Instrumental Music Handbook
2015

‘Excellence in learning within a contemporary Christian Community’
INSTRUMENTAL MUSIC PROGRAM

TERMS AND CONDITIONS OF TUITION

Welcome to Emmaus College’s Instrumental Music Program. This handbook provides information, details and arrangements to help both student and parents understand what is being offered to support your son’s/daughter’s music development. Through commitment and practice it is hoped that you achieve your musical goals. Feedback is important to us and you are invited to contact Mrs Lyn Howard at any time. The Instrumental Program at Emmaus offers excellent quality private tuition for keen and committed students in any year level. We hope that your involvement in the program will be fulfilling and enjoyable. Please read the following information carefully and keep it for reference. If you wish to begin learning an instrument, please return the attached enrolment form.

BROAD AIMS OF THE INSTRUMENTAL PROGRAM

The aim of the instrumental program is the development of the student’s musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsals and performances.

It is not seen as an end in itself but rather as something that will add significantly to the quality of life both now at school and later in life. Students will be encouraged to participate in the various Emmaus College ensembles to experience the joys of music making and to stimulate their interest in music.

INSTRUMENTS TAUGHT AT EMMAUS COLLEGE

Tuition is available to students on the following instruments:

<table>
<thead>
<tr>
<th>Strings</th>
<th>Woodwind</th>
<th>Brass</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violin</td>
<td>Flute</td>
<td>Trombone</td>
<td>Piano</td>
</tr>
<tr>
<td>Viola</td>
<td>Clarinet</td>
<td>Trumpet</td>
<td>Drum Kit</td>
</tr>
<tr>
<td>Cello</td>
<td>Alto Saxophone</td>
<td>French Horn</td>
<td>Voice</td>
</tr>
<tr>
<td>Double Bass</td>
<td>Tenor Saxophone</td>
<td>Euphonium</td>
<td>Theory of Music</td>
</tr>
<tr>
<td>Acoustic Guitar</td>
<td>Baritone Saxophone</td>
<td></td>
<td>Percussion</td>
</tr>
<tr>
<td>Electric Guitar</td>
<td>Soprano Saxophone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bass Guitar</td>
<td>Oboe</td>
<td></td>
<td></td>
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<tr>
<td>Ukulele</td>
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</tbody>
</table>
LESSONS

Students joining the program receive one lesson per week with a specialist teacher of the student’s chosen instrument. These lessons can either be a group lesson or an individual lesson. Generally, best progress is made in individual lessons. All students in years 7-12 will be on a rotating timetable so they do not miss the same class every week.

If a student, for any genuine reason such as a test or a very important lesson, is unable to attend their instrumental lesson, they must advise their instrumental music teacher or the Music Coordinator. In most cases, with prior notice, an alternative lesson time can be arranged. However, if the student does not notify us in advance, it is very difficult to make alternative lesson times. If the student simply forgets to come to the lesson, there is no obligation to make up that lesson.

When a student is absent on excursions or camps we will endeavor to make up this lesson at another time providing we are given prior notice by the student or their parents.

Students are expected to attend all lessons and bring all tutor books, music and instruments to each lesson.

Students must practice. “You don’t have to practice on the days you don’t eat.” These words express the view of Shinichi Suzuki, founder of the Suzuki violin method, and illustrate the importance of practice. To be successful on one’s chosen instrument, regular practice is essential. Beginning students should start with about 15 minutes a day increasing to 30 minutes a day as they progress. One long practice session on the day of a lesson is virtually useless. Parents should ensure a set routine of practice is established at the beginning of the year.

Practice routine should include a warm up, scales, technical work, studies and pieces (as set by the teacher) and orchestra/ensemble/choir music.

EVALUATION

Students involved in the program will be assessed at the end of each semester and a report on their progress will be placed in their portfolio or with their report cards.

Performing Arts Concerts are held each semester to showcase the talents of students in the orchestra, stage band, concert band and choirs.

