by the Band Directors.

In the event of a special performance additional rehearsals may be called.

Band members are expected to attend rehearsals on a regular basis. Repeated failure to attend rehearsal sessions (without prior notification) may result in your child not being eligible to play at an organised event or continue in the school’s music program.

Fees

Band fees may be paid on a term-by-term or an annual basis. Invoices will be issued by the Music Program Committee via email.

Payment is due two weeks after the issue of the invoice. Should you experience financial difficulty or require more time to pay the invoice, please contact the Music Program to discuss payment options.

Band Camp

The Music Program organises a Band Camp each year. An additional fee is payable to attend this camp. The overnight two day camp gives students the opportunity to attend intensive lesson tutorials and band rehearsals. It is a valuable and fun way for the students to leap ahead in their musical development.

Sheet Music

- A display folder will be provided by the Committee for students to store their sheet music.
- Any copies of sheet music handed out will be stamped with an AMCOS label.
- Sheet music and display folders are the property of the Music Program and per copyright regulations must be returned at the end of the year.
- The School’s Uniform Shop sells special music bags that can be used by students to protect their music and folders.
- If any music is missing, the Band Director must be notified.
- Pen is not to be used on any sheet music.
- No marks are to be made on the band folders.
**TUITION**

The Music Program is in the fortunate position to be able to provide music lessons within school hours.

We offer lessons on the following instruments: flute, clarinet, saxophone, trumpet, trombone, euphonium, and percussion.

Lessons at school will not be provided for students who do not participate in band.

Students may undertake their music lessons outside of school and still join the band. All band members must be receiving music tuition.

All lessons are for 30 minutes, on a rotating timetable so that students do not miss the same class work each week. Music lesson fees are paid to Key Music Australia, who will invoice parents directly. Any questions regarding lesson fees should be directed to KMA.

**Private Lessons**

Private lessons provide the optimum learning experience for the student. All students who wish to continue their music for any length of time will eventually need to progress into private lessons.

**Shared Lessons**

Shared lessons help to reduce the costs for students learning an instrument. Shared lessons are for 2-3 students, and are only available if there are a sufficient number of children wishing to undertake this style of lesson, who are at a similar level on the same instrument. It may not always be possible to have the type of lesson you prefer, depending on places available.

Students are expected to behave during shared lessons. Continued disruption during a shared lesson may result in a student having a compulsory private lesson.

**Reports**

Student reports are available on a request basis only. If you require a report or would like to discuss your child’s progress with their tutor, please email Key Music Australia on office@keymusicaustralia.com.au and make arrangements for this.

**Exams**

Music exams are available on a request basis only. If a student wishes to sit music exams please email office@keymusicaustralia.com.au and to make arrangements for exams.
INSTRUMENTS

The Music Program owns a number of instruments that can be hired by students, subject to availability. Instruments available for hire include: flute, clarinet, trumpet, bass clarinet, tenor saxophone, alto saxophone, trombone and euphonium.

Students who hire a Music Program instrument will be invoiced by the Music Program Committee. Instrument hire fees are paid on a term basis, one term in advance. The advance becomes a deposit that is retained by the Music Program Committee in the event the year-long hire period finishes early. Invoices will be distributed by email.

Payment is due no later than two weeks after the issue of the invoice. Failure to pay your instrument hire fees by the due date may jeopardise your child’s place in the Music Program.

Should you experience financial difficulty or require more time to pay the invoice, please contact the Music Program to discuss payment options.

Instruments can also be purchased or hired from a private company of your choice. Students who privately own or hire an instrument are responsible for their insurance and maintenance.

However you acquire an instrument, it is a valuable item and needs to be handled with great care at all times.

If your instrument develops a fault, please have it checked in the first instance by your tutor, Band Director or Music Program Committee member.

Please store instrument inside the classroom when at school. Musical instruments are delicate, and easily damaged by heat and direct sunlight.

