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# Instrumental Music Department

Policies and Procedures

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## Welcome Music Students and Parents

Hello and welcome to Spinifex State High Schools Instrumental Music program. Thank you for choosing Spinifex as your school for musical development we are very excited to welcome you to our community and look forward to many years filled with learning and positive memories.

This booklet has been designed to assist students and parents in understanding the various areas of Instrumental Music at Spinifex State College. It also outlines the responsibilities and commitments required to be an integral and successful participant in our music program.

Our dedicated teachers are highly trained and will deliver you the highest quality teaching and the utmost level of support for your music study. You will have many opportunities to excel and will be provided with a varied and comprehensive repertoire both through your instrumental lessons and 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. These are set out in this booklet.

We look forward to your full participation and a great year of music ahead!

## AIMS

The aims of the Education Queensland Instrumental Music Program are

- (a) to give students an interest and an enjoyment in making music with other students.
- (b) to give students the opportunity to learn a musical instrument in a group environment.
- (c) to provide string ensemble/concert band experience for these students to develop their performance skills.

## GENERAL INFORMATION

In the Music Block (L Block) there are noticeboards. These are where instrumental lesson timetables, ensemble information, general music information and advertisements are posted. Students are encouraged to check these noticeboards regularly.

Education Queensland proudly offers the Instrumental Music Program as a co-curricular subject with clear goals and objectives. The State administered curriculum covers 10 instructional levels over up to 10 years of state schooling.

The Instrumental Music program is staffed by specialist instrumental music instructors. These staff members are itinerant and only visit the school on particular days as part of a weekly circuit of schools. These staff members are provided to the school by Education Queensland. The amount of instructor time allocated to the school is dependent on student numbers, so it is vital that students attend all lessons.

In 2022, the Instrumental Music staff are:

|  |                           |
|--|---------------------------|
| Cara Taggart   | Junior Campus – Tuesday   |
| <a href="mailto:ctagg6@eq.edu.au">ctagg6@eq.edu.au</a>   | Senior Campus – Thursday  |
| Katelyn Hoffman  | Junior Campus – Thursday  |
| <a href="mailto:khoff51@eq.edu.au">khoff51@eq.edu.au</a> | Senior Campus – Wednesday |

## WEEKLY LESSON

At the beginning of each year, students will be placed in a lesson group to continue the development on their chosen instrument. Changes to lesson groups may occur through the year and students are encouraged to check their lesson groups on the timetable at the beginning of each term. Instrumental music lessons are timetables on a rotation system. Rotations extends across the length of time the instrumental teacher is at the school.

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. **It is the student's responsibility to complete all classroom work, and homework missed.**

Lessons are given in groups of no fewer than 3 students and no more than 10 students and are grouped according to instrument and student ability.

Lessons are 35 minutes in duration and occur during the school day on a rotating timetable.

Parents/caregivers are welcome to attend lessons and should contact the Instrumental Teacher/School re lesson scheduling.

## ENSEMBLES

Students must attend 2 contact lessons per week as part of the IM music and curriculum policy and guidelines, so being part of an Ensemble is a requirement of any student enrolled in the IM program

Students will be placed in an ensemble at the discretion of their teacher.

Junior Concert Band – This band comprises of woodwind, brass and percussion players from years 7-9.

**Rehearsal: Thursdays - 7:30am-8:20am Spinifex Junior Campus Music Room**

Junior String Ensemble – This ensemble comprises of string players from years 7-9.

**Rehearsal: Tuesdays – 7:30am-8:30am - Spinifex Junior Campus Music Room**

Senior Concert Band – This band comprises of woodwind, brass and percussion players from years 7-9. This ensemble is for students in years 10-12. Students from years 7-9 who have completed level 4 or higher may be offered a place in this ensemble. The decision on entry into this ensemble is made by the Woodwind/Brass/Percussion teacher, based on lesson attendance, playing level and previous engagement in Junior Concert Band.

**Rehearsal: Wednesday – 2:30pm-3:30pm Spinifex Senior Campus Music Room**

Senior String Ensemble – This ensemble comprises of string players from years 10-12.

**Rehearsal: Thursday – 7:30am-8:20am Spinifex Senior Campus Music Room**

**Attendance at all rehearsals is compulsory.** To be excused from their ensemble rehearsal, the student is expected to inform the ensemble conductor as soon as possible, preferably by email.

**Frequent absences from ensemble rehearsals will affect the progress and performance of the group.**

Three unexplained absences in a term will result in contact from your conductor and/or the Instrumental Music Co-ordinator and you may be at risk of being withdrawn from the program.

## ATTENDANCE

Students are expected to attend all lessons weekly. The only exceptions should be in class assessment or excursions. Wherever possible students should notify in advance if they cannot attend for these reasons so an alternative lesson time can be arranged. Students are expected to catch up on any missed work in class.

