



OVERNEWTON ANGLICAN COMMUNITY COLLEGE



Encore-Instrumental Music Program Handbook

2019

1. Purpose of this Handbook

This Handbook is provided to all parents of students taking private instrumental music lessons at the College.

Its purpose is to ensure clarity and transparency in how lessons are managed and delivered and to set out the expectations that parents, instrumental music staff and students should expect of each other.

The value of this Program is strongly driven by the progress and development of the individual student. Supporting this is the need for effective communication between all parties and this Handbook is designed to foster this.

There is much to be gained from undertaking music tuition and our aim is to provide all students with a rewarding, challenging and engaging lifelong experience.

If you have any queries about the content or procedures outlined in this Handbook, please do not hesitate to contact us directly.

George Katsikas

Head of Encore – Instrumental Music

2. Expectations

- 2.1. What students and parents can expect from their Instrumental Music Teacher;
 - 2.1.1. Eight lessons each term
 - 2.1.2. Efficient communication in the event of lesson times changed by the Instrumental Music Teacher
 - 2.1.3. Timely communication in the event of teacher concerns regarding progress and/or attendance
 - 2.1.4. Verbal or written communication with parents at least once each term
 - 2.1.5. Weekly advice and instructions completed in the Music Record Book or alternative method
 - 2.1.6. Appropriate repertoire that is engaging and student-centered
 - 2.1.7. Appropriate technical development that extends the playing skills of the student
 - 2.1.8. Appropriate preparation for examinations, concerts and/or ensembles undertaken by the student
 - 2.1.9. Regular participation in an appropriate Encore Music Ensemble (see page 7)
- 2.2. What Instrumental Teachers can expect from students;
 - 2.2.1. Punctual attendance at all lessons
 - 2.2.2. Prior notification of planned absences – excursions, incursions, camps etc.
 - 2.2.3. Daily practice
 - 2.2.4. Completion of weekly set goals
 - 2.2.5. Bringing instrument, music and Music Record Book to all lessons
 - 2.2.6. Regular participation in Ensembles (where applicable)
 - 2.2.7. A commitment to undertake lessons for a minimum of one semester and, preferably, a full year
- 2.3. What Instrumental Teachers can expect from parents
 - 2.3.1. Timely notification of planned absences – excursions, incursions, camps, family holidays etc.
 - 2.3.2. Prompt notification of unplanned absences due to illness
 - 2.3.3. Supporting students to complete daily practice
 - 2.3.4. Regular communication regarding progress or concerns
 - 2.3.5. A commitment to undertake lessons for a minimum of a semester and, preferably, a full year



3. INSTRUMENTAL AND VOCAL PROGRAM

Overnewton College offers a Private Instrumental Music Program to all students of the College. There is a strong emphasis on developing performance skills in solo, chamber and large group contexts, through a variety of College concerts, functions and ecumenical services.

All Year 5 to 12 students who participate in the program are required to join an Encore Ensemble. Where students are unsure of which ensemble to participate in, they should discuss this with their instrumental music teacher. Please see page 6 for more information.

Music tuition (individual and paired lessons) is offered for, but not limited to, the following:

Music Section	Instrument
Brass	Trumpet, French Horn, Trombone, Euphonium, Tuba
Woodwind	Flute, Oboe, Clarinet, Saxophone
Strings	Violin, Viola, Cello, Double Bass
Guitar	Classical and Contemporary
Bass Guitar	Contemporary
Percussion/ Drumkit	Percussion – Contemporary and Orchestral <i>(no paired lessons available)</i>
Voice	Classical and Contemporary
Piano/Keyboard	Classical, Jazz and Contemporary <i>(no paired lessons available)</i>
Music Theory & Musicianship	All instruments

4. COMMENCING AGE

Students can begin to learn an instrument at any age. The guide below has been developed to provide parents with an indication of optimal earliest starting ages. All children develop differently, so the final decision is made by the Instrumental Teacher in consultation with parents/guardians.

