RUNCORN SHS
MUSIC DEPARTMENT

POLICIES AND PROCEDURES

2014
INDEX

Overview.................................................................................................................3

General Information .............................................................................................3

Instrumental Program ..........................................................................................4
  i) Lesson Policy
  ii) Attendance Policy
  iii) Reporting Procedure .................................................................................5
  iv) Instrumental Loan
  v) Instrumental Storage

Instrumental Instructors and Lesson Times .........................................................6

Instrumental and Vocal Ensembles .....................................................................6
  • Selection Criteria
  • Chamber Ensembles
  • School Ensembles

Classroom Music Programs ................................................................................7
  • Year 8 Advanced Music
  • Year 9 & 10 Class Music
  • Year 11 & 12 Senior Music
  • Year 12 Music Extension

Music Events .........................................................................................................8

Music Support Group (MSG) ..............................................................................8

Performance Uniform, Music Folders & Fees.......................................................9

Student Behaviour ...............................................................................................10

Music Practice Rooms .........................................................................................11

Practice Tips .........................................................................................................11, 12
Overview

This booklet has been designed to assist parents and students in understanding the various facets of the Music Department at Runcorn State High School.

The reading of this booklet by both students and parents will assist in the smooth running of the Music Department, as well as enabling the participants and their families to understand their responsibilities and the commitment required.

Information regarding instrumental ensemble structure and membership will enable students to adequately prepare for entrance into a suitable ensemble.

Welcome Instrumental Students

Welcome to the school’s Instrumental Music Program. We value your contribution. This year your teacher, your parents and the school will give you the highest level of support for your music study and you will have many opportunities to excel. You will be provided with a varied and comprehensive repertoire both through your instrumental lessons and through your participation in the school’s ensembles.

So that you obtain maximum benefit and opportunity from this program, please understand that you have certain responsibilities that are set out in this booklet. We look forward to your full participation and great music!

General Information

The music noticeboard is located just inside the Music Block, where instrumental lesson timetables, ensemble information, general music information and advertisements are posted. Students are encouraged to check this board regularly.

There will be two document racks located in this block corridor which will contain newsletters, permission notes or “What’s On” calendars for students to collect.

There is a blue box located near the practice rooms for students to place return slips from permission notes, at any time the block is open. PLEASE DO NOT PLACE MONEY IN THIS BOX.

Please read carefully the following information, which explains the various ensembles and the responsibility and commitment of participating students to the music program at Runcorn.
Instrumental Program

The Education Queensland Instrumental Program at Runcorn State High School allows students to undertake tuition in string, woodwind, brass and percussion instruments (guitar and piano tuition are not offered by Education Queensland, but these instruments are taught in classroom music programs in whole class lessons).

(i) Lesson Policy

At the beginning of each year students will be placed in a tuition group for the learning of their chosen instrument. Students are taught on a rotation system, so that they do not miss the same class each week. Rotation extends across the whole length of time the instructor is at the school – which varies from 1/2 of a day to 2 days. Adjustment to tuition groups may occur throughout the year.

If in week 1 the instrumental lesson is in period 1, the following week it will usually be in period 2 etc. This will continue until the rotation is complete. It will then recommence. In this way the same class is not missed each week.

Each week the students will leave their regular class to attend their instrumental lesson (although parents may be concerned with students missing other subject classes, the system has successfully run this way since implementation). Students are limited by Education Queensland to take only one (1) lesson a week in school time. It is the student’s responsibility to complete all classroom work and homework missed. They should ask a reliable student to collect information for them or see the class teacher at a break.

If students miss an instrumental lesson because of a music department function or an instructor absence, then students should check on subsequent day’s timetable for a new lesson time, or approach the instructor when they return.

(ii) Attendance Policy

Students are expected to attend lessons on a weekly basis and sign in at the student counter prior to and after their lesson.

An allowance will be made for Year 11 and 12 students, if new classroom work is being taught and they believe it is essential to attend. The instrumental teacher must be notified of this prior to the commencement of the lesson.

To be excused from their instrumental lesson, the instrumental teacher must be informed the morning of the lesson or as soon as possible, preferably in writing. It is accepted / realized that all students will need to miss an instrumental lesson if they have a class exam or excursion. Again, the student must inform the instrumental teacher as soon as possible and in some cases, another lesson time can be negotiated.

