



Palmview
Learning Community

Palmview Learning Community

Instrumental Music Handbook



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WELCOME FROM THE PRINCIPALS

Welcome to the instrumental program at Palmview Learning Community. Being a part of the instrumental program is an honour and a privilege. I know that you will make the most of the opportunities that our program will provide. I look forward to watching you and fellow band/ensemble members perform at different times in the future.

Please take time to read this booklet so that you are aware of your commitment to the program.

Happy music-making!

Andrew Walker
Principal

Nick Alexander
Principal

Barry Dittman
Principal

PURPOSE OF THE INSTRUMENTAL MUSIC PROGRAM

Music is a unique and integral part of life. It has the capacity to inspire all students' creativity and imagination, engage them in the art of expression, immerse them in a language and history that is rich in culture, provide them with opportunities beyond the classroom and excite them about life and learning.

The skills, concepts and attitudes that students acquire as a result of music education benefit them not only during their schooling but also in the years beyond, whatever their chosen career path.

To find out how playing an instrument positively affects and improves brain function, discipline, learning, problem solving, attention span, memory, social responsibility and much more head to the Bigger, Better Brains website. www.biggerbetterbrains.com

The overarching purpose of the Instrumental Music Program is to provide students with the opportunity to become musicians and experience the expressive qualities of music through learning to play a band or orchestral instrument in group lessons and to participate in performance ensembles such as concert bands and orchestras.

FAMILY COMMITMENT

Before committing to a position in the program, we recommend reading this handbook and discussing its requirements with your child and family members. Commitment is required from both the student and the parent/guardian. Involvement in instrumental music affects the daily lifestyle of the whole family.

Students require a suitable place in the home for at least 15 minutes of quality practice a minimum of 5 times per week. There will also be outside school hours rehearsals on a weekly basis as well as performances commitments.

PARENT & STUDENT CONTRACT

Students are expected to give a commitment to the program for a minimum of one year with the expectation that they continue through to the end of their schooling.



INSTRUMENTAL PROGRAM

The Queensland State Schools Instrumental Music Program is a comprehensive tuition program in which students learn orchestral or band instruments. It provides an extra dimension to a school music program ensuring that educational outcomes are maximised for all students. It provides the opportunity for musical development of students through instrumental instruction on a group basis and ensemble and performance experience.

PRINCIPLES OF THE PROGRAM

- Group tuition on orchestral or band instruments.
- Ensemble participation and performance experience.
- Students are to have at least two contact periods per week, one in a group instrumental lesson and at least one in an ensemble rehearsal.
- The minimum number of students per lesson group will be at least 3 and will not exceed 10. Under NO circumstances are students to be taught individually.
- The duration of the lesson should be not less than 30 minutes. Timetabling and grouping are at the discretion of the IM teacher and Principal.

SELECTION OF STUDENTS

Students in Years 4 – 12 (woodwind, brass, percussion) or in Years 3 – 12 (strings) are eligible to be considered for enrolment into the instrumental program. Students are selected for entry into the program through the recruitment process. All Year 2 (strings) and Year 3 (band) students have equal opportunity during the recruitment process.

This may include:

- General music aptitude test
- Responsibility, organisation, academic and behaviour ability as assessed by the class teachers
- Physical suitability for particular instruments
- A knowledge and acceptance of the expectations of the program and home support
- Instrument availability
- The need to recruit a balanced group of instruments
- Teacher time allocation

Students may make instrument choices based on:

- Seeing and hearing the instruments played
- Knowing the type of music the instrument plays
- Information provided around the challenges of each instrument including getting the instrument to and from school

Having your own instrument does not guarantee your child a position in the program.



LESSONS

- Group lessons run for 30 minutes, once a week during class time on a static timetable. Students leave their regular class to attend these lessons. It is the students' responsibility to catch up on any class work they may have missed.
- Lesson timetables are displayed on the Music Room noticeboard, in their regular classroom and students are given a copy for their personal use.
- Attendance at every Instrumental lesson is compulsory.
- Lessons follow the Queensland Instrumental Music Curriculum.
- All students will be required to sit regular practical assessments and will receive a report at the end of each semester. Their assessments will be recorded as part of the Curriculum requirements for assessment.
- Where students need to change a lesson, they are expected to inform the Instrumental Music Teacher before the lesson. Lessons can only be altered if there is an assessment clash.
- Failure to attend lessons will affect the student being allowed to perform in ensembles and affect their assessment results. Continued failure to attend may result in their exclusion from the program.
- Parents/guardians will be contacted via email when students miss a lesson without notification.

