



## MUSIC DEPARTMENT PARENT AND STUDENT HANDBOOK 2026



*Music is to be fun, life enriching and an academically stimulating pursuit for as many students at Kingsway as possible.*

## CONTENTS

<b>Welcome</b>	<b>3</b>
<b>Overview of Music at Kingsway Christian College</b>	<b>4</b>
Staff	4
Music Tutors	4
<b>Music Department Policy</b>	<b>5</b>
Instrumental Music Lessons	5
Commitment to Lessons	5
Missed Lessons	6
Payment of Fees	6
Instrument Hire	7
Instrument Care and Maintenance	7
<b>Ensemble Participation</b>	<b>8</b>
Core Ensembles	8
Elective Ensembles	8
Rehearsal Schedule	9
Music Uniform	9
<b>Class Music</b>	<b>11</b>
<b>Year 5 Instrumental Program</b>	<b>12</b>
<b>Year 3 String Program</b>	<b>13</b>
<b>Parent Involvement and Support</b>	<b>14</b>
<b>Forms</b>	<b>15</b>
Application Form for Instrumental Tuition	15
Withdrawal Form	17
Instrument Hire Form	18



## Welcome

Music is an expression of human experience and has a universal place in every culture across the globe and throughout history. Put simply, it is one of life's great joys and a gift from God. Music has the capacity to engage, inspire and enrich, stimulating imaginative and innovative responses and fostering critical thinking and aesthetic understanding.

At Kingsway we offer many different experiences and opportunities in the Music Department, and I encourage you and your children to get involved. This booklet is designed to give you a better understanding of how the Music Department operates to make Music as pleasurable an experience as possible for all involved. Whilst much is required in terms of commitment, time and practice, the rewards are great and I am sure that you will see a positive difference in your child as a result of music in their lives.

There has been much research done that overwhelmingly supports the value of music education. In a nutshell, there are many benefits of music education, including:

- Neural Development – the brain is engaged in a unique way when playing music that is proven to improve brain development and learning outcomes across other subjects
- Language – learning to read and play music has a marked impact on student's development of language skills including literacy, comprehension and reading
- Executive Function – these “grown up” skills include things such as planning, teamwork, empathy, problem solving, self-regulation etc
- Social Skills – social cohesion, engagement, inclusion, non-verbal skills, psychological wellbeing etc

My vision is to see as many students as possible engaged in music whilst at school, learning lifelong skills that will enable students to enjoy and pursue music both at school and in the wider community.

*Andrew Raymond*

Andrew Raymond

Head of Music

*Sing unto him a new song, play skillfully...*  
**Psalm 33.3**

## Overview of Music at Kingsway Christian College

Studying music provides the basis for significant lifelong engagement and enjoyment. Our Music Program offering is based upon three integrated areas, all of equal importance:

- Music Curriculum (classroom-based courses)
- Music Tuition (individual and group instrumental music lessons)
- Music Ensemble (bands, choirs, string ensembles and other music groups)

All students in Primary school attend classroom music from Pre-Primary to Year 6. This is a mixture of listening, creating, performing, and developing basic music literacy skills.

Instrumental lessons are offered to all at an extra cost, and lessons are available on all the orchestral and mainstream instruments and voice.

We have many different music ensembles and all students who learn through school are expected to belong to the appropriate group. Any student who loves singing is welcome in the appropriate choir, and any student who is learning an instrument (privately) is also encouraged to belong to the appropriate school music ensemble.

Further details of what we offer are outlined below.

### Staff

- Mr Andrew Raymond – Head of Music K-Y12
- Mr Darcy Steven – Secondary Music Teacher
- Mrs Kristy Raymond - Primary Music Teacher
- Mrs Eleanor Milne – Primary Music Teacher and Voice
- Mrs Natalie Coelho – Music Administration

### Music Tutors

- Miss Kamila Dos Santos – Cello
- Mrs Fiona Sinclair – Clarinet and Oboe
- Hannah de Vos – Clarinet
- Miss Chloe Lockyer – Flute
- Mr Daniel Toal – Guitar and Drums
- Mr Andrew Raymond – Low Brass
- Mrs Leanne van Heerwarden – Piano
- Mrs Nolene Reynolds - Piano
- Mrs Celesti Weck - Piano
- Mr Johan Kriel – Saxophone
- Miss Jade Kingston – Trumpet
- Miss Flavia Todea – Violin and Viola
- Mrs Eleanor Milne – Voice

