



**IRENE McCORMACK  
CATHOLIC COLLEGE**

**PERFORMING ARTS**

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**INSTRUMENTAL PROGRAM HANDBOOK**

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## **Introduction**

The Music Department welcomes parents and students to the Instrumental Music program. We hope that your involvement in the program will be fulfilling and enjoyable.

This handbook outlines the functions and policies of the program. Students receive a Student Handbook from the Music Department upon enrolment. **By enrolling their child in the instrumental program, parents/ guardians are agreeing to uphold and abide by the terms, conditions, and procedures outlined in this handbook.** This handbook should be retained by parents/guardians for future reference. If you seek answers that aren't in this booklet, please contact the Head of Performing Arts.

## **Instrumental Program**

### **Broad Aims**

The aim of the Instrumental Program is to develop the student's musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsals and performances. Learning an instrument is not an end in itself. Rather, it is something that will add significantly to students' quality of life both now at school and later in life. Students are encouraged to participate in a wide variety of musical ensembles and musical activities.

### **Instrumental Lessons Offered**

Instrumental lessons are currently offered for:

*Strings:* Guitar (Electric, Acoustic), Bass (Electric), Cello

*Brass:* Trumpet, Trombone, Euphonium, Tuba

*Woodwind:* Flute, Clarinet, Alto Saxophone, Tenor Saxophone

*Percussion:* Drums, Piano

Voice

**The minimum enrolment period is 1 year. Enrolment is ongoing unless the Music Department is notified otherwise; students do not need to re-enrol at the end of each year. Students will remain enrolled unless they withdraw at the end of the year.** Please refer to 'Withdrawal from Program' for withdrawal procedures.

### **Lesson Structure**

Lessons are primarily held during school hours. Individual lessons are 45, 30 or 20 minutes in duration. Lessons for each instrument are held on the same day of each week. Students will be released from their academic class five minutes before their lesson is to commence.

Students will receive 32 lessons over the year. This averages to 8 lessons per term. However, due to the differing finish dates for each group, students may receive less than 8 lessons in the final term. *Unless notified otherwise, lessons will commence in week 2 of each term.*

### **Availability of Instruments**

The Music Department has selected instruments (clarinet, saxophone, flute, trumpet, trombone) available for hire. There are also several commercial 'hire to purchase' programs available as an alternative to making an outright purchase. **Please make sure your child has access to an instrument before their first lesson.**

### **Evaluation and Reporting**

Individual Instrumental reports are issued with College reports at the end of each semester.

## Student Responsibilities

### Practice

Regular practice is essential to success. **Regular daily practice is of more use than one long practice session per week.** Arrangements can be made for students to practice before, during and after school in the College's practice rooms. The table below is a guide to practice expectations.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
<b>Practice per Day (Minimum)</b>	15 minutes	20 minutes	25 minutes	30 minutes	45 minutes	1 Hour
<i>Regular Practice (at least 5 days out of 7) rather than all on one day is most effective</i>						

Practice routines should include a warm-up, scales and technical work, studies and pieces (as set by the Tutor), and ensemble music. The more someone practices the better they become, and the more enjoyable it is to practice. Some students will require extra encouragement to keep trying when it's "too hard".

### Music Record Books

Each student will be issued free of charge with a College Music Record Book, and is required to bring this book to every lesson. This book will cover the year's lessons, and is essential for the tutor in setting out what work needs to be done and other communication with parents. Parents are should initial the student's practice record each week. If the record book is lost a replacement should be purchased at a cost of \$15.

### Storage of Instruments at School

Students may leave their instruments in the Music Instrument Storage Room. It is essential that all instruments be clearly labeled with the name of the student, and preferably be locked. IMCC takes every reasonable effort to ensure the security of instruments stored at the school. However, the College takes no responsibility for any instrument left on the premises.

## Fee Structure

With the exception of Term 1, **all fees must be paid prior to the commencement of each term. Term One fees are payable within two weeks of invoice.** Non-payment of fees by the due date will result in immediate suspension from the program unless alternative payment arrangements are approved by the College Finance Office.

Fees May Be Subject To Change	Term	
	Per Lesson	Total
<b>Individual Lessons (20 min)</b>	\$21.00	<b>\$168.00</b>
<b>Individual Lessons (30 min)</b>	\$32.00	<b>\$256.00</b>
<b>Individual Lesson (45 min)</b>	\$48.00	<b>\$384.00</b>

45-minute individual lessons are strongly recommended for ATAR music students (Year 11 & 12) due to the emphasis placed on performance by the School Curriculum & Standards Authority.

