

**Friends of the Band Committee**

**Clovelly Public School**

**Parents & Citizens Association Inc.**

ABN 89 133 233 058

1 Arden Street

Waverley NSW 2024

Tel: 9665 6710



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**CLOVELLY**

**PUBLIC SCHOOL**

**BAND BOOKLET**

**2023**

**Contact: [clovellyband@gmail.com](mailto:clovellyband@gmail.com)**

**Band Director: Murray Jackson: [murray\\_jackson@me.com](mailto:murray_jackson@me.com)  
[www.clovellypublicpandc.com/band](http://www.clovellypublicpandc.com/band)**

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Aims of the CPS Band Program	6
CPS Friends of the Band Committee (FOTB)	6
Band Director, Murray Jackson	7
How the CPS Band Program Works	8
1. Performances	8
2. Rehearsals	8
3. Instrumental Tuition	9
4. Instrument Hire/Purchase	9
5. Repertoire (sheet music)	11
6. Home Practice	12
7. SmartMusic and Google Classroom	12
Fee Structure	13
Band Uniform	13
Parent Concerns	14
Getting the Best out of the Band Program	14
APPENDIX A: REHEARSAL SCHEDULE	16
APPENDIX B: 2021 LIST OF INSTRUMENTAL TUTORS	17
APPENDIX C: INSTRUMENTAL LESSONS: Guide for Tutors and Parents	18
APPENDIX D: 2021 INSTRUMENT HIRE AGREEMENT	21
APPENDIX E: 2021 FEE SCHEDULE AND ACCOUNT DETAILS	22
APPENDIX F: CLOVELLY BAND PROGRAM CODE OF CONDUCT	24

## Introduction

Welcome to the Clovelly Public School (CPS) Band Program. The CPS Band Program has an excellent reputation throughout the Eastern Suburbs for providing:

- Leadership in music education with a highly qualified and dedicated Band Director • A band training program involving progression through a number of ensembles to the pinnacle – the Senior and Stage Bands
- Performance opportunities
- Instrument tutoring program supported within the school
- A strong grounding in music, learning an instrument and participating in a team • Opportunities to hire instruments at reduced rates.

The value of learning a musical instrument has long been acknowledged. Developing musical abilities has wide-ranging benefits in neurodevelopment as well as positive effects on many aspects of a child's education including literacy and numeracy. Being part of a band helps a child to develop the cooperative and social skills required to be a valued member of any team.

'I would teach the children music, physics and philosophy; but the most important is music, for in the patterns of music are the keys to all learning.' **Plato**

'The evidence of neuroscience overwhelmingly demonstrates that children studying music have a considerable educational advantage over those who don't. Because of the essentially aural nature of music, together with the requirements of intense listening and concentration, the child's brain responds powerfully to music education, enhancing all other learning' **Richard Gill OAM**, (Musical Director of the Victorian Opera, Artistic Director of the Sydney Symphony's education program).

Participation in the CPS Band Program leads to many opportunities for students, including:

- **CPS Stage Band**: entry into the Stage Band (Years 5 and 6) by audition and/or invitation
- **Senior Band Camp**: Held at Stanwell Tops over 3 days, this much anticipated camp involves a series of band workshops conducted by some of Sydney's best band directors. Each day after the workshops, the students have a lot of fun at the camp organised recreation activities.
- **Create East**: a high-quality, creative theatre production organised by the NSW Dept of Education & Communities Sydney Region (Years 5 and 6).
- **Ensembles**: including the Sydney Southeast Symphonic Winds (for Years 5 and 6). See [www.artsunit.nsw.edu.au](http://www.artsunit.nsw.edu.au)
- **Music Camps**: including State Junior Music Camp organised by the Arts Unit of the NSW Dept of Education & Communities (Years 5 and 6). See [www.artsunit.nsw.edu.au](http://www.artsunit.nsw.edu.au)

- **Performing Arts Selective Secondary Schools:** including the Conservatorium of Music High School and Newtown High School of the Performing Arts. Many talented students from CPS have gone on to Newtown for their high school education • **Music Scholarships**
- **Roles in secondary school and local community orchestras, bands and musicals**
- **Australian Music Examination Board (AMEB) exams**
- **Studying music in secondary school and for the HSC.**

The CPS Band Program is very proud of its many graduates who have taken up the opportunities listed above and are wonderful examples of the success of the Band Program.

