

Mundingburra SS MUSIC DEPARTMENT



POLICIES AND PROCEDURES

INDEX

Overview.....	2
General Information	2
Instrumental Program	3
i) Lesson Policy	3
ii) Attendance Policy	3
iii) Reporting Procedure	4
iv) Instrument Hire	4
v) Instrument Storage	4
Instrumental Instructors and Lesson Times	5
Instrumental and Vocal Ensembles	5
• Selection Criteria	5
• Chamber Ensembles	5
• School Ensembles	6
Music Events	7
Mundingburra Music Mates (MMM)	8
Performance Uniform	8
Student Behaviour	9
Music Practice	9
Practice Tips	10

Overview

This booklet has been designed to assist parents and students in understanding the various facets of the Music Department at Mundingburra State School.

The reading of this booklet by both students and parents will assist in the smooth running of the Music Department, as well as enabling the participants and their families to understand their responsibilities and the commitment required.

Information regarding instrumental ensemble structure and membership will enable students to adequately prepare for entrance into a suitable ensemble.

Welcome Instrumental Students

Welcome to the school's Instrumental Music Program. We value your contribution. This year your teacher, your parents and the school will give you the highest level of support for your music study, and you will have many opportunities to excel. You will be provided with a varied and comprehensive repertoire both through your instrumental lessons and through your participation in the school's ensembles.

So that you obtain maximum benefit and opportunity from this program, please understand that you have certain responsibilities that are set out in this booklet. We look forward to your full participation and great music!

General Information

The music noticeboard is located outside the Performing Arts Centre, where instrumental lesson timetables, ensemble information, general music information and advertisements are posted. Students are encouraged to check this board regularly. Weekly updates are provided in the 'Mundy Matters' school newsletter

Please read carefully the following information, which explains the various ensembles and the responsibility and commitment of participating students to the music program at Mundingburra State School.

Instrumental Program

The Education Queensland Instrumental Program at Mundingburra State School allows students to undertake tuition in string, woodwind, brass and percussion instruments. Guitar and piano tuition is not offered by Education Queensland however Ms Vicki Trevanion teaches guitar to years 5, 6 and 7 and keyboard/voice to years 4 and up for fees. Her contact details are in the newsletter.

(i) Lesson Policy

At the beginning of each year students will be placed in a tuition group. Each week the students will leave their regular class for ½ an hour to attend their instrumental lesson. Although parents may be concerned with students missing other subject classes, the system has been successful since implementation. Students are limited by Education Queensland to take only one (1) lesson a week in school time. ***It is the student's responsibility to complete all classroom work and homework missed.*** They should ask a reliable student to collect information for them or see the class teacher at a break.

If students miss an instrumental lesson because of a music department function or an instructor absence, then students should check on subsequent day's timetable for a new lesson time, or approach the instructor when they return as a replacement lesson may be scheduled.

(ii) Attendance Policy

Students are expected to attend lessons on a weekly basis.

To be excused from their instrumental lesson, the instrumental teacher must be informed the morning of the lesson or as soon as possible, preferably in writing. It is understood that all students will need to miss an instrumental lesson if they have a class exam, paid-for drama or dance lesson or excursion. Again, the student must inform the instrumental teacher as soon as possible and in some cases, another lesson time can be negotiated.

Frequent absences from instrumental lessons may result in students being asked to withdraw from the program.

(iii) Reporting Procedure

In line with the school semester reports, instrumental teachers will include a performance report on each student's progress throughout the year.

(iv) Instrument Hire

A number of school instruments will be available for hire at the discretion of Music Staff in consultation with the Instrumental Music Co-ordinator. An instrumental loan form must be completed at the start of the year. The **hire fee of \$35** per year covers the cost of general maintenance and repair.

The Queensland Instrumental Music Program policy specifies that students who have been participating in the scheme for at least one year should purchase their own instrument, to allow incoming students to use the loan instruments for the following year (beginning students have loan priority over continuing students).

After having the loan of a less expensive school instrument (trumpet, trombone, flute, clarinet, alto saxophone) for a reasonable period (12 months), students are expected to purchase their own instruments. Parents considering the purchase of a second-hand instrument are invited to consult the relevant instructor BEFORE making the purchase.

Stringed instruments for schools are sized from quarter to half to three-quarters to full sized instruments. In primary school from Grade 3 to Grade 7, students will often progress through three instrument sizes. **For this reason, string students are offered instruments for hire throughout their primary study years.** Once a student requires a full-sized violin they are expected to purchase their own.

