

# KALKIE STATE SCHOOL

## Instrumental Music Handbook



2022





# CONTENTS

WELCOME

FAMILY COMMITMENT

PARENT & STUDENT CONTRACT

INSTRUMENTAL MUSIC (IM) PROGRAM

PRINCIPALS OF THE PROGRAM

LESSONS

ENSEMBLES

ENSEMBLE SCHEDULE

PERFORMANCES/CAMPS

PERFORMANCE UNIFORM

EXPECTATIONS & PROCEDURES

COST OF PARTICIPATION

INSTRUMENTS

CONDITIONS FOR THE LOAN OF A SCHOOL INSTRUMENT

PURCHASING YOUR OWN INSTRUMENT

INSTRUMENTAL MUSIC CURRICULUM & QCE POINTS

PLAYING TWO INSTRUMENTS

CLASS RESOURCES & EQUIPMENT

COMMUNICATION

METHODS OF COMMUNICATION

STAFF DETAILS & CONTACTS

TEACHER ABSENCE

STUDENT REMOVAL/WITHDRAWAL

DOCUMENTS/FORMS





## WELCOME

Music is a unique and integral part of life. It has the capacity to inspire all students' creativity and imagination, engage them in the art of expression, immerse them in a language and history that is rich in culture, provide them with opportunities beyond the classroom and excite them about life and learning.

The skills, concepts and attitudes that students acquire as a result of music education benefit them not only during their schooling but also in the years beyond, whatever their chosen career path.

To find out how playing an instrument positively affects and improves brain function, discipline, learning, problem solving, attention span, memory, social responsibility and much more head to the Bigger, Better Brains website. [www.biggerbetterbrains.com](http://www.biggerbetterbrains.com) or [Did You Know](#)

The overarching purpose of the Instrumental Music Program is to provide students with the opportunity to become musicians and experience the expressive qualities of music through learning to play a band or orchestral instrument in group lessons and to participate in performance ensembles such as concert bands and orchestras.

## FAMILY COMMITMENT

Before committing to a position in the program it is advisable to read this handbook and discuss the requirements with your child and family members. Commitment is required from both the student and the parent/guardian. Involvement in instrumental music affects the daily lifestyle of the whole family. Students require a suitable place in the home for 15mins or more of quality practice a minimum of 4-5 times per week. There will also be outside school hours rehearsals on a weekly basis as well as performances commitments.

## PARENT & STUDENT CONTRACT

Students are initially expected to give a commitment to the program for a minimum of one year with the expectation that they continue through to the end of their schooling. Both Parents/Guardians and Students are asked to sign the Instrumental Music Participation and Commitment Contract (located at the back of this booklet). Please read carefully and discuss with your child.

## INSTRUMENTAL PROGRAM

The Queensland State Schools Instrumental Music Program is a comprehensive tuition program in which students learn orchestral or band instruments. It provides an extra dimension to a school music program ensuring that educational outcomes are maximised for all students. It provides the opportunity for musical development of students through instrumental instruction on a group basis and ensemble and performance experience.





## PRINCIPLES OF THE PROGRAM

- ✚ Group tuition on orchestral or band instruments following the Queensland Instrumental Music Curriculum
- ✚ Provision of ensemble participation and performance experience
- ✚ Students are to have at least two contact periods per week, one in a group instrumental lesson and at least one in an ensemble rehearsal once students have reached the minimum ensemble standard and are invited by their teacher
- ✚ The minimum number of students per lesson group will be no fewer than 3 and will not exceed 10. Under NO circumstances are students to be taught individually
- ✚ The duration of the lesson should be not less than 30 minutes. Timetabling and grouping is at the discretion of the IM teacher and Principal

## SELECTION OF STUDENTS

Student in Years 4 – 12 (woodwind, brass, percussion) or in Years 3 – 12 (strings) are eligible to be considered for enrolment into the instrumental program. Students are selected for entry into the program through the recruitment process in the preceding year. All year 2 (strings) and Year 3 (band) student have equal opportunity during the recruitment process.

