

CLAIRVAUX MACKILLOP COLLEGE



INSTRUMENTAL MUSIC PROGRAM
PARENT AND STUDENT HANDBOOK
2018

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1 MUSIC TUITION POLICY

Clairvaux MacKillop College has always had a proud history in the involvement and promotion of the creative arts, particularly music. Past Pupils have a proud tradition of excelling in the arts and remember their days in the orchestras, bands, choirs and musicals fondly.

The Music Department was established to provide opportunities for all students to experience music regardless of skills or experience, whilst providing challenges and varied experience opportunities for all levels of musicianship, including for established musicians.

2 STUDENT RESPONSIBILITIES

Students are privileged to have the opportunity to undertake tuition and be involved in College ensembles. Students are expected to approach their musical studies with a sense of commitment and maturity.

All ensembles are essentially teams, and each member is important. Students must notify the ensemble director and the Program Coordinator of reasons for an expected absence before the rehearsal via email. If two rehearsals are missed in a term, the student risks losing his/her position in the ensemble, as per the commitment contract.

In accordance with the *College Mission Statement*, each member is expected to approach fellow musicians with respect, understanding and tolerance.

A constant level of practice is required in order to make progress. This should be timetabled by the student as a regular period of personal study time each day.

3 THE LEADER OF ARTS AND CULTURE – PROGRAM COORDINATOR

The College has invested significant resources into the Creative Arts. The Leader of Arts and Culture, Ms Trish Beattie, is responsible for overseeing the basic timetabling of lessons, some liaison with parents, students and tutors and the formation and rehearsal of College music ensembles. Other duties include the organisation and facilitation of all performances – concerts, competitions, etc.

4 LESSONS

4.1 Timetabling Of Lessons

Generally, all students are timetabled during class time. Exceptions may occur for students in the senior years of schooling upon request.

Students requiring lessons outside of class time are encouraged to negotiate a different time and possible venue options with their tutor. Lessons held during class time will be rotated within a set block of time (if possible) by the tutor.

Lessons will start in either week 1 or 2 of each term and timetables will run for 16 weeks per semester.

4.2 Leaving Class Lessons

Students must not miss a whole class period in order to attend music tuition. Either the beginning or end of a class period must be attended. The student should show the class teacher his or her 'Lesson Schedule' form pasted into his/her College diary in order to be:

- released from class;
- excused from lateness to class or;
- moving around the College grounds during class.

These forms are renewed every term. Students may not make up lessons directly after a scheduled lesson – this will be done on an alternate day or at the end of term. Students are to leave their subject class no more than 5 minutes prior to the commencement of their instrumental lesson and should return no more than 5 minutes after the conclusion of their lesson. If students do not return promptly to class after tuition, they will receive one warning. If truancy related to their lessons happens again, they will be removed from the program and will have to source tuition outside of school time and off campus.

All work that was missed during instrumental lesson times is to be caught up by the student without excuse. A discussion with subject teachers is encouraged at the beginning or end of each affected lesson.

4.3 Lesson Time Changes and Notifying Tutors

The student must notify the tutor personally *7 days prior* to any lesson time that they are unable to attend due to appointments, assessments or excursions etc. The tutor will arrange a new time, and this must be written in the 'Lesson Schedule' form. Ideally, students should notify their tutor of the need to change future lesson times, or their impending absence from a lesson as soon as the assessment, excursion, off campus lessons such as swimming etc. is confirmed.

If the student is ill, tutors should be notified (via phone or email) personally the night before the scheduled lesson. In the event of sudden illness or some other emergency, a phone call to the tutor as soon as is possible is polite. No refund of tuition fees or rescheduling of lessons will be forthcoming without contacting the music tutor. In group lessons, make up lessons will not be guaranteed but there may be time at the end of term for rescheduling. Private lessons will be rescheduled if the tutor has been informed of the illness prior to the lesson.

4.4 Fees, Invoices and Payment

All tutors will invoice parents directly each term and payments must be made directly to the tutor. Payment is expected within 14 days through direct transfer or cheque payments which are to be **posted**. Payments for instrumental lessons will not be handled by the Program Coordinator or the College fees office.

