



Instrumental Music Handbook

2020



Table of Contents

Aims	2
Goals	2
Progress Reports	2
Instrumental Music Tuition	3
Absenteeism	3
Fees	3
Lesson Timetables	3
Loan Instruments	4
Storage	4
Termination of Lessons	4
Performance Ensembles	5
Instrumental Music Scholarship Program	6
Communication	7
Request for Music Tuition & Agreement	8-9
Instrument Hire Agreement	10
Instrumental Music Scholarship Audition Registration	11-12

AIMS

The St Thomas More College Instrumental Music Program promotes process-based education in an educational and safe environment. It provides the opportunity for students to develop learning skills, self-esteem and a lifelong involvement in music. The Instrumental Music Program will develop in students the ability to work effectively through such traits as persistence, co-operation, teamwork, responsibility and a positive work ethic that will promote scholarship in other areas of education. Opportunities will be given to students for self-expression and self-discovery in music, fostering a respect for and appreciation of cultural developments, and an awareness of its aesthetic values.

Music enhances the process of learning. The systems it nourishes, which include our integrated sensory, attention, cognitive, emotional and motor capacities, are shown to be the driving forces behind all other learning.

- From *Empathy, Arts and Social Studies, 2000; Konrad, R.R.*

The aims of the Instrumental Music Program are:

1. To provide an opportunity for the musical development of students through instrumental instruction on a private or small group basis.
2. To provide ensemble experience for students which will enable them to develop ensemble performance skills as an integral part of their music education.
3. To encourage solo and chamber performances by students in order to develop confidence and independence in performing.
4. To develop a sense of artistry, expression and aesthetic sensitivity through music.
5. To support and compliment the whole school music program.

GOALS

The goals of the Instrumental Music Program are:

1. To offer students the opportunity to explore and develop their musical abilities through playing an instrument and participating in ensembles.
2. To enhance the students' enjoyment of music by enabling them to respond with deeper understanding and sensitivity gained through a knowledge of melodic and rhythmic properties.
3. To involve students by catering to their individual musical ability and needs.
4. To motivate students to explore and recognise a variety of musical literature.
5. To discover the value of music as a mode of expression while at school, in preparation for a lifetime leisure activity or vocation.

PROGRESS REPORTS

A progress report for each student will be provided at the conclusion of each semester. The report will include performance musicality, technique, knowledge and understanding, behaviour and attendance as assessed by the instrumental tutor over the course of the semester. If students are working towards external assessments through AMEB or Trinity College, progress and results of these examinations will be the basis for students' reports.

INSTRUMENTAL MUSIC TUITION

Lesson Timetables

1. Lessons are organised on a term basis, with the provision of a minimum of thirty-two lessons per year. The individual Music Tutor will arrange lesson times.
Timetables will be issued to each student at the beginning of each Term or emailed to parents and students if interruptions to lessons occur.
2. It is the responsibility of the student to check their lesson times.
Tutors will write/stamp lesson times into the student's diary for the coming week and will sign their current lesson time, to indicate attendance/absence. This record is also used by classroom teachers to verify lesson schedules and student attendance. Parents are asked to monitor the Student Diary for attendance and lesson times.
3. Although every attempt is made to keep lesson times the same day from week to week, lesson times often change due to excursions, camps, public holidays and other College activities. Lesson times will be on a rotational structure to ensure the same academic lessons are not continually missed.
4. Lesson timetables are negotiated at the onset of each term.
If students have a clash with their lesson time, they are encouraged to negotiate a more suitable time with their Music Tutor as early as possible.

Absenteeism

It is expected that Instrumental Tutors will be advised of a pending absence.

In the case of illness, the College absentee line (07) 3323 4655 is to be phoned. Please leave a clear voicemail message stating the student's absence and any scheduled instrumental lessons for that day.

Lessons missed by students without prior notice or an adequate excuse will not be rescheduled, with the cost of the lesson forfeited. 24-hour notification is expected or at the latest 7am (on the day).