## Music Department Policy

### Instrumental Music Lessons

Instruments offered for tuition are:

- Cello
- Clarinet
- Electric Bass
- Baritone Horn
- Flute
- Guitar
- Percussion/Drum Kit
- Piano
- Saxophone – Alto and Tenor
- Trombone
- Trumpet
- Tuba
- Violin
- Viola
- Voice



Lessons are 40 minutes unless an agreed shorter length is negotiated for younger students (lower Primary years).

Group lessons may be available on certain instruments when there are two or more students of a similar standard wanting them. This is a more affordable option for parents but requires approval from the tutor concerned.

Tutors strive to deliver 32 lessons across the school year, but, if need be, billing will be adjusted to the number of lessons provided later in the year.

### Commitment to lessons

- Students are expected to commit to lessons for the entire year.
- Should the student need to withdraw from lessons for unforeseen reasons, written notice must be given to the music office **by week 8 of the preceding term**. When no such notice is given, tutors are entitled to charge half the term fees, in lieu of notice.
- Lessons will not be conducted during school holidays and public holidays and will not be charged for.
- Lessons will be timetabled on a rotating schedule during school time, so the same class is not missed each week.
- **Students having instrumental lessons through KCC will be expected to support the school by joining the appropriate school ensemble for their instrument.**

## Missed lessons

- Peripatetic tutors may arrange make up lessons for public holidays, sick days or missed lessons at their discretion. These make up lessons would be communicated to the parents and student in writing (email or text msg).
- Missed group lessons will not be made up by the tutor if the lesson has been delivered to the rest of the group.
- It is the Parent/Guardian and student responsibility to inform their Music Tutor at least the day prior if a lesson will be missed due to illness or a test. If this notice is not given, then the lesson will be charged for and a make-up lesson will not be given. If sufficient notice is given, the Music Tutor will reschedule the lesson for another time or day. This may not necessarily happen the same week, but before the end of the year. The correct number of lessons will have been taught for what you were charged, or an adjustment will be made to your school fees. If you are aware that a lesson may be missed due to a school event, please let the tutor know in good time, as the school calendar does not always contain enough specific information for tutors to know if excursions involve your child or not.

Music Tutors have access to the Kingsway Christian College school calendar and every effort is made to notify them of school events that will impact on lessons. However, as a courtesy and 'back up', it is imperative that you also notify the Music Tutor of any reason that the student will miss a scheduled lesson (even for a school event). Lessons missed due to a personal holiday are not able to be made up or refunded; this is the same policy as for school fees.

If you need to communicate with your child's tutor, and this is encouraged, then phone, SMS, email or use the Music Diary. Most tutors have a preferred way of communicating and will write this in the front of the Music Diary when your child commences lessons.

## Payment of Fees

- Fees are due at the beginning of each term and billed directly by the school on the school invoice
- Failure to provide fees will result in suspension/cancellation of lessons.
- Fees for 2026 are:
  - 40 minute individual lesson: \$55
  - 40 minute group lesson (where available): \$27.50
  - 30 minute individual lesson: \$41.25 (only available to Yr2 - Yr3 students)  
(younger students at discretion of the tutors – please contact Music Admin)

If you have any questions regarding the expectations above, please contact Mr Andrew Raymond, Head of Music ([andrew.raymond@kcc.wa.edu.au](mailto:andrew.raymond@kcc.wa.edu.au)).

## Enrolment

Enrolment in lessons is by completing the Music Tuition Application Form. The form is at the back of this document and is also available in the Parent Lounge.

## Automatic Rollover

Lessons will automatically continue from term to term and year to year unless we receive written notification of withdrawal. Parents will be liable to pay for the following terms tuition if notification has not been received by the required cut-off date (week 8 of the preceding term)

## Withdrawal

Withdrawal from lessons must be in writing to [music@kcc.wa.edu.au](mailto:music@kcc.wa.edu.au) by week 8 of the preceding term. Withdrawals after week 8 and before the next term will incur a 5-lesson fee being charged. Once lessons have resumed for the term, no withdrawals are permitted until the start of the next term incurring a whole terms fee as tutors have scheduled for the lesson time. The email address [music@kcc.wa.edu.au](mailto:music@kcc.wa.edu.au) will send to Mr. Andrew Raymond and the Music Assistant. The withdrawal form is at the end of this handbook.