All students will be given an instrumental practice book that is used to record lesson times, homework and theory. Students must present this book to their teachers at the beginning of each lesson so that effective communication can be made with parents.
MUSIC FEES

The music fees are determined in accordance with the Music Teacher’s Association of Queensland guidelines and are reviewed annually. For 2015 the MTAQ recommends $32.50 per half hour individual lesson and $22.50 per half hour group lesson. At Emmaus our fees will be slightly lower than this at $30 per half hour for individual lessons and $16 per half hour for group lessons. Please be reminded that 10% of this cost goes back to the College into the music department for purchase and service of instruments.

Over the past nine years we have provided individual tuition and tuition in groups of two. During this time we have discovered that the child who has individual tuition progresses at a much faster rate than those in a group. Learning music in a group situation hinders your child’s ability to progress. We strongly encourage individual tuition. In one on one tuition, the instrumental music teacher is only focused on your child’s needs. Time is not divided among other students because your child is the only one in the lesson. We highly recommend paying the $30 a half hour for individual tuition. If this price is not a viable option for you, please speak to your instrumental teacher about having individual lessons for a shorter period of time.

For the 2015 school year, students involved in the Emmaus College Instrumental Program will be required to pay:

- $30 for individual lessons
- $16 per person for a group of two
- Music lessons are of half an hour duration
- Lesson fees will be sent out at the beginning of each term.
- **Parents are required to pay all lesson fees as indicated** – payment will be due 14 days after the invoice is issued. If you have any problem with payment, please contact your instrumental music teacher. Lesson fee arrangements are between the parents and the instrumental music teacher.
- **If your payment is not made on time, lessons will be cancelled until full payment is made.** You may make prior arrangements with your music teacher if necessary.
- **All accounts must be settled by the end of term. Overdue accounts may be referred to our Debt Collector to assist in the recovery of outstanding fees.**
- **Your instrumental teacher must follow the above fees and conditions. Please contact the Music Coordinator if you have concerns that these conditions are not being followed.**

TERMINATION OF LESSONS

- Enrolments are expected for a minimum of one semester. Should parents decide to withdraw their child from lessons, it is necessary that notice is given to the Music Coordinator through a Cancellation of Enrolment form.
- Cancellation of tuition must be made in writing using the Cancellation of Enrolment form giving 4 weeks notice.
- Parents are encouraged to continue lessons until the end of the year for any benefits to be demonstrated.
INSTRUMENTS

Hire Instruments

🎵 The College has a limited number of instruments available for hire to students at $50 per term. Please contact Mrs Howard for details.
🎵 Students may be asked at anytime to return the instrument for inspection.
🎵 If the instrument is damaged in any way, students are to inform the Music Coordinator and return the instrument immediately for repair.
🎵 Students are responsible for supplying their own accessories for the instrument on hire e.g. strings, reeds, valve oil, cleaning cloths etc.
🎵 In order to give all students a chance to hire, these instruments will be offered to new instrumental students as a priority for their first year. After this time students may not have an instrument available to hire.

WHERE TO BUY YOUR MUSICAL EQUIPMENT

Music Spot

➢ 129 Browns Plains Rd, Browns Plains, Qld 4118. Ph. 3800 5229

Music Spot have a MSO(Music Spot Orchestral) Kids Club, which is a loyalty program for school students. When they sign up to the Club, every dollar they or their parents spend in our store gets logged against a Points total and when they reach certain levels of Points they will be rewarded with a Voucher to be used instore on anything they wish.

Better Sounds Australia

➢ 34 Centenary Place, Logan Village, Qld 4207. Ph: 5546 3711
ENSEMBLE REQUIREMENTS

Any student learning an instrument (except guitar & piano) is **required** to become a member of at least one of the Emmaus College Ensembles (see below) after **one semester** of lessons. This enables students to progress on their instrument and allows for several performance opportunities to showcase their talents.

EMMAUS COLLEGE CONCERT BAND

The Concert Band is a beginner band for students of woodwind, brass and percussion who are performing at preliminary and grade one A.M.E.B. standard. The Concert Band rehearses on Thursdays during first break (11am-11:30am) in the Lomandra Centre. The Concert Band is used as a stepping stone into the College Orchestra.