Where a student misses a lesson as a result of a College event (e.g. an excursion or an exam), the Music Department will reschedule the lesson.

Fees

Fees are determined in accordance with the Music Teacher's Association of Queensland guidelines and are reviewed annually. The College will charge music lesson fees on College fee statements at the beginning of each Term.

Lesson Type	Per Lesson	Per Term Cost (8 lessons a term)	Annually (32 lessons per year)
Individual Lesson	\$34.50 (30 mins)	\$276	\$1104
	\$69 (hour)	\$552	\$2208
Group Lesson	\$20.25 (up to 3)	\$162	\$648
Ensembles			\$50 per student (one-off fee)

Once students have reached Grade 3 AMEB or Trinity College level of achievement, they are recommended to have individual lessons. It is HIGHLY RECOMMENDED for students in 5th Grade or above to have hour-long lessons to achieve the requirements and standards for these advanced levels. Students preparing for examinations or other solo performances will also be required to pay fees for the examination with the use of an accompanist (to be organised privately).

An Ensemble fee of \$50 will be charged to students at the College who participate in any of the College ensembles. This is a one-off annual fee included in Term 2 account fees. The fee covers all ensembles and assists with the cost of photocopying, entries to competitions and festivals, bus hire, etc.

Loan Instruments

St Thomas More College offers hire instruments with first preference given to Years 7 and 8 Music Students. Hire fees for 2020 are stated on the Loan Agreement Form.

1. Hire fees are charged to College accounts or when hiring commences.
2. If a student discontinues lessons or changes instruments, the original instrument must be returned to the Instrumental Music Leader immediately and signed off in the STMC hire database.
 - The Music Department will not cancel or alter the hiring arrangement unless this procedure has been followed.
 - If an instrument is returned during the academic year, a proportional hire refund will be credited to the College account.
 - Instruments must be cleaned before they are returned.
3. Maintenance - students and parents are reminded that they are responsible for the safekeeping of instruments during the hire period.
 - If an instrument is lost or damaged, please inform a member of staff promptly so that the appropriate action can be taken.
 - Music and books should not be rolled up or jammed into instrument cases – this can damage music and instruments.
4. Instrumental Tutors have been asked to check the condition and cleanliness of instruments each week. Urgent repairs are done during the term, otherwise, general maintenance will take place during the last week of each term.
 - Students are expected to clean their instruments regularly, seeking the assistance of instrumental staff in this matter.
 - All students must take their instruments home over the holidays and are asked to take particular care when transporting instruments.
5. The College covers the cost of general maintenance of College instruments; however, parents will be expected to pay for excessive damage and/or neglect, or replacement if the instrument is lost. College instruments in need of repair are to be given to a member of staff. Parents and students are requested not to undertake their own repairs or make their own arrangements for the repair of instruments.

Storage

All instruments, when not in use, should be stored in the Music Storeroom, PC 8 or the Music Tutor Rooms. All instruments **are to be clearly labelled with the student's name and year level.**

*The College will not be held liable for lost or stolen instruments.

Termination of Lessons

On commencing lessons, students are required to complete a minimum of one term's study. Should parents decide to withdraw their child before the end of term from instrumental lessons, it is necessary that such notice of withdrawal be immediately forwarded in writing to the Leader of Instrumental Music. The withdrawal from tuition during term time would only be considered in extra-ordinary circumstances. It is expected that withdrawal is enacted at the end of a term and not during it. Where notification of withdrawal has not been received by the end of a term, payment may be required in full for the following term, even if the student does not wish to take the lessons. This allows the College to meet its obligations with part-time instrumental staff.