## Absences

Attendance by students at lessons is compulsory. Absence from school will be verified from the daily absentee list. Occasionally, students may miss a lesson due to a school commitment such as a formal assessment, excursion/performance as part of the College Calendar or other events as noted on the College Calendar

**In such cases, it is the responsibility of the student to notify the Music Department by email [music@imcc.wa.edu.au](mailto:music@imcc.wa.edu.au).** An alternative time can usually be arranged if the Music Department is notified by 8:00am on the day of the lesson in question. Every effort will be made to offer the student an alternative lesson to the one missed. If, through exceptional circumstances, this cannot be achieved, then the next term's account will be credited for the outstanding lesson(s). **Lessons will not be rescheduled or credited if a lesson is simply forgotten, the student neglects to inform the Music Department prior to missing a lesson, or the student does not attend the rescheduled make-up lesson without prior notice.** If a student has their instrumental lesson during an off-site PE class, they should notify their PE teacher who will send them to the class remaining on-site so that the student can attend their instrumental lesson. **Instrumental lessons missed due to students attending off-site PE classes cannot be made up or credited.**

The Music Department will notify parents if a lesson is missed without notice. Students who are consistently absent or late will be referred to the Head of Performing Arts for an interview. Parents will be notified. Absences will be recorded separately for students enrolled in more than one lesson.

## Procedure for Avoiding Clashes With School Assessments

The College directs teachers to assess students fairly and with justice over the whole of the curriculum and encourages students to study musical instruments in an independent programme that runs in parallel with the normal College timetable. The procedure outlined below is intended to ensure that both these objectives can be realised.

1. Each student has a copy of his/her musical instrument tutor's timetable and should enter in the student diary the time and day that lessons take place.
2. Subject teachers are asked to notify students of tests and in-class assessments at least one week in advance. Frequently, tests are scheduled up to a term in advance. These dates should be entered into the student diary.
3. The student should identify clashes and notify the Music Department at least 24 hours prior to the day of the assessment so that the clash is avoided.
4. If no resolution is possible, the student will be referred to the Head of Performing Arts or higher authority, who will determine a solution.

The procedure requires the co-operation of students and teachers. Students who tell their subject teacher minutes before or even a day before a test that they have a clashing musical instrument lesson are in breach of the procedure. The procedure is intended to provide a co-operative planning experience. **For the purpose of tracking attendance in school classes, students must make all changes to instrumental lesson times through the Music Office.**

## Withdrawal From Program

**Students involved in the Instrumental Music Program are enrolled for the whole school year.** Only under extenuating circumstances will a student be allowed to discontinue. In such circumstances students are to submit a 'Withdrawal Request Form' to the Head of Performing Arts. The form can be obtained from the Music Department or from the Appendix of this handbook. **A term's notice must be given to allow for re-scheduling of timetables. Withdrawal from lessons takes effect from the term following the date of notice. Students who submit a withdrawal notice mid-term are required to complete the term.** Parents hiring instruments should also be aware of their contractual arrangements with their hire company.



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## **Ensembles**

Music is fundamentally something you do with others. As such, participation in ensembles is an essential part of any education in music. All students learning an instrument should participate in an ensemble as soon as their instrumental proficiency allows.

### **Joining an Ensemble**

Invitations to join an ensemble will be made in consultation with the Instrumental Tutors, Class Music Teachers and Head of Performing Arts. A student may choose to audition for a number of ensembles.

### **Absences and Lateness**

Student participation in ensemble performance forms an integral part of the Music Program. Absences or lateness severely impact the effectiveness of the rehearsal. The process detailed below recognises occasional absences while maintaining the importance of attendance.

Ensemble directors must be notified in writing at least 24 hours prior to the rehearsal in the event of absence or lateness. Students who accumulate two unexplained absences will receive an afterschool detention. Two unexplained late arrivals will incur a lunchtime detention. Parents will be notified when a student is absent from rehearsal without explanation. Absences or lateness will be recorded separately for students who are enrolled in more than one ensemble. The only acceptable reason for non-attendance at an ensemble rehearsal, apart from an absence from school, is to attend a commitment that cannot be attended at any other time.

### **Ensemble Rehearsals and Performances**

**Attendance at rehearsals and performances as requested by the school is compulsory.** A request not to attend a performance must be forwarded to the Head of Performing Arts well in advance of the performance. Failure to attend a performance may result in the student being removed from the ensemble and/or the Music Program.

### **Student Responsibilities**

**School commitments take priority over any commitment with an outside group or work.** It is recommended that students consider carefully their school commitments before making others.

### **Performance Dress Standards**

Unless notified otherwise students should wear their full school uniform (summer uniform Term 1 & 4; winter uniform Term 2 & 3) for every musical performance.

## **Appendix**

- 1. Application Form for Instrumental Lessons**
- 2. Request to Withdraw From Lessons**

These forms can also be obtained from the Music Department, School Reception, or College website.