<i>from Prep</i>	Piano, Violin, Viola and Cello
<i>from Year 4</i>	Cornet, Flute, Trombone
<i>from Year 5</i>	Clarinet, Guitar, Percussion, Drums, Trumpet
<i>from Year 6</i>	Voice, Double Bass, Oboe, Alto Sax, Tenor Sax, French Horn, Euphonium and Tuba



5. STRUCTURE OF MUSIC LESSONS

- 5.1. Lessons are offered either on an individual or paired basis.
- 5.2. Paired lessons are undertaken only with the approval of the Instrumental Teacher and Head of Encore Instrumental Music. Parents should seek advice from music staff to determine the most suitable option for their child.
- 5.3. Availability of shared instrumental/voice lessons is dependent on the number of students requiring the same instrument/voice at the same developmental level. A shared lesson may not be possible if there is no partner of a similar standard. This would be determined at the commencement of lessons by the instrumental teacher and discussed with parents/guardians.

Based on curriculum requirements taught at each level, the following is a guide of minimum recommendations and can be discussed further with your child’s instrumental teacher:

AMEB Music Grade	Length of Lesson
AMEB Grades 1 – 4	30 minutes
AMEB Grades 5 – 7	45 or 60 minutes
VCE Music	90 minutes

6. LESSON TIMES

- 6.1. Lessons are held during the day, with students leaving their class for the duration of the lesson. Lessons are scheduled on a rotating basis to ensure students do not miss the same class each week. This is arranged by the Instrumental Teacher in consultation with staff, students and parents.
- 6.2. Parents should also be aware that classroom teachers and instrumental teachers are in constant communication should any learning progress concerns emerge.
- 6.3. For VCE students, the College endeavors to have lessons during private study periods. It may be possible in certain cases, for arrangements to be made for lessons outside normal College hours.
- 6.4. The College does not keep a waiting list for lessons outside of the school day. These times are only available at the instrumental teacher’s discretion.
- 6.5. Timetables are posted on the College Intranet and the student’s Music Progress Book



7. STUDENT MUSIC PROGRESS BOOK

Students are provided with a Music Progress Book which **must** be brought along to each lesson. Instrumental teachers will use these books to assign practice requirements and report on the student's progress. It is to be used as a means of communication between teachers and parents. The cost of this book will be added to the fees at the commencement of the student lessons.

8. TUITION FEES

The fees are set according to the type, duration and the number of lessons taught in the year. Eight lessons per term (a total of 32 for the year) are delivered. This allows two lessons that can be missed for excursions, illness etc. during the standard 10 week term. Any additional lessons will be charged accordingly, once written notification has been received by the parent/guardian.

Type of Lesson	Length of Lesson	Tuition Fee (per term)
Music Theory and Musicianship (Group of 4 – 12 students)	30 minutes	\$81.00
Paired Practical/Theory	30 minutes	\$ 215.00
Individual Practical/Theory	30 minutes	\$ 305.00
Individual Practical	45 minutes	\$ 386.00

Tutor books, sheet music, exam and accompanist fees are additional expenses and vary according to the level of each student. These are billed accordingly.

9. MISSED LESSONS

9.1. Lessons **will not** be made up under the following circumstances;

- 9.1.1. Where a teacher has received less than 24 hours notice of an upcoming absence (from a parent or student),
- 9.1.2. Where an Instrumental Teacher **has not been informed** about a College-approved event (excursion, incursion, camp). The College works hard to notify Instrumental Music Teachers of these events, however it is the responsibility of the student or his/her parent/guardian to inform teachers of upcoming absences.
- 9.1.3. Where a child has forgotten to attend
- 9.1.4. Where no communication has been received from parents or students.



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9.2. Lessons ***will be*** made up under the following circumstances;

- 9.2.1. Where the Instrumental Teacher is absent
- 9.2.2. Where a child is absent due to illness and the Instrumental Teacher has been notified by the parent / guardian
- 9.2.3. Where an excursion or College-sanctioned event results in an absence and the Instrumental Teacher has been informed at least 48 hours prior.