## Instrument hire

Whilst it is ideal for students to practice on their own instruments, the school does have some for hire. This is a service that allows for the opportunity to try an instrument for a period without the cost of purchasing.

Instrument hire is available at \$90 per term for the following instruments: flute, clarinet, alto and tenor saxophone, euphonium, baritone horn, trumpet and trombone. Please note that pianos, guitars and percussion are not available for hire.

## Instrument Care and Maintenance

If an instrument is not working properly, please bring this to the attention of the Music Tutor. Please **do not** try to repair the instrument yourself. Instruments hired from School will only be repaired by our recommended repairer. Parents will be required to pay for the repairs when they are a result of poor treatment. Normal wear and tear will be paid for by the school.

Please keep instruments clean and in good working order (oil slides, valves and wash the instrument as per the tutor's instructions).



## **Ensemble Participation**

Playing music with others not only develops a whole new set of musical skills but is fun and can be a big motivator to practice more at home. I firmly believe that playing in groups is fundamental to good musicianship and gives back to the school community.

Students in Years 3-12 having lessons through school are required to be in the appropriate core ensemble for their instrument. The appropriate ensemble is determined according to the student's skill level. Any involvement in extra groups beyond the compulsory (core) ensemble is the choice of the student and parent.

Pianists and guitarists have somewhat limited opportunities to play in ensembles due to the nature of the instrument. Pianists have some opportunity to play percussion in the Concert Bands, and limited places on piano in other groups such as Jazz Band. Guitarists have limited places in the Jazz Band and Worship Band. Singing in the Choir is a valuable ensemble experience for those who don't make it into a group with guitar or piano.

All students are strongly encouraged to be in the choir as singing is one of the best ways to develop musicianship. Students having voice lessons must be in a Choir. All WACE Music students (Years 11 and 12) are strongly encouraged to be in the Senior Choir.

Ensemble playing is a very important part of Music Education at Kingsway Christian College and those students not willing to participate in ensembles are unable to continue having lessons at school and are advised to seek private tuition outside the school.

Students who are not actively taking music lessons are not permitted to be in instrumental ensembles except Choirs. Exceptions may be made in the case of Year 12 students who have demonstrated expertise and commitment in the years leading up to Year 12.

### **Core ensembles**

String players are expected to belong to the Primary Strings (Primary Years) or Strings Plus (Years 7-12) or according to their ability.

Wind, Brass and Percussion students are expected to belong to the Year 5 Blast Off Band, Intermediate Concert Band (Years 6-8) or Senior Concert Band (Years 9-12).

All interested students are welcome to join the choirs. These are Primary Choir (Years 3-6), Auditioned Choir (Years 5-8) and Secondary Choir (Years 7-12).

### **Elective ensembles**

Other groups that students may join as well as the core groups include the Worship Band and Jazz Band. There is an auditioned Choir for those students who meet the criteria.

## Rehearsal Schedule (2026)

DAY	AM/PM	ENSEMBLE	TIME	LOCATION	ENSEMBLE DIRECTOR
Monday	AM	Intermediate Concert Band	7.30 - 8.30am	Music Studio 1	Mr Raymond
	PM	NO REHEARSAL			
Tuesday	AM	Strings Plus (Secondary Strings)	7.30 - 8.30am	Music Studio 1	Miss Dos Santos
	PM	NO REHEARSAL			
Wednesday	AM	Primary Choir	7:50 - 8.45am	Primary Music Room	Mrs Raymond/Mrs Milne
	PM	Senior Concert Band Worship Band	3.30 - 5.00pm 3.30 - 4.30pm	Music Studio 1 Music Studio 2	Mr Raymond Mr Steven
Thursday	AM	Jazz Band	7.30 - 8.30am	Music Studio 1	Mr Raymond
	PM	Auditioned Choir	3.30 - 4.30pm	Dance Studio	Mrs Raymond
Friday	AM	Secondary Choir (Yr 7-12) Year 5 Blast Off Band Primary String Ensemble	7.20 - 8.30am 8.00 - 8.40am 7:45-8:40am	Music Studio 2 Music Studio 1 Atrium (Theatre foyer)	Mrs Raymond/Mrs Milne Mr Raymond Miss Dos Santos
	PM	NO REHEARSAL			

## Music Uniform

Our students in school ensembles wear a music performing uniform when the occasion calls for it.

