Randwick Public School Band Program

2013 Band Handbook: Information for parents and students
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Important dates

- **Tuesday 30 October 2012** Training Band information night for students and parents
- **Friday 9 November 2012** last day to email Application Form to the Band Coordinator
- **Friday 23 November 2012** Students advised of instrument allocation via email
- **Friday 30 November 2012** Contract emailed to Band Coordinator
- Contact your tutor **before week 1 of Term 1 2013**
- Music tutorials **start in week 2 of Term 1 2013**
- Band rehearsals **start in week 2 of Term 1 2013**
Principal's foreword

Dear Band Families and Students

The Randwick School Band Program is designed to foster students' musical abilities and love of music. Band membership provides a unique opportunity for your child to learn an instrument, experience the pleasures of performing and develop important teamwork skills.

All Year 4 students are eligible to join the Training Band - they are not required to read music or play an instrument. However, they do have to demonstrate their commitment by attending weekly rehearsals and tutorials and practising their music at home.

The Band Program includes a Training Band (Year 4 students), an Intermediate Band (Year 5 students) and a Senior Band (Year 6 students) or a combined Performance Band (Year 5 and 6 students), and a Stage Band (Year 6 selected students). A parent committee manages the Program, with support from the School and the P&C.

This Handbook includes important information about the Program. Please read it carefully and keep it in a handy place for future reference.

Susan Allen
Principal

Meet the Band Conductor, Murray Jackson

Murray has worked with us for more than 10 years and conducts all our School bands. In 2012 he conducted our bands to three silver medals (Training, Intermediate, and Senior Bands) and a bronze medal (Stage Band) at the NSW School Band Festival.

Murray’s major musical interest is jazz. He has a Graduate Diploma in Jazz Performance from the ANU and has studied composition and arranging with Gordon Brisker at the NSW Conservatorium of Music. He is a regular performer (on saxophone) with many of Australia’s best jazz performers at venues throughout NSW. Murray has also had significant administrative experience, being a founding member, President and Coordinator for the Jazzgroove Association, a cooperative of local musicians aimed at promoting original, improvised music and recognised as a Key Cultural Organisation by the Australia Council for the Arts.

Murray’s current creative focus is the Jazzgroove Mothership Orchestra, a contemporary jazz big band. The group completed a successful national tour and released a recording of Mike Nock compositions, credited by the prestigious “All About Jazz” publication as one of the best international Jazz recordings of 2006. As well as teaching, Murray works professionally with some well know performers and groups, including the Mothership Orchestra, Jersey Boys and Musica Viva.
1. Quick Look: How to join the Band Program

Step 1 – Attend the Band information night
An information night will be held on **Tuesday October 30 2012 at 6.00 pm**. The Band Conductor, Murray Jackson and members of the Band Committee will be available to answer your questions about the Program. If possible, submit your completed Application Form on the night (see Step 2 below).

Step 2 – Complete the Application Form
Fill in the Application Form (see Attachment A). Nominate **three** instruments your child would like to play, in order of preference. Submit the completed form at the band information night or email it to the Band Coordinator, Serina Stretton (sstretton@internode.on.net) by **Friday 9 November 2012**.

Step 3 – Conductor assigns instruments
Your child will be assigned an instrument based on their preferences and the requirements of the Training Band. Your child may be asked to meet with Murray so he can assess their pitch, rhythm, tone and physical suitability to play certain instruments. The Band Committee will advise you via email of Murray’s decision by **Friday 23 November 2012**.

Step 4 – Sign the contract
After an instrument has been assigned to your child, you will be asked to acknowledge the conditions of acceptance (Attachment B) and sign the contract (Attachment C). This contract commits families to the Program for a **full year**. Please read it carefully and remind your child of the responsibilities of band membership, including regular attendance at rehearsals (rehearsals start promptly at 7.30 am even on cold wet winter mornings!) and commitment to practice. The signed contract should be emailed to the Band Coordinator by **Friday 30 November 2012**.