Please note, the preferred procedure when a child is absent is that parents contact Instrumental Music teachers directly. When advising the Administrative Assistant of your child's absence from school on a lesson day, it is requested that notification also be forwarded to Mrs. Tania Riotto and the relevant Instrumental Music teacher.

10. BILLING/PAYMENTS FOR MUSIC LESSONS

Parents/Guardians will be invoiced by the College at the beginning of each term and all payment options are outlined on invoices issued. Fees are due and payable within two weeks of the invoice being issued. Parents/Guardians should contact College if there are any difficulties with this deadline.

11. HIRING AN INSTRUMENT

The College can arrange a hire instrument. Parents will be invoiced at the beginning of each term. Should an instrument be returned before the end of the term, the payment is not subject to a refund.

Should a hire instrument be damaged or lost, the cost of the replacement or repairs is met by parents.

12. PURCHASING AN INSTRUMENT

The College recommends that before purchasing an instrument, parents/guardians consult with their Instrumental Teacher to ensure the appropriate selection of an instrument is made.

13. RECOMMENDED EQUIPMENT

It is recommended that for students to have the best opportunity to achieve, they should have the following equipment:

- best quality instrument affordable
- music stand
- metronome
- tuner
- music books as recommended by Instrumental Teacher



14. MUSIC THEORY/MUSICIANSHIP

Music Theory and Musicianship is offered to allow students to improve their musical literacy, knowledge and understanding. Lessons are available individually, in pairs or in lunchtime classes.

Students considering undertaking VCE Music Performance are strongly advised to enroll in these lessons prior to entering VCE.

15. PERFORMANCE PROGRAM

The College provides many performance opportunities for all students. The performances can be solo, in small groups or as a member of one of the College ensembles.

For more information about performance opportunities please contact Tania Riotto on 9334 0000 via email to tania.riotto@overnewton.vic.edu.au.

15.1. Solo Performances

Students will, on the advice of their teacher, present for solo performances and examinations.

15.2. College Ensembles

In line with the Overnewton College Value of Community, it is an expectation that students who undertake Private Instrumental lessons (Years 5-12) participate in a College Encore Ensemble as a way of contributing to the life of music within the Overnewton community.

All students in Years 5 to 12 enrolled in Private Instrumental lessons are required to participate in a College Encore Ensemble. Junior School students enrolled in Private Instrumental lessons are strongly encouraged to join an appropriate ensemble, however, this is not mandatory for this age group.

Piano and guitar students in Year 5 to 12 have the following options;

1. Rock Band Program – only for students that have been learning for at least one year and their instrumental music teacher believes they are ready to participate.
2. Concert Band (Junior, Intermediate or Senior) – playing tuned or untuned percussion, or bass guitar (limited to one per ensemble).
3. Choir.
4. Chamber String Groups - there are some opportunities for piano students at or above AMEB Grade 4 to participate in a String Chamber Ensemble. Interested students should discuss this directly with their piano teacher.

Parents and students should discuss with their instrumental teacher, which ensemble option is the most suitable.

In special circumstances an exemption from participation in an ensemble may be warranted. An application in writing for exemption is to be submitted to the Head of Encore Instrumental Music. Students in Years 5-12 who are not granted an exemption and select not to participate in an ensemble will be required to cease their Overnewton Private Instrumental lessons.

Please contact the Head of Encore Instrumental Music to obtain further information.



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The table below shows the year levels when students are generally allocated to the various ensembles:

Instrumental Ensembles	Years
Senior Concert Band	9 – 12
Intermediate Concert Band	7 – 8
Junior Concert Band	5 – 6
Junior Strings (Stringlings)	Prep – 4
Strings Orchestra	4 – 12
Jazz Ensemble	10 – 12
Rock Bands	5 – 12
Junior School Choirs	1 – 4
Middle School Choirs	5 – 8
Senior Choir	9-12

15.3. Rehearsals

Ensembles/Choirs rehearse on a weekly basis. Many of the ensembles/choirs rehearse after-school, but in some instances these may be before school or at lunchtime. A rehearsal timetable is provided to students/parents at the beginning of the year.

