

# CSC INSTRUMENTAL MUSIC PROGRAM HANDBOOK



**COORPAROO SECONDARY COLLEGE**  
Creating Tomorrow Together

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## The Queensland Instrumental Music Program

The Queensland Instrumental Music Program is a comprehensive tuition program in which students learn orchestral or band instruments through instruction on a group basis. The instrumental program seeks to extend a student's experience in music through group lessons and through participation in concert band, stage band or other associated chamber ensembles.

Students in the Instrumental Music Program have at least two contact periods per week, one in an instrumental lesson and at least one in an ensemble rehearsal.

All instrumental music students are required to have a group lesson and, when musically ready, an ensemble rehearsal each week. The ensemble experience is provided through the school concert band and other ensembles.

### Why Study Music?

1. Early musical training helps develop brain areas involved in language and reasoning. It is thought that brain development continues for many years after birth. Recent studies have clearly indicated that musical training physically develops the part of the left side of the brain known to be involved with processing language, and can actually wire the brain's circuits in specific ways. Linking familiar songs to new information can also help imprint information on young minds.
2. There is also a causal link between music and spatial intelligence (the ability to perceive the world accurately and to form mental pictures of things). This kind of intelligence, by which one can visualize various elements that should go together, is critical to the sort of thinking necessary for everything from solving advanced mathematics problems to being able to pack a book-bag with everything that will be needed for the day.
3. Students of the arts learn to think creatively and to solve problems by imagining various solutions, rejecting outdated rules and assumptions. Questions about the arts do not have only one right answer.
4. Students of music learn craftsmanship as they study how details are put together painstakingly and what constitutes good, as opposed to mediocre, work. These standards, when applied to a student's own work, demand a new level of excellence and require students to stretch their inner resources.
5. In music, a mistake is a mistake; the instrument is in tune or not, the notes are well played or not, the entrance is made or not. It is only by much hard work that a successful performance is possible. Through music study, students learn the value of sustained effort to achieve excellence and the concrete rewards of hard work.
6. Music study enhances teamwork skills and discipline. In order for an orchestra to sound good, all players must work together harmoniously towards a single goal, the performance, and must commit to learning music, attending rehearsals, and practicing.
7. Music provides children with a means of self-expression. Now that there is relative security in the basics of existence, the challenge is to make life meaningful and to reach for a higher stage of development. Everyone needs to be in touch at some time in his life with his core, with what he is and what he feels. Self-esteem is a by-product of this self-expression.
8. Music study develops skills that are necessary in the workplace. It focuses on "doing," as opposed to observing, and teaches students how to perform, literally, anywhere in the world. Employers are looking for multi-dimensional workers with the sort of flexible and supple intellects that music education helps to create as described above. In the music classroom, students can also learn to better communicate and cooperate with one another.
9. Music performance teaches young people to conquer fear and to take risks. A little anxiety is a good thing, and something that will occur often in life. Dealing with it early and often makes it less of a problem later. Risk-taking is essential if a child is to fully develop his or her potential.

## CSC INSTRUMENTAL MUSIC PROGRAMME

### General Information

The Instrumental Music department conducts group lessons on all orchestral instruments in the following categories: Woodwind, Brass, Percussion, Strings. Emphasis is placed on group teaching. Sizes of groups may vary according to types of instrument, availability of instruments, age and ability of students.

The Instrumental Program has 2 contacts per week. This consists of:

- 1 small group instrumental lesson per week – 35 minutes (Friday)
- 1 ensemble rehearsal per week – 1 hour (Friday 7.30am)

Initial enrolment in the program is for a **minimum period of one** year. At the start of each year a full 12 month commitment is expected.

Students enrolled in the Instrumental Program must be a member of an ensemble. This is an Education Queensland and Coorparoo Secondary College compulsory requirement. The only exception is beginners who will enter the ensemble program when deemed ready by their teacher.