Step 5 – Buy or hire an instrument
Information on costs of purchasing an instrument or on instrument hire is detailed on pages 6 and 7. If you hire a School instrument, your child will receive the instrument at the first rehearsal in 2013. Speak to your tutor before buying or hiring, as they will be able to guide you in the right direction on make and model of instrument.

Step 6 – Set up a tutorial time
As well as attending weekly band rehearsals during term time, band members are tutored at the School once per week. You should make arrangements for your child’s tutorial in January 2013 before Term 1 starts. Tutor contact details are listed on page 9.

Step 7 – Attend the first Training Band rehearsal and pay Band fee
The first Training Band rehearsal will be held in Week 2 of Term 1 2013 and the $265 Band fee is due in Week 3 of Term 1. The arrangement for payment of tutor fees is made between parents and the tutor.
2. The Band Committee

A Band Committee of volunteer parents manages the Program. The Committee:

- Organises band activities, such as rehearsals, concerts and competitions
- Administers band funds
- Facilitates instrument hire, repair and purchases.

2013 Band Committee members are:

- Serina Stretton (Coordinator)
- Eliza Leung (Treasurer)
- Russell Wyatt
- Rachel Condel
- Nicola Knipe
- Ros Dunn

New committee members are always welcome! The Committee generally meets in the evening on the first Tuesday of each month during term time. We need two parents from each band to help the Program function smoothly. Please contact one of the committee members if you would like to be involved.

3. Band rehearsals

The Training Band rehearses for an hour, once a week, during the School term. Children need to arrive at the School Hall by 7.30 am and are expected to attend all rehearsals.

In 2013, the Training Band will rehearse on Wednesday mornings.

Students need to bring their instrument, band book, music folder and a pencil to every rehearsal. Extra rehearsals may be scheduled to practise for important performances.

4. Concerts and performances

Band members have many opportunities to demonstrate their expanding musical abilities at performances and workshops throughout the year. These activities include:

- Band events (e.g. mid-year and end-of-year concerts)
- School events (e.g. Leadership ceremony, Anzac Day ceremony, and School Presentation Days)
- Community events (e.g. St Jude’s Fair, Montefiore Open Day), and
- External competitions and Festivals (e.g. UNSW band festival, Music Workshops at the Army and Navy Bands, Department of Education and Training events organised by the ARTS unit).
5. Fees and charges

5.1 Band fee

An annual fee covers the cost of the Program.

In 2013, the Training Band fee is $265. This covers the Band Conductor’s fees, performance costs and the purchase of music. It also includes the Band Textbook — Accent on Achievement and a black A4 Band folder for keeping music in and for use in rehearsals, tutorials and performances.

An invoice will be issued at the first rehearsal in 2013. This is due in Week 3 of Term 1. If band fees are not paid by this time, your child will be unable to participate in Band rehearsals and performances.

*Band fees are not refundable if your child leaves the band before the end of the year.*

5.2 Tutorial fee

In addition to band rehearsals, students attend weekly private tutorials during term time with a specialist tutor who comes to the School. The tutorials last for 30 minutes and are important for building musical skills. Whilst tutorials generally focus on the band repertoire, they also cover solos and duets. The tutors will prepare a report on your child’s progress in July which will be sent home with the mid-year School reports.

There may be a slight variation between tutors for the cost of tutorials but the cost of tutorials is approximately:

- $18.50 per tutorial for shared tutorials (two students) i.e. $185 per 10 week term
- $30-$35 per tutorial for individual tutorials i.e. $300-$350 per 10 week term.

Tutors will invoice you at the beginning of each term. Please pay promptly and no later than two weeks from the date of receiving your invoice. The arrangement for the payment of tutor fees is made between the parents and the tutor.

5.3 School instrument hire

The School owns a number of instruments available for hire whilst your child is in the Band Program. These instruments are for use by your child only and are not insured off the School premises. We recommend you insure the instrument for its replacement value (this amount is available from the Band Treasurer). We also ask that these instruments be returned to School for cleaning and servicing during the end of year School holidays.

The School instrument hire fee is $140 per year and covers normal maintenance costs. Invoices are issued at the start of each year and are due in Week 3 of Term 1.