This may include:

- General music aptitude test
- Responsibility, organisation, academic and behaviour ability as assessed by the class teachers
- Physical suitability for particular instruments
- A knowledge and acceptance of the expectations of the program and home support
- Instrument availability
- The need to recruit a balanced group of instruments
- Teacher time allocation

Students may make instrument choices based on:

- Seeing and hearing the instruments played
- Knowing the type of music the instrument plays
- Information provided around the challenges of each instrument including getting the instrument to and from school

## LESSONS

- ✚ Group lessons run for 45 minutes, once a week during class time on a **rotating** timetable. Student leave their regular class to attend these lessons. It is the students' responsibility to catch up on any class work they may have missed.
- ✚ Lesson timetables are displayed on the Music Room noticeboard, in their regular classroom and students are given a hard copy for their personal use.
- ✚ Attendance at every Instrumental lesson is **compulsory**.
- ✚ Lessons follow the Queensland Instrumental Music Curriculum



- ✚ All students will be required to sit regular practical assessments and will receive a report at the end of each semester. Their assessments will be recorded as part of the Curriculum requirements for assessment.
- ✚ Where students need to change a lesson they are expected to inform the Instrumental Music Teacher **before** the lesson. Lessons can only be altered if there is an **assessment clash**.
- ✚ Failure to attend lessons will affect the student being allowed to perform in ensembles and also affect their assessment results. Continued failure to attend may result in their exclusion from the program.
- ✚ Parents/Guardians will be contacted via email when students miss a lesson without notification.

## ENSEMBLES

- ✚ Students must be part of an ensemble, Concert Band or String Ensemble, once invited by their teacher.
- ✚ These rehearsals occur outside of school hours:
  - String Ensemble Friday 7:45am
  - Band Tuesday 7:45am
- ✚ Students must be having lessons on their instrument to participate in the ensembles
- ✚ Students successful participation in their ensemble is part of their assessment
- ✚ Failure to attend rehearsals will affect the students' performance, results and can ultimately lead to exclusion from the program.
- ✚ Parents/Guardians will be contacted via email when students miss a rehearsal without notification.
- ✚ If a student is going to be absent from or late to an outside school hour's rehearsal or performance it is important for the safety of the student that parents inform the IM teacher as soon as possible. This can be done via email.
- ✚ A text message will be sent to parents of IM students if the IM teacher is absent on the appointed day.

## ENSEMBLE SCHEDULE STARTING IN WEEK 3 FOR ALL STUDENTS

Concert Band	Students in year 4, 5 & 6	Tuesday 8:00am – 9:00am – Music Room	Mr Little
String Ensemble	Student in year 3, 4, 5 & 6	Friday 8:00am – 9:00am – Music Room	Mrs Ulbl



## PERFORMANCES

- ✚ Ensembles will be given the opportunity to performance at least once per term, this may occur outside of school hours
- ✚ Attendance at all performances is compulsory as part of their commitment to the program
- ✚ It is the responsibility of the parents/guardians to provide transport etc so that the student can participate

## PERFORMANCE UNIFORM

- ✚ A performance uniform will be distributed to students as required and returned upon completion of their performance.
- ✚ Concert Band and String Ensemble have a performance uniform comprising of school shirt, black trousers, black shoes and black socks/stocking.
- ✚ Band Vests are made available from the music room and must be worn for performances
- ✚ Beginner Band and the Junior Strings are to wear their school uniform for all performances
- ✚ Students are expected to adhere to the dress code for all performances.

## EXPECTATIONS AND PROCEDURES

- ✚ Students must attend all lessons and ensemble rehearsals. Punctuality is vital.
- ✚ Attendance at all performances, both within the school and in the community are mandatory for all students involved in ensembles.
- ✚ Students who miss performances without probable cause, will have their position in the program reviewed by the principal.
- ✚ Unavoidable absence must be explained by email or phone call as soon as possible
- ✚ Students must practice at home
- ✚ Students must commit to the **full school calendar year**. Bands and ensembles depend heavily on the participation of **every member, every time**.
- ✚ Parents will be contacted via email if a student misses a lesson or rehearsal without appropriate notification
- ✚ Students who miss lessons or rehearsals may jeopardise their place in the program. Please note that if a student is removed from the program due to a break in their participation & commitment contract, NO monetary refund will be given.