### Group Instrumental Lessons

The group Instrumental lessons occur during the school day and rotate each week. This rotation system means that students do not miss the same part of a subject lesson each Friday. For example, their first lesson may be during the first half of period 1, the following week it will be in the first half of period 2, the week after it will be the first half of period 3, and so on. Students are expected to catch up on any work missed by seeing their teachers before or immediately after a lesson. Lessons are usually conducted on the stage.

All students will receive a copy of their timetable which must be kept in their diaries. These timetables are shown to the class teachers to indicate they have a lesson and therefore are allowed to leave class to attend their lesson. When it is time for the student's lesson, they must excuse themselves politely from their class and walk directly to the Music Block.

### Attendance at Group Instrumental Lessons

Students in the Instrumental Program are expected to attend lessons on a weekly basis. Group lessons are kept small which means if 1 or 2 students are absent, a lesson may not be able to occur if only 1 student is present. As lessons are on a rotation system, students are expected to attend each rehearsal and catch up on any work missed in class.

If a student 'forgets' their lesson on the day or is unable to see their teacher early to reschedule a lesson, they must see their teacher as soon as possible afterwards. To not offer an explanation or an apology may result in the student being marked 'absent without cause' and may negatively affect the student's enrolment in the program.

### Concert Band

When a student is deemed ready by their teacher they must attend Concert Band rehearsal. The Concert Band rehearsal is held on the stage in the Auditorium every Friday morning at 7.30am sharp. This is a compulsory component of the Instrumental Program. A student who misses three rehearsals per term without a valid written explanation will have to show cause in writing why they should not be excluded from the Instrumental Program. As stated in the Education Queensland Instrumental Policy - *"Students who fail to observe the school's policy on rehearsal and concert attendance should be excluded from the program."*

- Any student who misses a major final rehearsal before a performance may not be permitted to participate in the subsequent performance.

- Attendance at performances is compulsory. Any student who misses a performance without a valid excuse may be excluded from the Instrumental Program.
- Students are expected to learn their ensemble music between rehearsals. Rehearsals are for preparing the whole ensemble, not learning individual parts.
- Come prepared with the required equipment. Students must bring their instrument, accessories, band folder with sheet music, pencil and eraser to every rehearsal.
- Contact the relevant ensemble conductor if you are absent due to illness.
- Attend rehearsals, even if for health reasons you are unable to play or sing. If a student is well enough to attend school then they should be well enough to attend rehearsals. If a student arrives late for any reason (personal, late train, etc) they should come directly to the rehearsal and join in immediately.

### Fees

Instrumental Program - \$100 per year

Instrument Hire - \$100 per year and per instrument

### Instrument Hire

1. Some College instruments are available for loan on a yearly basis. A \$100.00 fee per year per instrument must be paid before the instrument will be issued to the student.
2. Percussion students are expected to either purchase their own practise glockenspiel, or hire one from the College. See Percussion Program section for further details.
3. It is expected that students learning less expensive instruments eg. flute, clarinet, trumpet and trombone would purchase their own within the year.
4. More expensive instruments will be available for longer loan periods at the discretion of music teachers in consultation with the Head of Department.
5. A number of music stores offer a rental scheme where the instrument is paid off over a period of time.
6. A loan agreement form (EDQUIP EQ11) must be completed by the student's parent/caregiver before College instruments can be issued. This form will be given to students by their teacher and must be returned to the College Office for processing and payment.
7. Holiday loans are available for the duration of the end of year holiday break. Forms must be completed by the student's parent/guardian and then signed and approved by the school's Business Services Manager.

### Damages / Repairs / Servicing

Students are to treat all instruments with care and respect. They should be cleaned regularly by the student.

If an instrument is damaged the student should take it to the Head of Department immediately who will arrange for it to be repaired. Parents/Caregivers must not arrange repair of a school loaned instrument. If they do, they cannot be reimbursed for the cost. For insurance purposes, any damage or theft must be promptly reported to the Head of Department.

All loaned instruments are sent away for servicing at the end of the year so they must be returned at their final lesson in Term 4.

### Reporting Procedure

In line with the College reporting system, instrumental teachers will include a report on each student's progress throughout the year at usual reporting times.