### **Aims of the CPS Band Program**

- Provide an integrated music and band program for CPS students in Years 3 to 6. • Provide students with the opportunity to learn a musical instrument. Inherent in this is the ability to read, play, understand and appreciate music.
- Promote musical confidence and pride in both individual and group performance. • Enable children to participate in graded bands/ensembles with their peers. This structured framework of bands caters for the individual child's developing musical abilities while letting them appreciate being a member of the band 'team'. • Facilitate opportunities for the students to perform in a variety of environments. • Enable access to a wide range of instruments at affordable prices through the Instrument Hire program.
- Continue the high levels of success for our bands in competitions and public performances.
- Mentor students to further develop their skills in music especially in the transition to secondary school bands and orchestras.

### **CPS Friends of the Band Committee (FOTB)**

The CPS Band Program is coordinated and run by the CPS Friends of the Band Committee (FOTB), a sub-committee of the CPS P&C Association.

The FOTB Committee is a not-for-profit, voluntary committee of parents. The role of the committee is to:

- Manage, administer and coordinate the Band Program
- Engage a Band Director to manage and run the bands; organise performances; run rehearsals; coordinate tutors; and oversee the Instrument Hire program • Administer the financial responsibilities of the Band Program and conduct fundraising • Set the strategic direction of the Band Program, in consultation with the Band Director and the school
- Oversee the capital investments of the Band Program, including equipment, the band room, and the large number of instruments for hire.

The FOTB Committee holds an open meeting every term and welcomes all parents to attend. Parents are also asked to help out with fundraising, especially for the annual Jazz Picnic. All funds raised are directed back to the Band Program. Please look for notices in the school newsletter and the P&C website, [www.clovellypublicpandc.com/band](http://www.clovellypublicpandc.com/band).

In 2022 the FOTB Committee Office Bearers are:

Chair: Kip Fitzsimmons

Secretary: Jen Patterson

Treasurer: Christina Mathies

Inventory Officer (Keeper of the Instruments): TBC

Enrolments: TBC

Staff School Band Liaison: Rhianna Grentell

Members:

For each band, we need at least one parent to volunteer as coordinator to help the program function smoothly. Please contact one of the committee members if you would like to be involved.

### **WhatsApp Groups**

A WhatsApp Group is created for each of the band to ensure effective and timely communication with parents. Absences from band rehearsal can be notified and queries can be asked in these groups.

If you give consent and provide your phone number on your Application Form, you will be automatically added to the relevant WhatsApp group. Multiple parents of students can be added.-

## **Band Director, Murray Jackson**

Murray Jackson commenced in his role as Clovelly's Band Director in 2014. He was previously the band conductor at Randwick Public School, and also heads the band programs at Rose Bay Secondary College and Tempe Public School.

Murray is a saxophonist who has a Graduate Diploma in Jazz Performance from ANU. He also studied composition and arranging at the NSW Conservatorium of Music. He is a regular performer with many of Australia's best jazz performers at venues throughout NSW.

Murray has had a keen interest in band education for the past decade and continues to seek opportunities to broaden his experience and knowledge in this fascinating area.

## **How the CPS Band Program Works**

The CPS Band Program consists of three core ensembles: the Year 3 Junior or Training Band, Year 4 Intermediate Band, and the Year 5/6 Senior Band. There is also an extension ensemble – the Stage Band that involves gifted students from Years 5 and 6. The Stage Band program places an emphasis on the art of improvisation.

