

MUSIC AT JOHN XXIII COLLEGE

Music is offered as part of the curriculum from Pre Primary to Year 12. From Pre Primary through to Year 7 it is a compulsory classroom subject. In Years 8, 9 and 10, students can choose from a variety of subject options including Music. In Years 11 and 12, ATAR Music courses are offered.

A comprehensive instrumental program is offered at the College and over 400 students enrol in lessons annually. **Enrolment in music lessons through the College assumes the responsibility of the student to miss a class for a 30-minute block.**

Students can choose from a variety of musical instruments (some of which can be hired):

WOODWIND	Flute, Oboe, Clarinet, Saxophone, Bassoon
STRINGS	Violin, Viola, Cello, Double Bass
BRASS	Trumpet, Trombone, French Horn, Euphonium
GUITAR	Bass Guitar, Electric Guitar, Acoustic Guitar
VOICE	Classical, Musical Theatre, Contemporary
PIANO	Classical, Contemporary
PERCUSSION	Drums, Orchestral Percussion

Please note: Year 1 and Year 2 students can enrol in piano only.

Voice tuition is available to students in Year 6 and above.

Students may enrol in no more than three instruments at the College.

For information regarding Ensembles available at John XXIII College, please refer to Ensemble Section in the handbook.

ENROLMENT

Enrolling a student in music lessons requires an **Enrolment Form** to be submitted to the Music Office. These can be found via the College website and can be submitted electronically. Alternatively they are available at the Music Office or Student Reception.

Enrolments are processed towards the end of each semester. The closing date for submissions is two weeks before the end of each semester. **Any forms submitted after this time will not be processed until the following semester.**

ENROLMENT PROCESS

When your enrolment form is submitted (electronically or handed in directly), it is processed by the Music Secretary, who will allocate your Tutor. This process takes approximately one week. Once allocated, **your Tutor will contact you** to schedule lessons. If you have any questions, please contact the Music Secretary on 9383 0440.

*Further details of instrument enrolment can be found on the **Enrolment Form**.*

FEEES

36 lessons are given throughout the year, divided into two semesters (18 lessons per semester).

Music lessons are paid in advance and billed in two equal parts to coincide with College fee accounts.

\$34.00 = 30 minute lesson

Extended lessons (60 minutes) are available to senior students on request and are calculated accordingly.

Students who are enrolled in the Instrumental Music Program will be automatically re-enrolled at the beginning of the new calendar year unless a *Notice of Intent to Withdraw from Instrumental Lessons* form is received.

Any queries regarding fees or instrumental lessons need to be directed to the Music Office.

INSTRUMENT HIRE

Instruments are available for hire at a fee of \$200 for one year. Each semester, students are required to hire out the instrument via their student card. The hiring agreement is for **ONE YEAR ONLY**. After this year, students are expected to purchase their own instrument.

** Students hiring small sized stringed instruments are not expected to purchase their own instrument until they have reached full size. Students are still subjected to a one-year hire period and will have to re-hire on an annual basis.*

All instruments on hire must be returned to the Music Department two weeks prior to the Christmas holidays for repairs and/or service. Those not returned will incur an extra \$100 hire fee for the holiday period.

While the College instruments are in the care of the student, it is the student's responsibility to maintain the condition of the instrument. **Any damage incurred during the hire period, or necessary repairs, are the responsibility of the parent.** This includes losing/misplacing parts of the instrument (eg. bow or any other items in the case).

INSTRUMENT STORAGE

When instruments are brought to school for lessons and ensemble rehearsals, they must be stored in the instrument storeroom. This is located in the Music Department and is accessed by a code that students will receive at their first lesson. It is essential that all instrument cases are clearly labelled with the name of the student. **The College takes no responsibility for any instrument left/damaged at the College.**

TIMETABLING

Tutors will issue a lesson timetable at the beginning of each term to enable students to have prior knowledge of their lesson commitments.

PRIMARY MUSIC LESSONS

Students in Years 1 and 2 may enrol in Piano ONLY. Students in Years 3 to 6 may enrol in any instrument. It is recommended that Primary students learn only one instrument. Should a second instrument be chosen, lessons must occur at one of the following times: 8.30am, recess, lunch or 3pm (before or after school is also an option).

Students in Years 1 to 3 will not be permitted to have lessons scheduled between Periods 1 to 3. This policy exists to optimise the effective learning time students have in the classroom (Periods 1 to 3 are typically Numeracy and Literacy classes).

Tuition for Primary students is scheduled on a rotating timetable. Students will attend their lessons at a different time each week to minimise disruptions to their academic class schedule. Where possible, before or after school lessons can be arranged, but times are limited, as priority is given to Year 11 and 12 students to accommodate their heavy academic workloads.

SECONDARY MUSIC LESSONS

Secondary students will have a fixed lesson time each week (eg. Monday 9am). Before school, lunchtime and after school lessons are available, by priority, to Year 11 and 12 students first, then to students learning two or more instruments (in this case one lesson will have to be out of school time). Students in Years 11 and 12 must schedule lessons outside class times.

