



Welcome

Welcome to the Band Program at West Pennant Hills Public School. Our Band program aims to offer as many students as possible in Year 3 and above, the opportunity to learn an instrument with tuition from dedicated and experienced tutors, and to participate in the band under the guidance of an experienced and enthusiastic Band Master and Musical Director.

West Pennant Hills has developed a wonderful program over many years and has a notable reputation throughout the community.

This handbook is designed to provide information about the band process.

We hope you enjoy our program.

Some things for parents to be aware of

For your child to get the most from the band program, please note

- * You are as much a part of the band program as your child.
- * Support your child's band when it is playing in public, and encourage your child to listen to the other bands.
- * Encourage your child with their practice and the challenges they will face when they are learning to play.
- * Help your child get to band rehearsals on time.
- * Pay all fees promptly on receipt of the account. If this is difficult, please contact the treasurer.

A committee of volunteer parents runs the program. However it cannot function without the support of every parent. Each of you is invited to come and help for a morning at band rehearsals. Other ways you can help are to join the committee or to offer assistance throughout the year as required.

Directory of Music Tutors

Musical Director and Junior and Concert Band Conductor-	Ms Renee Burrows	0414 418 004
Intermediate Band Conductor Brass and Bass Guitar -	Mr Tim Ferrier	0402 842410
Clarinet and Keyboard -	Mr Peter Salkeld	9988 3227
Flute -	Ms Renee Burrows	0414 418 004
Saxophone -	Ms Lucia Bichara	9629 8007
Percussion -	Mr Andrew Massey	0418 697 674

The Bands

Entry to the West Pennant Hills School Band is open to students from Year 3 up, and is usually by audition. We have three bands;

Junior Band Our Junior Band is for beginners. Most players are in Year 3. However any new players would join this band. In 2008, the Junior Band rehearses on Wednesday mornings in the hall from 7.45 - 8.45am. Please be there at 7.30 to help set up for rehearsal. Junior band are asked to bring their 'Accent on Achievement Book' and music stand (if they own one) to morning rehearsal. After the completion of their Bronze award and usually one year in the Junior Band, students usually progress to the Intermediate Band.

Intermediate Band Our intermediate band is predominantly made up of Year 4 students or those who are playing at Bronze Award standard. They rehearse on Wednesday and Friday mornings from 7.45 - 8.45am. Intermediate band are asked to bring their own music stand to morning rehearsal on Wednesdays. Please ensure these are clearly labeled with their name. After the completion of their Silver Award and an audition students may then

progress to the Concert Band. This normally occurs at the end of the school year, however should a vacancy exist during the year, individual students *may* be promoted. Promotion is always at the discretion of the Musical Director who takes into account the musical balance within the bands.

Concert Band The Concert Band is mostly made up of Year 5 and 6 students who have completed their Silver Award and passed an audition. They rehearse on Tuesday and Thursday mornings from 7.45 - 8.45 am.

Awards

The award scheme is designed to allow students to develop their musical skills and knowledge through carefully graduated levels. The awards are Bronze, Silver and Gold and have been created to give the students a personal goal for each year. They are achieved through their lessons and are handed out at each end of term assembly. They also give a guideline as to the student's level of competence and therefore are used as a guide in the promotion of students through the Bands. We have also introduced a 'Musical Award for Excellence' for those students who have achieved all three awards.

All awards have specific achievement criteria and are supervised and tested by the child's tutor.

Other awards include a perpetual trophy which is awarded to one or two children from each band at the School's end of year Presentation Day, and a medal for each child who is leaving Year 6 and who has been a band member for at least 3 years. A certificate is awarded to all Year 6 Band members who are leaving and who have contributed less than 3 years in the band program.

Lessons

All members of the band must undertake tuition. Without lessons, the children will be unable to master their instrument.

Tutors are provided at school and give lessons during school time and /or before and after school. Tutors will bill parents directly, and parents are strongly encouraged to be a part of the tutor/child partnership.

Tutor costs are NOT included in Band Fees. For 2008 all tutors are charging the following:

20 min private lesson	\$19.00
30 min shared lesson	\$17.00
30 min private lesson	\$28.00

We ask that tutor fees be paid promptly upon invoice.
 Shared lessons should be encouraged only for students first year of tuition.
 A minimum of one semester's tuition is considered necessary to allow reasonable evaluation of a student's interest in and aptitude for their chosen instrument.

Parents of children wishing to cease lessons should discuss this directly with the tutor. Reasonable notice should be given (at least 4 weeks). If your child is unable to attend a scheduled lesson, due to sickness or other commitments, please contact your tutor **AS SOON AS PRACTICAL** so they can reschedule. Lessons missed without reasonable notice may be charged for. Make up lessons can be arranged.