The CPS Band Program has seven key elements:

1. Performances
2. Rehearsals
3. Instrumental tuition
4. Instrument hire/purchase
5. Repertoire
6. Home practice

### **1. Performances**

Performances are a highlight for the band and the result of all their hard work. It is expected that all students attend performances. Full band uniform must be worn at each performance (see page 13). Participation in major performances is subject to satisfactory attendance and commitment to all rehearsals, especially those leading up to the performance date.

The bands perform at various times throughout the year:

- NSW Band Festival – held at UNSW usually in late July
- Community events
- School events – e.g. the mid-year concert and the Jazz Picnic
- Senior Band Camp

### **2. Rehearsals**

Rehearsals are a mandatory part of the Band Program. Each band member is expected to attend one before school rehearsal and one lunchtime rehearsal per week. Extra rehearsals may be scheduled to practise for important performances. See Appendix A for the rehearsal schedule.

Children are to arrive ten minutes prior to the commencement of morning rehearsals to assist with set-up and to be prepared to play at the starting time. Students need to bring their instrument, band book, music folder and a pencil to every rehearsal. Students should always have on hand their instrument's accessories such as cork grease, valve oil, spare reeds and



cleaning equipment. (Most music stores carry these items. Please ask your tutor if you are not sure of what you need or how to care for your instrument.)

A roll is marked at rehearsals. If your child cannot attend band rehearsal please use the WhatsApp messenger or email [clovellyband@gmail.com](mailto:clovellyband@gmail.com) to notify us. Similarly, if you intend to be away for an extended period of time during the school term (e.g. illness or holidays), please advise the Director and your tutor. Please try to organise doctor's appointments etc outside of band rehearsal times.

The School Discipline Policy and PB4L (Positive behaviour for learning) program applies to all band activities and students must take direction from the Band Director as they would from their classroom teacher. This includes listening to the Band Director, guest conductors and other helpers. No instrument is to be played whilst the Band Director is speaking and exemplary manners are expected at all times.

### **COVID-19 Safety**

All rehearsals, performances and tuition comply with the Department of Education (DoE) policies on COVID-19 safety. The DoE recently published updated guidance on musical ensembles as follows:

Musical ensembles can also resume, as long as players keep a 1.5 metre distance from one another, or 3 metres for players of non-reeded woodwind instruments.<sup>1</sup>

### **3. Instrumental Tuition**

Instrumental lessons are important for building students' musical skills. One-on-one or shared instrumental lessons every week are a mandatory part of the Band Program. If lessons are not attended or fees are unpaid, your child will be unable to participate in band rehearsals and performances, until this is rectified.

The lessons are for 30 minutes and tutors provide a minimum of 32 lessons a year (between 8 and 10 per term). In 2018 it became School policy that all music tutorials must take place outside class time. All lessons are held in the band room (the demountable classroom) in the grass area on the south side of the school grounds.

Lessons generally focus on the band repertoire, but some students may wish to undertake the external Australian Music Examination Board (AMEB) exams. There is no obligation to sit exams however if you would like your child to sit for AMEB exams, please talk to your tutor about preparation and requirements.

The FOTB Committee provides a list of professional tutors who teach students at the school. Once contact has been established with the tutor, the FOTB Committee is no longer involved and the arrangement between the tutor and the student (including payment of fees) becomes

the responsibility of the student and parents/carers. Alternatively, parents/carers may organise private tuition outside school hours themselves in addition or as an alternative. See [Appendix B: List of Tutors](#).

Lessons may be individual or shared lessons involving a maximum of two students per lesson.

For further information about instrumental lessons and expectations of parents/carers, tutors and students, please refer to [Appendix C: The Guide for Parents and Tutors](#).

#### **4. Instrument Hire/Purchase**

The CPS Band Program provides a limited number of brass and woodwind instruments for hire, including some of the larger high-cost instruments played by senior students. Hire instruments are available on a first-come first-served basis. In some instances we will not have enough instruments for each student to hire one. In this case you will have to hire an instrument externally.

