



Forest Lodge Public School Music Program

Information for Parents and Students



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Overview

Introduction

Welcome to the Forest Lodge Public School Music Program!

The Forest Lodge Public School Music Program (**Program**) is run by the Music Committee, which is a sub-committee of the Parents & Citizens Association (P&C), and is offered as an extra-curricular activity at the school. Over 100 students participate in the various Bands and Ensembles each year. Participation in the Program is optional but highly encouraged. Being part of the Program is a fabulous opportunity for all students, and no prior musical experience is needed to join.

During their time in the Program your child will learn to play an instrument, read music and work together with their peers, under the instruction of a music professional. Many of the skills they will learn, such as patience, increased concentration and self-discipline, will carry over into other areas of their life and learning. Most importantly, they will have fun! This handbook provides an overview of the Program and contains important information for parents and children in the Program.

The Program aims to:

- Provide all students, regardless of experience, with an opportunity to participate in music ensembles within an inclusive, nurturing and fun environment.
- Develop student's appreciation, knowledge and love of music across a wide range of musical styles.
- Provide a foundation for students to express and grow their musical capabilities.

Music Ensembles in the Program

The Program offers the following ensembles. Students may enrol in one or more ensemble.

Bands

- Training Band (yr3-6)
- Intermediate Band (yr3-6 + at least 1 year experience)
- Concert Band (yr4-6 + at least 1 year experience)
- Stage/Rock Band (yr4-6, entry by audition only and students involved must participate in Intermediate or Concert Band)

Ensembles

- Junior Choir (Years 1-2)
- Senior Choir (Years 3-6)
- Beginner String Ensemble (Years 2-6)
- Continuing String Ensemble (Years 3-6 + at least 1 year experience)
- Percussion Ensembles (K-6)
- Flute Choir (Years 4-6)
- Recorder Beginners (Years 2-6)
- Consort Recorders (Years 3-6 + at least 1 year experience)

Terms of Joining the Program

- Attendance at weekly rehearsals, performances during school and outside school hours is compulsory for all band students.
- Students must wear the music uniform at all performances (shirts available on the Pickles website: www.picklesschoolwear.com).
- Absence from rehearsals due to sickness must be notified before rehearsal start time by email.
- Students in the bands and string ensembles must engage a private music tutor for a weekly music lesson.
- Students are responsible for the set up and pack down of music rehearsals and performances at events.
- Students are to practise their instrument outside lessons and rehearsals.
- Students must adhere to the code of conduct.

Private Tuition and Tutors

Members of each core Band and String Ensemble must take a weekly ½ hour private lesson, to augment the general skills that are developed in the Band/Ensemble.

Tutors teach children how to play their instrument and music pieces played within each Band/Ensemble.

The Music Committee provides a list of recommended tutors (refer to Appendix 3 for a current list). Half hour lessons cost approximately \$40, as per rate recommended by the Australian Music Teachers Association.

Music tutorials are offered onsite before and after school, and some lunch times.

The engagement of a tutor is a private arrangement between tutors and parents. Tutors will bill parents separately to the Program.

If your child is to be absent on the day of their lesson or on a school excursion you should contact your tutor directly. The school does not notify tutors of absences.

Any issues tutors have regarding the conduct during tutorials will be addressed directly to parents and, if the tutorial takes place on school grounds, to the Music Committee and school principal.

Code of Conduct

Band and Ensemble members are required to show respect, courtesy and consideration to the conductors/tutors/parent helpers, as well as fellow members, and in return are deserving of the same respect, courtesy and consideration.

The Program utilises the school's Positive Behaviour for Learning (PBL) framework for management of behaviour.

Whilst representing the school at external events it is expected that students display exemplary behaviour.

You and your child will be asked to sign a music agreement or code of conduct form, outlining the behavioural expectations during rehearsals and performances.

Students may be removed from the Program for poor behaviour or for recurrent un-notified absences from rehearsals or performances.

Communication

The Sentral app and/or email from the Program Co-ordinator are the primary communication channels for updates about the Program, notification of events, and communication regarding weekly rehearsals. Key music events will also be added to the school calendar within Sentral.

The Music Committee also issues a periodic newsletter called "Flodge Beats" This is either included in the school newsletter or sent out separately.