This discipline, we believe, will contribute not only to a student's musical development, but to his/her personal development as well.

## COSTS OF PARTICIPATION

**Costs (How much do I need to pay?)**



- ✚ All Students - \$30.00 Instrumental Music Levy per instrument played (Unless using privately owned instrument)
- ✚ All students – approximately \$20.00 District Music Library Levy (subject to change)

The school will invoice each student once all the required paperwork (participation and commitment contract, loan agreement form etc) has been sign and received.

## INSTRUMENTS

- ✚ Beginning students will be assigned a school instrument by the Instrumental Music Teacher with regard to the student's previous music experience, aptitude, the program needs, availability of instruments and teacher time.
- ✚ A loan agreement must be signed by the parents and returned to the school office BEFORE the instrument is issued to the student.
- ✚ Students who borrow a school instrument are required to pay an Instrument Maintenance Fee of \$120 per year.
- ✚ The loan period on smaller instruments is limited to 12 months, larger instruments can be hired for longer periods. Please note that once a student has hired a smaller instrument for their FIRST year of playing they are then required to purchase their own instrument or seek external hire.
  - **Smaller instruments: LIMITED HIRE**  
Flute, Clarinet, Alto Saxophone, Trumpet, Trombone, Violin, and Viola.
  - **Larger instruments may include: LONGER HIRE**  
Tenor Saxophone, Bass Clarinet, Oboe, Bassoon, Baritone Saxophone, Euphonium, Tuba, Cello, Bass Guitar and Double Bass.
- ✚ In the event where demand exceeds the number of instruments available for hire, large instruments will be allocated from the earliest date on enrolment forms. If no school instruments are available from the school, parents may need to source an external provider to hire instruments.
- ✚ As Percussion and Bass Guitar students use school equipment, they are required to pay a Maintenance Fee of \$50.00 per year.
- ✚ Having your own instrument does not guarantee your child a position in the program. Please see Selection of Students for details.





## CONDITIONS FOR THE LOAN OF A SCHOOL INSTRUMENT

1. The instrument is to be used ONLY by the student to whom it is loaned
2. Every care and attention will be given to the instrument during the period of the loan
3. The instrument is returnable upon demand at any time for inspection, repair and adjustment or for any other reason.
4. In the event of accidental loss or damage the circumstances will be immediately reported to the school
5. If, in the opinion of the instrumental music teacher, a student is not carrying out due responsibility, is not practicing or committing to the program's requirements, the period of the loan will be terminated and the instrument promptly returned.
6. The student/parent/guardian will be financially responsible for any wilful or negligent damage to the instrument. The school will cover the costs of the general servicing of the instrument.
7. It is recommended that school and personal instruments be covered by personal/come contents insurance.

## PURCHASING YOUR OWN INSTRUMENT

Instruments are made available by the school for beginner students to experience the instrument before parents invest in their own.

Students continuing after the first year are required to purchase an instrument (or hire externally) with the exception of the larger more expensive instruments. Please see the Instrument section above to more details.

Once the loan period on the school instrument has expired, you will need to purchase (or hire externally) a suitable and good quality instrument for your child to use in the program. The exception is the larger, more expensive instruments that can be re-loaned through the school. Please see 'Instrument Selection' above for more details. You will be notified by Term 4 of the preceding year that your child will need an instrument. The instrumental teacher will also provide further information at his point regarding the sizing and brand recommendations.

### Standing Offer Arrangement (SOA)

Education Qld has a supplier arrangement with selected music stores that allows you to access the Retail Customer pricing for Musical Instruments and Stands under DETSOA-62455. All students who are identified as needing to purchase an instrument will receive a retail customer identification letter (usually by Term 4) which you will need to take to the appropriate store to access the pricing used under this scheme. This process ensures that you are purchasing a good quality instrument.