We do not hire out bass guitars or percussion instruments. New percussionists will need to purchase a percussion kit from the Band Program – see page 9 for further details.

**Instrument Hire Agreement.** Prior to receiving a CPS hire instrument, parents must complete an instrument hire agreement. [See Appendix D](#). This agreement sets out the hirer's obligations and responsibilities to care for and maintain the instrument.

Consistent with the School's core values of Respect and Responsibility, students and their parents/carers must take responsibility for the care of their hire instruments and treat them with the respect that they deserve and need.

The CPS hire instruments are valuable pieces of equipment, and can be expensive to repair or replace.

**Should an instrument be lost or damaged when in the care of hirers, parents will be held liable for repair/replacement costs.**

The CPS Band Program recommends that parents consider adding the instrument to their household insurance as a specified portable item, to limit their financial exposure in case of loss or damage of the instrument.

**Instrument Servicing.** Hire instruments are provided to students in a well maintained condition. Instruments must be serviced regularly (every 12-18 months). The cost of an instrument service is added to the initial hire agreement. A service of the instrument is required before it is returned by the hirer. If you think your instrument needs repair, please talk to your tutor in the first instance. If repair is required, contact the Band Director who has a network of trusted instrument repairers and can arrange for the servicing of instruments on behalf of the hirer.

**Purchasing an Instrument.** If the FOTB does not have an appropriate hire instrument available or if you would prefer not to hire one, you will need to buy an instrument. This is encouraged once your child moves beyond the Year 3 Training Band and settles on an instrument.

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) Bass Guitar: \$300

Many retailers offer rent-to-buy or rent-only options. We suggest you shop around when buying a new instrument, and avoid buying from the internet. Please speak to your tutor and/or the Band Director beforehand, as they will be able to advise you regarding an appropriate make and model of instrument.

Recommended instrument suppliers include:

Prestige Woodwind and Brass, Bondi Junction 9389 0166

Sax and Woodwind, Camperdown 9557 4588

The Music Place, Annandale 9550 0100

Frank Fordham Music, West Ryde 0420 335 852

Sunburst Music (Coogee) – Guitars 9665 9088

**Percussion.** New mallet percussion students need to purchase a percussion kit which includes a glockenspiel and mallet hammers. This kit costs approximately \$280. Other percussionists (drummers) will need to purchase a practice pad and sticks for approximately \$40. Both percussion kits need to be purchased from a drum shop or [optimumpercussion.com.au](http://optimumpercussion.com.au) at the start of the year.

## 5. Repertoire (sheet music)

Copies of sheet music will be issued for use at home and in lessons and rehearsals. Students should place their sheet music in their band folder as soon as it is issued. All sheet music remains the property of the school and should not be copied for any reason. Illegal photocopying of music is an offence and the FOTB Committee can be fined for any breaches.

Music should only be annotated with pencil, and students should keep a pencil with an eraser with their band folder. All music will be collected at the end of the year and it is expected to be

in the condition in which it was issued. Lost music folders will incur a replacement fee of approximately \$20.

## **6. Home Practise**

Children are expected to practise their instrument a minimum of three times per week for at least twenty minutes. Regular practise at home is important for your child's musical development and is an expectation of band membership. Experience has shown that students who practise are more likely to continue learning their instrument in the long term.

## **7. Google Classroom**

Students will have access to a Google Classroom for their groups where they will be able to access sheet music, recordings and other materials.

When and where to practise:

- 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 (3 practices as a minimum).
- At least 20 minutes per day increasing the time as endurance increases.

What to practise:

- Warm ups – long tones that can be played comfortably.
- Technical work – set scales and exercises.
- Specific pieces of music – band pieces (priority), solo pieces set in lessons, duets, ensembles.

How to practise:

- Concentrate on small pieces of a tune – maybe one or two bars.
- Start slowly and build up speed gradually. Repeat several times until you hear an improvement.
- Don't repeat until concentration is lost – there is always tomorrow!