NOTIFICATION OF ABSENCE

24 hours notice is required if your child is unable to attend a lesson.

If a student cannot attend a lesson due to sickness, a school test, an excursion, a sports day etc, notice must be received by the Instrumental Tutor or Music Office no later than 3pm on the day prior to the lesson. Lessons missed due to an absence deemed 'invalid' by the College or through forgetfulness on the part of the student will be charged and not be made up. Tutors are not expected to make up missed lessons due to family holidays. **It is the student's responsibility (or parents' in the case of very young students) to advise the Tutor if they are unable to attend their lesson and to arrange a makeup lesson if possible.**

Lessons missed by a student without sufficient notice will result in a letter of advice being emailed directly to the parent on behalf of the Head of Music and the fee for that lesson charged.

School-incurred interruptions (eg. fire drill or evacuation) which cause a missed lesson does not result in a makeup lesson. A refund for that lesson will be issued.

If a Tutor is unable to give a lesson or if a lesson falls on a public holiday, the Tutor is expected to make contact with the parent to organise an alternate lesson time.

Lessons missed with sufficient notice or that are cancelled by the Tutor will be made up or credited at the end of the year. Lessons missed without the required notice will not be credited.

Group lessons will not be made up. If a student is missing, the lesson will still take place. Please take this into account if enrolling in group lessons.

Tutors are not permitted to make up bulk lessons at the end of the semester as this is of little educational value to the student.

The Head of Music has access to all attendance information through the Tutors' roll books.

All students are required to initial an attendance roll at the beginning of each lesson.

CLASHES BETWEEN TESTS/MUSIC LESSONS

There are occasions when instrumental lessons and in-class assessment tasks clash. **The College procedure regarding clashes is as follows:**

1. Teachers are expected 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. Students are expected to enter these dates in their Student Diary.
2. The student identifies clashes and attempts to negotiate with their Music Tutor an exchange with another student time so that the clash is avoided.
3. If no exchange can be negotiated, the student informs the subject teacher, who explores with the Head of Learning Area a rescheduling of the whole assessment.
4. If no resolution is possible, the student is referred to the Deputy Principal (Teaching and Learning), who will determine a solution.

Any student who is in breach of the procedure will be sent to their music lesson and awarded a zero for the subject assessment. The Deputy Principal (Teaching and Learning) will be informed and a further penalty may be imposed. Queries regarding the procedure should be directed to the Deputy Principal (Teaching and Learning).

The procedure requires the co-operation of students and teachers. Students who advise their subject teacher less than a day before a test that it clashes with their music lesson is in breach of the procedure. Year 7 students will be advised by their teachers to plan and look ahead. The procedure is intended to provide a co-operative planning experience.

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 program that runs in parallel with the normal College timetable. The procedure outlined above is intended to ensure that both of these objectives can be realised.

TERMINATION OF LESSONS/WITHDRAWAL/CHANGE OF TUTOR

A *Notice of Intent to Withdraw from Instrumental Lessons* form must be completed and returned to the Music Office **three weeks prior to the end of a semester** (ie. Students are committed to lessons for a full semester). These forms can be found via the College website and can be submitted electronically. Alternatively, they are available at the Music Office and Student Reception.

Withdrawing from lessons mid-semester will result in complete loss of fees paid (no refund). This also applies to withdrawing in the first week back of a term, withdrawing at the end of a term, or attempting to change Tutor mid-semester.

Lessons are not transferrable between students (eg. siblings).

MUSIC RECORD BOOK

The purchase of a Music Record Book is mandatory for all students enrolled in music lessons at John XXIII College. These are available from the Instrumental Tutor and Music Office and are charged to the first College account at a cost of \$10.00.

It is important that parents read their child's Music Record Book to monitor practice, progress and lesson attendance. Parents are encouraged to sign the Music Record Book to indicate that they are aware of their child's progress and have read comments made by the Tutor. Practice times must be written in the Music Record Book by students.

Replacement books will require \$10 cash to be paid to the Music Office.

INSTRUMENTAL INCENTIVE AWARD PROGRAM

These awards are offered to a small group of students to learn the more unusual and expensive instruments. Tutors test those students' interests for a specific instrument. The Music Department will then subsidise fees for one year and provide the student with an instrument free of charge for that year. After the first year, students are no longer part of the Incentive Award Program but are strongly encouraged to enrol in Instrumental Tuition to continue learning the instrument.

Students who receive these awards are expected to become active members of ensembles.

ENSEMBLES

A large number of co-curricular Music ensembles are available in Primary and Secondary. Any student who learns outside the College is welcome to be part of the co-curricular Music program. Students must be learning their instrument either at the College or outside the College to be eligible for an instrumental ensemble. (Note: Year 12 students may participate in a large ensemble without having lessons).