Primary ensembles: Blue polo music shirt (available at the uniform shop), black trousers, black socks and black shoes.

Secondary students: Black Kingsway music performance shirt (available at the uniform shop), black trousers or skirt, black socks or stockings and black shoes.

Primary – Music Dress Code



Secondary – Music Dress Code



**Suitable trousers, leggings, skirts and shoes**

Chinos, trousers, leggings, knee-length skirt (with black tights)

**Unsuitable trousers, leggings, skirts and shoes**

Cargo pants, miniskirts, high top sneakers, crocs, trainers



## Class Music

All Primary students attend class music lessons with the Primary Music Specialists.

From Year 7 upwards, music is an elective subject. Students learning an instrument through the school are expected to take class music as it will enhance their skills and broaden their understanding of music. The Semester long General Music option is for students with limited music background to have experiences making and listening to music and deepening their understanding of it.

The year-long Specialist Music option allows students who play an instrument to further their knowledge and use their instrument in class to create and play with other like-minded students. All students taking instrumental music lessons are strongly encouraged to take the Specialist Music Class option.

In Year 11 and Year 12 we offer both the General Music course and the newly revised ATAR Music course. Students intending to take Music in Year 11 and Year 12 need to have studied “class music” in Lower school. Kingsway also offers a Cert III in Sound Production that involves learning to operate Sound and Lighting in the theatre.



## Year 5 “Blast Off Band” instrumental Program

Kingsway Christian College offers students in Year 5 the wonderful opportunity to learn a concert band instrument and play in a band together. The program will start a balanced concert band (flutes, clarinets, saxes, baritone horns, trumpets, trombones, tuba and percussion) and students receive lessons on their instrument in small groups and attend band practice each week. To start a properly balanced band, not everyone will necessarily get their first instrument of preference, but we will try to accommodate as best as possible.

The instrument and lessons are provided free by the school for the duration of the program. There will be a concert by the band to mark the end of the program at which point parents will be encouraged to continue with lessons at their own cost. Most successful music schools have similar programs to ensure that they are developing musicians to play in the school ensembles.



## Year 3 String Program

We are really excited that in 2026 we inaugurate the Year 3 String Program.

This program gives every child in Year 3, one semester of learning either violin, viola, cello or double bass. Each class will be a balanced String Orchestra of 14 violins, 8 violas, 8 cellos and 2 double basses.

We endeavor to give each child their first or second instrument preference, but the overall instrumentation stays the same.

The children learn as a class with our experienced Class Music teacher (Mrs Raymond) and our specialist String Tutors (Miss dos Santos and Miss Todea). Together they will learn how to hold and play the instrument, and they will learn pieces to perform. They do a series of pieces both by memory and reading music and learn many music skills through practical application.

At the end of the Semester, we will have a concert with each class, and then parents will be invited to continue learning the instrument if they so desire at their own expense.

The value of this type of Music Education is well researched and particularly assists with developing literacy and executive function skills.



## Parent involvement and support

Success in learning music depends on supportive parents. Unlike many things in today's world, music is not "instant" and for this reason it develops perseverance and resilience. Encouragement and help in establishing a practice routine is key to success.

Some tips for helping with musical success include:

Establish a routine

- A little (say 20 minutes per day) often is far better than just one or two longer sessions in a week.
- Try to practice at a regular time each day to establish a routine.
- Within each practice session, try to do the following:
  - Do some warm-up exercises (as per the tutor's guidance)
  - Work on technical advancement - scales, arpeggios, articulation and tone etc.
  - Work on pieces - don't just play them. Break them down and repeat the difficult sections.
  - Work on ensemble music in the same way as you would work on your regular pieces.
  - Finish your routine practice by playing your favourite piece of music for enjoyment as a reward for the hard work you have just done.