By registering your child in one or more of the Bands or Ensembles you are consenting to the Music Committee adding your child's name, school year and class and your contact details to the MySchoolMusic database used by the Music Committee to run the Program.

Bands & Ensembles

The composition and number of the core Bands and Ensembles may change from time to time depending on student numbers and capability as determined by the conductors in consultation with the Music Committee. Membership of a Band and/or Ensemble is based on musical skill level and experience, not necessarily school year.

Joining the Program

Year 2 students, and students from Years 3-6 who wish to join the Training Band/ Beginner Strings, participate in a "try out" day to experience all the different instruments. Each child is assessed by an experienced music tutor for their suitability to play each instrument.

This includes physicality (can the child comfortably hold the instrument), embouchure (how the child's mouth is applied to the mouthpiece of the instrument), sound production (can a sound be produced after a few attempts) and any general observations the tutor feels relevant.

An information session is provided for parents before try-outs in Term 4.

All other Ensembles can be joined via emailing an expression of interest to the Program Co-ordinator.

Core Bands

Training Band

This Band is for students in their first year of the Band program or students beginning to learn a new instrument. There is no pre-requisite for musical training. Generally, the Training Band is composed of Year 3 students, however students in the upper years can also join this Band.

Concert Band

Students can progress to the Concert Band after playing in the Training Band for a year. However, students may need to demonstrate the appropriate level of musicianship to join this Band.

Stage/Rock Band

The Stage/Rock Band consists of advanced musicians who have been playing in the Program for a minimum of 2 years, or who have equivalent external musical experience. Admission to Stage/Rock Band is by audition. The audition involves students playing a prepared piece of their choice plus playing a piece by sight. Students must be in a core band to be eligible to join the Stage/Rock Band. Keyboard and electric guitar are exceptions, as the other bands do not use these instruments.

Ensembles

String Ensemble (Beginner and Continuing)

The String Ensembles are open to students of year (2-6) who play a string instrument (violin, viola or cello).

Percussion Ensemble

The Percussion Ensemble is open to students of any year (K-6). Students do not need to play in the core bands to participate in percussion.

Recorder Groups (Beginner and Consort)

The Recorder Group is open to students in Years 2-6 who would like to learn to play the recorder in a group. There are no recorders in the core bands.

Flute Choir

The Flute Choir is open to students in the Intermediate and Concert Band who wish to have the opportunity to play in a group with other flautists.

Choir

The Senior Choir is open to students from Years 3 upwards. Junior Choir is Years 1-2.

Fees

Band and Ensemble fees are calculated annually and levied to cover program costs including coordinator and conductor fees, purchasing music, event and workshop fees, and instrument maintenance. Fundraising is also conducted to contribute to program costs, reducing fees.

We accept Creative Kids Vouchers. Please send to our Treasurer if you would like to use your voucher for music.

Annual fees are currently set as follows.

Training Band	\$500
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Concert Band	\$500
Stage/Rock Band	\$250
Membership 2 nd band	\$250
String Ensembles (Beginner and Continuing)	\$500
Percussion Ensemble	\$450
Recorder Groups (Beginner and Consort)	\$450
Flute Choir	\$450
Choir	\$250
Instrument Hire	\$230
Instrument Hire (percussion only)	\$90

Payment of fees

The year is broken into two semesters and fees are invoiced during each semester (Terms 1 and 3) and payable via direct debit.

Fees per semester will not be pro-rated if a student withdraws within that semester as costs are calculated based on student numbers in each Band and Ensemble.

If you are experiencing financial hardship please contact the School Principal who can arrange financial assistance for participation in the program.

Additional Costs

Additional costs may include:

- Private tuition fees payable directly to tutors (~\$40 per week).
- A portable music stand for practise at home and at some external events (~\$30)
- Clarinet and saxophone players - spare reeds, purchased in bulk from music shops.
- FLPS band polo shirt (\$31.50 from Pickles uniform store)
- Percussion students need to purchase a set of drum sticks (~\$30)
- Students playing large instruments may need to purchase a trolley and straps
- Metronome and tuner – for use in practise (or download an app!)
- Costs associated with participation at some music events/festivals external to the school (e.g., Festival of Instrumental Music).

Rehearsals

Please note that rehearsal venues, days and times may change, but advance notice will be given.