All students learning an instrument or voice or who are studying Elective Music at the College are expected to be part of a large ensemble (see list below). It is expected that students who become members of ensembles will be committed to being available for performances. All ensembles are involved in concerts throughout the year.

Please note: Membership of the small ensembles is by invitation following an audition. Students must be committed members of a large ensemble to be considered for a small ensemble.

Most ensemble rehearsals take place before school, at lunchtime or after school. Information about rehearsal times is posted on the College website. For further information about any of the ensembles please contact the Music Office.

At the beginning of the year a *Commitment Contract* will be sent home for students and parents to sign. If at any stage during the year, a student is absent from rehearsal without notification, a letter is sent home. **After three unexplained absences, the student's position in that particular ensemble may be at risk.**

LARGE CHOIRS

Chamber Choir	Years 10 – 12. Auditioned at end of Term 3.
Treble Choir	Years 7 – 9. Auditioned Week 2, Term 1.
Wanju Voices	Years 4 – 6. Auditioned Week 2, Term 1.

SMALL CHOIRS

(Available to students who are members of a large choir)

Senior Madrigal Singers	Years 11 – 12. By invitation and audition, selected from Chamber Choir. (8 singers – SATB).
Barbershop	Years 9 – 12 Girls only. By invitation and audition, selected from Chamber Choir or Treble Choir (approx. 10 singers – 4-part acapella).

LITURGICAL CHOIRS

Chapel Choir	Years 7 – 12. NOT auditioned. Open to all students. Leads music at all College masses and liturgical occasions.
Primary Singers	Years 4 – 6. NOT auditioned. Open to all students. Leads music at all Primary masses and liturgical occasions, as well as whole College masses.

LARGE INSTRUMENTAL ENSEMBLES

Concert Band	Years 10 – 12. Auditioned at end of Term 3 for following year.
Wind Band	Years 7 – 9. Auditioned at end of Term 3 and Week 1 of following year for Year 7 and new students.
Chamber Orchestra	Strings Years 7 – 12. Auditioned Week 2, Term 1.
String Orchestra	Primary students.
Year 6 Band	Year 6 students.
Year 5 Band	Year 5 Band Program students.
Mini Minors	Year 3 String Program students.
Senior Guitar Ensemble	Secondary students by invitation.
Junior Guitar Ensemble	Primary students by invitation.

SMALL INSTRUMENTAL ENSEMBLES

(Available to students who are members of a large instrumental ensemble)

Percussion Ensemble	Invited Percussion students.
Flute Ensembles	All year levels. By invitation and audition.
Saxophone Ensembles	All year levels. By invitation and audition.
Clarinet Ensembles	All year levels. By invitation and audition.
Swing Band	Secondary students. Auditioned at end of Term 3.

YEAR 3 STRINGS PROGRAM / YEAR 5 BAND PROGRAM

The Year 3 Strings Program offers lessons in Violin, Viola and Cello. The Year 5 Band Program offers lessons in Clarinet, Saxophone, Trumpet, Trombone, Flute and Percussion.

The cost of the program is \$550 for the year which includes all lessons, books, instrument hire and accessories. **This represents a 50% saving on the usual cost of learning an instrument for a year.**

The students are taught in groups of three and receive a 30 minute lesson per week. Students are issued with an instrument, music book and Music Record Book at their first lesson, which are all to be taken home for practice. Group lessons commence Week 4 of Term 1.

PERFORMANCES

Once a student has become part of an ensemble (large or small), a letter is sent home outlining details (as far as possible) of the commitments and performances for the year. Each member of an ensemble is issued with a file for their music and is responsible for this file throughout the year.

Tutors are expected to encourage students to perform as soloists and to sit for examinations if they wish. There are also opportunities for students to perform at College events (eg. assemblies, masses and other College events).

Please refer to the Music & Drama Calendar for more information.

PERFORMANCES REQUIRING AN ACCOMPANIST

It is the responsibility of the Tutor and/or student to provide music for the College Accompanist and arrange a rehearsal in the lead up to a performance. Students will meet the financial responsibility of payment for their own accompanist, or if a performance is not a College event.

The College Accompanist is available for College events such as Soirees, Recitals, Musicals, Music Assessments, Presentation Evening, College Music Eisteddfods and Masses.

The College Accompanist is available for rehearsals for 8 hours every week. Students can sign up at the Music Office for a 10 minute time-slot. **These rehearsals are allocated for accompaniment purposes only, not for extra lessons.**

PERFORMERS' CODE OF CONDUCT

Personal Commitment:

We have a responsibility to:

- Strive for excellence in our performance.
- Demonstrate teamwork at all times.
- Maintain a level of competence and pride in our work.

College Commitment:

We have a responsibility to:

- Wear the required dress for public performances to reflect pride in ourselves and the College.
- Understand and practise stage etiquette and strive for excellence and graciousness in all that we do.

For more information on any of the policies in this handbook, please contact the Music Office (9383 0440 or music.secretary@johnxxiii.edu.au).