ENSEMBLES

- Students must be part of one of the ensembles available. They start at the discretion of the teacher based on their instrument experience.
- These rehearsals occur outside of school hours as indicated below.
- Students must be having lessons on their instrument to participate in the ensembles.
- Successful participation in ensemble is part of the students' assessment.
- Failure to attend rehearsals will affect the students' performance, results and can ultimately lead to exclusion from the program.
- Parents/guardians will be contacted via email when students miss a rehearsal without notification.
- If a student is going to be absent from or late to an outside school hours rehearsal or performance, it is important for the safety of the student that parents/guardians inform the IM teacher as soon as possible. This can be done via email.
- Ensembles and their rehearsal times will be announced in Term 1 of each year.

PERFORMANCES

- Ensembles will be given the opportunity to perform at least once per term; this may occur outside of school hours.
- Attendance at all performances is compulsory as part of their commitment to the program.
- It is the responsibility of the parents/guardians to provide transport so that the student can participate.

PERFORMANCE UNIFORM

- Students wear their formal uniform or concert blacks (as specified by the school) for relevant performances.



EXPECTATIONS AND PROCEDURES

- Students must attend all lessons and ensemble rehearsals. Punctuality is vital.
- Attendance at all performances, both within the school and in the community are mandatory for all students involved in ensembles.
- Students who miss performances without probable cause, will have their position in the program reviewed by the Principal.
- Unavoidable absence must be explained by email to the IM teacher as soon as possible.
- Students must practice at home.
- Students must commit to the full school calendar year. Bands and ensembles depend heavily on the participation of every member, every time.
- Parents will be contacted via email if a student misses a lesson or rehearsal without appropriate notification.
- Students who miss lessons or rehearsals may jeopardise their place in the program. Please note that if a student is removed from the program due to a break in their participation & commitment contract, NO monetary refund will be given.

We believe this discipline will contribute not only to a student's musical development, but to their personal development as well.

COSTS

There are three separate fees that contribute to the Music Student Resource Scheme.

- \$80.00 Instrumental Music Levy – This is to be paid by all participants

Plus:

- \$100.00 for instrument hire (if using a school instrument)
- \$40.00 starter kit (in the first year of learning only – the kit contains the tutor book and instrument-specific accessories to begin)

The school will invoice each student once all the required paperwork (participation and commitment contract, loan agreement form etc) has been signed and received. Payment plans can be organised by contacting the school office.

INSTRUMENTS

- Beginning students will be assigned a school instrument by the Instrumental Music Teacher with regard to the student's previous music experience, aptitude, the program needs, availability of instruments and teacher time.
- A loan agreement must be signed by the parents and returned to the school office BEFORE the instrument is issued to the student.
- Students who borrow a school instrument are required to pay an Instrument Hire Fee of \$100 per year.
- The loan period on smaller instruments is limited to 12 months with a couple of exceptions (see below). Larger instruments can be hired for longer periods. Once the hire period is finished, students are required to buy their own instrument, or seek an external hire.



1 year hire	2-year hire	Duration of time in the program
Flute Clarinet Trumpet Percussion Home Practice kit Violin Viola	Alto Saxophone Trombone Cello	Tenor Saxophone Bass Clarinet French Horn Euphonium Tuba Double Bass

- Having your own instrument does not guarantee your child a position in the program. Please see Selection of Students for details and discuss with the IM Teacher if you own your own instrument.