### Second-hand Instruments

When investing your time and money into a second-hand instrument please do so in consultation with your child's instrumental music teacher. Do not purchase instruments sight-unseen from the internet or purchase the first instrument handed to you at a music store. Please contact your teacher before you hand over your hard-earned money.





Ensure that the instrument is easy to play, plays in tune and will not have mechanical difficulties. Cheap models are often made of inferior materials and while you may save on the initial outlay, the repair costs overtime will outweigh the savings. Many instrument repairers will also not attempt repairing lower quality instruments as they are unable to guarantee them. Also, be aware that the internet is full of 'fake' instruments with respected brands on them. It is recommended that you purchase instruments through a reputable music store as they will have warranties attached to them. Higher quality instruments also have a good resale value if your child needs to upgrade in the future.

**NOTE FOR STRINGS:** It is strongly recommended that string instruments be purchased through a string specialist rather than a generic music shop. Each string instrument, new or second hand, is required to have a correct 'set-up'. This involved making sure the bridge and the strings are going to produce the best sound for your student and that the shoulder rest is appropriate to the size of the instrument.

### PLAYING TWO INSTRUMENTS (mostly for high school level students)

- ✚ Some students may wish to learn two instruments. This will be negotiated on an individual basis and be reliant on instrument availability, program needs and teacher time.
- ✚ It is a requirement that students reach a minimum of curriculum level 7 on their first instrument **before** they consider taking on the workload of a second instrument.

### CLASS RESOURCES & EQUIPMENT

All students will require additional resources and equipment for their lessons and home practice. For beginner students there is a detailed list at the back of this handbook outlining equipment that will be required BEFORE their first lesson. Some of this equipment will need to be replaced as they are consumable and/or run out. Students will also need to upgrade their class text/method books as they progress.

### COMMUNICATION

Timely and clear communication between all parties is a very important factor in the success of your child. If there are any circumstances that affect your child's participation and progress in the program, or you have any queries, please let the Instrumental staff know. We in turn are committed to the timely communication with you.

The IM teacher will notify parents of any unexplained lesson or rehearsal absences or lateness, lack of organisation, poor progress or a decline in attitude towards the program. This is done with the view of working together with the family to address any issues that may have arisen and together find a solution that will ensure the child can move forward successfully.





## METHODS OF COMMUNICATION

### Email

Email is the best mode of communication, please ensure that your **child's name** and **school** is in the subject heading.

All parents will receive a group update twice a term with all relevant and updated information. Any forms/letters will be emailed directly to parents as well.

If your email address changes, please let the IM teacher know directly so that their database can be changed and you will continue to get the relevant information.

### Notice Board

All lesson timetables, notices etc will be posted on the notice board and in the music room.



## STAFF DETAILS &amp; CONTACTS

**Mrs Angela Ulbl:** Strings

My instrumental musical journey started at the age of 7 when I started playing the violin as part of the Walkervale State School Strings Program. While at primary school I transitioned to having group lessons on the viola while playing the violin in the string orchestra and symphony orchestra. Fast forward a few years and I completed many exams through the Australian Music Examination Board (AMEB) on both the violin and the piano as well as completing a Bachelor of Music (Performance)/Bachelor of Education (Secondary) from Queensland University of Technology (QUT). Late 2021 I also completed a Master of Education (School Guidance and Counselling) through QUT.

In 2004 I returned to the Bundaberg area and have been working as an Instrumental Music teacher since. I have played in local community groups such as The Bundaberg Symphony Orchestra and The Bundaberg Sinfonietta as well as playing as part of the orchestra to support productions at The Playhouse Theatre. Highlights of my playing career include European Tours with Australian Strings Association (AUSTA) in 2016 and 2019. I have been privileged to play music of the highest professional standard as a member of these groups with two of my favourites being Elgar Serenade for Strings and Tchaikovsky Serenade for Strings.