Parents will be sent a reminder notice if payment has not been submitted by the due date. ***If payment is not received by the 4th week of lessons, tuition will not continue until payment is received.***

5 COMMUNICATION - Students

5.1 Morning Notices

Important messages regarding rehearsals, meetings and tutor absences will be announced from the morning notices. No excuse will be accepted for not hearing these notices as these are also displayed on student noticeboards and online for students to read.

5.2 Notice Boards

All tuition timetables are displayed on The 'Performing Arts Notice Board' at the beginning of each term. This noticeboard is located on the Tech Building adjacent to K Block and should be read the morning of the scheduled lesson in case of any last minute changes to the schedule.

5.3 Program Coordinator

Students can find The Program Coordinator in the Formation Staffroom for any queries regarding lessons and ensemble rehearsals. Mrs Beattie will be available before school and during second break to see students.

5.4 Instrumental Tutors

Students must note their tutor's contact phone numbers and email address in their College diaries. Direct communication with tutors is encouraged. Tutors will either email or call parents with lesson and rehearsal variations when necessary; therefore students are also encouraged to monitor their school email accounts.

6 COMMUNICATION - Parents

6.1 College Newsletter & Website

This newsletter contains information regarding music events, routines and requirements, and is regarded as the main form of regular communication with parents and families. Information for the Performing Arts can also be found on the College Website, including an events calendar and tuition/rehearsal schedules. Larger notices and permission forms are sent home via the student. Parents are requested to return reply slips as quickly as possible.

6.2 Telephone

Although parents are encouraged to communicate with tutors directly they may also discuss problems or progress with the Program Coordinator who is available by phoning the College or via email on beat@cvxmck.edu.au

6.3 From Tutors

Tutors will make contact with parents before the commencement of lessons to discuss preferred programs, goals and expectations. This is also an opportunity for either party to ask any questions and clarify contact details, lesson times and billing procedures. Tutors will send home tuition reports once per semester. Tutors will contact parents directly if the student is absent without informing them prior to scheduled times for two consecutive lessons.

6.4 Networking

Parents of students involved in ensembles are encouraged to discuss assisting each other with transport arrangements so as students do not miss out on opportunities due to a lack of available transport. Students are asked to compile a list of names and phone numbers of those families in their ensembles who live in or near their suburb.

7 INSTRUMENTS

7.1 College Instrument Hire

The College is happy to hire instruments to students undertaking tuition at the school. The hire cost of \$25 per term covers the annual servicing of the instrument. Payment of this hire fee can be paid to the Fees window in an envelope clearly labelled – Instrument Hire Payment. Parents are required to complete and attach a payment slip (provided) to their payment for administration purposes (see appendix 5). Hire fees should be submitted by the end of the third week of each term.

Allocation of hire instruments are on a ‘first in - best dressed’ policy and are handled by the Program Coordinator at the start of Term 1 and throughout the year as necessary. No instrument will be issued without a signed contract submitted to the Program Coordinator. Students interested in the Instrument Hire Scheme should discuss their needs with Mrs Trish Beattie who will supply the appropriate paperwork.

7.2 Hire Time

College instruments are made available to students for a limited period as outlined below. It is expected that parents will purchase or externally hire their own instrument after their allocated time period so as other students may also take advantage of the scheme.

<i>Flute, Clarinet, Trumpet, Alto Saxophone</i>	<i>1 Year</i>
<i>Tenor Saxophone, Trombone</i>	<i>2 Years</i>
<i>French Horn, Baritone, Violin, Cello, Double Bass</i>	<i>3 Years</i>

If instruments remain unallocated after new students have been assigned instruments, some existing students may hire for another year. This is only determined at the start of the new school year. The Program Coordinator must be contacted directly to discuss this option.

7.3 Strings, Reeds and Plectrums

Students hiring stringed instruments are required to replace broken strings. Students hiring woodwind instruments must supply their own reeds. These are available for purchase at the uniform shop along with plectrums for guitar students.

7.4 Identification

Each College instrument has a plastic identification tag. Students must record their names, a contact number and roll groups on the reverse side of this tag.

Students with their own instruments must attach an identification tag and record the make, model and serial number in their College diary.

7.5 Damage and Insurance

College instruments are insured whilst signed out to students, both at home, in transit and on College grounds. An excess applies and is payable by parents. The cost of major damage is not covered in the annual service fee of \$100.