After practice

- Clean your instrument to maintain it in good order.

## **Fee Structure**

The Band Program is self-funding and the fees paid by parents are the primary source of income. Major program expenses include the Band Director's fees, rehearsal assistant's fees, instrument purchases, repair and maintenance, music stands, sheet music, and music folders.

Prompt payment by parents is essential to maintain the smooth running of the program. **If band fees are not paid on time, your child will be unable to participate in rehearsals and performances.**

Fees are increased on a yearly basis to take into account the CPI increase in the costs of the band program.

Most of the costs of running the band program are fixed costs. In view of this, we do not offer a refund if a child leaves the band part way through the year or takes time off from the band program.

Families experiencing financial difficulties are encouraged to contact the School Band Liaison Officer or Band Treasurer to discuss a payment plan. Communication regarding fees can be directed to the Band Treasurer via email: [clovellyband@gmail.com](mailto:clovellyband@gmail.com)

Please refer to Appendix E for details of the relevant amounts and account details payable.

## **Band Uniform**

All band members are expected to wear the band uniform at all public and school performances. Remember, a band that looks good, sounds good.

All black shoes (no swooshes, stripes or white soles) are compulsory for all performances.

### **SUMMER (TERMS 1 & 4)**

White short-sleeved school shirt with crest

Winter tunic with white socks

Or

Green shorts

Grey or White socks

Black shoes

## **WINTER (TERMS 2 & 3)**

White long-sleeved school shirt with crest

Winter tunic with green tights

Or

Green trousers (not tracksuit pants)

Grey or white socks

Black shoes

### **Parent Concerns**

If parents have concerns regarding the Band Program, including instrumental lessons or tutors, these concerns should be directed, in the first instance, to the Band Director either in person or via email at [murray\\_jackson@me.com](mailto:murray_jackson@me.com) or, otherwise, contact the Band committee at [clovellyband@gmail.com](mailto:clovellyband@gmail.com)

### **Getting the Best out of the Band Program**

There is a level of commitment involved in being part of a Band Program. Sometimes, especially in the first few weeks, students may reach a point where the novelty of playing a new instrument wears off and interest begins to wane. Persevering through this initial difficult phase will lead to positive outcomes and parents/carers are asked to encourage their child to continue practising until their proficiency improves and they start to see the fruits of their hard work.

Please read the following list of responsibilities and discuss any relevant points with your child before accepting a place in the Band Program. All parents and students are required to sign and submit the Code of Conduct (Appendix F) before commencing in the Band Program.

### **Responsibilities of being in the Clovelly PS Band Program**

1. Practise at home for a minimum of 20 minutes per day, 4–6 days a week (minimum 3 days)
2. Notify the Band Director and tutor if absent from rehearsals or lessons. 3. Pay fees on time.
3. Bring instrument, band music and all necessary equipment to rehearsals, lessons and performances.  
Do not miss the famous annual Jazz Picnic that is held in the school grounds towards the end of the school year. A real highlight!
4. Attend all performances, both in and outside of school hours wearing the band uniform.
5. Keep up to date with the Band Program by reading emails from the FOTB committee and checking the FOTB website ([www.clovellypublicpandc.com/band](http://www.clovellypublicpandc.com/band)). Participate in fundraising activities and attend FOTB events.
6. Show respect.

a. Students to respect each other, the Band Director, guest conductors, rehearsal assistants, tutors and parent helpers.

b. **Look after your instruments.** Be **responsible** for your instruments and give them the **respect** they deserve and need.

8. Be punctual. Students should arrive by 7.15 am, and be set up and ready to play at 7.30 am. All band members assist with the setting-up and packing away of all equipment, including chairs and stands.

9. Parents, students, and tutors agree to meet the expectations for instrumental lessons listed in Appendix C: The Guide for Tutors and Parents.