Expectations

Students are expected to

- Attend all rehearsals, band camp and special events - rolls will be marked and attendance and effort are considered for end of year awards.
- Inform band master or relevant Band Coordinator if they are unable to attend a rehearsal
- Be respectful of the authority of conductors and parent supervisors
- Listen to the conductor and not talk out of turn
- Avoid playing their instrument inappropriately
- Be respectful of their equipment and instrument and those of others
- Practice band music
- Practice their instrument 15-20 minutes day and, with parents, fill in practice diary

Rehearsal Expectations

Children are expected to be punctual to all rehearsals and performances
 Parents should aim to arrive at rehearsals 10 minutes early to allow time to settle in and set up. Any child who has difficulty arriving regularly on time should speak with the Band Coordinator or the Band Master.
 Students are to organize their stands and chairs before taking their instrument out of its case, to avoid damage to instruments.
 At the end of rehearsals all students are to help with packing up.

Performance Expectations

Students are expected to
 Wear appropriate dress- to be advised before each performance
 Listen quietly and attentively while others are performing
 Be respectful of event organizers and sit quietly whilst waiting for their turn to play

Leave quietly and remain quiet until well away from the performing area

As much warning as possible is given to bands regarding performances. These will always be in term time, although often out of school hours. Once notice is given, it is expected that families will endeavor to ensure that players are able to attend these events. If a student is unable to attend, the Musical Director and Band Coordinator are to be informed in writing, before the event.

Fees

All West Pennant Hills School students participating in the band program are required to pay fees to cover the operating expenses of the program. These are set annually by the band committee and are kept as low as possible. Fees are billed each semester. Camp fees are billed separately to cover camp costs.

The parent/guardian agrees to pay fees promptly upon receipt of the account. If payment is not received within 30 days from the date of invoice the West Pennant Hills Band Committee reserves the right to relinquish the students place in the band, and demand return of their hired instrument (where applicable). Please note, if the family is experiencing hardship please contact the Treasurer or Band Coordinator to discuss the situation. Every effort will be made to accommodate legitimate problems.

Music

All Band music used in morning rehearsals is the property of the school and is kept in numbered band performance folders in the band room. Each child is responsible for the care of the folder they are using while in band rehearsals. All music must be returned to the correct folder after rehearsals and the folder is to be placed in order in the appropriate box. Any lost or damaged music is the responsibility of the user. Each child will be given a practice copy of the music they are learning in band. Each student is asked to keep these copies in a black A4 folder clearly named. They will need to bring their folders to their lessons. All music handed out in band belongs to the West Pennant Hills Band Program. If a student loses any music they must inform their Band Coordinator so they may record the loss and issue a replacement. Under no circumstances should photocopies be made of your music as we are bound by strict licensing laws. . At the end of the year or upon leaving the band all music must be returned.

Instruments

All students are expected to keep their instruments in good order and clean them regularly. All Junior Band students who play reed instruments will be provided with 2 reeds at the commencement of the year, but must supply any extras. Reeds are available for purchase from the bandroom as per price list at the back of this handbook. If a student arrives at a lesson or band practice with an unplayable reed, they will be supplied with the appropriate reed and a bill will be sent home to their parents. Please pay this bill promptly.

Over a number of years, West Pennant Hills School Band Program has built up a stock of band instruments for hire. These are made available to West Pennant Hills Band students at a low hire fee. A 'bond' is payable at the beginning of the hire period, and is available for refund when the student no longer requires a school instrument. An instrument hire contract must be signed before a student can hire a school owned instrument.

Parents are strongly encouraged to consider purchasing their own instrument as their child progresses through the bands. When you are considering purchasing an instrument, please speak with your child's tutor for advice.

Return of Instruments at the end of each year

Each year all school owned instruments are returned to the school for maintenance and servicing. The cost of this is included in your fees. As each student may not receive the same instrument each year, all name tags, reeds etc must be removed from the case. Return only the instrument and all pieces of equipment that belong with it.

Loss or damage

Students and parents undertake the responsibility for the hired instrument. The Band Committee strongly recommends that you itemise the instrument (owned or hired) in your household insurance. Please make sure it is insured inside and outside your home. You should ensure you have a written record of the make, model and serial number should something happen to your instrument.

Students are responsible for any accidental damage to the instrument whilst in their care.

Recommended Repairers

If you experience any problems with your hired instrument, please first inform your tutor who will check the instrument. If they can see a problem the instrument will be referred to The Committee who will assess the damage and determine if;

- the problem is general wear and tear, paid for by the Band Committee, or damage caused by the hirer, paid for by the hirer

- If it can be fixed at school or if needs to be taken to a repairer.

The appropriate course of action will then be taken..

Please feel free to contact our instrument coordinator if you have any questions regarding your hired instrument.

Care of Instruments

Each Student is expected to keep his or her instrument in excellent condition. The provided tag should be engraved with your name and phone number and should be attached securely to your instrument case.

