



**COORPAROO SECONDARY COLLEGE**  
Creating Tomorrow Together

# **INSTRUMENTAL MUSIC HANDBOOK**

## Rationale

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.

The overarching purpose of the co-curricular 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 or our newly developed guitar program.

## Instrumentation

This curriculum includes band and orchestral instruments, organised in families, or strands, as follows:

- **Woodwinds**—flute, oboe, bassoon, clarinet, saxophone;
- **Brass**—trumpet, French horn, trombone, baritone, euphonium, tuba;
- **Percussion**—tuned and untuned instruments, including snare and bass drum, drum kit, timpani, auxiliary and mallet instruments;

## General Information

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

- 1 small group instrumental lesson per week – 35 minutes
- 1 ensemble rehearsal per week – 1 hour

Initial enrolment in the program is for a **minimum period of one year**.

Students enrolled in the Instrumental Program must be a member of an ensemble. This is an Education Queensland Instrumental Music Program compulsory requirement. The only exception is beginners who will enter the ensemble program when deemed musically 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 lesson 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.

Students may not be released from class by their teacher if assessment is being conducted, the student has outstanding assessment, or important new skills are being taught that they cannot miss.

## Assessment

Students are formally and informally assessed throughout the year. They will be issued with assessment instrument sheets detailing the task and conditions. All formal assessment will be audio visually recorded for assessment and moderation purposes.

## Ensemble

When a student is musically ready, which is determined by their instrumental music teacher, they must attend a designated ensemble rehearsal. 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.

## Levy

Instrumental Program - \$150 per year

Instrument Hire - \$150 per year and per instrument

## Instrument Hire

1. Some College instruments are available for loan on a yearly basis. A \$150.00 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/carer 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/carer 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/Guardians 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 serviced at the end of the year so they must be returned at their final lesson in Term 4, unless a Holiday Loan Form has been approved.

### **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.

### **Enrolment in the Instrumental Program**

Parents/Guardians wishing to enrol their student in the Instrumental Program need to complete an Enrolment Form and return them to the College Office for processing. Once the enrolment form is processed, student accounts will be invoiced the amount due. Only once the form has been signed and returned by the Parent or Guardian can students begin attending lessons.

### **Cancellation of Enrolment**

Students cannot withdraw from lessons during a term. To discontinue lessons in the following term, the student's Parent/Guardians should contact the Head of Department.

### **Contact**

Mrs Amelia Hamilton-Smith, Head of Department

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

Phone: 3394 8888



# CSC INSTRUMENTAL PROGRAM ENROLMENT FORM & CONTRACT

Return this form/contract to the College Office, Mr Toby Thompson or Mrs Hamilton-Smith, via your student or via email: [tthom400@eq.edu.au](mailto:tthom400@eq.edu.au) or [ahami105@eq.edu.au](mailto:ahami105@eq.edu.au)

## STUDENT'S DETAILS

Name: \_\_\_\_\_ Year Level in 2021: \_\_\_\_\_

## PARENT/GUARDIAN'S DETAILS

Name/s: \_\_\_\_\_

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

- the levy is \$150 for the year and *contributes* to the costs associated with instrumental lessons,
- my student's account will be invoiced the levy and will pay the amount due,
- the levy to hire an instrument (if applicable) is \$150 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 IM handbook which is on the College website,
- my student will be audio visually recorded for all formal assessments and for moderation purposes,
- my student is not able to cancel enrolment during a term as it will jeopardise other members of the group/ensemble,
- i will support my student in this program at home by finding them a suitable practise space at home, encouraging them to practise repertoire.

Parent Guardian's 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 IM handbook,
- i need to be prepared for lessons with the equipment as outlined in the IM handbook,
- i need to be on time for lessons and must return to class immediately after my lesson ends,
- i need to practise in between lessons in order to progress,
- i am unable to cancel my enrolment during a term as it will be unfair to my fellow students,
- cancellation must come from my parent/guardian in writing or via phone to the Head of Department,
- 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, at all times.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 and by Coorparoo Secondary College and are available to teach by our allocated Instrumental Music teacher. In 2021, Coorparoo Secondary College is investing more time to run a contemporary Guitar Program alongside the Instrumental Program, which means that Guitar is now being offered as an instrument to learn for this year.

<input type="checkbox"/> Flute	<input type="checkbox"/> Trumpet	<input type="checkbox"/> Percussion	<input type="checkbox"/> Bass Guitar
<input type="checkbox"/> Clarinet	<input type="checkbox"/> Trombone		<input type="checkbox"/> Guitar
<input type="checkbox"/> Bass Clarinet	<input type="checkbox"/> Baritone		
<input type="checkbox"/> Saxophone	<input type="checkbox"/> Tuba		

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.

\*Guitars are not available to loan from the College at this time. However, students are allowed to practise on the school's instruments at designated break times. See the Head of Department for permission.

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_