Away from school and music, I have two teenage children and we are often seen at the beach or at a soccer field together. I have a not so secret addiction to food particularly anything sweet like chocolate, ice-cream and lollies.

**Teaching Days 2022:**

Friday:           Strings Ensemble 7:45am – 9:00am  
                      Strings Lessons 9:00am – 11:00am

Email:             [aulbl@eq.edu.au](mailto:aulbl@eq.edu.au)

School Phone:    07 4150 7444





**Mr Andrew Little:** Woodwind, Brass & Percussion

My musical journey started at age 8 when I asked my mother if I could learn to play the Tuba. I started learning the cornet at the local Brass Band soon after.

I moved onto playing the Euphonium in Year 8 when the Instrumental Music Program was beginning in my High School.

I started working as an Instrumental Music Instructor with the Queensland Education Department in the year 2000. I have taught in many schools in the Bowen, Collinsville, Monto and Bundaberg Districts over the last 22 years. I have also been involved in various community ensembles as both player and as conductor.

Teaching Days 2022:

Tuesday: Concert Band 7:45am – 9:00am  
Woodwind, Brass, Percussion Lessons 9:00am – 11:00am

Email: [alitt25@eq.edu.au](mailto:alitt25@eq.edu.au)  
School Phone: 07 4150 7444





## TEACHER ABSENCE

A text message will be sent to parents of IM students if the IM teacher is absent on the appointed day.

## STUDENT WITHDRAWAL

A contract of commitment and participation is signed by all parties at the commencement of the program. The expectation is that all students will continue in the IM program for a minimum of one school year with the view to continuing through to the end of their schooling. Enrolment may be discontinued by the Principal if attendance, practice, progress or aptitude are inadequate.

In the event that a student wishes to leave the program, the parents and students must attend an interview with the instrumental music teacher and music line manager. At this meeting a plan of action is developed to assist the student in re-engaging with the program. This plan is usually implemented over a term, then at the end of that term, the students, parent and IM teacher may meet again, if necessary. **A verbal or written note advising of withdrawal will not be accepted. Discontinuance of a students is a decision only the Principal can make.**

## DOCUMENTS

Equipment List  
Participation & Commitment Contract  
Instrumental Loan Form  
Accident Report Form





## EQUIPMENT LIST

You will be required to provide the following equipment for the students' **first** lesson. Most of the following items can be purchased locally in Bundaberg from: **Bout Time Music – Ph. 4152 9966**

### FLUTE

- Foldable Music Stand
- Essential Elements for Band – Flute Book 1
- Large Men's Handkerchief (for cleaning)
- A soft cloth for polishing

### CLARINET

- Foldable Music Stand
- Essential Elements for Band – Clarinet Book 1
- 4x size 1 ½ Clarinet reeds for Beginner **OR** size 2 – 2 ½ Clarinet reeds for Continuing students
- Pull-through cleaner
- Cork grease

### TRUMPET

- Foldable Music Stand
- Essential Elements for Band – Trumpet Book 1
- Trumpet Valve oil
- Tuning Slide Cream/Grease
- Soft cloth for polishing

### TROMBONE

- Foldable Music Stand
- Essential Elements for Band – Trombone Book 1
- Trombone Slide Cream OR Slide Oil
- Small water spray bottle
- Soft cloth for polishing

### BARITONE (B.C. or T.C.)

- Foldable Music Stand
- Essential Elements for Band – Baritone Book 1
- Valve Oil
- Tuning Slide Cream/Grease
- Soft cloth for polishing



### SAXOPHONE Alto/Tenor

- Foldable Music Stand
- Essential Elements for Band – Saxophone Book 1
- 4x size 1 ½ Saxophone reeds for Beginner **OR** size 2 – 2 ½ Saxophone reeds for Continuing students
- Pull-through cleaner
- Cork grease
- Soft cloth for polishing

### PERCUSSION

- A pair of 5B Drumsticks
- A rubber practice pad
- Stick Bag (Optional)
- Essential Elements for Band – Percussion Book 1