Training Band	Monday	School Hall	7:50am – 9:00am
Percussion Group	TBC	TBC	TBC
Recorder Group	Tuesday	Library	Lunch time (beginner for half of lunch, Consort for 2 nd half)
Stage/Rock Band	Monday	School Hall	3:15pm – 4:15pm
Concert Band	Tuesday	School Hall	7:50am - 9:00am
Beginner Strings	Wednesday	FLASCA	1:10pm – 2:00pm
Flute Choir	TBC	FLASCA	8:00am – 9:00am
Senior Choir	Thursday	Library	3:10pm – 4:00pm
Junior Choir	Thursday	Library	7:50am - 9:00am
Continuing Strings	Friday	Library	8:00am – 8:50am

Attendance at rehearsals

Students must arrive on time to set up the rehearsal space and prepare their instrument and music.

Rehearsals are mandatory to ensure that both students' and their Bands/Ensembles achieve their best performance. This includes when a child does not have their instrument due to repair / forgotten.

Bands and Ensembles rely upon a balance of sound, both at practice and in concert conditions. If a student fails to turn up it makes rehearsals less effective for the rest of the Band/Ensemble and diminishes the quality of performances.

Notifying Absences from Rehearsals

A parent from each Band will attend weekly rehearsals to assist conductors.

Absences should be notified to the Band parent helper or Conductor via SMS before the start time. Notifying Band absences is independent of school absences, you must separately notify Band when absent from school.

Responsibility of Percussion Students at Rehearsals

Percussion students have longer set up times than other students and must contribute to the set up and pack down of percussion equipment.

Sheet Music & Method Book

Copies of band music provided to students are issued in accordance with copyright legislation and remain the property of the Program. Making further copies of issued music is prohibited. Students must keep their sheet music in the band folder.

On commencement in the Program, students are issued a Method Book (currently Accents on Achievement) that should be brought along to each rehearsal and tutorial.

Equipment needed

- Band Bag for Training Band (provided at the start of the year) - Band Method Book, Music Folder with Sheet Music, Pencil and Eraser
- Instrument (spare reeds, percussion sticks if appropriate)

Music Practice

Expectations

Regular practice, at least 3 times a week, in addition to their lesson and rehearsal, is vital when children are learning an instrument. If they don't practice, they may fall behind, lose confidence and may eventually give up.

Practice sessions should start at 10-15 minutes and increase as your child becomes more able on their instrument. A good recipe for success is to aim for 30 minutes of dedicated practice 4-5 times a week by Year 6. However, numerous shorter practices are better than fewer long ones.

Help your child to develop good practice habits by:

- Providing a quiet practice area with a chair and instrument stand
- Listening to their practice as often as possible
- Reminding your child of practice time
- Encouraging your child to perform for others when the opportunity arises (e.g, relatives or visitors!)

Australian Music Examination Board (AMEB) Exams

The Program's primary objective is to give children the experience of playing together in a Band or Ensemble. As such, it is not designed to prepare your child to sit AMEB exams. If this is something that you would like your child to do, please discuss it with their individual tutor or with the Program Co-ordinator.

Performing

Performances at scheduled events is **mandatory** for all Band/Ensemble students. Parents will be advised in advance of music events.

As performances outside school hours are occasional, it is expected that competitions and festivals take priority over regular weekend sports and activities. Parents are responsible for their child's transport to and from external events and for their supervision during the occasion.

If your child is unable to attend any planned performances due to exceptional circumstances like being overseas, contact the Music Committee as soon as possible before the event.

Performance opportunities

Throughout the year each band/ensemble performs regularly at school events and concerts held in the school hall. They may also participate in external music festivals, competitions, concerts and other community events on weekends and outside school hours.

School performances are listed in the school calendar and will be communicated to parents.

Performance opportunities may include:

- Music Morning & Breakfast (MMB)
- Grandparents Day (GD)
- UNSW (ASBOF)
- Education Week Open Day (EW)
- Mega-band Workshops (MBW)
- Festival of Instrumental Music (FOIM)
- Forest Lodge PS Fair Day (Fair)
- Kindergarten Orientation (KO)
- FLPS Musical Evening (ME)
- Spring Music Festival (SMF)
- Police/Army Band Workshops (BW)

Note: Not all Bands/Ensembles will perform at all of these events, although the Music Committee endeavours to ensure an adequate number of opportunities are given to each Band/Ensemble.

