



MUSIC DEPARTMENT HANDBOOK 2022

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1. OVERVIEW

The appreciation of music and personal experience in music making are amongst the most universal pleasures of humankind. The responses and appreciation can become informed and enriched; these are important components of a school Music programme. The making of music, from simple rhythmic involvement to skilled melodic and harmonic construction, can be fostered through focused tuition and committed practice. It then becomes a tool for expression and creativity, and is potentially a vehicle for the enrichment of worship of the Creator.

The benefits of music education are numerous, students:

- Learn the value of sustained effort to achieve excellence and the concrete rewards of hard work.
- Develop brain areas involved in language and reasoning.
- Learn to think creatively and to solve problems by imagining various solutions, rejecting out-dated rules and assumptions.
- Are provided with means of self-expression.
- Develop skills that are necessary in the workplace. It focuses on 'doing' as opposed to observing, and teaches students how to perform, literally, anywhere in the world.
- Become multi-dimensional workers with the sort of flexible and supple intellects that music education helps to create as described as above.
- Develop communication and cooperation skills.
- Learn craftsmanship as they study how details are put together painstakingly and what constitutes good, as opposed to mediocre, work.
- Conquer fear and to take risks. A little anxiety is a good thing that can occur often in life. Dealing with it early and often makes it less of a problem later. Risk-taking is essential if a child is to fully develop his or her potential.

Kingsway Christian College provides a Music tuition programme that encourages wide involvement and is committed to excellence through structured tuition, dedicated practice and parent support. All Primary students engage in class music and are given opportunities for individual instrumental tuition. Secondary students who pursue instrumental studies are supported by associated class music studies. All instrumental students work toward goals and benchmarks with a supporting framework of individual and ensemble performance.

It is expected that all students will attend lessons suitably equipped with their instrument, lesson and practice books, will sustain solid practice patterns and that parents will take an active interest in the progress and practice routine of their children.

2. STRUCTURAL FRAMEWORK

- Recommended entry level instruments for Junior Primary students (Years 1-3) are piano and violin.
- Other instruments are introduced in subsequent years as appropriate to the age and level of students' physical and social development. Consultation with the Music Department is strongly advised. This especially applies to prospective drum and guitar students.
- When instrumental tutors consider students to be ready, they will be required to be part of an ensemble. These will generally occur outside of school hours. There are several band options, instrumental and vocal ensembles, and worship groups to choose from.

3. STAFF

The Music programme is delivered by a team of dedicated tutors appointed for their expertise on various instruments. Parents are strongly encouraged to liaise with their child's specific instrumental tutor in order to keep abreast of progress and expectations.

Our instrumental staff is comprised of tutors of piano, voice, strings, brass, woodwind and percussion. Any queries regarding the Music programme can be taken up with the Head of Music by contacting the College.

4. INSTRUMENTAL TUITION

INSTRUMENT CHOICE

Some instruments, such as the piano can be studied from an early age. Others are determined by stages in a child's physical development. In addition, individual personality traits can make a significant contribution to determining an instrument's suitability for a particular child's temperament.

It is worth discussing instrument choice with one or more of the music staff before committing to an individual tuition programme.

In some cases, it may not be in the child's best interests to commence instrument studies at a young age until deemed feasible by a qualified tutor. Instruments available include flute, clarinet, alto and tenor saxophone, violin, cello, trumpet, trombone, euphonium, piano, voice, acoustic and electric guitar, bass guitar, drums and percussion.

INSTRUMENT PURCHASE

Ideally *a student needs to own an instrument* in order to develop a strong identification with its potential and required care. Buying new or second-hand instruments are common options. Instrumental staff can offer sound advice on matters of sourcing, quality considerations and current prices. Buying an instrument of at least reasonable quality ensures that, with good care, it should hold its value. Please take the time to discuss purchasing an instrument with the Head of Music or the appropriate instrumental tutor before making a commitment.

INSTRUMENT HIRE

Kingsway Christian College offers a range of instruments that are hired out for the year. Where a student applies to continue instruction for the following year, they may retain the instrument through the Christmas holidays. Hire instruments must be maintained in good condition. Any unreasonable damage occurring during the hire period will be repaired at the hirer's expense. *Hire instruments are not made available with a view to subsequent purchase.* All hired instruments may be recalled in Term 4 for a status check before being re-issued for the holidays. Instruments may be hired externally if so desired.

The cost of instrument hire in 2022 will be a non-refundable \$90 per term.

Note: piano, drums and guitars (electric and acoustic) are not for hire.

PIANO

Students learning piano are expected to have regular access to an acoustic piano for practice. Where this presents some difficulty, parents should contact either one of the piano tutors or the Head of Music to explore possible options including short term arrangements.

LESSON CONTEXT

Lessons will be conducted as individual tuition in most cases. This is to maximise value for time and ensures that:

- The student receives 100% attention for the duration of the lesson
- The student can be progressed at an individual rate, geared to individual ability and commitment

LENGTH

Lessons will generally be timetabled for 40 minutes. Advanced students may require 1 hour due to larger repertoire and technical requirements. Year 1 students, *may for an introductory period*, have thirty (30) minute lessons.