## Musical Instrument Equipment and Accessories for Lessons (What You Need To Get Started)

Most of the following equipment needs to be purchased from a music retail store such as Music Express or Ellaways. These items need to be purchased prior to lessons starting.

### ALL STUDENTS:

<b>Tutor Book:</b>	Standard of Excellence Book 1 (red) – for the instrument the student is playing)	\$18-\$20
<b>Music Stand</b>	Collapsible folding type for practice at home	\$25-\$35
<b>Display Book</b>	A4, 20 pocket for holding various handouts, sheet music and notes	\$2
<b>Stationery</b>	Pencil and rubber	\$2
<i>Optional:</i>	Carry Bag to fit all of this. Usually the instrument case can fit most of the items.	

### INSTRUMENT SPECIFIC:

WOODWIND		
Instrument	Item to Purchase/Provide ( <i>see notes over the page for further details</i> )	Approx. Cost
<b>Flute:</b>	€ Clean handkerchief size cloth	See notes
	€ Flannelette cloth	See notes
<b>Clarinet:</b>	€ 4 reeds: 2 x number 1½ size + 2 x number 2 size reeds	\$3 each
	€ Cork grease	\$5
	€ Cleaning Swab (See notes)	\$12
<i>Optional:</i>	€ Reed guard to hold reeds	\$4-\$8
	€ Rubber thumb rest, or	\$8
	€ Neck strap	\$15
<b>Saxophone: (alto or tenor)</b>	€ 4 reeds: 2 x number 1½ size + 2 x number 2 size	\$6 each
	€ Cork grease	\$6
	€ Cleaning swab (specifically made for specific size of saxophone)	\$10-\$13
	€ Flannelette cloth	See notes
BRASS		
<b>Trumpet Baritone BC Euphonium Eb Tuba French Horn</b>	€ Mouthpiece cleaning brush & snake	See notes
	€ Valve Oil	\$8-\$12
	€ Slide grease or small petroleum jelly (50g) or Wool Fat	\$2-\$7
	€ Flannelette cloth	See notes
	€ Towel	See notes
<i>Optional:</i>	€ Maintenance kit	\$30
<b>Trombone:</b>	€ Slide oil, or	\$8-\$12
	€ Slide cream, moisturizing cream and spray atomizer	\$2-\$12
	€ Flannelette cloth	See notes
	€ Towel	See notes
PERCUSSION		
€ Drum sticks (size 2A or 2B or 5A or 5B or equivalent). Plastic or wooden tipped are ok.		
€ Practice drum pad (8 inches / 20cm diameter). This is essential for quiet home practice.		
€ Mallets. Inexpensive pair to suit playing on bells. These usually come with bells.		
<i>The following will be supplied to 1<sup>st</sup> year percussion students: Bells or glockenspiel 2½ octaves. (Range of either 30 bars G to C or 32 bars F to C. Each bar to be approximately 2.5cm wide with recessed posts).</i>		
<i>Optional:</i>	Snare drum and stand	

## Notes:

Most instruments can be known by several names including short or long versions of their name. To avoid confusion when shopping, we've listed some of the various names for the most common instruments: (b=flat)

- C Flute, Flute
- Bb Soprano Clarinet, Bb Clarinet, B flat Clarinet, Clarinet
- Eb Alto Saxophone, E flat Saxophone, Alto Saxophone
- Bb Trumpet, B flat Trumpet, Trumpet
- Bb Tenor Trombone, Tenor Trombone, Slide Trombone, Trombone

**Tutor or Method Book** - This is the basic text of learning a musical instrument. There are explanations in the book to help and assist the student to learn to read music and to play their instrument properly. "Standard of Excellence" is the standard text recommended by the Department of Education. The book comes with a CD/CD-ROM and can be purchased from music stores. This tutor book comes in three volumes: Book 1 (Red), Book 2 (Blue) & Book 3 (Green).

**Music Stand** - This is used to hold music at the correct height in front of the student's eyes whether they are sitting or standing. This encourages good posture, which is extremely important for playing an instrument correctly. Student music stands are made to fold up small enough to fit in their school bag, but they must be strong enough to hold their tutor book and/or their folder. 'Wittner', 'K&M', 'Dixon' and 'Peace' brand stands fold up very compactly.