If there are any performance opportunities at which you would like to see your child's Band or Ensemble play, please contact the coordinator with details and they will be taken to the Music Committee.

Uniforms

Band/Ensemble members must wear the band uniform during band performances. Wearing of a band uniform fosters school spirit and standard across all programs.

- FLPS Band T-shirt
- black pants (no leggings, jeans or tights)
- black socks and black shoes
- FLPS jumper (optional)

Administration of the Program

Music Committee and Meetings

Meetings are usually held twice per term and advertised in the school calendar and on the P&C website. Parents may join the Music Committee at any point during the year. No music experience is necessary to become a member or come along to meetings.

If you have any questions, please do not hesitate to contact the relevant committee member below. The Music Committee would love to hear your ideas and input.

Role	Responsible for:	Contact:
Program Co-ordinator	<ul style="list-style-type: none"> • Overall management of the Program. • Co-ordinating activities of the committee members. • Managing the Conductors and Music Tutors. • Responding to parent concerns in relation to the Program and its activities. 	band@flpsmusic.net
Secretary	<ul style="list-style-type: none"> • Meeting agendas and writing minutes and administration of the Music Database. 	secretary@flpsmusic.net
Treasurer	<ul style="list-style-type: none"> • Invoicing fees, Program budgets and cash flow. • Responding to fee enquiries. 	treasurer@flpsmusic.net
Events Co-ordinator	<ul style="list-style-type: none"> • Organising performance opportunities for ensembles. • Working closely with Program Co-ordinator and Conductors to schedule and plan events. • Responding to and organising volunteer requests. 	events@flpsmusic.net
Fundraising Co-ordinator	<ul style="list-style-type: none"> • Organising fund-raising activities, for example Music Morning & Breakfast, Pizza Social Evenings. • Seeking sponsorship opportunities. 	band@flpsmusic.net
Instrument Co-ordinator	<ul style="list-style-type: none"> • Arranging repairs and servicing of instruments. • Managing hired instruments, maintenance of instrument register and any instrument queries. • Providing advice on purchasing instruments. 	instruments@flpsmusic.net
Music Librarian	<ul style="list-style-type: none"> • Purchasing and maintenance of music scores and books. 	
Band Parent Helper (per Band)	<ul style="list-style-type: none"> • Assisting conductors at weekly rehearsals and being the point of contact for parents to notify absences for rehearsals. 	As assigned.
Ordinary Member	<ul style="list-style-type: none"> • Attending meetings, voting on actions & providing assistance to the role bearers, as required. 	N/A

Election to specific roles on the Music Committee is done annually at the P&C AGM. For compliance purposes, these specific roles must be members of the P&C (cost \$2). Contact the P&C Secretary on flodgepandc@gmail.com for P&C membership. Note: Only paid members may vote on actions at committee meetings.

Conductors and Music Tutors

The Music Committee contracts band conductors and music specialists/tutors, whose role is to develop students' musical skills through rehearsals, performances and events throughout the year. To ensure your child is getting the most of Band and/or Ensemble rehearsals, the conductor or music specialist/tutor may need to liaise with your child's tutor from time to time. Any engagement required will be managed through the Program Co-ordinator, and only with tutors listed by the Music Committee.

Currently the following people are involved in the teaching of the program.

Band / Ensemble	Conductor
Training Band	TBC for 2022
Percussion Group	Bruce Stephens who also assists the Conductors with the percussion section in all the bands.
Recorder Group	Alicia Crossley
Stage/Rock Band	TBC for 2022
String Ensemble (Beginners)	Rachel Pogson
Flute Choir	TBC for 2022
Concert Band	TBC for 2022
Choir	Naomi Grace
String Ensemble (Continuing)	Marian Arnold

Parent involvement

Parent help is crucial to the successful running of the Program. All band parents are expected to support the Program in some capacity throughout the year.

Involvement at rehearsals

Parent helpers are essential at band rehearsals. The presence of a parent helper assists with student supervision, allowing the band conductor to focus on musical development.

