

CLAIRVAUX MACKILLOP COLLEGE

INSTRUMENTAL MUSIC PROGRAM



PARENT AND STUDENT HANDBOOK

CONTENTS

1. MUSIC TUITION POLICY	
2. STUDENT RESPONSIBILITIES	
3. LEADER OF CO-CURRICULAR ARTS	
4. LESSONS	
4.1 Timetabling of Lessons	
4.2 Leaving Class Lessons	
4.3 Lesson Time Changes and Notifying Tutors	
4.4 Fees, Invoicing and Payments	
5. COMMUNICATION - Students	
5.1 Morning Notices	
5.2 Notice Boards	
5.3 Message Box	
5.4 Instrumental Tutors	
6. COMMUNICATION - PARENTS	
6.1 College Newsletter & Website	
6.2 Telephone	
6.3 From Tutors - Reports	
7. INSTRUMENTS	
7.1 College Instrument Hire	
7.2 Hire Time	
7.3 Strings & Reeds	
7.4 Identification	
7.5 Damage and Insurance	
7.6 Storage	
7.7 Elective Music Students	
8. PRACTICE	
9. ENSEMBLES	
9.1 Involvement	
9.2 Auditions and Requirements	
9.3 College Choir and Singers	
9.4 Concert Band	
9.5 Stage Band	
9.6 Contemporary bands	
9.7 String and Chamber Ensemble	
9.8 Drumline, Flute Choir and Guitar Ensemble	
9.9 Other Creative Arts Groups	
9.10 Eisteddfods and Competitions	
11. UNIFORMS AND COSTUMES	
12. EXAMINATIONS	
12.1 Availability	
12.2 Certificate of Education	
12.3 Organisation and Payment	
12.4 Accompanists	
13. WITHDRAWAL FROM TUITION	
13.1 Policy and Procedures	
14. AWARDS	
APPENDIX 1	2025 Fees

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 Co-Curricular Arts 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 CO-CURRICULAR ARTS

The College has invested significant resources into the Creative Arts. The Program Leader of Arts and Culture, Ms Trish Carpenter, 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 Week 1 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.

Students must go to student reception prior to their lesson to 'sign out' of class and 'sign in' to their music lesson. At the end of the lesson, they must return to student reception to 'sign in' to their timetabled curriculum lesson.

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

The Clairvaux Mackillop College finance department will invoice parents each term and payments are made directly to the College. Invoices for Term 1 will be sent by Week 3. In subsequent terms, invoices will be sent in Week 10 of the Term, ready for payment by the due date (usually end of Week 2 each term).

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, and via email. No excuse will be accepted for not hearing these notices as they are available via the College portal for students to read each day.

5.3 Access to Program Leader: Ms Trish Carpenter

Students can find Ms Carpenter in the F Block Staffroom for any queries regarding lessons and ensemble rehearsals. Ms Carpenter will be available before school and during second break to see

students. The email address for enquiries is carp@cvxmck.edu.au. Mr Thomas Smith is the administrative assistant for Ms Carpenter and can be reached on smit@cvxmck.edu.au

5.4 Instrumental Tutors

Direct communication with tutors is encouraged. Tutors will communicate with parents and students via email; therefore students are also encouraged to monitor their school email accounts. Tutors will send timetables via email, and also any changes to the timetable throughout the term.

6 COMMUNICATION – Parents

6.1 College Newsletter, Arts Newsletter & Website

The College newsletter contains information regarding music events, routines and requirements, and is regarded as the main form of regular communication with parents and families. In addition, families involved with the arts programs will also receive an emailed newsletter as an added form of communication. Information for Co-Curricular 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 online program: Parent Slips. Parents are requested to attend to consent forms 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 Leader who is available on 3347 9304 or via email on carp@cvxmck.edu.au or Thomas Smith smit@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 and lesson times. 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.

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 Co-Curricular Arts at the start of Term 1 and throughout the year as necessary. No instrument will be issued without a signed contract submitted to the Co-Curricular Arts. Students interested in the Instrument Hire Scheme should discuss their needs with Mrs Trish Carpenter 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.

Flute, Clarinet, Trumpet, Alto Saxophone 1 Year

Tenor Saxophone, Trombone 2 Years

French Horn, Baritone, Violin, Cello, Double Bass 3 Years

Large scale instruments such as piano, drum kit, orchestral percussion are not available through the hire scheme. 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 Leader 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.

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 Leader for Co-Curricular Arts must be notified immediately. Upon notification, the appropriate forms will be issued. 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 Leader. Instruments are not to be left outside College buildings.

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 ENSEMBLES

9.1 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. There is a one-off Annual Co-Curricular Levy of \$150 that covers involvement in unlimited ensembles payable each calendar year. This is billed with school fees by the College Finance team. Some ensembles may take a break from running and new groups may develop as staffing changes occur and student interest evolves.

9.2 Auditions and Requirements

The College Choir, Strings, Guitar Ensemble, Flute Choir, Brass Ensemble 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.

9.3 CMC Choir and Singers Ensembles

This ensemble is open to all students in Years 7 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. CMC Singers is the Show Choir for the College and is auditioned. It will run when interest and student capacity allows.

9.4 Concert Band

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.

9.5 Stage 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.

9.6 Soul Band

The Soul Band 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 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.

9.7 String Ensemble and Chamber Ensemble

String Ensemble is a well-established performance group in our Ensemble list, open to orchestral strings students. Chamber Ensemble is an auditioned group that draws upon woodwind and string instruments.

9.8 Drumline, Flute Choir, Guitar Ensemble

Chamber groups and the Drumline are specialised ensembles for students to work in smaller groups to improve musicianship and engage in different style of repertoire. Students involved will participate in weekly rehearsals and at least three performance opportunities across the year.

9.9 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 – open

Eisteddfod Team – Drama (auditioned)

Art Hub – open

Dance Troupes – Junior, Senior, Performance Teams (auditioned)

Tech Crew – drawn from students having tech tuition

9.10 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 College uniform. Appropriate uniform requirements for each event will be communicated via Parent Paperwork.

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 - QCE

The recognition of high level examinations is under the determination of QCAA and all inquiries to this effect should be asked of the Assistant Principal for Senior School.

12.3 Organisation and Payment

All examination fees (if you choose to participate) will need to be paid directly by parents.

12.4 Accompanists

Tutors will assist in organising accompanists for student exams but the fee of the accompanist is the responsibility of the student.

13 WITHDRAWAL FROM TUITION

13.1 Policy and Procedures

Students are expected to continue with tuition for a minimum of one term. Early withdrawal from lessons should be discussed with the Co-Curricular Arts team and the tutor. Students may only withdraw from lessons at the end of a term and parents must inform the college and tutor in writing by the end of term, not at the start of the following term. Late notice of withdrawal will result in a withdrawal fee of \$144.

14 AWARDS

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

APENDIX 1

FEES IN 2025 – 8 week terms/16 week semester

Private tuition	\$36 per lesson \$288 per term
Instrument Hire (Paid to fees window)	Servicing cost \$25 per term/\$100 annual fee Note: dependent on availability