



**St Mark's**  
ANGLICAN COMMUNITY SCHOOL

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A School of the Anglican Schools Commission Inc.

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# Instrumental Music Handbook

*"I would teach children music, physics, and philosophy; but most importantly music, for the patterns in music and all the arts are the keys to learning."*

*Plato*

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## INTRODUCTION

The Music Department welcomes parents and students to the Instrumental Music program. We hope that your involvement in the program will be fulfilling and enjoyable. This handbook outlines the functions and policies of the program. **By enrolling their child in the instrumental program, parents/guardians are agreeing to uphold and abide by the terms, conditions and procedures outlined in this handbook.** This handbook should be retained by parents/guardians for future reference.

## MUSIC STAFF



**Mrs Pamela Grubb**  
Director of Music



**Mrs Cathy McRae**  
Secondary Music Teacher



**Mr Andrew Martin**  
Head of Primary Music



**Miss Natalie Evans**  
Primary Music Teacher



**Mrs Kristy Raymond**  
Primary Music Teacher



**Ms Eloise Thomas**  
Arts Administrator

## INSTRUMENTAL LESSONS

Instrumental lesson application forms must be received no later than two weeks prior to the end of the previous term. Instrumental lessons are currently offered for the following instruments (suggested minimum year group in brackets):

*Woodwind:* Flute (4), Clarinet (5), Bass Clarinet (5), Oboe (5), Saxophone (5)

*Brass:* French Horn (5), Trumpet (5), Trombone (5), Baritone Horn (5), Euphonium (5), Tuba (5)

*Strings:* Violin (2), Viola (2), Cello (2), Double Bass (5), Modern Acoustic/Electric Guitar (5), Classical Guitar (5), Bass Guitar (5)

*Percussion:* Piano [no group lessons] (ELC), Percussion including Drum Kit (2)

Voice (6)

**Enrolment is ongoing unless the Music Department is notified otherwise; students do not need to re-enrol at the end of each year. Students will remain enrolled unless they withdraw at the end of the year.** Please refer to 'Withdrawal from Instrumental Program' for withdrawal procedures.

### **Lesson Structure**

Students can enrol in either individual or group lessons. Individual lessons are 20, 30 or 40 minutes in duration, depending on the age of the student. Group lessons are 40 minutes in duration. All instruments except piano are available for group lessons, subject to the availability of another student learning the same instrument and at a similar playing level.

St Mark's currently employs 22 peripatetic tutors who come in to teach on set days each week. They are required to rotate their lesson times on their set day each week so that students don't miss the same class each time they have a music lesson. Lessons outside of class time (before school, lunch time etc.) are at the discretion of the tutor and priority is given to Senior School students for these time slots. Fixed lesson times will only be considered where a student has a documented medical issue requiring accommodation. Parents who feel they qualify for an exception to this policy should contact the Director of Music.

Students will receive 32 lessons over the year (27 in Year 12). Our tutors aim to deliver 9 lessons in each of Terms 1, 2 and 3 and 5 lessons in Term 4, but some variation may occur. Any lessons not delivered by the end of the year will be refunded to parents. Lessons generally commence in Week 2 of each term, or as advised by your individual tutor.

If a student wishes to have extra lessons (e.g. two lessons per week on the one instrument, or more than five lessons in Term 4), this request must be made in writing at least two weeks prior to the end of the previous term.

### **Instrument Hire**

Instrument hire is available from the Music Department for most orchestral instruments at a cost of \$55.50 per term in 2018. Please note that pianos, guitars and percussion instruments are not available for hire. A Maintenance Fee of \$13.90 is also billed each term for those who learn the Electric Guitar, Bass Guitar and Percussion instruments.

If you are interested in renting or buying an instrument from an external source, **Musicorp** (<https://www.musicorp.com.au/band-orchestral/>) offer second hand rentals and also new hire purchase instruments, which gives the student a brand new instrument and the flexibility of rental with the option to purchase at any time.

**WA Music Company** (<https://www.wamusic.com.au/>) are also an excellent source of instruments to hire or buy, and carry out most of our instrumental repairs.

## **Instrument Care & Maintenance**

If a school instrument is not working properly, please bring this to the attention of your tutor or come and see one of the Music staff. Please do not try to repair the instrument yourself. Instruments hired from the school will only be repaired by our recommended repairer. Parents will be required to pay for any repairs required (including accidental or deliberate damage) other than general wear and tear. Parents must ensure that the instrument is covered for insurance purposes and agree to replace it in the event of loss, theft or severe damage. School instruments range in value from \$300 up to \$8000.