*All hired instruments must be returned if your if your child leaves the band before the end of the year. Instrument hire fees are not refundable.*

Parents are responsible for repairs and servicing to the instrument arising from accidental damage. The instrument is photographed before it is issued to your child and we expect it to be returned in the same condition at the end of each year. Please talk to the Band Conductor in the first instance if you think your instrument needs repair.
The following instruments are available for Training Band members to hire:

- Clarinet (1)
- Alto saxophone (1)
- Tenor saxophones (1)
- Trumpet (1)
- French horn (1)
- Baritone horns (4)
- Trombones (4)
- Oboe (1)

### 5.4 Other instruments hire/purchase costs

If your child wants to play an instrument such as the flute, clarinet, alto saxophone, trumpet or percussion then you will need to purchase an instrument (either new or second hand). If you decide to purchase an instrument, please ask your tutor for advice on which make and model to buy.

A rough guide to the approximate cost of new instruments is as follows:

- Flute $500-$700
- Clarinet $600-$800 (plus cost of reeds is about $70 per year)
- Trumpet $500-$900
- Alto saxophone $1,000-$1,600 (plus cost of reeds is about $70 per year)
- Drums $100-$200 (we suggest you buy a snare drum to start)

Good second-hand instruments are also available and many retailers offer rent-to-buy or rent only options. We suggest you shop around when buying a new instrument to get the best deal.

Our preferred suppliers are:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Fordham Music (Frank Fordham)</td>
<td>8819 6802 (Ryde)</td>
</tr>
<tr>
<td>Prestige Woodwind and Brass (Lucy Marks)</td>
<td>9389 0166 (Bondi Junction)</td>
</tr>
<tr>
<td>Sax and Woodwind</td>
<td>9557 4588 (Camperdown)</td>
</tr>
</tbody>
</table>

### 5.5 Music stands

A music stand helps your child’s posture and breathing and we recommend you buy one. They cost about $30.

### 5.6 Scholarships

A small number of scholarships are available to families in financial need, to cover some of the costs of being in the band. Applications for Band Scholarships should be made in writing to the Band Coordinator, via the School Office, by Friday 30 November 2012, in the form of a brief letter explaining the need for Scholarship.

The School Principal will assess each scholarship application and applicants will then be notified in writing. All applications are treated confidentially.

**Please note:** Scholarship applications are assessed annually and are not automatically rolled-over to subsequent years.
6. Who plays what?

The Application Form (Attachment A) asks you to nominate three instruments your child would like to play, in order of preference. The Band Conductor will assign instruments to children based on these preferences and the requirements of the band. Your child may be asked to meet with Murray so he can assess their pitch, rhythm, tone and physical suitability to play certain instruments.

To get a balanced band we need a range of instruments. There is often high demand to play certain instruments, such as the flute and saxophone. Some years it is harder to fill some of the other positions. While we make every effort to ensure children are assigned one of their preferences, we cannot guarantee this.

It’s a bit like selecting for a soccer team - not everyone can be a forward! No one player is more important than the others and all of the players are required to get the best result. Keep in mind that children who play less ‘popular’ instruments may have a better chance of securing a place in a high School band or receiving a high School music scholarship.

**Please note:** If you already have access to a band instrument, this will be taken into consideration when allocating an instrument to your child.

7. Instrument tuition

The Band Committee provides a list of professional tutors who teach at Randwick School and you will need to contact them before the start of Term 1 in 2013.

Tutorials are for 30 minutes, once a week during term time. They can be shared or individual. Shared tutorials involve a maximum of two students per tutorial. Alternatively, you may arrange for one-to-one tutorials, as some students find it better to work at a more intensive level or faster pace than is possible in a shared tutorial.

Tutorials are held in the Parents Room, Care Centre, and AMS music room (percussion) near the School hall. Some tutors are available for tutorials after School hours (from 3.00 pm to 5.00 pm). However, most tutorials are held in School time from 11.30 am onwards, so please be aware that your child may miss some class time to attend tutorials.