Secondary students will, wherever possible, be scheduled to take their lessons in a rotating pattern of periods with other students so as to reduce the impact on any one subject. It is important for parents to understand that the availability of some tutors is limited and they should not necessarily expect their child to receive preferred lesson times. Before and after school lesson times may be possible and will be allocated to *senior students* first.

ATTENDANCE

Punctuality and consistent attendance is vital with lessons. Students need to learn to be responsible and not dependent on someone else having to constantly remind them of lesson times.

SUPPORT MATERIALS

Students will be required to obtain appropriate lesson books at different points in their development. Tutors will advise which books need to be obtained and when they are required. **These need to be purchased promptly so as not to hinder progress.** An initial outlay of approximately \$30 - 45 to cover the cost of books can be expected at the start of tuition.

The Practice Diary is an essential tool in facilitating progress. Tutors will provide details of the practice to be undertaken noting any areas requiring special attention. Practice needs to be logged and regularly monitored by parents. The Diary becomes an important conduit for communication between tutor and parent. Students are expected to attend every lesson with their instrument, Practice Diaries and the necessary music books. An A5 or A4 note book will suffice as a Practice Diary. Parents are expected to monitor the practice requirements.

PRACTICE

Practice is vital if the investment in instrumental tuition is to be realised. Regular and structured practice holds the key. Generally, a regular time of day, six days a week should be adopted as a routine. The tutor will provide guidance on the structure and appropriate amount of time. The time varies according to the instrument and the level at which the student is working. **Regularity and a disciplined approach are dependent on parent encouragement and support.**

CONTENT OF LESSONS

It will be the responsibility of the parent and or student to liaise with the tutor in terms of what they want to achieve within their lessons. This may be working through AMEB Exams or simply learning for leisure. Synergy between the student's tutor and parents or student is paramount to ensure clear lines of communication are maintained within the structure of the lessons.

5. PROCEDURES

APPLYING FOR LESSONS AND WITHDRAWAL

There are two forms and a music contract which needs to be signed located at the back of this handbook:

- The first form which includes the contract is for students applying for tuition in 2022
- The second form is to be used if you are withdrawing your child from instrumental tuition

The relevant application form and signed contract must be filled out and returned to the College Reception.

ENROLMENT

Commencement of lessons will generally occur at the beginning of a new term - when the adjusting of tutors' schedules is most feasible. Parents will be contacted by the allocated tutor soon after the application form has been received. Please note that families with substantial debts owing to the College may be temporarily refused lessons until deemed appropriate by College administration.

WITHDRAWAL

Once a term of music lessons is commenced, students **MUST** complete the whole term. Where a student wishes to withdraw from instrumental tuition, **written notification is required from the parents at least 5 weeks before the end of the term indicating the student is not continuing into the next/following term.** This is required to facilitate the forward planning of lesson timetables for the following term.

Failure to give the minimum required notice of withdrawal will result in 5 weeks of lesson fees being charged in the following term.

AUTOMATIC ROLLOVER

Students will be automatically enrolled for lessons into the next year unless the Music Department has received a termination/withdrawal form 5 weeks before the end of Term 4.

LESSON FEES

Tutors are engaged on a 'per hour' basis for the year, on the understanding that a commitment to employment is being made by the College and parents. This is usually at the expense of employment elsewhere for that period of time.

The following are charging particulars:

- Music fees will be billed at the same time as College Tuition and Membership fees at the commencement of the school year and will be included on your annual school fee statement.

As these form part of your school fees, due dates and payment arrangements are as set out on your school fee statement. If you pay by direct debit, payments will include music fees. It is not an option to separate these out.

Charges for 2022 will be set as follows:	40 Minute Lessons	-	\$51.50 each
	30 Minute Lessons	-	\$38.00 each

- **PLEASE NOTE** – 30 minute lessons may be available in certain circumstances, scheduled at the sole discretion of the tutor involved. This option is not available for Secondary students.
- Lesson numbers for 2022 will vary from term to term.

TERM 1 – 9 lessons commencing Week 2 (except 8 lessons for Y9 due to Albany camp & Y11 due to Ningaloo trip)

TERM 2 – 9 lessons (except Y11 & Y12 - 7 lessons & Y10 - 8 lessons due to exams)

TERM 3 – 9 lessons (except Y6 – 8 lessons due to camp)

TERM 4 - Varies depending on year group.

Year 12 – finish at the end of Term 3

Year 11 – 3 lessons

Year 10 – 5 lessons

Primary to Year 9 – 7 lessons

NOTE – All Instrumental Music Fees are NON – REFUNDABLE.

CREDITS

Credits for missed lessons will only be given for:

- Tutor absence. Absences due to tutor sickness will be credited *after the end of the term* when the tutor is unable to reschedule the lesson.