Please keep instruments clean and in good working order (oil slides & valves and clean the instrument as per your tutor's instructions). Consumables such as replacement strings/reeds can be ordered through the school and charged to your School Fee Account, or purchased privately.

## **Evaluation and Reporting**

All students enrolled in the Instrumental Music Program receive an individual instrumental report along with their school report at the end of each semester.

## **Student Responsibilities**

### **Practice**

Regular practice is essential to success. Regular daily practice is of greater benefit than one long practice session per week. The practice rooms in the Music Department are available for students to practice in before, during and after school whenever they are not booked by tutors.

Practice routines should include warm-ups, scales and technical work, studies and pieces (as set by their tutor), and ensemble music. The more someone practices the better they become, and the more they enjoy making music. Some students will require extra encouragement to keep trying when it's "too hard".

### **Music Diary**

Each student will be issued with a Music Diary by their tutor, which will be charged to their School Fee Account. The Music Diary is an important tool to help students remember what to practice and for parents and tutors to stay in contact with each other. Tutors will write in the diary each lesson what is to be practiced during the following week and students must record the amount of practice they do. Parents should sign the student's practice record each week.

### **Storage of Instruments at School**

Students may leave their instruments in the Music Department storeroom on days they have a lesson or rehearsal. It is essential that all instruments are clearly labelled with the name of the student. Instruments should not be left in the storeroom over weekends or school holidays. St Mark's takes every reasonable effort to ensure the security of instruments stored at the school. However, the school takes no responsibility for any instrument left on the premises.

## **Parental Involvement**

### **Encouragement**

One longitudinal study found that within the first few weeks of learning musical instruments, 80 percent of parents reminded children to do their homework and their music practice. Nine months later, the homework encouragement had not changed, but the support for music practice had dropped below 50 percent. The research found that many parents gave up encouraging their child to practise before the child had given up on learning the music instrument. Children ceased musical instruction and participation because parents did not provide adequate support for long enough. Your direct involvement is critical to your child's success!

Encouragement, listening to them play, helping them to establish a good routine and keeping track of their progress through use of the Music Diary are all fundamental to them succeeding. Take as many opportunities as possible to let them perform, even just for family. Confidence and reward will build with each well-received performance.

Practising an instrument is equally important as all other homework from subjects at school. Very few children are self-disciplined and internally motivated enough to practise regularly—it requires external support from Parents/Guardians at all age levels. Remember that practice involves breaking pieces down into small sections and working on the difficult bits, not just playing through the easy pieces once. Keeping their instrument tuned and maintained is another important factor in helping students to succeed. If an instrument is out of tune in-between lessons and your child cannot tune it themselves, please see a Music staff member for assistance.

Please get to know your child's tutor and don't hesitate to contact them with any questions or concerns you may have about their progress. You are also welcome to arrange to sit in on a lesson or two with your child to observe your child's tutor in action.

### **Arts Society (Parent Support Group)**

The Arts Society is a group of St Mark's parents who are willing to volunteer with Arts events and rehearsals throughout the year. This can include helping at concerts, photocopying, cataloguing music, painting sets, providing afternoon tea for ensemble rehearsals, assisting with hair and makeup, helping backstage, ushering and so much more! Parents of students involved in the Instrumental Music Program are encouraged to join the Arts Society, and any volunteering can be counted as Parent Volunteer Hours. Please contact Eloise Thomas on [ethomas@stmarks.wa.edu.au](mailto:ethomas@stmarks.wa.edu.au) for more information or to join.

### **Fee Structure**

Instrumental lesson fees are charged to your School Fee Account each term. The current fees for individual lessons in 2018 are as follows. Please note that these fees are subject to change in the future.

<b>Tuition Fees</b>	<b>Length of Lesson</b>	<b>Individual Lesson Cost</b>
Pre-Primary to Year 2	20 minute lesson*	\$26.60
Year 3 to Year 5	30 minute lesson	\$40.00
Year 6 to Year 12	40 minute lesson	\$53.30
Shared Lessons (subject to availability)	40 minute lesson	\$30.10 each

*\*the default lesson length for Year 2 students is 20 minutes, however parents or tutors may request to have 30 minute lessons.*

### **Missed Lessons**

It is the Parent/Guardian and student's responsibility to inform their Music Tutor no later than 8pm the day prior if a lesson will be missed due to illness, and no later than 3 days prior due to tests or school activities, such as excursions. If this notice is not given, then the lesson will be charged for and a make-up lesson will not be given. If sufficient notice is given, the Music Tutor will reschedule the lesson for another time or day. By the end of the year, the correct number of lessons will have been taught or an adjustment will be made to your school fees.