PERFORMANCE ENSEMBLES

Expectations of Ensemble Members

As a member of the St Thomas More College Instrumental Ensemble Program, students are required to adhere to the following terms and conditions:

1. Some ensembles require auditions. This enables tutors to place students in ensembles suitable to skills and stage of development. In some cases, it may be recommended that students are placed in developmental ensembles to work on technique, music reading and confidence.
2. Attend all designated performances and rehearsals. Where attendance is not possible, notification is required to the appropriate Ensemble Director before rehearsal.
3. Failure to attend three rehearsals within one term, without prior notification, will result in a meeting with the Leader of Instrumental Music to discuss continuation within the ensemble.
4. It is expected that all students participate to their full potential during the rehearsal. Full concentration on both the music and the Ensemble Director is expected.
5. Students will be required to practise the music given in preparation for fluent ensemble rehearsals and to bring all accessories (including music and a pencil).
6. Students must ensure they are seated and ready to start at the designated rehearsal time.
7. Students should arrive 10 minutes before the rehearsal commences so they can warm up and prepare for the rehearsal.
8. Co-operation is expected in the setting up and packing down at rehearsals and performances.
9. The student is expected to take care of all sheet music handed out throughout the year. An ensemble folder is recommended.

Performances

Performance dates are posted to the STMC Calendar.

As much forward notice is given, for students to attend and partake in special events such as,

- school fetes, concerts, festivals, photoshoots etc.

Any College commitment must take priority over a commitment with an outside group.

In the event that a student is not able to attend a performance, notification by the parent to the Instrumental Program Leader is compulsory (at least one week before the event). It is an expectation that **parents notify the Program Leader of impending absence and not the child.**



INSTRUMENTAL MUSIC SCHOLARSHIP PROGRAM

In 2008, St Thomas More College began a bold initiative to strengthen student learning and to engage more students in the Arts program, with the introduction of Instrumental and Performance Music Scholarships.

In order to support the talent of our student body, the College introduced a Scholarship program for students interested in Performance Music.

In 2020, St Thomas More College will be offering:

- 8 x full scholarships
- 8 x half scholarships

to current students who successfully fulfil the audition process and criteria.

In addition, the College will offer in Semester 2:

- 6 x half scholarships to incoming Year 7 students who have enrolled in both individual tuition and the Ensemble Program. Applying students will be required to demonstrate commitment to the Instrumental Program.

In order to assess the applicants equitably and impartially, all students, including those holding Scholarships for 2019, those continuing with tuition who believe they fulfil the criteria, and those new to the program, should all apply for these scholarships by the stated date to be considered for 2020.

**Current and NEW students, (in Years 8-12), are required to fill in the scholarship application form located on p.11 - 12 of this booklet and return to Student Reception by Friday 29th November.*

**Incoming Year 7 2020 student applications will be due Week 8, Term 2, 2020 with auditions to follow.*

To be awarded a scholarship, students must:

- have been learning their chosen instrument for a minimum of two years
- currently be/become involved in STMC Ensembles suited to their instrument selection. Students can be involved in a number of bands/ensembles, but it is a **mandatory** requirement that they are in the ensemble for the instrument for which they receive the full or half scholarship. For example if a student receives a voice scholarship, they are welcome to be involved in the Contemporary Band (Senior School) or Junior Rock Band (Middle School), but they must be part of the Contemporary Choir.
- demonstrate regular homework practice
- attend weekly lessons
- represent the College through all **expected performances** including College events such as College Masses and Liturgies, ANZAC Day, the College Musical and concerts, as well as outside festivals and event.
- select Classroom Music for at least one semester.

Scholarships are only available for students pursuing the College Individual lesson options. If the student successfully auditions for scholarship, it will cover:

- for half scholarship (1 term) **\$276**
- for full scholarship (2 terms) **\$552**

Scholarships are based on 30-minute Individual Lesson Costs. The remittance will be paid across four terms. **Scholarships are not available for group lessons.** If lessons are suspended after the term of deduction, the scholarship will be revoked, and lessons charged.