Parents *MUST* inform the tutor **1 WEEK PRIOR** if the student is not going to be at their lesson due to excursions, appointments, scheduled tests/assessments and College Events. Failure to do so will result in *NO make-up lesson and No credit will be given.*

6. GENERAL

ENSEMBLE PARTICIPATION

When students have achieved a level of suitable competency they will be required to participate in a College Ensemble. The choice of ensemble will be based upon their own competency and the balance of instruments involved.

It is expected that all Secondary Students receiving music tuition at Kingsway Christian College will be part of a College Ensemble. If there is no appropriate instrumental ensemble then the student may become a member of a Vocal Ensemble.

Ensembles include Swing Band, Senior Concert Band, Junior Band, String Ensembles, Primary and Secondary Vocal Groups, and a College Worship Band. Smaller ensembles will also be operating through the year, including some student band/ensembles which operate in consultation with the Head of Music.

Rehearsals for ensembles run at a set time each week, ranging from Monday morning to Friday afternoons.

PUBLIC PERFORMANCES

At various times throughout the year, public performances will be scheduled. These can take the form of concerts, school assemblies, parent nights, off-campus events and eisteddfods. Students will be expected to participate and parents are expected to show their support by attending performances and encouraging the students in their hard work.

APPLICATION TO COMMENCE INSTRUMENT TUITION



I wish to apply on behalf of my son/daughter

Name: _____ Year/Class: _____ (in 2022)

to commence tuition on the following instrument. _____

He/she has previously studied _____ for _____ years.

_____ for _____ years.

- ☐ We currently have an instrument for practicing
- ☐ We plan to purchase an instrument
- ☐ We plan to hire an instrument externally
- ☐ We would like to hire an instrument from the College

Payment of Music Tuition

Music Tuition fees will be billed at the same time as College Tuition and Membership fees, with payment being due in full by the end of the first week of each new term. Where school fees are paid by Direct Debit arrangement, Music fees are to be included in the Direct Debit payment amount.

Declaration

I/We acknowledge that I am liable/we are jointly and severally liable for all instrument tuition fees stated in each school account relating to the child covered under this application. I/We acknowledge, having read and understood the conditions of enrolment as contained in the Music Handbook.

I have signed the contract on the reverse side.

Contact Name: _____ Phone: _____

Address: _____

Email: _____ Mobile: _____

Parent/Guardian signature: _____ Date: _____

Please return to College Reception: Attention Mr Ray Vine

=====

Office Use Only:

Lesson Scheduled _____ Lesson Day _____ Lesson Time _____

Lesson Length _____ Tutor _____

Date received _____

INSTRUMENTAL MUSIC LESSON CONTRACT

This form clearly explains policies and the expectations of parents and students with regards to the instrumental music tuition program.

This form must be signed and returned with the lesson application.

By signing this form, you are agreeing to the following:

1. You have thoroughly read and understood the Music handbook.
2. Music fees are non-refundable
3. You are aware of the fee structure and are aware of these charges according to lesson duration.
4. Music fees will be billed at the same time as College Tuition and Membership fees at the commencement of each term. Payment can be made in full for the year or by direct debit (weekly, fortnightly or monthly by arrangement with Corporate Services).
5. You acknowledge that notification of withdrawal (from tuition) must be received in writing *at least 5 weeks before the end of the term. Failure to do so will result in a 5 lesson fee being charged.*
6. Credits for missed lessons will only be given due to tutor absence, when the tutor is unable to reschedule the lesson.
7. Parents *MUST* inform the tutor **1 WEEK PRIOR** if the student is not going to be at their lesson due to class excursions, appointments and College events. Failure to do so will result in *NO make-up lesson* and the lesson will be charged as usual.
8. You are aware that once an instrumental student is deemed capable, they *will be required to participate in one of the College's ensembles*. Since many of these rehearsals occur outside of school time, it is important that students are punctual and suitably equipped.
9. During the course of the year, several concerts and public performances will be scheduled. These events are compulsory for all students involved and every effort must be made to ensure that they are available for these events. Parental attendance is highly valued at these concerts.

Student Name: _____ Year/class: _____

Parent/Guardian Name: _____ Signature: _____

Instrument: _____ Date: _____

REQUEST TO WITHDRAW FROM TUITION



Written notification must be received at least 5 weeks
before the end of school term

I hereby confirm the withdrawal of my son/daughter from tuition at the end of Term _____ (2022).

NAME: _____

YEAR/CLASS: _____

From tuition on the following instrument: _____

Name of tutor: _____

- ☐ We have notified the tutor concerned
- ☐ Have returned the hired instrument (if applicable)

I have read and understood the conditions of lesson withdrawal and acknowledge my child's intent to terminate lessons at the end of this term.

Contact Name: _____

Phone: _____ Mobile: _____

Parent/Guardian: _____

Date: _____

Please return to College Reception: Attention Mr Ray Vine

157 Kingsway, DARCH 6065
Telephone: 9302 8777
Email: Ray.Vine@kcc.wa.edu.au
Sandra.McKenna@kcc.wa.edu.au