If a student has an unexplained absence from ensemble/band or lessons, the student will be marked absent and parents will be notified via email and their absence will be recorded on OneSchool.

If a student misses four or more lessons/ensemble/band in a term, parents will be notified via email and they will be required to meet with the instrumental music teacher and admin to discuss their place in the program.

**Frequent absences from instrumental lessons will affect progress and performance and may result in the student being withdrawn from the program.**

## WITHDRAWAL PROCESS

All students who are part of the IM program are expected to be enrolled for the full school year. Students wishing to withdraw from the program during this time need to voice their concerns with the instrumental music teacher. Should the IM teacher agree, a withdrawal form will need to be completed by a parent/guardian and returned to the Instrumental Music Teacher. At the end of the year, should a student no longer wish to be automatically enrolled in the program, they need to advise their IM teacher and complete the withdrawal form.

## REPORTING PROCEEDURE

Instrumental music teachers report on each student's achievement on a semester basis and include feedback on effort and behaviour. Students are assessed multiple times throughout the semester, and every effort must be made to complete those assessment items. Incomplete assessment may affect the student's overall level of achievement.

In line with the Instrumental Music Curriculum (IMC), attendance and active engagement in ensemble rehearsal and performance form part of the students' level of achievement for each semester.

## EDUCATION QUEENSLAND INSTRUMENT LOAN

A number of school instruments are available for loan periods at the discretion of music staff in consultation with the Instrumental Music Co-ordinator. An instrumental loan form must be completed before the instrument is issued.

Students who have been participating in the scheme for a number of years are encouraged to purchase their own instrument, in order to allow incoming students to use the school's loan instruments. Please discuss purchasing an instrument with your child's teacher.

## MUSIC EVENTS

Spinifex College ensembles perform at both school and community events throughout the year. It is vital that everyone attends their ensemble performance which forms part of their Instrumental Music assessment. An ensemble does not perform at its best if members are missing. Repertoire is chosen carefully to suit the number and type of instrument for that particular ensemble.

Attendance at the Semester 1&2 Music concerts is compulsory and is part of the students' assessment. Notes with further details are given out closer to the performance.

- SHEP North Queensland – March 4-6
- SHEP Longreach – March 18 - 20
- ANZAC Day ceremony – Term 2 - TBC
- Fanfare – May 20
- SHEP Middle School (Townsville) – June 17-19
- Semester 1 Music Concert – Term 2 – Week 9 - Wednesday
- Eisteddfod – TBC
- Multicultural Festival – Term 3
- SHEP/AHEP Brisbane – Sept 30 – Oct 2
- Awards Night – Term 4
- Semester 2 Music Concert – Term 4 – Week 4

Other musical events and performance also occur throughout the year. Students will be notified about these events and performance opportunities as they arise. There are several ways we inform you of upcoming events.

- Email
- Music Noticeboard
- Daily Notices
- The school Facebook Page
- At rehearsals/lessons

## UNIFORM

All Instrumental Performance Ensembles require students to wear FULL FORMAL PERFORMANCE UNIFORM.

- Spinifex Black Performance Shirt (provided by the School)
- Black Pants
- Black Socks
- Black Shoes
- Black/Blue hair accessories

## STUDENT BEHAVIOUR

Student behaviour at all rehearsals, concert, music excursions, and performances should demonstrate an attitude that is aligned with the school expectation:

- Safe
- Respectful
- Responsible

Unacceptable behaviour will be referred to your year level coordinator who will then refer to year level deputies or principal if needed.

## STUDENT EXPECTATIONS

- Students are expected to attend lessons on a weekly basis. If due to special circumstances, the lesson time is a problem, they will advise the instrumental teacher beforehand and negotiate an alternative time.
- Students are to become a member of the school concert band/string orchestra as designated by the Instrumental Teacher and attend all rehearsals. Rehearsals are important for the band or orchestra to work effectively. Notify your conductor in advance if a rehearsal is missed.
- Students are required to take part in concerts. Absence from concerts will affect your overall level of achievement and will impact fellow ensemble members.
- Students are expected to maintain regular practice as specified by Instrumental Teacher.
- Organise with your timetable class teacher any work that may be missed due to instrumental lessons.
- Students are required to keep their instrument in good repair.
- Parents/caregivers are asked to support their son/daughter in all aspects of their instrumental instruction, including punctual arrival for rehearsals.

Please consider these commitments carefully and discuss them at home. The instruments are well within the student's capabilities. Learning one of these instruments does take perseverance, daily practice and lots of parental support.