• Damages / Repairs

Students are to treat all loan instruments with care and respect. They should be cleaned regularly by the student. If a loan instrument is damaged, the instrumental instructor or music teacher needs to be informed immediately. **Please do not undertake to repair instruments or retrieve lost items from instruments. Unless the item loosely and lightly falls out, take the instrument to your instrumental teacher please.** Depending on the nature of the damage, students may be asked to contribute to the cost of repairs.

• Insurance

Once instruments leave the school premises they are no longer insured by

Education Queensland. Parents are requested to insure the instrument their child is using under their own House and Contents Policy. This is particularly important as the replacement cost for many instruments is quite prohibitive. *Please check your policy as most companies **will not** cover a school instrument unless specified. School instruments have been lost in fires, broken by removalists and not replaced.*

(v) Instrument Storage

Where possible, all students will be allocated a place to store their instrument and folder while at school. It is in the best interests of all concerned to keep these storage areas tidy. Instruments are not to be left on the floor unless indicated. It is expected that students will take their instruments home for practice between lesson and ensemble times.

Instrumental storage is located in the Performing Arts Centre.

Instrumental Instructors and Lesson Times

These times are correct at the time of printing

Monday	Brass- 9:00 to 11:00 am	Ms Rianta Belford
Tuesday	Woodwind All Day	Mrs Jacinta Payne
Wednesday	Guitar- Yrs 5, 6 and 7 Keyboard-Years 4-7 9:00-12:00	Ms Vicki Trevanion
Thursday	Percussion 9:00-11:00	Mr Ian Brunskill
Friday	Strings All Day	Mr Richard Newell

Instrumental and Vocal Ensembles

Selection Criteria

To be eligible for membership of a school instrumental ensemble, students must be undertaking school instrumental lessons. The school actively promotes participation by all students in choral singing and in classroom activities.

All students at the beginning of the year will be allocated a position in an ensemble appropriate to their level. At the discretion of the ensemble teacher, the students' position in the ensemble may be altered at any time.

Some ensembles are designed to cater for the more advanced student and entry to these ensembles will be by instructor selection and, in some cases, audition. **PLEASE note: Membership of an ensemble is obligatory. Education Queensland’s Instrumental Music teaching program is an ensemble-based program. A child cannot receive free tuition if they do not join the school band or orchestra.**

Chamber Ensembles

The school actively promotes participation in small ensembles such as duos, trios, and quartets. The formation of these will be instigated by instructors within the instrumental lessons.

School Ensembles

- **Chamber String Orchestra** – selection for, and position in this orchestra is made by the string instructor, based on lesson performance and preparation. Rehearsals begin in Week 3 of Term 1
- **String Orchestra** – selection for, and position in this orchestra is made by the string instructor, based on lesson performance and preparation. This ensemble will commence in Semester 2.
- **Junior Band** – All beginning woodwind, brass and percussion students join Junior Band **after the June/July holiday break** of their first year of playing.
- **Senior Band** – This group is for all woodwind, brass and percussion students who have played for 12 months or more. Rehearsals begin in Week 3 of Term 1.
- **Choir** – this ensemble caters to year 4-7 students who are keen to develop good vocal skills within a choral setting.

Ensemble Rehearsal Times

All rehearsals are in the Performing Arts Centre unless otherwise stated. **Attendance is compulsory at all rehearsals.** If for any reason your child is unable to make the rehearsal, please let the instructor know by note or phone call to the school. **Three consecutive lessons or rehearsals missed may result in your child being withdrawn from the instrumental music program.**

These times are correct at the time of printing.

Tues	8:00 – 8:45 3:00 – 4:00	Junior Concert Band Senior Concert Band	Mrs Jacinta Payne
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Tues	8:15-8:50	Choir	Ms Aldridge
Tues	2:00-2:30	Choir	Ms Aldridge
Thurs	8:15-8:50	Percussion Ensemble	Mr Brunskill
Fri	8.00 – 8.45 11:15 – 11:45	Chamber String Orchestra String Orchestra	Mr Newell Mr Newell

Music Events

Mundingburra State School perform at both school and community events throughout the year. School events at which instrumental and choral students are usually invited to participate are as follows:

- ANZAC day ceremony
- Music Concerts – each Semester
- Yr 7 Graduation
- School Assemblies
- Christmas Carol Service
- Community Performances.
- Our senior 'Roadtrip' where we play at an Aged Care Home and the Townsville Community Learning Centre. This is followed by a picnic at Sheriff Park provided by Music Mates.
- Eisteddfod

Students will be notified as soon as possible about other events such as the Chamber Music Festival, Choral Workshops, Instrumental Workshops, Strings Festival, Eisteddfod, FANFARE, excursions and community concerts. A permission note will need to be completed and returned to school by the date specified for this type of activity.