If you have any further questions please speak to the Band Conductor or your tutor. We strongly suggest you try to meet your tutor in Term 1 to say ‘hello’ and keep in regular email contact with them. The Practice Sheet (see Attachment E) will assist with this but regular one-on-one contact (via email/phone/face-to-face) will build rapport and help you assist your child to progress.

All questions regarding tutorial times and fees should be directed to your tutor. Please remember - you are responsible for notifying your tutor if your child cannot attend a tutorial (please refer to Attachment D: Policy on tutor’s fees, missed tutorials, and withdrawal from the band for more information).

**Cancelling your tuition**

If you wish to cancel your tutorials for the remainder of a current term, please notify your tutor and Murray in writing as soon as possible. Paid fees are not refundable. If you haven’t paid your tuition fees, you will have to pay the full term’s tuition fees.

If you do not want your child to continue with the following term’s tutorials, you must notify your tutor and Murray in writing before the end of the current term. Failure to do so will mean you will have to pay the full tuition fees for the following term.
The following tutors will be available in 2013:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarinet</td>
<td>Mike Rivett</td>
</tr>
<tr>
<td>Flute</td>
<td>Micheal Sitsky, Frank Wenge</td>
</tr>
<tr>
<td>Drums</td>
<td>Carlos Adura</td>
</tr>
<tr>
<td>Saxophone</td>
<td>Lachlan Hamilton</td>
</tr>
<tr>
<td>Oboe</td>
<td>Zoe Sitsky</td>
</tr>
<tr>
<td>French Horn</td>
<td>Stephen Morley</td>
</tr>
<tr>
<td>Bass Guitar</td>
<td>Martin Taylor</td>
</tr>
<tr>
<td>Trumpet</td>
<td>Martin Taylor</td>
</tr>
<tr>
<td>Trombone &amp; Baritone Horn</td>
<td>John Hibbard</td>
</tr>
</tbody>
</table>

8. Sheet music and equipment

Practice copies of music will be issued for use at home and in tutorials and rehearsals. These copies remain the property of the School. Illegal photocopying of music is an offence and the School can be fined very harshly for it. If any music is missing please notify the Band Conductor.

A pencil with an eraser should be kept with the folder. Pen should not be used on the music.

Always have on hand extra supplies relevant to your instrument. This may include cork grease, valve oil, spare reeds and cleaning equipment. All music stores should carry these items. Please ask your tutor if you are not sure of what you need or how to care for your instrument.
9. Practising at home

Regular practice at home is important for your child’s musical development and is an expectation of band membership. All practice should be recorded on the Practice Sheet (see Attachment E) each week and signed off by a parent/carer. The Practice Sheet is handed out at the first band rehearsal each term.

When and where to practice

- A quiet, enclosed room with no distractions
- Early morning is best. Avoid late evening when body and mind are tired
- Aim for 5-6 practices per week (4 practices as a minimum)
- At least 20 minutes per day increasing the time as endurance increases.

What to practice

- Warm ups - long tones you can play comfortably
- Technical work - set scales and exercises
- Specific pieces of music - band pieces (priority), solo pieces set in your tutorial, duets, ensembles.

How to practice

- Concentrate on small pieces of a tune - maybe one or two bars
- Start slowly and build up speed gradually and repeat several times until you start to improve
- Don’t repeat so much that you start to lose concentration - there is always tomorrow!

Recording your practice

- Each student should record their practice each week on the Practice Sheet
- The parent/carer should sign off the Practice Sheet each week
- The Practice Sheet also helps in communication between the tutor and the parent if there is a particular piece or technique your child should focus on.
10. Instrument repairs
We have a list of preferred, reliable and value for money repairers for both School and privately owned instruments. Please contact the Band Conductor in the first instance.

11. Attendance and absences
Students are expected to attend band rehearsals and their tutorials each week. If your child cannot attend band rehearsal please either call or SMS Murray Jackson on 0403 391 446 or send an email to murray.jackson@bigpond.com. If your child cannot attend their tutorial please call, email or SMS your tutor.