EMMAUS COLLEGE ORCHESTRA

Any student performing at a grade two or above A.M.E.B. standard is **required** to be part of the College Orchestra. The Orchestra rehearses every Thursday afternoon from 3pm-4pm in the Lomandra Centre.

EMMAUS COLLEGE STAGE BAND

All students from Years 7 - 12 learning guitar, percussion, woodwind or brass instruments may **audition** to be part of the Emmaus College Stage Band. The Stage Band performs at and above grade two A.M.E.B. standard. The Stage Band rehearses Monday mornings before school from 7:45am to 8:25am in the Pandanus music room.

EMMAUS COLLEGE STRING ENSEMBLE

All students learning an orchestral string instrument (violin, viola, cello or double bass) will be **required** to become a member of the Emmaus College String Ensemble. The String Ensemble rehearses every Friday morning from 7:45am – 8:30am. (room to be advised)

EMMAUS COLLEGE CHOIRS

All students from Year 3 upwards having voice lessons will be **required** to participate in the Emmaus College Choir. Rehearsal times are as follows:
Year 3-6 Choir: Wednesdays after school (3:10pm – 4:15pm) in the primary music room.
Year 7-12 Choir: Day and time to be advised.
ATTENDANCE POLICY

Becoming a member of any Emmaus College Ensemble, be it instrumental or vocal needs to be a commitment for the whole year.

♫ Students must attend all rehearsals, performances and concerts unless a valid medical reason is given by a parent or caregiver to the conductor.
♫ Parents will be contacted if students fail to attend more than 2 rehearsals without prior notification.
♫ 7-12 Students who have part time jobs must make arrangements with employers so that work and rehearsals, performances, concerts do not clash.
♫ Clashes with school sports training are usually resolved with liaison between music and sport coaches.
♫ Notices of major performances are marked in the school calendar and information on upcoming performances will be sent home and advertised in the college newsletter.

For further information or notification please phone the college reception on 5547 9990 or email ljhoward@bne.catholic.edu.au (7-12 students) hrobinson@bne.catholic.edu.au (P-6 students)

UNIFORMS

Performance uniforms for the College Choirs, Concert Band and Orchestra is as follows:
♫ Long black formal pants – no jeans or leggings
♫ Black formal shoes with black socks
♫ Emmaus Music polo shirt – available from the uniform shop
♫ Hair at or below the shoulders must be tied back

Performance uniform for the Stage Band is as follows:
♫ Long black formal pants – no jeans or leggings
♫ Black formal shoes with black socks
♫ Long sleeved black button up formal shirt
♫ Boys must wear a black belt and have their shirts tucked in
♫ Hair at or below the shoulders must be tied back
♫ Hats and ties which are supplied by the College

Students are to arrive and depart from all concert venues in full performance uniform. Under no circumstances are students to be out of uniform or in partial uniform.

Mr Kevin Schwede
Principal
CONTACT DETAILS

For general enquires please contact the Instrumental Liaison Officer Mrs Howard at the College on 55479990 or email ljhoward@bne.catholic.edu.au

For enquires regarding lessons and payments please contact the appropriate teacher listed below.

<table>
<thead>
<tr>
<th>Tutor Name</th>
<th>Instrument</th>
<th>Day</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Mrs Jan Cawse</td>
<td>Violin, Viola, Double Bass</td>
<td>Fri 7:00am-3:30pm</td>
<td>Banskia Piano Room</td>
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<td></td>
<td>and Cello</td>
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<tr>
<td>Mrs Karen Joyce</td>
<td>Voice</td>
<td>Tuesday 8:30am-12pm</td>
<td>Banskia Piano Room</td>
</tr>
<tr>
<td>Mrs Lyn Howard</td>
<td>All Woodwind and Brass</td>
<td>Monday – Friday 8:00am – 3:30pm</td>
<td>Banksia Instrumental Music Room</td>
</tr>
<tr>
<td>Mr Ray Kostiainen</td>
<td>Guitar and Bass Guitar</td>
<td>Tuesday 8:15am-5pm Wed 8:15am-5pm Thursday 8:15am-5pm</td>
<td>OSHC Office</td>
</tr>
<tr>
<td>Mr Brian Foulds</td>
<td>Drums</td>
<td>Tuesday 8:00am-3pm</td>
<td>Lomandra Centre</td>
</tr>
<tr>
<td>Mrs Yvonne Plummer</td>
<td>Piano</td>
<td>Wed 8:15am-4pm Thurs 8:15am-4pm</td>
<td>Banskia Piano Room</td>
</tr>
</tbody>
</table>