Recognized strategies to help with music are:

- Isolate hard passages (chunking - break the piece down into chunks and focus particularly on the hard bits)
- Slow down – slowing down to play with accuracy gives the brain more time to think and builds those neural pathways faster. Make use of a metronome to help with this.
- Repetition with rest. Playing small passages over and over but taking regular breaks or playing other things in between helps with learning.

Other tips:

- Use a metronome.
- Play for family and friends when you can – it will help with controlling nerves for other public performances.
- Play with and without sheet music – use your ear and play along to recordings you love.
- Record yourself and play it back to give and get constructive feedback.
- Stay relaxed – good posture and technique is how the experts make it look so easy!
- Finger practice without playing your instrument—research shows that mental practice away from the instrument is equally effective as actual practice.
- Reinforce 100% accuracy...don't allow yourself to make mistakes, your brain will remember them!
- Mix it up so that you cover many different aspects of music throughout the week.

In Conclusion:

Keep a balance - there is always more that you can do, so set goals and enjoy the achievement as you reach your goals. Stick to your practice times and don't let yourself get frustrated if it feels like you're not improving—trust the process.

# APPLICATION TO COMMENCE INSTRUMENT TUITION



I wish to apply on behalf of my son/daughter

Name: \_\_\_\_\_ Year/Class: \_\_\_\_\_ (in 2026)

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** (Instrumental Music Lesson Contract)

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to College Reception: Attention Music Department or email [music@kcc.wa.edu.au](mailto:music@kcc.wa.edu.au)

**Fees for 2026** (please tick preference):

- 40 minute individual lesson: \$55
- 40 minute group lesson (where available): \$27.50
- 30 minute individual lesson: \$41.25 (only available to Yr2 - Yr3 students) (younger students at discretion of the tutors – please contact Music Admin)

## 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 agree 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 term 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 *by week 8 before the end of the term*. **Failure to do so will result in a 5-lesson fee being charged from date of withdrawal notice.**
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 **prior to 5pm the day before the lesson** if the student is not going to be at their lesson due to illness or appointments etc. 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. Over 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 by week 8 of the preceding term.**

I hereby confirm the withdrawal of my son/daughter from tuition at the end of Term \_\_\_\_\_ (2026).

NAME: \_\_\_\_\_

YEAR/CLASS: \_\_\_\_\_

From tuition on the following instrument: \_\_\_\_\_

Name of tutor: \_\_\_\_\_

- I/We have notified the tutor concerned
- Have returned the hired instrument (if applicable)
- I/We acknowledge that notification of withdrawal (from tuition) must be received in writing *by week 8 before the end of the term* to avoid extra fees. **Failure to do so will result in a 5-lesson fee being charged from date of withdrawal notice.**

**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.**

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to College Reception: Attention Mr. Andrew Raymond

157 Kingsway, DARCH 6065

Telephone: 9302 8777

Email: Music@kcc.wa.edu.au



## INSTRUMENT HIRE AGREEMENT

### Conditions of Hire

Instrument hire is available at \$90 per term for the following instruments: flute, clarinet, alto and tenor saxophone, euphonium, baritone horn, trumpet and trombone. Please note that pianos, guitars and percussion are not available for hire.

The conditions of Instrumental hire from Kingsway Christian College are as follows:

1. The student loaning the instrument is responsible for safe storage and transport at all times.
2. Instruments are only to be brought to school on rehearsal/tuition days and not, under any circumstances, be borrowed out to other students or family members.
3. The student playing the instrument to do so in an appropriate and safe manner, being aware of the fragility and value of the instrument in their care.
4. Any malicious damage, incorrect usage or loss will be the responsibility of student/parents who are hiring the instrument.
5. The cost of instrument hire in 2026 will be a non-refundable \$90 per term.

---

I \_\_\_\_\_ hereby acknowledge the loan of a \_\_\_\_\_  
 serial number \_\_\_\_\_ for \_\_\_\_\_ (student name)  
 from Kingsway Christian College. I have read the conditions of loan above and am aware  
 that I am liable for hire fees of \$90 per term and any malicious damage, incorrect usage  
 or loss to the instrument for the duration of the loan period:  
 from \_\_\_\_\_ to \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to College Reception: Music Department or email [music@kcc.wa.edu.au](mailto:music@kcc.wa.edu.au)