In the event of an instrument sustaining damage, being stolen or lost, the Program Coordinator must be notified immediately. Upon notification, the Program Coordinator will issue the

appropriate forms. If repairs cost less than the excess, parents may choose not to make an insurance claim.

7.6 Storage

All students are expected to treat their instruments with respect and in doing so, store them appropriately at home, in transit and at the College. Instruments are to be stored in the designated storage areas as designated by the Program Coordinator. Instruments are not to be left outside the Music Block.

7.7 Classroom Music Students

Classroom music students are expected to have their own instruments or be hiring. It is considered to be part of their training to remember instruments. Extra-Curricular instruments will not be released to students for practical work if instruments are forgotten.

8 PRACTICE

All students are expected to practice on a daily basis for a minimum of 15-30 minutes. Student should keep a practise journal noting dates and time spent practicing and any concerns or questions for the next lesson. A simple exercise book is appropriate for this purpose. If the tutor considers a student is not making sufficient progress, parents will be contacted prior to the end of term. Students also require a quiet space at home in which to practice uninterrupted. It is quality rather than quantity of practice that benefits students.

Every instrument should be taken home after lessons/ensemble rehearsals to ensure students have every opportunity to practice. For larger instruments (eg. Double Bass, Baritone, etc.) appropriate transport to and from the College on these days will need to be arranged.

9 BOOKS AND MATERIALS

9.1 Diaries

The College diary must be taken to all tuition lessons and ensemble rehearsals.

9.2 CD's

Blank CD-R or CD-RW are required by some tutors for lesson work to record backing tracks. Parents will be advised of this at the start of the course.

9.3 Band Folders

All instrumental ensemble members are provided with a music folder for rehearsals and performances dependent on availability.

9.4 Lesson Books

Tutors may request that students purchase lesson or exam books for use in their lessons. If parents arrange for the tutors to purchase these materials on their behalf, parents will be informed of the extra cost and note that this cost will be added to the instrumental lesson fees.

10 ENSEMBLES

10.1 Involvement

Part of learning an instrument is performance and ensemble work. Students should try to involve themselves in at least one ensemble (instrumental or vocal) if possible. In order to become a member of any of the bands, students must be attending lessons for their instrument – either at the College or with external tuition. If all students are continuously improving their skills individually, the bands will also improve in performance ability and level of complexity.

10.2 Auditions and Requirements

The College Choir and Concert Band do not require an audition to become a member. For those ensembles that do require students to audition, these are usually held in the November of the preceding year. Students are informed via the morning notices and the music noticeboard of audition information in Term 4.

10.3 CMC Choir

This ensemble is open to all students in Years 8 to 12 and offers a way of enjoying singing and gaining choral skills through popular music styles and liturgical music. Students must sign up in the first weeks of each semester and are expected to remain for one semester. Rehearsals take place weekly during lunch breaks.

10.4 CMC Singers

This group of vocalists is chosen by audition. The focus is on performance music. This group performs at competitions and formal College functions and events.

10.5 Concert Band/Orchestra

This ensemble will enter competitions and perform for the College community and at various music competitions and festivals through the year. Essential skills in ensemble playing are taught to this group. All students learning an instrument (brass, woodwind, percussion) are welcome to join.

10.6 Stage Band and Jazz Band

The Stage Band ensemble is chosen by audition and consists of the Brass section, Saxophone section, and Rhythm section. The repertoire will mostly cover big band jazz styles. The Jazz Band covers repertoire that focuses heavily on improvisation.

10.7 Soul Band

The Soul Band 'M17 Soul' provides the opportunity for students to work with various aspects of the music industry at numerous performance venues and events. Students take on roles as performers, managers, technical directors, sound and road crew, music arrangers, songwriters and artistic directors as well as instrumental and vocal performers. This ensemble is run by the Program Coordinator, Ms Trish Beattie. This ensemble is by invitation only but students can improve their chances of selection by showing commitment, enthusiasm and skill

development throughout the junior grades through other ensembles. If interest is high, the formation of a second rock band may be considered if a facilitator is available.