Times and days are correct at the time of printing. If changes occur, students and parents will be notified.
### Instrumental Music Report

**Semester 1:** 2015  
**Teacher Name:** Leigh Doolan  
**Student Name:** Ringo Starr  
**Class:** 7O  
**Instrument:** Drums

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Working Below Potential</th>
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</thead>
<tbody>
<tr>
<td><strong>Posture</strong></td>
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<tr>
<td>Correct positioning of instrument in relation to the body.</td>
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<tr>
<td><strong>Tone</strong></td>
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<tr>
<td>The student's ability to produce a clear, smooth sound.</td>
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<tr>
<td><strong>Intonation</strong></td>
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<tr>
<td>The student's awareness of correct pitch whilst playing and ability to make adjustments if necessary.</td>
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<tr>
<td><strong>Rhythm</strong></td>
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<tr>
<td>The student's awareness of playing in time, individually or in a group situation.</td>
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<tr>
<td><strong>Technique</strong></td>
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<tr>
<td>The degree of skill and facility attained in relation to the student's ability to learn the correct methods of playing an instrument.</td>
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<tr>
<td><strong>Reading</strong></td>
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<tr>
<td>The student’s ability to apply knowledge of music theory to practical playing.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Practice</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The student's efforts to make home practice a priority in order to learn material given during lessons.</td>
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<tr>
<td><strong>Attitude / Conduct</strong></td>
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<tr>
<td>The student's level of commitment and willingness to learn coupled with courteous, helpful behaviour.</td>
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</tr>
<tr>
<td><strong>Attendance</strong></td>
<td></td>
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<tr>
<td>Students are expected to attend all lessons, rehearsals and concerts unless absent from school.</td>
<td></td>
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</tbody>
</table>

**Teacher Comment**

Ringo is a polite and cheerful student who always works to the best of his ability during his drum lessons. Ringo has performed regularly as part of the College Stage Band. Keep up this great work Ringo.

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**Instrumental Tutor**

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**Date**

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**College Principal**
Cancellation of Enrolment
From Instrumental Music

Family Surname:____________________________________________
Student’s Full Name: ___________________________________________________________
Student’s Class________
Address_______________________________________________________________________
______________________________________________________________________________
Postcode____________________

Phone No:____________________

Instrument Learnt________________________
Instrumental Teacher________________________

Reason for leaving the Instrumental Program
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Will your child be attending lessons elsewhere? ________________________________
Name of teacher/place where student will be attending lessons________________________
______________________________________________________________________________

Last Date Student will be Attending Instrumental Lessons at the College____________________

Please note that four weeks’ notice must be given and all lesson fees must be paid.

Parent’s Signature:_____________________________________
Date:____________________

Please complete and return this form to the College Office.
2015 Enrolment Form

Student’s Name____________________________________________ Class________________

Parent’s Name__________________________________________________________________

Address_______________________________________________________________________

________________________________________________________Postcode______________

Home Phone No:________________________ Work/Mobile:________________________

E-mail address:________________________________________________________________

Are you a continuing student from 2014? Yes  No

☐ Individual Lessons (Recommended) (Please Indicate Instrument)

☐ Group Lessons of Two (Please indicate instrument)

My child requires the use of a school hire instrument.  Yes  No

STUDENTS MUST REMAIN IN THE PROGRAM
FOR AT LEAST ONE SEMESTER

For refunds to be considered, four weeks’ notice in writing via the Cancellation of Enrollment
form is required for students withdrawing from the program.

We have read the Instrumental Music Handbook and agree to abide by the guidelines as set
out in this document including joining one of the College Ensembles.

Parent’s Signature:______________________________ Date:____________________

Student’s Signature:______________________________

Please complete and return this form to the College Office.