While every effort is made to notify Music Tutors of school events that will impact on lessons, our tutors work across multiple schools and cannot be expected to be aware of all excursions and other interruptions to the normal timetable in every school. Therefore it is the student's responsibility to notify the Music Tutor in advance of any reason that the student will miss a scheduled lesson, including camps, excursions or tests. Lessons missed due to a personal holiday during term time are not able to be made up or refunded; this is the same policy as for school fees.

When one student is absent from a Group Lesson, the lesson continues as normal with the other student and a make-up lesson will not be given. There are no make-up lessons for Group Lessons unless the tutor is notified in advance (as detailed above) AND all students in the Group Lesson were absent.

### **Withdrawal from Instrumental Program**

All withdrawals for the next term must be received no later than two weeks prior to the end of the previous term. After this deadline, another term of music lessons will be charged for before the withdrawal can take effect. Notification of withdrawal needs to be in writing and can be emailed to the Arts Administrator, Ms Eloise Thomas, at [ethomas@stmarks.wa.edu.au](mailto:ethomas@stmarks.wa.edu.au).

## INSTRUMENTAL PROGRAMS

### Year 2 String Program

St Mark's gives six months of free tuition to all students in Year 2 for violin, viola or cello.

The only costs are an instrument hire fee of \$55.50 per term in 2018 and a Music Diary (\$7.50), which will be added to your School Fee Account. You will receive a loaned music book for the semester which must be returned or paid for at the end of the program.

Students have a shared lesson once a week in groups of four. Instruments will be distributed at the first lesson and students will be expected to bring their instrument home and practice for at least 10 minutes per day. You will need to ensure that the instrument is covered under your home insurance policy for theft, loss or damage other than fair wear and tear.

Once the program is completed, students can choose to continue with either group or individual lessons. Parents have the option of choosing either 20 or 30 minute individual lessons in Year 2, and from Years 3-5, individual lessons are 30 minutes long. Group lessons are always 40 minutes in duration.

After completing the Year 2 String Program, all students will be required to be a member of at least one of the following ensembles, depending on their skill level:

<i>Primo Strings</i>	6 months — 2 years' experience
<i>Sforzando Strings</i>	2+ years' experience
<i>Symphony Orchestra</i>	All secondary string players

### Year 5 Band Program

The success of the St Mark's bands is largely due to the Band Program. The Music Department offers six months of free tuition on selected band instruments to Year 5 students, who also experience playing in a band together in Term 2. Lessons are provided in small groups and the successful applicants are usually offered their first or second choice of band instrument.

Once the program is completed, students can choose to continue with either 30 minute individual lessons or 40 minute group lessons. Students who continue lessons will also continue playing in the Beginner Band for the remainder of Year 5.

Students who are learning band instruments will progress according to age and skill in the following ensembles:

<i>Beginner Band</i>	Year 5
<i>Intermediate Band</i>	Year 6+ (depending on skill level)
<i>Senior Concert Band</i>	Year 6+ (depending on skill level)

Membership of the Senior Jazz Band and Symphony Orchestra is offered as an additional commitment to students already in the Senior Concert Band and is by invitation or audition only.

## **Chamber Music**

The School also offers the opportunity for students to play or sing in a quartet or small chamber ensemble, depending on availability of players and tutors. The chamber groups are aimed at students who are progressing well with their lessons and their ensemble commitments. If there is any indication of overload, the chamber group will be the first to be cancelled. Chamber groups are rehearsed in 40 minute sessions and each student is charged for two 40 minute lessons per term.

## **ENSEMBLES**

Students in Years 2-12 having instrumental lessons at the school are required to be in an appropriate ensemble for their instrument. The appropriate ensemble is determined by the Director of Music and the Head of Primary Music according to the student's skill level. Any involvement in extra groups beyond the compulsory ensemble is the choice of the student and parents.

Students learning piano and guitar at school must also belong to an ensemble. There are limited places in the Guitar Ensemble and in school bands for the number of students learning guitar or piano. Any student not playing in one of these groups must belong to one of the school choirs.

All music students are strongly encouraged to be in a choir as singing is the best way to develop musicianship and aural skills. Students having voice lessons must be in a choir, and all ATAR Music students (Years 11 and 12) must also be in the Secondary Choir, unless they are already in two or more ensembles.

Ensemble playing is a very important part of Music Education at St Mark's and those students not willing to participate in ensembles are unable to continue having lessons at school and are advised to seek private tuition outside the school. Students having private tuition are still able to participate in school ensembles.

Students who are not actively taking music lessons are not permitted to be in instrumental ensembles. Exceptions may be made in the case of Year 12 students who have demonstrated expertise and commitment in the years leading up to Year 12.