CONDITIONS FOR THE LOAN OF A SCHOOL INSTRUMENT

- The instrument is to be used ONLY by the student to whom it is loaned.
- Every care and attention will be given to the instrument during the period of the loan.
- The instrument is returnable at request by the school at any time for inspection, repair and adjustment or for any other reason.
- In the event of accidental loss or damage the circumstances will be immediately reported to the school using the form at the back of this handbook.
- If, in the opinion of the instrumental music teacher, a student is not carrying out due responsibility, is not practicing or committing to the program's requirements, the period of the loan will be ended, and the instrument promptly returned.
- The student/parent/guardian will be financially responsible for any wilful or negligent damage to the instrument. The school will cover the costs of the general servicing of the instrument.
- It is recommended that school and personal instruments be covered by personal/home and contents insurance.

PURCHASING YOUR OWN INSTRUMENT

Instruments are made available by the school for beginner students to experience the instrument before parents invest in their own.

Students continuing after the first year are required to purchase an instrument (or hire externally). However, there is an exception for the larger, more expensive instruments which can be re-loaned through the school. Please see the "Instruments" section above for more details. You will be notified when your child will need an instrument for the following year.

CLASS RESOURCES & EQUIPMENT

All students will require additional resources and equipment for their lessons and home practice. This includes a music stand for home practice as well as instrument specific accessories such as reeds, valve oil or rosin. Some of this equipment will need to be replaced as it runs out.

Students will also need to upgrade their class tutor books as they progress.

COMMUNICATION

Timely and clear communication between all parties is an important factor in the success of your child's learning. If there are any circumstances that affect your child's participation and progress in the program, or



if you have any queries, please let the Instrumental Music team know. We in turn are committed to communicate with you in a timely manner.

The IM teacher will notify parents of any unexplained lesson or rehearsal absences or lateness, lack of organisation, poor progress, or an inappropriate attitude towards the program. This is so that the school can work with the family to solve issues that may have arisen to ensure the child can move forward successfully.

METHODS OF COMMUNICATION

Email

Email is the best mode of communication. When emailing, please make sure your student's name and school are clearly stated.

All parents/guardians will receive group email updates from their student's IM teacher throughout the term. Any forms/letters will be emailed directly to parents/guardians as well.

If your email address changes, please let the IM teacher know directly so that their database can be changed, and you will continue to get the relevant information.

STAFF DETAILS & CONTACTS

Ms Rebekah Du

Instrumental Music Teacher – Strings Program

Email: xdu0@eq.edu.au

Teaching days: Tuesday (Primary), Friday (Secondary)

Mrs Emma Jimenez

Instrumental Music Teacher – Band Program (Woodwind, Brass, Percussion)

Email: ecjim0@eq.edu.au

Teaching days: Tuesday (Secondary), Friday (Primary)

Coordination day: Wednesday (Secondary)



TEACHER ABSENCE

From time to time the IM teacher may be absent. If this is due to a planned event, students and parents/guardians will be notified via email ahead of time. If it is due to illness or another unplanned event, parents will receive an email (if possible) before school. However, if this is not possible and a teacher is absent for a rehearsal, students are asked to go to the school office for supervision. Please check your email on the morning of ensemble rehearsals for teacher absence notifications.

STUDENT WITHDRAWAL

A contract of Commitment and participation is signed by all parties at the commencement of the program. The expectation is that all students will continue in the IM program for a minimum of one school year with the intention to continue through to the end of their schooling. Enrolment in the instrumental music programs may be discontinued by the Principal if attendance, practice, progress or aptitude are inadequate.

In the event that a student wishes to leave the program during the school year, the parents/guardians must first discuss this with the instrumental music teacher to see if a plan can be put in place to re-engage the student.

If a child in the strings program discontinues lessons, they will not be eligible for consideration for a place in the band program.



SCHOOL INSTRUMENT DAMAGE REPORT

Name of Child in Program: _____ Class: _____

Instrument damaged: _____

Identifying (EQ) number of instrument (if known):

Description of Event that caused damage to instrument:
(including date/time of event and any persons involved)

Description of damage that occurred to instrument:

Name of person at (the school) notified: _____

Date & Time Notified: _____ / _____ / _____ & _____

Parent/Guardian's Name: _____

Signed:

 _____

Contact email: _____ Phone: _____

 _____



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This form is to be completed if any damage occurs to the instrument on loan from the school. Please attached any other supporting documents, more information and photos if possible