To not offer an explanation or apology will result in the student being marked “absent” and appear on the absentee sheet, and called to account for their absence the following day at the office. Frequent absences from instrumental lessons may result in students being withdrawn from the program.
(iii) Reporting Procedure

In line with the school semester reports, instrumental teachers will include a report on each student’s progress throughout the year.

(iv) Instrument Loan

A number of school instruments will be available for loan periods at the discretion of Music Staff in consultation with the Head of Department. An instrumental Loan Form must be completed before the instrument is issued.

The Queensland Instrumental Music Program policy specifies that students who have been participating in the scheme for a number of years would purchase their own instrument, to allow incoming students to use the school’s loan instruments.

A number of music stores offer a rental scheme where the instrument is paid off over a period of time. Parents may choose to make use of this. Music staff has information about these schemes on request.

• Damages / Repairs

Students are to treat all loan instruments with care and respect. They should be cleaned regularly by the student. If a loan instrument is damaged, the instrumental instructor or music teacher needs to be informed immediately. Depending on the nature of the damage, students may be asked to contribute to the cost of repairs.

• Insurance

Once instruments leave the school premises they are no longer insured by Education Queensland. Parents are requested to insure the instrument their child is using under their own House and Contents Policy. This is particularly important as the replacement cost for many instruments is quite prohibitive. Perhaps, checking your policy might be in order.

(v) Instrument Storage

Where possible, all students will be allocated a place to store their instrument and folder while at school. All instruments and folders must be clearly labelled with student names. It is in the best interests of all concerned to keep these storage areas tidy. Instruments are not to be left on the floor unless indicated. It is expected that students will take their instruments home for practice between lessons and ensemble times.

Instrumental storage is located in the Music Block. No instruments are to be left in the classrooms.
Instrumental Instructors and Lesson Times

These times are correct at the time of printing

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Days</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Craig Millar</td>
<td>Tuesday 1/2 day and Friday all day</td>
<td>Brass Woodwind &amp; Percussion</td>
</tr>
<tr>
<td>Ms Jessica Long</td>
<td>Thursday</td>
<td>Strings</td>
</tr>
</tbody>
</table>

Instrumental and Vocal Ensembles

Selection Criteria

To be eligible for membership of a school ensemble, students must be undertaking private instrumental lessons or school instrumental lessons. The school actively promotes participation by all students in choral singing in the vocal ensemble and in classroom music activities.

All students at the beginning of the year will be allocated a position in an ensemble appropriate to their level. At the discretion of the instrumental/vocal teacher, the students' position in the ensemble may be altered at any time.

Some ensembles are designed to cater for the more advanced students and entry to these ensembles will be by instructor selection and, in some cases, audition. Students who are new to the school will have the opportunity to audition.

Chamber Ensembles

The school actively promotes participation in small ensembles such as duos, trios, and quartets. The formation of these will be instigated by instructors in instrumental lessons.

School Ensembles

- **String Orchestra** – selection for, and position in this orchestra is made by the string instructor, based on lesson performance and preparation.

- **Concert Band** – a balanced ensemble designed for woodwind, brass and percussion students. The decision on entry into this ensemble, and position in it is made by the Woodwind, Brass and Percussion instructors. Specific auditions may be used to determine entry and position.

- **Percussion Ensemble** – an ensemble designed to cater specifically for the development of percussion playing. Commencing in Semester Two.

- **Vocal Ensemble** – an ensemble designed for competent vocalists in years 8 – 12, who can sing an independent part in a group situation. Selection is made by the conductor.
• **Stage Band** – this ensemble caters to students who wish to extend their performance skill is big band and jazz genres.

**Ensemble rehearsal times**

All rehearsals are in the PAC unless otherwise stated. Attendance is compulsory at all rehearsals. If for any reason you are unable to make the rehearsal, please let your instructor know in advance. Three lessons or rehearsals missed with no reason may result in being withdrawn from the instrumental music program.

These times are correct at the time of printing.