10.8 String Ensemble & Celtic Ensemble

The String Ensemble at Clairvaux MacKillop is one of our fast growing programs at the College. Advanced students also have the opportunity to participate in the newly formed String Quartet which will be called on for formal College functions throughout the year. The Celtic Ensemble was a welcome addition to our list in 2014. This is an audition based ensemble.

10.9 Percussion Ensemble, Guitar Ensemble, Clarinet Ensemble and Brass Ensemble

The CMC Drumline, Clarinet Ensemble and Brass Ensemble at Clairvaux MacKillop are three of our newest ensembles at the College. Students involved will participate in weekly rehearsals and at least three performance opportunities across the year.

10.10 Other Creative Arts Groups

In addition to the diverse range of musical ensembles, Clairvaux MacKillop College also offers students the opportunity to be involved in Dance, Theatre, Art and Media:

Drama Club

Theatre Sports

Art Club

Formation, Jnr and Snr Dance Troupes

AV Crew

10.11 Exams, Eisteddfods and Competitions

All performing groups are expected to participate in competitions, music festivals and eisteddfods, representing the College. Information regarding solo instrument competitions/exams is placed on the music notice board, forwarded by tutors and in the College newsletter. Entry fees for ensembles will be covered by the College but solo entries are payable by students.

11 UNIFORMS AND PERFORMANCE ATTIRE

It is intended that all performances outside the College will be in one of the Performance uniforms unless specified or alternative performance attire is appropriate. The Performance Polo is available for purchase at the Uniform shop for \$40. In 2018 will see the introduction of a formal Performance uniform of a waistcoat and tie for a hire/bond fee of \$40 with \$20 refunded upon the safe returned at the end of the performance season. Further information about the uniform will be distributed to students committed to an ensemble.

12 EXAMINATIONS

12.1 Availability & Syllabi

Examinations through the Australian Music Examinations Board (AMEB) and Trinity College of London (TCL) are offered upon request. It is recommended that students pursuing an

examination course of study undertake private lessons to ensure progress appropriate to the syllabus.

12.2 Senior Certificate

Grade four voice, grade six practical and grade 5 theory and all levels above these when attempted through the AMEB, TCL and RSM may be recorded on the Certificate of Education when attempted in Years 10, 11 and/or 12.

Students must give their results form and certificate to the Assistant to the Principal (Curriculum) as soon as possible for recording.

12.3 Organisation and Payment

All examination fees are invoiced through tutors.

12.4 Accompanists

Tutors will organise accompanists for student exams but the fee of the accompanist is the responsibility of the student.

13 WITHDRAWAL FROM TUITION

13.1 Policy

Students are expected to continue with tuition for a minimum of one semester. Early withdrawal from lessons should be discussed with the Program Coordinator. In order to be fair to other group members, and to maintain a stable timetable, students may only withdraw from tuition at the end of a term.

13.2 Procedure

The Program Coordinator and the tutor must be informed *in writing* before the final lesson at the end of a term. It is not enough for a student to inform the tutors without written confirmation from parents. Students who fail to do so will be obliged to continue lessons for the following term as well.

14 AWARDS

There is an Annual Cultural Awards Night held in Term Four which acknowledges student commitment and participation in ensembles and performances across the school calendar.

APPENDIX 1 SAMPLE LESSON SCHEDULE FORM

Student Name: _____ Year Level: ____

PC Teacher: _____

Instrumental Tutor: _____

Instrument: _____



Lesson	Date	Time	Tutor Signature	Classroom Teacher
1				
2				
3				
4				
5				
6				
7				
8				

APPENDIX 2 FEES IN 2018 – 8 week terms/16 week semester

Private tuition	\$32 per lesson dependant on tutor \$256 per term
Shared tuition 2 students in a lesson	\$16 pp/per lesson \$128 per term
Instrument Hire (Paid to fees window)	Servicing cost \$25 per term/\$100 annual fee

APPENDIX 3 HIRE PAYMENT SLIPS

Instrument Hire Scheme – Payment Slip

Student Name: _____ PC: _____

Instrument: _____

Please find attached:

- \$25 1 Term
- \$50 2 Terms
- \$75 3 Terms
- \$100 Year

Method of Payment:

Cheque/ Money Order

Credit Card Card Type: Visa MasterCard Other _____

Card Number

Expiry / Card Verification No:

Name on Card

Payment Total: _____

Signature:..... Date :