In order to prepare for particular events, students in College ensembles/choirs may be required to attend extra rehearsals. These rehearsals may take the form of a Music Rehearsal Day, extension of regular rehearsals or out of school hours' rehearsals. Notification of these rehearsals will be given via normal College channels.

For Senior School students, if a school assessment task is scheduled at the same time as a Music Rehearsal Day, Senior School teachers will provide an alternative assessment time for that task. It is the responsibility of Senior School students to inform their teachers when such a clash occurs.

16. CONDITIONS OF TUITION

16.1. Lessons

- 16.1.1. Students are required to attend all the regularly scheduled instrumental or vocal lessons punctually, with all necessary sheet music, equipment and instrument, in full working order.
- 16.1.2. Students are expected to commit to learning an instrument for a minimum of one full semester and are strongly encouraged to commit to lessons for at least one full year
- 16.1.3. Lessons that are discontinued during a school term will not be subject to a refund.



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- 16.1.4. Should a child need to be picked up from the class by the instrumental teacher, this time will be included in the individual's lesson time. Please note that Junior School students will routinely be collected from their class by the instrumental teacher.
- 16.1.5. Students in Years 5-12 are expected to have made a note of their lesson time and make their own way to the lesson in a timely manner.
- 16.1.6. There is an expectation of a commitment to undertake lessons for one full semester (2 consecutive school terms). ***Withdrawals from lessons can only occur at the end of each semester and one term's written notice must be given.*** Students are strongly encouraged to commit to a minimum of one full year of lessons.

16.2. Lesson Times

Timetables are posted on the notice board in the Performing Arts Department, Keilor Campus and the Music Room notice board at Taylors Lakes. They should be consulted regularly through the week, in case of changes and times should be transferred to the Student Diary by the student.

16.3. Practice

This must be regular and consistent to take full benefit of the tuition. Students are expected to practice every day. Parents are asked to support their children in setting up and maintaining an effective practice schedule.

16.4. Music Assessment

Students will be assessed formally as part of the program. Parents/Guardians will receive a written report at the end of each semester.

Students are able to enroll in a range of external examinations. These options can be discussed directly with the Instrumental Music Teacher.

16.5. Damage to and Insurance of Instruments

Private instruments are to be insured by the owner. The College will not accept responsibility for loss or damage either in transit or on College premises. Every care must be taken with instruments.

In the event of damage to a College-owned instrument, any costs incurred will be invoiced to parents. Where damage has clearly resulted from reasonable "wear and tear", repair costs will be met by the College.

16.6. Change of Instrument or Discontinuing of Lessons

- 16.6.1. In line with the College "Conditions of Entry" to Overnewton Anglican Community College, one full term's written notice is required to withdraw a student from the Private Instrumental Music Program. If one full term's notice is ***not*** given to the College, one full term's Private Instrumental Music fees will be charged.
- 16.6.2. If no notice is received, it will be deemed that students are continuing their lessons the following year or semester. In the event that no notice is received and parents make the decision to withdraw from lessons, they may be billed for one term's lessons.



- 16.6.3. Instrumental Teachers will make every effort to discuss continuance with their students and parents, but any decision to end lessons, must be communicated in writing to the College at least one term prior to the end of the year.
- 16.6.4. Under exceptional circumstances, parents may make a written request to the Head of Instrumental Music to withdraw from lessons during the semester. If granted, lessons will be billed (or continued) until the end of the term in which the request was made.

16.7. Parental concerns regarding student progress

Concerns regarding any aspect of a students' progress should initially be directed to the Instrumental Music Teacher.

If parents feel that their concerns have not been dealt with adequately, they are strongly encouraged to make direct contact with the Head of Encore – Instrumental Music.