- Take music to the office for copying, as required
- Direct and supervise students with band set-up and pack down as necessary
- Accompany students if they need to leave the rehearsal for any reason
- Provide general assistance to the conductors, so that they may concentrate on managing the rehearsal and conducting the band

Teachers are not on duty until 8:30am and the conductors require an adult present to assist in case a child falls ill, or music is to be copied etc.

Involvement at events and school performances

Parent help with set up and pack up of the various performances throughout the year. Tasks during performances range from setting up and packing down music stands and seats, supervising students in rehearsal rooms prior to and after performances and serving food to students.

Involvement at fundraising events

You can help at these events by baking cakes, serving food at the BBQ or food stall, setting up and packing down seats and music stands, supervising students in rehearsal rooms.

All parent volunteers must to complete a Declaration for Volunteers form and provide 100 points of I.D to the school reception for verification. Forms can be found at https://education.nsw.gov.au/policy-library/associated-documents/MWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors_FINAL.pdf or a paper copy given upon request at the school office.

Appendix 1 - Instrument Hire

Instruments (excluding string instruments) may be hired via the Music Committee at a reasonable rate. These instruments have been purchased or rented by the Music Committee, using funds raised from fees and fund-raising efforts. Instruments may also be privately hired or purchased.

String instruments can be hired from:

<https://www.artsunit.nsw.edu.au/instrument-hire>

<https://www.northshorestrings.com.au/site/>

<https://www.violins.com.au>

Recorder Group (Year 2 onwards) they can use the recorder purchased for the school program. All students in Years 1 and 2 have in-school recorder lessons (run by the school).

The Percussion Ensemble uses percussion instruments that are kept at school; therefore students do not need to hire or purchase, except drum sticks.

For advice on private hire or purchase of equipment contact the Program Co-ordinator, the Instruments Co-ordinator or Bruce Stephenson, our percussion expert.

Hire Agreement

Hiring an instrument from the Music Committee requires a signed hire agreement. The following conditions apply to all hired instruments:

- The instrument remains the property of FLPS Music Committee.
- The student must be the sole user of this instrument.
- **If the instrument is lost, stolen or irreparably damaged, the hirer agrees to pay the FLPS Music Committee the value of the instrument.** It is advisable, that you insure the instrument as part of your home contents insurance for loss or theft. Please check your insurance policy.
- Hired instruments are covered by the Department of Education insurance while on DET property (e.g. at school) or being used for DET purposes (e.g. performance at a school event). Please note that many external music events are not DET. This insurance does not cover transportation to and from school or while at the student's house.
- Instruments must be repaired only by a repairer authorised by the Music Committee.
- The Music Committee pays fair wear and tear repairs. Repairs as result of damage caused by mishandling must be paid by the hirer.
- Students and parents are responsible for learning how to care for their instrument and seek instruction from their tutor or conductor on proper care. The hirer and student must attend any instrument maintenance workshop run.
- Instruments that are not continuing to be hired the following year must be returned clean and in good order in the second last week of Term 4, on a date to be advised.
- Instruments must be returned within one week of leaving band for any reason. Hire fees are not pro-rated refunded on early return.

Issuing of instruments

New Band Students - Hired instruments will be issued at the beginning of Term 1 at an instrument allocation session. It is essential that you attend this evening with your child in order to collect and sign for your child's instrument and lesson books, and to be shown how to look after the instrument.

Continuing Student- Instruments are hired for a period of one year; however, you can continue to hire the same instrument in subsequent years provided your child remains in the Program. Swapping or exchanging instruments is not permitted.

Instrument accessories

A variety of relevant instrument accessories, including clarinet and saxophone reeds, valve oil and cork grease are initially provided when your child's instrument is issued. A list of the supplied accessories will be

provided upon instrument issue, together with a photograph of the instrument in its case. Thereafter you are responsible for replacing these accessories.

Please contact the Instrument Co-ordinator for a list of suppliers should you need help with this.

Instrument Care

Students and parents are responsible for learning how to care for their instrument.

- Instructions on how to maintain the instrument are provided when your child first joins the Program.
- Mouthpieces should be cleaned regularly.
- Instruments should only be removed from their case during rehearsals or performances and during lessons with a tutor.
- No-one other than the student who hires the instrument should play the instrument (i.e. do not let friends "have a turn"!).