12. Band uniform
The Randwick School Band Uniform consists of a black Randwick School Band shirt (supplied by Band Committee), long black pants, black socks and black shoes. Gold or black hair accessories are permitted. The uniform is required to be worn for all School and out-of School performances e.g UNSW Band Festival.

Each band member will be given a black band shirt before their first performance of the year. There will be a unique ID on the back label of the shirt to enable the Band Committee to identify who the shirt has been allocated to. These shirts will remain in the care of each band member are must be returned at the end of each School year or before the end of the School year if the child leaves the band. If your child continues with Band the following year, a shirt will be reallocated to them at the start of the following year.

Should band shirts be lost, have irremovable stains, or be returned in an unsatisfactory condition, parents of the band member will be invoiced for $25 to cover the cost of replacing the shirt.
Care instructions for the band shirt are at Attachment F.

13. Band membership is fun, but there are rules....
The School Discipline Policy applies to all activities relating to the Band. Students must take direction from the Conductor, their tutors and the Band Committee as they would from their classroom teacher.
Attachment A

2013 RANDWICK SCHOOL TRAINING BAND

APPLICATION FORM
Submit this form at the band information night or email it to the Band Coordinator (sstretton@internode.on.net) by Friday 9 November, 2012

Student’s name: ................................................................. Class: ....

Contact details:

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Mobile phone</td>
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<td>Home phone</td>
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Please note: All communication about the Band Program is via email.

Instrument preferences
The Training Band includes the following instruments:
- Flutes
- Clarinets
- Alto saxophones
- Tenor saxophones
- French horn
- Baritone horns
- Oboe
- Trombones
- Trumpets
- Percussion
- Bass Guitar

Please indicate, in order of preference, three instruments you would like to play:

1. __________________________________________

2. __________________________________________

3. __________________________________________

Do you have access to an instrument your child wants to play?

Does your child already play an instrument? If so, please indicate which instrument and for how long they have played?
Attachment B

2013 RANDWICK SCHOOL BAND PROGRAM

CONDITIONS OF ACCEPTANCE

(Student and parent to sign and keep at home for personal reference.
Do not return.)

The following conditions are to be met as part of the acceptance into the Randwick School Band Program. Please read carefully and discuss points with your child before accepting a place in the Band Program.

1. A child accepted into the Training Band will be required to remain in the band for one School year. If the child and parent agree, the child may then choose not to continue at the end of that year. It is expected however that all members will continue in the band through to Years 5 and 6.

2. Your child will be required to practice a minimum of 20 minutes per day, 4-6 days a week. Rehearsals and tutorials are not included. Experience has shown that parents and students that adhere to this are much more successful and are more likely to continue their learning of their instrument long term.

3. Parents agree to notify the Band Conductor if their child will be absent from any rehearsals or part of the School term e.g. sickness or holidays taken during School term. Please try to organise doctor’s appointments etc. outside of band rehearsal times.

4. Parents agree to notify the Band Conductor and their tutor if their child intends to be away for an extended period or leave the Band Program.

5. All fees will be paid on time.

6. Parents will help their child by reminding him/her to bring their instrument, music book, band folder and pencil to all rehearsals.

7. Band members are expected to attend all performances, both in and outside of School hours. Participation in major performances is subject to satisfactory attendance and commitment to all rehearsals, especially those leading up to the performance date.

We/I have read the above and agree to the conditions of acceptance of my child into the Randwick School Band Program.

Parent’s name: ........................................ Signature: .................................

Student’s name: ........................................ Signature: .................................
Attachment C

2013 RANDWICK SCHOOL TRAINING BAND

CONTRACT

Email to the Band Coordinator (sstretton@internode.on.net) by Friday 30 November 2012

We have read the Randwick School Training Band contract and Band Handbook and agree to the Conditions of Acceptance of my child into the Randwick Band Program.

If provided with a School instrument, I understand that the instrument is not insured whilst off the School premises. The hire fee covers normal maintenance costs, however, I am responsible for repairs to the instrument arising from accidental damage.