WOODWINDS

Keep instruments free of dust

Check pads regularly for worn or torn skins

Clean mouthpiece after every use (wash before using the first time)

Clarinets and saxes should have at least 3 playable reeds of the correct size at all times. Use good quality reeds and discard them when they are worn, chipped or cracked.

Cases should be clean and have attached tag with name engraved on it

Keys should be oiled and wooden instruments bore oiled at least once a year-with help and advise from your tutor

BRASS

Keep instruments free of dust

Mouth pieces should be cleaned daily (wash before use first time)

Trombone slides should be lubricated with slide cream as necessary

Valves should be oiled as necessary

Please only use recommended brand valve oil and slide grease. These are available from the bandroom as per price list at the back of this handbook.

Instrument should be washed at least once a term, inside and out.

Do not perform this task without instructions from your tutor

Tuning slides should be greased after washing

Cases should be clean and have attached tag with name engraved on it

PERCUSSION

Players are responsible for keeping all equipment clean and in working order. Following rehearsals and lessons, students are expected to return covers on

the timpani and to use green covers when moving timpani. They are also expected to return any hand percussion to plastic box after use and any sticks or mallets to the stick/mallet bag.

Leaving the Band Program

If a student wishes to withdraw from the Band Program before the end of Year 6, the following steps need to be taken;

- The tutor needs to be advised and suitable notice (4 weeks) given regarding discontinuation of lessons
- The Band Committee/ Band Master to be advised in writing
- The Instrument Coordinator to be contacted regarding the return of hired instruments.
- All music handed out in band is to be returned to the relevant band coordinator
- Complete the Bond Refund Request Form in the back of the handbook and give to instrument coordinator. When the instrument and music are returned and any outstanding fees paid, the Band Treasurer can organise a refund of the bond.
- Alternatively the Bond Donation Form can be completed if families wish to donate the bond to our band.
- Unfortunately bonds cannot be transferred to siblings nor can the amount be credited against outstanding fees.
- Bonds not requested within 6 months of leaving the band will automatically be donated to WPHPS Band.

Yamaha Music Festival

This is the main performance that all three bands work towards. It is held in June each year at Chatswood. Details for the 2008 are as yet not available, however as the Chatswood venue is temporarily unavailable, there will be an alternate venue for 2008. All students are expected to attend this performance. As expected in all performances excellent behaviour and tidy dress is of crucial importance for the Yamaha Festival. In previous years the West Pennant Hills School Bands have been highly successful at Yamaha.

Performances

Throughout your child's years in band, particularly when they reach Concert Band, their band will be involved in a number of public performances. These may include school based evenings, eg Christmas Carols, Concert Nights and Solo Nights and may also be at external venues, eg Eisteddfods, Competitions and School Fetes.

These are likely to be outside school hours. All Band members are expected to make themselves available for all performances. In the event that your child has an unavoidable commitment on the day of a performance, the Band Committee **MUST** be informed as soon as possible.

Camp

Each year the Band Program runs a weekend camp for all Band students. All members are expected to attend the camp as part of their commitment to the Band Program. In 2008 we are running it at Crusaders at Galston. It runs from Friday evening and concludes with a Concert for family and friends on Sunday afternoon. The students participate in Band rehearsals, sectionals (instrument sections with their tutor) as well as lots of fun outdoor activities. Band Camp in 2008 will be run the weekend of the 28th -30th March. Parents will be billed separately for Band Camp in term 1.

Communication

Communication between all parties involved in Band is critical to each child's success in the program. In 2006 we established an email address wphband@bigpond.com to encourage easy communication. Please ensure you have supplied your email address as we cannot guarantee paper notes will arrive home safely. Please feel free to contact the committee with any questions you may have. We will send newsletters home, via email at irregular intervals. News items regarding performances etc will be sent home as required. Please feel free to contact us via email, telephone or in person if you have any questions regarding your child and band.

Grievance Procedures

In order to enhance communication between all parties and maintain a positive overall experience for every child in the Band, we have developed an outline of procedures to follow should a student or parent feel dissatisfied with any aspect of the Band program. By strongly encouraging communication between parents, tutors and the Band Committee, we hope that any issues can be managed and resolved informally where possible, and to the mutual satisfaction of all parties. All communication will be kept confidential by the Band Committee and we request the same of the initiator of the grievance.

- Telephone /email/ personal contact to be made to the Band Coordinator or relevant other Band Committee member.
- The Band Committee member shall address the issue raised and take appropriate action. Depending upon the nature of the grievance, this action may include any combination of the following;

Arranging a joint meeting with appropriate parties

or

Private discussion with appropriate parties

or

Appropriate action taken by Band Committee

- Discussion with Band Committee at next monthly meeting.
- Feedback (as applicable) to the initiator

WE LOOK FORWARD TO OUR YEAR WITH YOUR CHILDREN

THE BAND COMMITTEE