Information in the 'Mundy Matters' will also notify students and parents of all commitments ahead of time. Students need to regularly check the notice board for current information.

Parental Involvement

You may encourage and support your child in their Instrumental program by:

- Encouraging them to attend lessons and to practice regularly.
- **Enabling them to attend ensemble rehearsals as scheduled.**
- Attending their performances where possible.
- Attending After-School performances eg night concerts
- Attending 'Music Mates' meetings and helping out where possible. Meetings are held in the music block at 7.00pm on the

Monday before the P&C meeting. Please check the school Newsletter for specific dates.

Mundingburra Music Mates (MMMs)

Music Mates is a sub-committee of the Parents & Citizens' Association and was formed to support the ongoing needs of the Music Program. Meetings are held in the Performing Arts Centre at 7pm on the Monday before P&C meetings. Members of the MMMs:

- Liaise with teachers and instructors about the Music Program
- Fundraise for the purchase of music items through the sale of 'icy cups' on Friday afternoon. (instruments, music, music uniforms, equipment, buses, travel, etc.)
- Maintain and update the performance uniform.
- Write a newsletter, informing parents and students about events and issues relevant to the musicians at Mundingburra.
- Assist at concerts and other play-outs.

Music Levy and Instrument Hire Fee

ALL instrumental students are required to pay a **\$35 MUSIC LEVY**. This levy pays for new music that is purchased throughout the year for ensemble and lesson work, sheet music and other resources.

Students who are **HIRING AN INSTRUMENT from the school** are required to pay an **additional** hire fee of **\$35**. This fee assists our budget in the maintenance and repair of instruments.

CHORAL Students, whether joining mid-year or at the beginning of the year, are required to pay a yearly levy of \$10 for the purchase and replacement of music.

Music Uniform

The Music Shirt for the Instrumental and Choral Music Uniform is supplied by the Mundingburra Music Mates. An initial **bond of \$30** is paid and held until the student leaves the program. The bond will be forfeited if shirts are not returned in good order. We encourage parents to donate this bond back to Music Mates at the completion of your child's time in the music program. A hire fee of **\$5 is paid yearly thereafter** for the upkeep of these shirts. This money is paid to Music Mates directly, but for your convenience, please put money in an envelope addressed the music mates with your child's

information, drop it into the PINK money box in the school office and we will be happy to forward it on to Music Mates for you.

THE UNIFORM

- The Mundingburra Music Shirt (new shirts are issued as the student grows)
- School shorts and skirt
- White mid-length Socks (Not anklet socks)
- Black Shoes
- Black Shoes are very important. All serious music schools in Townsville wear black shoes for performances.

The Chamber String Orchestra is the same except for long, black trousers and black socks or hosiery

It is expected that all students will be well groomed. Girls may wear simple hair trims (blue and white only) and minimal jewellery if desired.

Student Behaviour

Student behaviour at all rehearsals, concerts, music excursions, camps, tours and performances should demonstrate an attitude that is positive and shows respect.

Unacceptable behaviour will be referred to the Principal or Deputy Principal. A student who is referred to either of these people will be given one warning. If unacceptable behaviour continues, then the student will be removed from the instrumental program.

Other Responsibilities

1. Students may be allocated some original music for use in ensembles. Cost will be incurred for lost or damaged originals.
2. Through the music room, string students will be loaned a folder for the year. It is the student's responsibility to care for these and to bring them to all performances as indicated. The folder must be returned in good condition at the end of the year.
3. Concert Band folders are kept at school. The students are given a copy of all band music to take home for practice purposes.

Music Practice

Below are some tips for good practice habits.

The following times are for **maintaining current level of progression** and are a minimum requirement. Your individual instructor will advise you on a specific practice program for your ability.

Year 3-4 15 – 20 minutes daily
Year 4-7 20 – 30 minutes daily

Routine practice organization would include the following disciplines:

- Warm ups – very important to focus on sound, long tones ease into practice.
- Technical skill building – scales, exercises on the instrument, flexibility etc.
- Specific development – on areas requiring work as specified by teachers eg. range / speed / new position or fingering etc.
- Set works – music / songs / ensemble pieces.

Practice Tips:

- Set a specific time to work and a room without distraction, and use that time and place always.
- Set yourself small goals **each** practice so you achieve something each day.
- **Listen** to yourself – be careful of your playing and only accept your very best.
- Use a music stand to enable correct posture always.

For More Information

We welcome your input into the operation of Music at Mundingburra and your suggestions and queries will be attended to. Please contact any of the Classroom or Instrumental Music staff for more information.