***Failure to maintain all areas of commitment may result in exclusion from the instrumental music program.***

## SECOND INSTRUMENTS

- Students may apply for tuition on a second instrument is subject to the following criteria:
- Students must be achieving a high standard on their core instrument before applying for a second.
- Students must be level 4 or above of the IM Curriculum on their core instrument before applying for a second.
- Students must be adhering to attendance policies on their core instrument before applying for a second.
- Students who are learning a second instrument, will still be required to commit to an ensemble on their core instrument.
- Students may be asked to provide their own instrument, unless it is a specific instrument we require in an ensemble and/or a school instrument is available.
- Lessons can only be provided if students are able to maintain satisfactory achievement in mainstream classes.
- Teachers will consider the suitability of the applicant for a particular instrument, including physical characteristics.
- Students may be invited by an instrumental music teacher to learn another instrument when the needs of a balanced ensemble are required, and if the student is demonstrating the necessary skills to transfer to another instrument.
- Students must demonstrate progress on the new instrument to remain on this agreement.
- The final decision of second instrument applications are at the discretion of the Instrumental Music teachers after consideration of all points listed above.

## Lesson/Ensemble Absence

### Spinifex State College Instrumental Program

Dear \_\_\_\_\_,

In week \_\_\_\_\_, your child \_\_\_\_\_ was absent from

Instrumental Music Lessons

Strings

Band

Instrumental Music Ensemble

Strings

Band

A reminder that attendance is compulsory and if students are absent, they must provide a note or email of explanation to their instrumental music teacher.

The Instrumental Music program is made up of 3 key areas -

#### Performance Ensembles

The ensemble experience is enabled through the formation of school concert bands, orchestras and other ensembles. These ensembles provide the opportunity to demonstrate learning on their instrument in real-life contexts.

#### Group Lessons

Small group lessons are the avenue through which music literacy techniques and performance skills, specific to the instrument and level of the student, are explicitly taught.

#### Home Practice

It is expected that students will complete regular home practice to make musical progress on their instrument.

Students in the Instrumental Music Program must have at least 2 contact periods per week, one in a group instrumental lesson and at least one in an ensemble rehearsal.

We look forward to seeing them at their \_\_\_\_\_ instrumental lessons and ensembles next week.

Please contact me with any queries or concerns you may have regarding this email.

contacted to arrange an interview with the Instrumental Music staff and admin.

Miss Cara Taggart  
Instrumental Music Teacher - Strings

Miss Katie Hoffman  
Instrumental Music Teacher - Band

Mr. Phil Sweeney  
Principal

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Dear Parent/Guardian,

The success of the instrumental music program is to a large degree dependent upon each student doing their task. If one or two particular students fall behind or show a lack of commitment, the progress of the whole group is adversely affected.

Your child \_\_\_\_\_ had been absent from a total of four lessons/ensemble/band rehearsals this term.

As outlined in the Music Department Policies and Procedures booklet, students involved in the Instrumental Music Program are required to attend lessons and ensemble rehearsals or provide a reasonable written explanation. An acceptable standard of behaviour and commitment is required during rehearsals, performances and lessons, and a minimum amount of practice is expected.

If you wish your child \_\_\_\_\_ to remain involved in the instrumental music program the issue outlined below will need to be addressed.

- Lack of attendance (lessons)
- Lack of attendance (ensemble)
- Lack of home practice
- Poor care of instrument, music or uniform
- Unacceptable behaviour \_\_\_\_\_

SAMPLE

Please sign and return this notice to \_\_\_\_\_ and you will be contacted to arrange an interview with the Instrumental Music staff and admin.

Mr. Phil Sweeney  
Principal



Miss Cara Taggart  
Instrumental Music Teacher - Strings



Miss Katie Hoffman  
Instrumental Music Teacher - Band

I acknowledge that I have received this note:

Signed \_\_\_\_\_ (parent) Date \_\_\_\_\_

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# WITHDRAWAL FORM INSTRUMENTAL MUSIC PROGRAM

Student Name: \_\_\_\_\_ Form Class: \_\_\_\_\_

Reason: \_\_\_\_\_  
*Please attach written note from parent/guardian*

Instrumental Teacher: \_\_\_\_\_

Discussed with teacher: Y / N      Date of discussion: \_\_\_\_\_

Instrument: \_\_\_\_\_

Ensemble/s: \_\_\_\_\_

- Please return the following:
- Sheet Music
  - Loan instrument (if applicable)
  - Band shirt (if applicable)
  - Any other school music equipment

# SAMPLE

\*Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Instrumental Music Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form, together with an attached written note from a parent/guardian, to your instrumental music teacher.

## OFFICE USE

- Reporting Officer to remove from reporting lists
- Completed form placed on Student File
- Inform instrumental teacher of withdrawal & remove student from lesson timetable(s)
- Inform ensemble/s conductor of withdrawal & remove student from ensemble roll(s)

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