COMMUNICATION

St Thomas More College aims to include its parent body in every facet of the Instrumental Program. It is essential that teachers and parents alike support and encourage students in their performances and practising of their musical instruments. Letters and email notification from STMC will provide information and communicate events, student progress and additional information. It is recognised that parental support is essential to the successful running of the Instrumental Program. STMC endeavours to maintain meaningful and regular contact with parents in order to ensure that the needs of our students and their families are met. It is therefore, paramount that parents/guardians **regularly check emails.**

CONTACT FOR 2020

MIDDLE LEADER - MUSIC

Ms Catherine Doversand

St Thomas More College

Cnr Troughton Road & Turton Street, Sunnybank Qld 4109
PO Box 140 Sunnybank Qld 4109

Phone: (07) 3323 4600 - **Fax:** (07) 3344 3598 - **Email:** cdoversand@stmc.qld.edu.au





Request for Music Tuition

For Year 7 & new students (in Years 8-12), please complete & return this form by FRIDAY 29 NOVEMBER 2019. For current students, if your son/daughter is a continuing instrumental music student, should we not hear from you, tuition enrolment will continue for 2020.

Student Particulars

Surname: _____

Given Name: _____

Date of Birth: _____ Year level: _____ (2020)

Parent/s or Guardian/s

1) _____

2) _____

Telephone: H) _____

Telephone: (H) _____

(W) _____

(W) _____

(M) _____

(M) _____

Email: _____ (mandatory)

Email: _____ (mandatory)

Please indicate your instrument/s:

Violin	Bassoon	Euphonium/Baritone
Viola	Clarinet/Bass Clarinet	Tuba
Cello	Alto Saxophone	Percussion
Double Bass	Tenor Saxophone	Piano (individual only)
Bass Guitar	Baritone Saxophone	Vocal
Guitar	Trumpet	
Flute	French Horn	Other _____
Oboe	Trombone	

Any previous Grade achieved: _____

Number of years learning (if applicable): _____

Preferred Lesson type:

Please note PIANO lessons are offered as individual lessons only.

- GROUP LESSON (3 students)*
- INDIVIDUAL LESSON- 30 Minutes*
- INDIVIDUAL LESSON- 1 Hour*

Parent and Student Agreement

For your son/daughter to access the Instrumental Music Program at St Thomas More College, you will need to read and agree with the following guidelines:
Students will receive **32 LESSONS PER YEAR**, averaged across each term and billed through the fee system. This means that should a student miss lessons for legitimate reasons they are to be made up over the year.

- By enrolling students in this program you are enrolling your son/daughter in a year-long program, however, you will be charged per term.
- In accordance with Instrumental Music Tutors' Guidelines, missed lessons will not be replaced by a makeup lesson, or the fee for that lesson deducted or refunded, if the missed lesson is the result of the student being absent without reason or forgetting his/her lesson.
- The College will cover the cost of a make-up lesson if a student misses a lesson due to a conflicting College activity and the Instrumental Tutor has been made aware in advance.
- Should the Instrumental Music Tutor be unavailable due to illness or other reason, he/she will make up that lesson.
- The College is also prepared to facilitate a make-up lesson for students when they have been unable to attend due to a real and unavoidable emergency if contact is made to the College and in a timely manner.
- Students need to arrive on time and be prepared for their lesson.
- SHOULD YOU WISH TO CANCEL YOUR SON OR DAUGHTER'S LESSONS FOR THE NEXT TERM, WRITTEN STATEMENT TO THIS FACT MUST BE SENT TO THE PROGRAM LEADER TWO WEEKS BEFORE THE END OF TERM, BY THE PARENT/GUARDIAN. LESSONS CANNOT BE CANCELLED MID-TERM UNLESS UNDER EXCEPTIONAL CIRCUMSTANCES AND CANNOT BE CANCELLED BY THE STUDENT.

Please sign and date to indicate that you have read and understood the above conditions.

STUDENT'S NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

EMAIL: _____



MUSICAL INSTRUMENT HIRE AGREEMENT

As part of the Instrumental music program, students are able to hire instruments following the procedures set out below, at a cost significantly decreased from the cost of hiring the same quality instruments from a commercial organisation.