10. Enjoy the beginning of your child's musical journey!

## 1.APPENDIX A: REHEARSAL SCHEDULE

**Note: This is the current rehearsal schedule for 2020.  
Rehearsal times are subject to change in 2021.**

**Before school rehearsals** are held before school. Please arrive at 7:15 am to set up and prepare for the rehearsal to commence as soon as possible.

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>Friday</b>
<b>11-11.50am</b>	<b>7:30-8:45:</b>	<b>7:30-8:45:</b>	<b>7:30-8:45:</b>	
<b>Stage Band rehearsal</b>	<b>Year 3 Training Band rehearsal</b>	<b>Year 4 Intermediate Band rehearsal</b>	<b>Year 5/6 Senior Band rehearsal</b>	



## **APPENDIX B: 2021 LIST OF INSTRUMENTAL TUTORS**

Flute: Visnja Kosanovic

[kvisnja@gmail.com](mailto:kvisnja@gmail.com)

Flute: Vladimir Cvetkovic

[maestoso@fastmail.fm](mailto:maestoso@fastmail.fm)

Clarinet: Owen Torr

[owentorr@gmail.com](mailto:owentorr@gmail.com)

Clarinet & Saxophone: Savva Dobrinsky

[sdobrinsky@pm.me](mailto:sdobrinsky@pm.me)

Clarinet & Saxophone: Cameron Barnett

[cameron.barnett@hotmail.com](mailto:cameron.barnett@hotmail.com)

Brass: Danny Carmichael

[carmichaeldanny@live.com](mailto:carmichaeldanny@live.com)

Brass: Pierre Scala

[pierrescala@bigpond.com](mailto:pierrescala@bigpond.com)

Brass: Charles Casson

[charles.casson1@gmail.com](mailto:charles.casson1@gmail.com)

French Horn: Cindy Sims

[cindywsims@gmail.com](mailto:cindywsims@gmail.com)

Bass guitar: Greg Royal

[theroyalist68@gmail.com](mailto:theroyalist68@gmail.com)

Percussion: Holly Conner

[holly.conner@hotmail.com](mailto:holly.conner@hotmail.com)

## **APPENDIX C: INSTRUMENTAL LESSONS: Guide for Tutors and Parents**

### **Instrumental Tuition**

All children playing instruments will have at least one half-hour one-on-one or shared music lesson per week. This may be facilitated through the Band Program or by external private arrangement.

In 2018 the School introduced a new policy that music tutorials must take place outside class time. Tutors will provide a minimum of 32 lessons a year (between 8 and 10 per term) and lessons are held in the band room or sometimes in a school class room.

### **Tutor fees**

There may be slight variation between tutors for the cost of lessons but parents can expect to pay \$40–\$50 per half-hour one-on-one lesson. Please note that some tutors may be obliged to charge GST.

**Where a child has lessons through a tutor at school,  
the child's family enters into a private arrangement with that tutor.**

**Relationship between the FOTB Committee/Band Director and Tutors** The Band Director, on behalf of the FOTB, will:

- Provide parents with a list of tutors.
- Have available tutors who meet professional music standard, appropriate experience and meet Department of Education 'Working with Children' requirements.
- Allocate session times for the tutors to use the band room or classrooms
- Maintain an up-to-date timetable of all lessons/tutors.
- Provide regular communication and support for the tutors in their tuition of Clovelly students.

The tutors will:

Provide the Band Director with a timetable of student lessons. Tutors are to send this to the Band Director as soon as they have allocated lesson times to students at the beginning of the year. This will be forwarded to the School Band Liaison Officer, so teachers are aware of where students are during the day.

If the tutor is going to be away for three or more weeks, they will contact the Band Director to ensure that a suitably qualified and screened replacement is appointed.

## **Relationship between Tutors and Parents/Students**

Once parents have secured an appropriate tutor for their child, it is the responsibility of both parties to organise a suitable tutoring program and business arrangement. Below are some guidelines to help facilitate this relationship.