**Display Book** - This is used to keep any music that is given to students in their first year. You don't need to buy a new folder if you already have one that they can use. Clear pockets in an A4 binder will do as well. This folder is also handy for keeping their practise sheet and any notes sent home as well as this Handbook.

**Pencil and Rubber** - A pencil with a rubber on the end is ideal. This is essential in lessons as students and their teacher will regularly make notes on the sheet music.

**Optional: Carry Bag** - An old school bag or similar can be used to keep all musical gear together.

**Clean Handkerchief** - This is for flute players to clean the inside of their flute. Wash from time to time.

**Flannelette Cloth** - This can be purchased or cut from a flannelette rag at home. It is used to wipe off fingerprints and sweat from the outside of metal instruments. Wash from time to time. They can be purchased in the shoe shining accessories or cleaning products sections of grocery stores.

**Reeds** - These are made from cane, which is like bamboo and essential for playing clarinets and saxophones. They come in sizes specifically cut to fit the mouthpieces of the various clarinets and saxophones. They also come in graded thicknesses in half sizes from 1 (thin) to 5 (thick). Most beginning students start on 1½ size reeds and quickly move up to size 2, with the eventual goal of getting to size 2½. Beginning students can go through 8 or more reeds in a year.

**Reed Guard** - Reeds usually come in cheap plastic or cardboard holders. These do a fair job of protecting the reed but once the reed has been wet and used, these holders allow the reed to warp and distort. A reed guard is made of aluminium or thick plastic and keeps the reed flat and in the correct shape. They come in 2 and 4 reed models and can be purchased from music stores.

**Cork Grease** - Clarinets come in various pieces that fit together with cork tenon joints. Saxophones also have cork where the mouthpiece goes on. To ensure that the pieces fit together easily and that the corks do not get torn, students lubricate the corks with a thin film of cork grease. This comes in little containers or in sticks similar to glue sticks.

**Cleaning Swab** - These are specially designed either for clarinet or saxophone, as the two instruments are very different in shape. They usually consist of a cloth at one end of a long shoelace type cord with a weight at the other end. For clarinets the handkerchief style cloth is preferred to the small piece of felt type which can get stuck in the clarinet. Wash from time to time.

**Thumb Rest** - This is a rubber cushion that fits onto the thumb rest of a clarinet. The right hand thumb between the joint and the nail supports virtually all of the weight of a clarinet. This can be uncomfortable for some students. A thumb rest can make this more comfortable.

**Neck Strap** - Clarinets do not come with neck straps, unlike saxophones, which require them to be standard with the instrument because of their greater weight. Clarinet neck straps can help take the weight off of the right hand thumb. They fit onto the thumb rest and are adjustable.

**Valve Oil** - For lubricating piston and rotary valves. A very thin light oil.

**Slide Oil or Slide Cream/Moisturising Cream and Spray Atomiser** - For lubricating trombone playing slides. Use slide oil or put cream on 'stockings' of inner trombone slide and spray with water before playing.

**Slide Grease** (from music store) **or Small Petroleum Jelly (50g) or Wool Fat (Anhydrous Lanolin)** (chemist) - For lubricating all tuning slides on all brass instruments.

**Towel** - Old hand towel or part of an old bath towel for putting on the floor so that students can empty their water key and to catch any drops of valve oil that fall on the floor. Wash every week or so.

**Mouthpiece Cleaning Brush & Snake** - For regular cleaning of the inside of the mouthpiece and the instrument.

### Enrolment in the Instrumental Program

Parents/Caregivers wishing to enroll their student in the Instrumental Program need to complete an Enrolment Form and the Parent/Caregiver and Student Contracts and return them to the College Office for processing.

Once the enrolment form is processed and payment has been received, students will receive a timetable and can begin lessons.