PARENT RESPONSIBILITIES

- The Music Program is run by a volunteer committee, however all parents are encouraged to contribute in some way during the year. This may include helping with band or hall set up, assisting with transportation of students or equipment, and assisting at concerts.
- Please ensure that your child arrives on time for all band rehearsals and at the allocated time for performances/lessons. Late arrivals can be very disruptive.
- Parents are to ensure that the band director or a member of the Music Program Committee is present in the hall before leaving children for rehearsals.
- Please encourage your child to practice several times each week.
- If your child is unable to attend their lesson or band rehearsal, please advise KMA of their non-attendance ASAP. Write to absent@keymusicaustralia.com.au
- Students who hire an instrument through the Music Program are committing to the hire arrangement for a full 12 month period. Part fees will be payable for leaving a rental agreement early.
- Should a student wish to leave the Music Program, they should first discuss it with the Music Program Coordinator.
FREQUENTLY ASKED QUESTIONS

What if my child is at school, but forgets to go to their lesson?
If your child has a private lesson, the tutor will attempt to locate the missing student. However, if they are in a shared lesson format and the other student has arrived on time, the tutor is unable to leave the lesson room. It is the student’s responsibility to ensure they arrive at the correct time for their lesson each week. A wristwatch with an alarm set 5 minutes before the lesson time is a helpful reminder.

What if my child is sick or will be away for their lesson due to holidays or personal issues?
Please contact Key Music Australia directly and they will discuss the best options for you regarding the missed lessons. Email absent@keymusicaustralia.com.au to inform them of illness or planned absences. No make-up lesson is offered for missed shared lessons due to a student’s absence, since the tutor must be there for the other students.

What if my child will miss their lesson due to a major school event, e.g. camps or sports carnival?
The Music Program will notify Key Music Australia of events that involve the whole school, such as swimming or sports carnivals. Lessons are generally not held on the days of those large events.

Excursions, incursions, or Zone competitions generally affect a smaller number of students. The Music Program cannot monitor individual class or year excursions/incursions. In these cases, music lessons will still be held and it is the responsibility of the parent to contact Key Music Australia and prearrange the absence.

How can I contact my child’s tutor?
Please contact Key Music Australia directly. If parents wish, they are able to arrange through KMA to attend a lesson with their child.

Is my child able to sit exams through the Music Program?
Music exams are available on a request basis. If a student wishes to sit music exams please contact Key Music Australia directly on office@keymusicaustralia.com.au.

Does my child receive a report on their progress?
Student reports are available on a request basis only. If you require a report please email office@keymusicaustralia.com.au. Further information is available online in the Music Program Handbook.

What invoices will I receive, and who are they from?
The Music Program will invoice parents on a term basis for instrument hire (if applicable).

When the student joins the band, the Music Program will also send parents an invoice for Band Fees every term.

Key Music Australia will invoice parents directly each term for music lesson fees.

For more information:
Key Music Australia’s Terms and Conditions
MUSIC PROGRAM CODE OF CONDUCT AGREEMENT

All staff, students, band directors and parents have the right to be treated with respect. All students have the right to learn and the tutors and Band Directors have the right to teach without disruption.

Any student whose behaviour disrupts the learning of others, hurts others, or shows a lack of courtesy or disrespect can anticipate consequences to their actions. These may include notification of the class teachers or principal of the behaviour, not attending band rehearsals for a period of time, not being allowed to attend Band Camp, or being asked to leave the band.

Student Responsibilities

Behaviour at Lesson Time and Rehearsals

• Arrive on time for lessons and rehearsals.
• Sit quietly during lessons and rehearsals, talking and playing only at your turn.
• At band rehearsals quietly help the Band Director set up the hall for practice, and help pack away afterwards.
• Lay your instrument carefully in your lap when you are not playing.

Practicing

• Make practicing part of your weekly schedule. Choose a place where you can concentrate.
• Practice the hard spots in your band music until you can play them well.
• Learning your parts well means the band works as a team.
• At the end of each practice, play something you really enjoy.

Child’s name: _______________________________ Parent’s name: _______________________________

I have read the above and understand what is expected of my child.__________________________(initial)

I have discussed the Music Program Code of Conduct with my child, and s/he understands what is expected of them________________(initial)

...........................................................................................................................................................................

Please remove this page and return it to the Band Director.