### **Expectations of the Tutor**

The tutor is expected to run their own business and is responsible for regular communication with the parents and child, invoicing and collecting of lesson fees.

In the first week, it is reasonable to expect the tutor will outline their policy directly to the parents, regarding:

- Attendance, punctuality
- Fees, invoicing and payment options
- Refunds (be aware most tutors will not refund or make-up a lesson that is missed with no notice)
- Amount of notice required in times of child illness, holidays and extended leave • Catch-up/ make-up lessons
- Withdrawal of child from lessons and notice required
- Best means of communication (e.g. SMS, voicemail, email etc) and contact details.

Furthermore, it is expected the tutors will:

- Notify parents and students BEFORE each term starts when lessons will resume and the number of lessons there will be in the term
- Schedule (including re-arrangement of lessons) in line with school activities ! Communicate all changes directly to parents and students (and teachers if the lesson time is during school hours). At least 24 hours' notice must be given if unable to attend a lesson or to change lesson times
- Ensure up-to-date contact details are sent to all students and their families ! Have all student contact details including a phone number and email address ! Maintain active communication to parents through email, phone calls and student practice diaries
- Be punctual and prepared for lessons
- Clarify practice requirements and help develop a realistic practice schedule ! Prioritise the learning and practise of Band Program music
- Provide appropriate level, interesting and challenging music
- Teach music theory
- Teach instrument care and where necessary recommend instrument servicing

Provide opportunity and encourage participation in music exams (e.g. AMEB) and auditions for other bands (e.g. Dept of Education & Communities Sydney Public Schools Concert Band).

### **Expectations of Students**

Parents/Carers, please help your children:

- Know exactly when and where their lessons are.
- Be punctual for lessons – ideally be at the Band Room five minutes before lesson starts (it is not the tutor's responsibility to chase children, although some kindly do!). • Be aware if there any changes to time of lessons.
- Be prepared for their lesson – have their instrument, reeds, music (band and other), note books
- Practise!!

### **Expectations of Parents**

- We strongly suggest you try to meet your tutor in Term 1 to say 'hello' and perhaps even ask if you can attend some of your child's early lessons.
- Ensure your tutor has your up-to-date contact details both phone number and email address.
- Encourage and supervise student practice. Ideally 3 x 20 minute sessions per week is required for good progress.
- Communicate to the tutor any concerns regarding their child's progress. Regular contact with the tutor will build rapport and help you assist your child's practice. • Ensure that student is aware of their lesson time and any schedule changes, and remind them to bring their instrument and music on the right day.
- Abide by the tutor's fee paying policy, withdrawal notice requirements etc. • Advise tutors of your child's absence at least 24 hours before lesson time. Parents may ask tutors to try and arrange a make-up lesson, but this is not always possible. Missed lessons are not refunded.

**APPENDIX D: 2021 INSTRUMENT HIRE AGREEMENT**

Child's Name:

Parent's Name:

Type of Instrument:

Serial No:

I acknowledge that I have requested that the Friends of the Band (FOTB) Committee provide my child with the hire instrument listed above for use throughout the school year.

I acknowledge that there is a fee charged for hiring the instrument and I will pay that fee by the appropriate due date.

I understand and agree that I am wholly responsible for the care of this instrument until the hire agreement ceases, including responsibility for damage, loss or theft.

I understand that before returning the instrument it must be serviced by an approved instrument technician and that I will pay for that service. The band director will need to sight a receipt for the work before the instrument can be returned.

In the case of damage, I understand I will be required to cover the cost of the instrument repair. In the case of loss, theft or irreparable damage, I understand that I will be required to reimburse the FOTB Committee for the cost of purchasing a new replacement instrument.

Finally, I understand that the FOTB committee strongly recommends that I seek to limit my potential financial liability by adding the instrument as a specified item to my home insurance policy, or by purchasing an instrument insurance policy.