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Options</th>
<th>Vocal Ensemble</th>
<th>Mr Cawse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>7.30 – 8.30am</td>
<td>Concert Band</td>
<td>Mr Millar</td>
</tr>
<tr>
<td>Thursday</td>
<td>7.30 – 8.30am</td>
<td>String Orchestra</td>
<td>TBA</td>
</tr>
<tr>
<td>Friday</td>
<td>7.30 – 8.30am</td>
<td>Stage Band</td>
<td>Mr Millar</td>
</tr>
</tbody>
</table>

**Classroom Music Programs**

• **Year 8 Music Program**
  This program is designed to introduce the many facets of music to students at the secondary level. The course develops all aspects of musicianship through listening, performing, analysing and creating music of various styles.

• **Year 9 & 10 Classroom Music**
  This course continues to develop musicianship and understanding of music notation, composition style and performance. It is designed to improve the understanding of music construction through many practical activities and works alongside instrumental and vocal lessons.

• **Year 11 & 12 Senior Music**
  This is a Queensland Studies Authority course offered to music students throughout the state. It develops students’ abilities in Musicology (through visual scores and aural examples), Composing and Performing.

• **Year 12 Music Extension (Composition, Musicology or Performance )**
  This course is offered in year 12 in addition to the Q.S.A. Senior Music. The performance course is designed for the performer (Instrumental or Vocal) who is grade 5 AMEB performance standard or beyond. The introduction of Musicology and Composition courses have been designed for students wanting to broaden their development in these areas.
Music Events

Runcorn High School ensembles perform at both school and community events throughout the year. Major school events appear in the school calendar, including:

- **Music Camp – March 10th to 12th** at Alexandra Headlands. **Cost will be approximately $195. A separate note will be issued shortly. This camp is a very important event for the program and allows intensive rehearsals and social activities to reinforce quality performance practice in an enjoyable and supportive environment.**
- Leadership ceremony
- ANZAC day ceremony
- School Assemblies
- Music Concerts – each Semester
- Primary School Tours – Term 3
- Image Nation – Term 3 August 22nd
- Awards Night – Term 4

Students will be notified as soon as possible about other events such as competitions (Chamber Music Festival, Vocal Competitions, Eisteddfods, FANFARE), camps and tours, community concerts and primary school visits. A permission note will need to be completed and returned to school by the date specified for this type of activity.

A regular update of performance events appears in the Music Support Group newsletters. Students also need to regularly check the notice board in the Music Block for current information.

Parental Involvement

You may encourage and support your child in their Instrumental study by:
- Encouraging them to attend lessons and to practice regularly.
- Enabling them to attend ensemble rehearsals as scheduled.
- Attending their performances where possible.
- Attending the Music Support Group (MSG) meetings and helping out where possible. Meetings are held in the music block at 7.00pm on the Tuesday before the P&C meeting. Please check the school Newsletter for specific dates.

Music Support Group (MSG)

The MSG is a sub-committee of the Parents & Citizens’ Association and was formed to support the ongoing needs of the Music Program. Meetings are held in the Music Block. Members of the MSG:

- Liaise with teachers and instructors about the Music Program
- Fundraise for the purchase of music items (instruments, music, music uniforms, equipment, buses, travel, etc.)
- Communicate with families through articles in the school newsletter informing parents and students about events and issues relevant to the musicians at Runcorn SHS.
- Assist at concerts and other performances.

Please read the School Newsletter regularly for updates on all Arts Department activities.
Performance Uniform and Music Folders

At Runcorn State High School, all instrumental ensemble students are issued with a Music Folder after they have paid their music levy. This money goes towards purchasing music, instruments and other costs involved with running the Instrumental Music Program.

Vocal students are charged a $20 music levy to cover the costs of music purchase, photocopying and use of associated equipment.

These items can be collected from the bookroom once the receipt has been viewed. These items are barcoded and allocated specifically. The cost of lost folders will be charged to parents.

Students will be issued with a name tag to place on their folder, or a sticker to place inside the folder with their name and class for easy identification. No other stickers are permitted.

<table>
<thead>
<tr>
<th>Performance Uniforms</th>
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<tbody>
<tr>
<td>• Concert Bands</td>
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<tr>
<td>• Percussion Ensemble</td>
</tr>
<tr>
<td>• Stage Band</td>
</tr>
<tr>
<td>• String Orchestra</td>
</tr>
<tr>
<td>• Vocal Ensemble</td>
</tr>
<tr>
<td>• Runcorn SHS Music Shirt</td>
</tr>
<tr>
<td>• Long black waisted pants.</td>
</tr>
<tr>
<td>• Black socks or stockings.</td>
</tr>
<tr>
<td>• Black closed in shoes.</td>
</tr>
</tbody>
</table>

Music Levies for Instrumental Music/Vocal Program.