## **Withdrawal From Instrumental Lessons Form**

**NB. One (1) Terms notice is required. Withdrawal will take effect from the term following notice.**

<b>SURNAME:</b>		<b>YEAR LEVEL:</b>	
<b>GIVEN NAMES:</b>		<b>CARE GROUP:</b>	
<b>INSTRUMENT:</b>		<b>INSTRUMENTAL TUTOR:</b>	
<b>DATE OF NOTICE:</b>		<b>DATE OF WITHDRAWAL:</b>	

Please be aware that I wish to withdraw my child from Instrumental Lessons at Irene McCormack Catholic College for the following reason(s):

**I understand that I am required give at least one (1) term's notice**, at the beginning of the term, and that failure to do so will disqualify me at the discretion of the College from any eligible refund for any unused lessons as stated in the Instrumental Program Handbook. I acknowledge **that this notice of withdrawal will take effect from the term following the date of notice.**

**Parent/Guardian Signature:**

**Date:**

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**Office Use Only**

**Date Notice Received:**     /     /

**Date of Withdrawal:**     /     /

**Refund Due: \$**

**Refund Paid:**     /     /







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## Instrumental Music Enrolment Form

**Please Note: Students currently enrolled DO NOT need to re-enrol. Your child is automatically re-enrolled unless one (1) term's written notice before the commencement of a new term is provided.**

SURNAME:		
GIVEN NAMES:		
YEAR LEVEL :	CARE GROUP:	
ADDRESS:		
SUBURB:		POSTCODE:
HOME PHONE NUMBER:		MOBILE:
EMAIL:	TERM:	YEAR:

### 1. Instrument choice: Please indicate 1<sup>st</sup> preference and 2<sup>nd</sup> preference in the box provided

If 1<sup>st</sup> preference places are unavailable due to higher demand for certain instruments, students will be given a place for their 2<sup>nd</sup> preference instrument. Places are allocated on a first come, first serve basis. Please bear this in mind when selecting an instrument.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Flute           | <input type="checkbox"/> Trumpet         | <input type="checkbox"/> Voice           |
| <input type="checkbox"/> Clarinet        | <input type="checkbox"/> Trombone        | <input type="checkbox"/> Piano/Keyboard  |
| <input type="checkbox"/> Alto saxophone  | <input type="checkbox"/> Drums           | <input type="checkbox"/> Acoustic Guitar |
| <input type="checkbox"/> Tenor saxophone | <input type="checkbox"/> Electric Guitar | <input type="checkbox"/> Bass Guitar     |

**Number of years (if any) nominated instrument has been played:** 1<sup>st</sup> Preference:

2<sup>nd</sup> Preference:

Details of any examinations taken or any other relevant experience

### 2. Lesson and payment preference: Please Tick (see handbook for lesson fees)

- Individual (20 min)       Individual (30min)  
 Individual (45min)

Payment:  Term  Semester

Please be aware all lessons must be paid for in advance

I wish my son/daughter to learn the instrument selected above as either their 1<sup>st</sup> or 2<sup>nd</sup> preference. I have read and understood the procedures and policies contained in the Instrumental Handbook in relation to instrumental lessons and ensemble participation. Further, I understand and agree that Instrumental Tuition fees must be paid in advance; and that failure to pay Instrumental fees will result in immediate suspension from the program unless alternative payment arrangements are approved by the IMCC Finance Office.

**I understand and agree that the minimum enrollment period is one (1) year. I agree to give notice in writing of at least one (1) term if I wish lessons to discontinue. I understand and agree that failure to do so will result in the full payment of that term's tuition fees.** I understand and agree that lessons where students are absent *without direct prior notice to the Head of Performing Arts* will be charged and that an additional lesson in lieu of the missed lesson will not be given. Notice must be given as per the procedure stated in the Handbook. Lessons in lieu of absence may be arranged at the discretion of the Music Department and Instrumental Tutor if reasonable notice for an absence is given.

**I understand and agree that the Instrumental Handbook constitutes the Terms, Procedures, Policies, and Agreements of the Instrumental Program. I have read and understood the Terms, Procedures, Policies, and Agreements stated in the Instrumental Program Handbook. I agree to uphold and abide by the Terms, Procedures, Policies, and Agreements outlined in the Instrumental Program Handbook.** I also understand and agree that the Terms, Procedures, Policies and Agreements may change from time to time, and that Irene McCormack Catholic College will make every reasonable effort to advise me of any such changes. I consent to the College providing the relevant Instrumental Tutors with my contact details.

**FULL NAME OF PARENT/GUARDIAN:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***Please make sure your child has access to an instrument before their first lesson.  
All lessons will commence in week 2 of each term.***

Please make sure your child has access to an instrument prior to their first lesson. Instruments may be hired from the IMCC Music Department (please contact the Music Department for details). Alternatively, there are commercial hire and rent-to-buy schemes available.

Any questions or queries regarding this enrolment should be directed to the  
Head of Performing Arts:

**Mrs Erica Royle  
9562 2400**

Office Use Only:

Date Received:		
<i>Lesson Allocated</i>		
Yes	Timetable Issued:	
No	Parents Notified:	