Servicing and repairs of hired instruments

Instruments are regularly serviced by arrangement of the Instrument Co-ordinator. You will be notified by email when your child's instrument is due for service. As a guide, instruments are generally serviced once per year.

Requests for ad hoc repairs, or any other instrument issues are to be reported to our Instrument Co-ordinator.

A replacement instrument will be issued, wherever possible, while the hired instrument is being repaired.

If it is general wear and tear of the instrument, then the Program pays for the repairs, however hirers are required to pay for repairs if the instrument is 'damaged'.

Using your own instrument

Students who progress to the senior Bands/Ensembles are encouraged to purchase their own instruments to free up instruments for new members. Students joining Training Band will be given hiring priority over those in the other Bands.

Please note that the servicing and repairs of instruments owned privately are at the cost of the owner. The Instrument Co-ordinator can provide you details of servicers.

Appendix 2 - Instrument Description

Below is a list and description of the instruments we offer in the Program. Please note only the flute, clarinet, saxophone, trumpet, trombone, baritone and percussion are offered in the core bands.

WOODWIND INSTRUMENTS

Flute



The flute is a woodwind instrument. Unlike woodwind instruments with reeds, a flute is reed-less wind instrument that produces its sound from the flow of air across an opening.

Clarinet



The clarinet is a family of musical instruments in the woodwind group. It has a single-reed mouthpiece, a straight cylindrical tube with an almost cylindrical bore, and a flared bell.

Saxophone



The saxophone is part of a family of musical instruments in the woodwind group. Saxophones are usually made of brass and played with a single-reed mouthpiece similar to that of the clarinet.

BRASS INSTRUMENTS

Trumpet



The trumpet is a musical instrument in the brass family. It is a blown musical instrument commonly used in classical and jazz ensembles. The trumpet group contains the instruments with the highest register in the brass family.

Trombone



The trombone is a musical instrument in the brass family. Like all brass instruments, sound is produced when the player's vibrating lips cause the air column inside the instrument to vibrate.

Baritone



The baritone horn, or sometimes just called baritone, is a low-pitched brass instrument in the saxhorn family. It is a piston-valve instrument with a bore that is mostly conical but is narrower than the conical bore of the euphonium.

Euphonium



The euphonium is similar to the baritone and usually play the same part. However, the euphonium is generally considered the solo instrument, due to its sweeter, mellow timbre! The difference between the baritone and euphonium is the bore, with the euphonium having a wider, more conical bore and the baritone a narrower, more cylindrical bore.

BASS GUITAR

Bass Guitar



A bass guitar (also called an "electric bass" or "bass") is a string instrument which is related to the electric guitar.

PERCUSSION INSTRUMENTS

Percussion



Percussion instruments are those played by striking with the hand or with a stick or beater, or by shaking, including drums, cymbals, xylophones, gongs, bells, and rattles. Percussion instruments are split into tuned percussion (those instruments which produces notes when struck) and un-tuned percussion.

Keyboard



STRING INSTRUMENTS

Violin, Viola, Cello, Double Bass



The string ensemble is made up of the bowed strings used in Western Classical music. The instruments are most often the violin, the viola, the cello, and the double bass

RECORDER



The recorder is a woodwind musical instrument. The most commonly used are descant recorders.

Appendix 3 - TUTORS AT THE SCHOOL

TUTORS	INSTRUMENT	EMAIL	PHONE
Naomi Belet	Singing	naomibgrace@gmail.com	0432 580 719
Olivia Ormonde	Saxophone/clarinet	livormo@gmail.com	0488 697 710
Isabella Pinter	Flute	isabellagpinter@gmail.com	
Koominka Logan	Trumpet	koominka@gmail.com	0459 219 463
Charles Casson	Trumpet	charles.casson1@gmail.com	0432 428 635
Jack Lincoln	Lower Brass	jackaaron@hotmail.com	0422 077 285
Rachel Pogson	Cello	rachel.pogson@gmail.com	0408 707 484
Harvey Geraghty	Piano & Guitar (across the road from the school - 35D Ross St, Forest Lodge)	harveygeraghty@gmail.com	0424 495 289
Bruce Stephens	Percussion/Bass Guitar	brucestephens2040@gmail.com	0438 603 028
TBC	Violin		