If you have your own instrument $75 per year
If you loan a school instrument $100 per year
If you are only in the vocal ensemble $20 per year

If you are learning both a string and also a woodwind, brass or percussion instrument, the levies for the year will be $150.

Please ensure all fees are paid in full no later than the 3rd March as this money is needed to purchase equipment and music for the ensembles.
Student Behaviour

Student behaviour at all rehearsals, concerts, music excursions, camps, tours and performances should demonstrate the school values with an attitude that is positive and shows respect.

Unacceptable behaviour will be referred to the Head of Department. If unacceptable behaviour continues, then the student will be removed from the instrumental program.

The Student’s Agreement

As a member of the school’s instrumental Music Program, students are expected to:

1. Attend lessons on a regular basis. If, due to special circumstances, the lesson time is a problem, students will advise their instrumental teacher beforehand and negotiate an alternative time.
2. Organise with class teachers any work missed due to instrumental lessons.
3. Practise regularly – both lesson and ensemble material.
4. Take good care of their musical instrument and any music sheets lent.
5. Become a loyal member of my school ensemble and attend all rehearsals and performances as required.
6. Attend workshops and camps as recommended by the instrumental teacher, as these activities help student learning.

Other Responsibilities

1. Students may be allocated some original music for use in ensembles. Costs will be incurred for lost or damaged originals.
2. Through the Music Department, students will be loaned a folder for the year. It is the student’s responsibility to care for these items and to bring them to all performances as indicated. All items must be returned in good condition at the end of the year.
Music Practice Rooms

We encourage students to use practice rooms at school to improve skills individually and in small ensembles, and work on music compositions.

The following rules apply to ensure fair and proper use of practice rooms in the Music Block.

1. No student is allowed to use a practice room without direct permission from a member of the music staff.

2. If a member of the Music Block staff room is not present, then the practice room cannot be used.

3. The practice rooms are only for instrumental, vocal and class work. Spectators are not permitted.

4. Rehearsal rooms are available to Year 12 Music Extension (Performance) students during their “spares”, or at a designated time, where space is available.

5. No food or drink is to be taken into the practice room. All fans / air conditioners and lights should be turned off when the rooms are vacated.

6. Students are to use booking sheet to use practice rooms during breaks.

7. Borrowed equipment (CD, guitar, music, drum sticks, etc) must be returned at the end of the period or break.

8. The music computer room is available for completing music assignments and compositions only.

9. Computers must be shut down at the end of each Period.

Practice

Below are some tips for good practice habits.

The following times are for maintaining current level of progression and are a minimum requirement. Your individual instructor will advise you on a specific practice program for your ability.

<table>
<thead>
<tr>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 8</td>
<td>15 – 20 minutes daily</td>
</tr>
<tr>
<td>Year 9</td>
<td>20 – 30 minutes daily</td>
</tr>
<tr>
<td>Year 10</td>
<td>30 – 45 minutes daily</td>
</tr>
<tr>
<td>Year 11</td>
<td>45 – 60 minutes daily</td>
</tr>
<tr>
<td>Year 12</td>
<td>45 – 60 minutes daily</td>
</tr>
</tbody>
</table>
Routine practice organization would include the following disciplines:
- Warm ups – very important to focus on sound, long tones ease into practice.
- Technical skill building – scales, exercises on the instrument, flexibility etc.
- Specific development – on areas requiring work as specified by teachers eg. range / speed / new position or fingering etc.
- Set works – music / songs / ensemble pieces.

Practice Tips:
- Set a specific time to work and a room without distraction, and use that time and place always.
- Set yourself small goals each practice so you achieve something each day.
- Listen to yourself – be very critical of your playing and only accept your very best.
- Use a music stand to enable correct posture always.

For More Information

We welcome your input into the operation of the Music Program at Runcorn SHS and your suggestions and queries will be attended to. Contact any of the Classroom or Instrumental Music staff, or Head of The Arts for more information.