### Cancellation of Enrolment

Students cannot withdraw from lessons during a term. To withdraw during a term would be unfair to other students in the ensemble and could be detrimental to their performances. To discontinue lessons in the following term, the student's Parent/Caregiver should contact the Head of Department.

### Contact

Mrs Amelia Hamilton-Smith, Head of Department- The Arts

Email: [ahami105@eq.edu.au](mailto:ahami105@eq.edu.au)

Phone: 3394 8888

Miss Amanda Korn, Head of Department-The Arts

Email: [akorn13@eq.edu.au](mailto:akorn13@eq.edu.au)

Phone: 3394 8888

Mr Ethan Arnow, Instrumental Teacher

Email: [earno2@eq.edu.au](mailto:earno2@eq.edu.au)

Phone: 3394 8888 (Fridays only)



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# CSC INSTRUMENTAL PROGRAM ENROLMENT FORM & CONTRACT

Return this form/contract to the College Office together with payment.

## STUDENT'S DETAILS

Name: \_\_\_\_\_ Year Level & Form: \_\_\_\_\_

## PARENT/CARER'S DETAILS

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email address: \_\_\_\_\_

I (Parent/Caregiver) \_\_\_\_\_, would like my student to participate in the Instrumental Program. In signing this form, I understand (*tick each box then sign*):

- the fee is \$100 for the year and contributes to the costs associated with instrumental lessons,
- the fee to hire an instrument (if applicable) is \$100 and contributes to the cost of maintaining the instrument,
- the level of commitment involved and the expectations associated with this program as outlined in the handbook,
- my student is required at every rehearsal and performance associated with the ensemble and will provide in writing any explanation required for planned absences,
- my student is not able to cancel enrolment during a term as it will jeopardise other members of the group/ensemble,
- will support my student in this program at home by encouraging him/her to practise repertoire and be prepared for lessons, rehearsals and performances.

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

I (student) \_\_\_\_\_, would like to participate in the Instrumental Program. In signing this form, I understand (*tick each box then sign*):

- the level of commitment involved and the expectations associated with this program as outlined in the handbook,
- I need to be prepared for lessons and rehearsals with the equipment as outlined in this handbook,
- I need to be on time for lessons and rehearsals and behave appropriately at all times,
- I need to practise in between lessons and rehearsals in order for the group and myself to progress,
- I am unable to cancel my enrolment during a term as it will be unfair to my fellow students,
- it is my responsibility to catch up on work missed in class by attending instrumental lessons,
- it is my responsibility to see my instrumental teacher to arrange a more suitable lesson time if I cannot leave class due to assessment,
- I will follow the school rules; I am Safe, I am Responsible, I am Respectful.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

New students, did you learn an instrument in primary school? If yes, which one? \_\_\_\_\_

*Students are not encouraged to start a new instrument in High School if they have learnt one in Primary School. Where possible, students will be encouraged to continue learning this instrument.*

Instrument you wish to learn in this program (select from the table below): \_\_\_\_\_

The following instruments are those approved for group lessons by Education Queensland. Unfortunately we cannot provide lessons on piano or guitar as they are not part of the EQ Instrumental Curriculum.

WOODWIND	BRASS	STRINGS	PERCUSSION
<input type="checkbox"/> Flute	<input type="checkbox"/> Trumpet	<input type="checkbox"/> Violin	<input type="checkbox"/> Percussion (includes all tuned & untuned percussion)
<input type="checkbox"/> Clarinet	<input type="checkbox"/> French Horn	<input type="checkbox"/> Viola	
<input type="checkbox"/> Bass Clarinet	<input type="checkbox"/> Trombone	<input type="checkbox"/> Cello	
<input type="checkbox"/> Saxophone (Soprano/Alto/Tenor/Bari)	<input type="checkbox"/> Euphonium	<input type="checkbox"/> Double Bass	
<input type="checkbox"/> Oboe	<input type="checkbox"/> Tuba		
<input type="checkbox"/> Bassoon			

Please select your level:  Beginner  Intermediate  Advanced

Please select:  I own my own instrument  I need to hire an instrument (Students will be given a loan agreement form in their first lesson from their teacher)

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_