Instrument allocated:

........................................................................................................................................

Address:

........................................................................................................................................

Parent’s Name:

........................................................................................................................................

Parent’s Signature:

........................................................................................................................................

Student’s Name:

........................................................................................................................................

Student’s Signature:

........................................................................................................................................

Date:

........................................................................................................................................

** Please sign and email to the Band Coordinator by Friday 30 November 2012**

Please note that if a contract is not received by this time, your child will not be enrolled in the Band Program.
Attachment D

RANDWICK SCHOOL BAND

POLICY ON TUTOR’S FEES, MISSED TUTORIALS, AND WITHDRAWAL FROM THE BAND

1. Term fees
Your tutor will invoice you directly for the cost of weekly tutorials at the beginning of each term. Please pay promptly and no later than two weeks from the date of receiving your invoice.

2. Keeping tutors informed
Please email or phone your tutor if your child will miss a tutorial for any reason. This is a courtesy to the tutor and is your responsibility. This includes if your child is away sick, is involved in an out-of-class School activity, on a School or class excursion, or if you’re going to be away for any other reason e.g. vacation.

2. Missed tutorials
If tutors are given more than 24 hours notice, they may be able to arrange a ‘make up’ tutorial to replace the missed tutorial, depending on the tutor’s availability. In these situations, you will not be invoiced for the ‘make up’ tutorial.

If your child misses a tutorial for any reason, without giving the tutor at least 24 hours notice, you will need to pay for the missed tutorial. Please note that missed tutorials due to an unforeseen School event, that you as the parent/carer were unaware of, are deemed non refundable.

You will not have to pay for a missed tutorial if:
- Your tutor can’t attend the tutorial due to illness or other commitments and no replacement tutor is available
- Your tutorial falls on a public holiday

3. Cancelling Tutorials
If you wish to cancel your tutorials for the remainder of a current term, please notify your tutor and Murray in writing as soon as possible. Paid fees are not refundable. If you haven’t paid your tuition fees, you will have to pay the full term’s tuition fees.

If you do not want your child to continue with the following term’s tutorials, you must notify your tutor and Murray in writing before the end of the current term. Failure to do so will mean you will have to pay the full tuition fees for the following term.

If you have any further questions please speak to the Band Conductor or your tutor.

4. Withdrawal from the Band Program
If your child withdraws from the Band Program you must advise your tutor, the Band Committee and the Band Conductor as soon as you are aware that your child will be withdrawing. The band uniform and any hired instruments must be returned upon withdrawal and all Band Fees and Instrument Hire Fees are non refundable.
RANDWICK SCHOOL BAND PRACTICE SHEET

Note: This is handed out at the first band rehearsal each term.

Name: ___________________________________ Class: ______________ Term: _________

<table>
<thead>
<tr>
<th>Week</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Parent to sign</th>
<th>Tutorial Report</th>
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<tbody>
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School holidays – if you have time, practice as much as you can!

Parent to sign

Tutorial Report

Notes:

1. Practise 4 to 6 times per week for 20 minutes each time.
2. Record how long you practise for each day on the sheet and get your parent/carer to sign at the end of each week.
3. Keep the sheet in your band folder and bring it to your tutorial each week.
Attachment F

BAND SHIRT CARE

To ensure that the band shirts remain in a satisfactory condition for years to come, please follow these care instructions:

DO's
- Wear band shirts strictly for performances ONLY. The shirt is not part of the usual School uniform. If there is a performance that day, the student should arrive at School or at the venue in full band uniform.
- Wash in warm/cold water ONLY.
- Hang the shirts INSIDE OUT on the clothesline to prevent fading.
- Wash shirt prior to handing it back at the end of the year.
- Iron the shirt with a warm iron ONLY.

DON'Ts
- DO NOT bleach the shirt.
- DO NOT put the shirt in a dryer.
- DO NOT iron the gold Band Logo on the front of the shirt.
- DO NOT cut or remove any labels off the shirt.
- DO NOT write your name on the shirt, the ID number on the back label will act as the identifier if the shirt is lost.