Instrument Type	Hire Cost Per Term
Yanigasowa Tenor Saxophone	\$110
Jupiter Tenor Saxophone (new)	\$110
Yanigasowa Alto Saxophone	\$100
Yamaha Bass Clarinet (new)	\$110
Samuel Shens Double Bass	\$90
Crotchets and Quavers Cello/Bow/Bag	\$75
Yamaha Trumpet	\$60
Yamaha Clarinet	\$60
Yamaha Flute	\$60
Minuet Viola Bow and Case	\$50
Minuet Violin Bow and Case	\$50

Rental is subject to the following terms and conditions:

1. The instrument remains the property of St Thomas More College at all times and, as such, is returnable upon demand at any time for inspection, repair, and adjustment or for any other cause.
2. The instrument is to be used only by the student to whom it is loaned.
3. The instrument is only to be used for school events unless authorisation has been granted.
4. Any loss or damage to the instrument is to be immediately reported to the Leader of Instrumental Music.
5. Under no circumstances is any person, other than a school-approved repairer, to attempt repairs or adjustments to the instrument.
6. Instruments may be retained by students during holiday periods, during which the above conditions apply.
7. If, in the opinion of the Leader of Instrumental Music, a student is not complying with the required expectations of the music department, the loan may be terminated.
8. Any change to this loan agreement must be made in writing to the Leader of Instrumental Music.
9. Students are responsible for supplying their own accessories for the instrument on loan e.g. strings, reeds, valve oil, cleaning cloths, etc.

I HAVE READ AND UNDERSTOOD THE ST THOMAS MORE COLLEGE INSTRUMENTAL HIRE PROGRAM AGREEMENT FOR 2020 AND AGREE TO ITS CONDITIONS. I AUTHORISE FOR THIS FEE TO BE ADDED TO MY TERM ACCOUNT. I AGREE TO PAY THE ACCOUNT IMMEDIATELY UPON RECEIPT OF THE FEE ACCOUNT STATEMENT.

(Office use only)	
Type: _____	Brand: _____
Serial Number: _____	Instrument Number: _____
Condition: _____	

Description of the Instrument: _____

TERM FEE: _____

Date of Purchase: Term: ____; Year: 2020

STUDENT'S NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

PARENT/GUARDIAN EMAIL: _____



ST THOMAS MORE COLLEGE
INSTRUMENTAL MUSIC SCHOLARSHIP AUDITION
REGISTRATION FORM

(Students will be notified regarding audition dates and times via email.
Incoming Year 7 student auditions will be held in week 10 of Term 2, 2020)

Student's Name: _____ Year: _____

Instrument: _____

Grade achieved/Level of Achievement: _____

Parent email: _____ (mandatory)

Please circle your level of experience:

INTERMEDIATE ADVANCED

Audition Information

Please submit two different pieces.

1. Title _____

Composer _____

2. Title _____

Composer _____

Please state any experience or achieved levels that you may have had within an Instrumental program:

In 20-50 words, please state what you would like to achieve in this program:

PLEASE READ THE FOLLOWING CRITERIA FOR CONSIDERATION

To be awarded a scholarship, students must:

- have been learning their chosen instrument for a minimum of two years
- currently be/become involved in STMC Ensembles suited to their instrument selection. Students can be involved in a number of bands/ ensembles, but it is a **mandatory** requirement that they are in the ensemble for the instrument for which they receive the full or half scholarship. (e.g. If a student receives a voice scholarship, they are welcome to be involved in the Contemporary Band (Senior School) or Junior Rock Band (Middle School), but they **must** be part of the Contemporary Choir.
- demonstrate regular homework practice
- attend weekly lessons
- represent the College through all **expected performances** including College events such as College Masses and Liturgies, ANZAC Day, the College Musical and concerts, as well as outside Festivals and events
- select classroom Music for at least one semester.

Applicant/Student's Signature _____ Date _____

Printed Name: _____

Parent Signature of approval: _____

Printed Name: _____

*Please sign and date to indicate that you have read, understood and agreed to abide by the conditions of the Scholarship Application.