**Signature of Parent/Guardian:** ..... **Date:** .....

**Name of Parent/Guardian:** .....

## 2.APPENDIX E: 2022 FEE SCHEDULE AND ACCOUNT DETAILS

Participation in the Band Program involves a significant financial commitment. In 2021, fees for band rehearsals and instrumental lessons will average approximately \$2,500 per annum per student. There is an additional charge if instruments are hired from the FOTB. Fees are increased on a yearly basis to reflect the CPI increase.

Most of the costs of running the band program are fixed costs. In view of this, we do not offer a refund if a child leaves the band part way through the year or takes time off from the band program.

	<b>Annual</b>
Band rehearsals and sectionals	\$490
Instrument Hire	\$275
Instrument Service Fee (if applicable, once off fee on first hire)	\$200
Stage Band (for invited Year 5 and 6 only)	\$175
Accent on Achievement student book (Year 3 only)	\$20
Mallet Percussion Kit (new students only)	\$280
Drum Percussion Pads (new students only)	\$40

### **Creative Kids**

The P&C and most tutors are registered Creative Kids providers. At present this government assistance incentive scheme provides an annual grant of \$100 per child. Applications can be made via the service NSW website.

## **Split Payment Instalments**

An instalment facility is available to assist parents in paying band fees. There are two instalments per annum, with instalments due in Week 5 of Term 1 and Week 2 of Term 3.

Please note your payment preference on your band enrolment form.

**NB: The Clovelly Band is a non for profit organisation. To assist our volunteers and ensure that the band runs smoothly we ask that fee payments are made on time.**

**Students with outstanding fees may be unable to participate in band rehearsals and performances until the account is no longer in arrears.**

## **Invoices**

Invoices for all band rehearsal fees, instrument hire, percussion items and music books will be emailed to parents in Week 3 of Term 1.

## **Methods of payment accepted**

Payment is by direct credit to the FOTB Bendigo Bank account.

## **Account details:**

Account name: CPS P&C FOTB Account

BSB: 633-000

Account number: 160772190

Credit card, cheque and cash payments cannot be accepted. All enquiries: Treasurer, FOTB Committee at [clovellyband@gmail.com](mailto:clovellyband@gmail.com)

**APPENDIX F:**

**CLOVELLY PUBLIC SCHOOL BAND PROGRAM CODE OF CONDUCT 2021**

**Name of Student:** .....

**Student:** I have discussed the Clovelly Band Booklet with my parent/carer and I undertake to:

1. Show respect to the Band Director, guest conductors, rehearsal assistants, tutors, parent helpers and my fellow students.
2. To respect and take good care of my instrument.
3. Practise at home for a minimum of 20 minutes per day, at least 3 times a week.
4. Bring instrument, band music and all necessary equipment to rehearsals, lessons and performances.
5. Be punctual. I will arrive at 7.15 am, be set up and ready to play at 7.30 am. I will assist with the setting-up and packing away of all equipment, including chairs and stands.
6. I will attend my lunchtime rehearsals.
7. Attend all performances, both in and outside of school hours wearing the full school uniform.

**Signature of Student:** ..... **Date:** .....

**Parent/Carer:** I have read the Clovelly Band Booklet and I undertake to:

1. Notify the Band Director and tutor if my child will be absent from rehearsals or lessons.
2. Keep up to date with the Band Program by reading emails from the FOTB committee and checking the FOTB website ([www.clovellypublicpandc.com/band](http://www.clovellypublicpandc.com/band)).
3. Attend Band events, fund raising activities and performances.
4. Meet the expectations for instrumental lessons listed in Appendix C: The Guide for Tutors and Parents.

I accept full responsibility for the fees payable for my child's participation in the Band program. I will pay these fees by the appropriate due date. I understand that if the fees are not paid by the due date, my child will no longer be eligible to participate in the band program.

**Signature of Parent/Guardian:** ..... **Date:** .....

**Name of Parent/Guardian:** .....