### BASS GUITAR

- Guitar Lead (3m)
- Clip on Guitar Tuner
- Soft cloth for cleaning
- Essential Elements for Band – Bass Guitar Book 1


### VIOLIN/VIOLA

- Foldable Music Stand
- Essential Elements for Strings Book 1 for Violin OR Viola
- Tricks for Tunes Book 1 (Violin OR Viola)
- Music Maestros Book 1 (Violin OR Viola)
- Violin/Viola Rosin
- Soft cloth for cleaning
- Display folder, pencil and eraser, 2 pegs
- 4x Spare strings
- Shoulder rest - essential for violin and viola players.** A shoulder rest makes it much easier to promote correct posture by helping to hold the instrument between the chin and shoulder.

### CELLO/DOUBLE BASS

- Foldable Music Stand
- Essential Elements for Strings Book 1 for Cello OR Double Bass



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- Tricks for Tunes Book 1 (Violin OR Viola)
  - Music Maestros Book 1 (Violin OR Viola)
  - Cello/Double Bass Rosin
  - Cello/Double Bass Rock Stop
  - Soft cloth for cleaning
  - Display folder, pencil and eraser, 2 pegs
  - Spare A string and D string
  - Donut- **essential for cello and double bass players.** A donut ensures that the cello spike does not damage your floors (timber/tile) while also holding the instrument stable.







### SCHOOL INSTRUMENT DAMAGE REPORT

Parent/Guardian's Name: \_\_\_\_\_  
Name of Child in Program: \_\_\_\_\_  
Year Level and Class of Child: \_\_\_\_\_  
Type of instrument damaged: \_\_\_\_\_  
Identifying (EQ) number of instrument (if known): \_\_\_\_\_

Description of Event that caused damage to instrument:  
(including date and time of event and any persons involved)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of damage that occurred to instrument:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person at (the school) notified: \_\_\_\_\_  
Date & Time Notified: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Contact email & Phone: \_\_\_\_\_  
\_\_\_\_\_

This form is to be completed is any damage occurs to the instrument on loan from the school. Please attached any other supporting documents, more information and photos if possible.







## COMMITMENT AND PARTICIPATION CONTRACT

To be involved in the Instrumental Music Program, students, parents and guardians are asked to agree to the following. Please read carefully.

### STUDENT'S RESPONSIBILITIES

- (a) Student must attend an Instrumental Music lesson once a week at a predetermined time. They will exit their normal class in order to do this. It is the students' responsibility to catch up on any class work missed during this time.
- (b) Student must bring all equipment (instrument, accessories) to each lesson
- (c) Students must make every effort to care for their instrument.
- (d) Students must commit to regular practice as directed by the Instrumental Music Teacher.

### PARENT'S/GUARDIANS RESPONSIBILITIES

- (a) Parents are to assist the student in caring for their instrument.
- (b) Parents are strongly encouraged to assist their child with a practice routine as directed by the Instrumental Music Teacher.
- (d) Parents are strongly encouraged to communicate directly with the Instrumental Teacher if their child is experiencing difficulties or there is a problem with the instrument.
- (e) Parents must provide the additional accessories as required

### GENERAL INFORMATION

1. Attendance to all lessons and rehearsals will be recorded.
2. Lateness and absences must be explained to the Instrumental Music Teacher.
3. No student will be permitted to leave the Instrumental Music Program before the end of the school year without the student's profile being reviewed by the Principal and the Instrumental Music Teacher.
4. Parents wishing to terminate the student's enrolment at any time may forward a letter explaining the reasons for this request to the Instrumental Music Teacher.
5. The Instrumental Music Teacher or Principal may terminate a student's enrolment if their responsibility and/or commitment is unsatisfactory.

Please note that failure to uphold these responsibilities may see the child removed from the program the instrument returned to the department.

### **I agree to the above**

Parents/Guardians Signature \_\_\_\_\_ Date \_\_\_\_\_

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parents/Guardians best email contact and phone number**

Email \_\_\_\_\_

Phone \_\_\_\_\_