## **Instrumental Ensembles**

<i>Primo Strings</i>	Mrs Barbara Malinowski
<i>Sforzando Strings</i>	Mrs Barbara Malinowski
<i>Symphony Orchestra</i>	Mrs Pamela Grubb
<i>Beginner Band</i>	To be confirmed
<i>Intermediate Band</i>	Mrs Cathy McRae
<i>Senior Concert Band</i>	Mrs Cathy McRae

Senior Jazz Band	Mr Matthew Richards
Percussion Ensembles	Mr Chris Marquand
Guitar Ensemble	Mr James Darnell
Clarinet Quartet	Ms Adrienne Dunlop

### Vocal Ensembles

Crescendo Kids (Yr 2/3) Choir	Mrs Kristy Raymond & Miss Natalie Evans
Take Note (Yr 4/5) Choir	Mr Andrew Martin & Miss Natalie Evans
Secondary Choir	Mrs Pamela Grubb, Mrs Kristy Raymond & Mr Andrew Martin
True Voices Vocal Ensemble	Mrs Pamela Grubb
Good4Tunes Quartet	Mrs Pamela Grubb

### Ensemble Rehearsal Schedule for 2018

DAY	AM/PM	ENSEMBLE	TIME	LOCATION	TEACHER
Monday	AM	Beginner Band ( <i>Terms 2-4</i> )	7.45-8.30am	Band Room	<i>To Be Confirmed</i>
		Crescendo Kids Choir ( <i>Yr 2/3</i> )	7.45-8.30am	PS Music Classroom	Miss Evans/Mrs Raymond
		Clarinet Quartet	7.30-8.15am	PAC 5	Ms Dunlop
Tuesday	AM	Sforzando Strings	7.30-8.30am	PAC Auditorium	Mrs Malinowski/Mrs McRae
		Senior Percussion Ensemble	7.30-8.15am	Band Room	Mr Marquand
		True Voices Vocal Ensemble	7.15-8.15am	PAC 7A	Mrs Grubb
	PM	Primary Percussion Ensemble	12.35-1.15pm	Band Room	Mr Marquand
		Senior Jazz Band	3.40-5.00pm	Band Room	Mr Richards
		Guitar Ensemble	3.40-4.30pm	PAC 7A	Mr Darnell
Wednesday	AM	Secondary Choir	7.15-8.15am	PAC / Band Room	Mrs Grubb/Mrs Raymond/Mr Martin
		Primo Strings	7:45-8:30am	PAC 7A	Mrs Malinowski/Mrs McRae
	PM	Senior Concert Band	3.40-5.00pm	Band Room	Mrs McRae
Thursday	AM	Symphony Orchestra	7.15-8.15am	Band Room	Mrs Grubb
		Take Note Choir ( <i>Yr 4/5</i> )	7.45-8.30am	PS Music Classroom	Mr Martin/Miss Evans
Friday	AM	Intermediate Band	7.15-8.15am	Band Room	Mrs McRae
	PM	MS Percussion Ensemble	1.00-1.35pm	Band Room	Mr Marquand



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## Instrumental Music Enrolment Form

**Please note: Students currently enrolled DO NOT need to re-enrol. Your child is automatically re-enrolled unless two weeks' written notice prior to the end of the previous term is provided.**

SURNAME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_

YEAR LEVEL & PCG: \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_ HIRE REQUIRED? Yes  No

TYPE OF LESSON: Individual  Group\*

*\*Subject to availability. Please note that unfortunately not all requests for group lessons can be granted.*

- I agree to uphold and abide by the terms, conditions and procedures outlined in the Instrumental Music Handbook.
- I have read and understand the policies regarding Missed Lessons and the notice required. I understand that missed group lessons will be forfeited and charged for, as the lesson will still continue with the remaining group members.
- I agree to buy any required instrumental books and accessories as requested by my child's tutor.
- I understand I am required to pay for any repairs required to an instrument hired from the school (including accidental or deliberate damage) other than general wear and tear.
- I agree that my child will remain enrolled in the Instrumental Program until I give written notice of withdrawal, and that if notice is not received at least two weeks before the end of the previous term, another term's tuition fees will be charged.
- I understand and agree that the terms, procedures, policies and agreements may change from time to time, and that St Mark's Anglican Community School will make every reasonable effort to advise me of any such changes.
- I consent to the School providing the relevant Instrumental Tutors with my contact details.

FULL NAME OF PARENT/GUARDIAN: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Any queries regarding this enrolment should be directed to the Arts Administrator, **Ms Eloise Thomas**, on 9403 1300 or [ethomas@stmarks.wa.edu.au](mailto:ethomas@stmarks.wa.edu.au).