

## Lane Cove Public School Music Committee



# A Guide to Music at Lane Cove Public School

October 2013

## Contents

1. Music Program Overview	<a href="#">Page 2</a>
2. Enrolment Process	<a href="#">Page 2</a>
3. Financial Commitment	<a href="#">Page 4</a>
4. Supporting the LCPS Music Program	<a href="#">Page 5</a>
5. Individual / Private Music Tuition	<a href="#">Page 6</a>
6. Music Ensembles at LCPS	<a href="#">Page 10</a>
7. Commitment and Behaviour Policy	<a href="#">Page 11</a>
8. LCPS Band and Orchestra Program	<a href="#">Page 13</a>
9. Music Group Rehearsal Schedule 2013	<a href="#">Page 16</a>
10. Hiring of Instruments	<a href="#">Page 17</a>
11. Music Uniforms	<a href="#">Page 19</a>
12. LCPS Website – Music Program	<a href="#">Page 20</a>
13. Music Camp	<a href="#">Page 21</a>
14. The Music Committee	<a href="#">Page 22</a>
15. Guidelines to Copying Music at LCPS	<a href="#">Page 26</a>

## Lane Cove Public School Music Committee



### A Guide to Music at Lane Cove Public School

Published: October 2013

## 1. Music Program Overview

Lane Cove Public School has an extensive and highly regarded music program. The program is run by the Music Committee - a volunteer sub-committee of the Lane Cove Public School Parents & Citizens Association - who engages qualified music tutors to conduct ensembles and provide individual lessons before and after school.

All children joining the music program participate in a band, orchestra or instrumental group rehearsal each week and have a half hour individual/private lesson each week.

Through music children can find a way to channel their energy and ability into something purposeful and creative. Our musical groups perform regularly for the school and the local community. These performances and the annual music camp are always a highlight for the children.

## 2. Enrolment Process

If after reading through this guide you decide that you would like to enroll your child in the Lane Cove Public School music program you will need to follow the steps outlined below.

### 2-1: Information Sessions

The Music Committee organises two major events during Term 4 to give students and parents the opportunity to find out about the different instruments they can learn at Lane Cove Public School.

Early in Term 4 the year 2 students attend a musical showcase where selected students from years 3 to 6 demonstrate the band instruments, violins, cellos, recorders and guitars. This session is usually led by the conductor of the Training Band, and often the Training Band performs for the children.



Following the Musical Showcase, parents and children are invited to attend our annual Bang, Blow and Scrape night at the school. This evening provides parents with the opportunity to have any questions about instrument hire, tutors and groups answered. Most importantly, this night gives the children a good chance to try out any of the instruments that they may be interested in learning, with the guidance of one of our tutors. Participating in Bang, Blow and Scrape helps children and their families make an informed decision about which instrument they would like to learn the following year.

## **2-2: Enrolment Process**

Once they have decided which instrument their child will learn, parents are asked to fill out an enrolment form and return it to the Music Committee before the due date. This allows the Committee to organise groups and tutors in the following weeks, which in turn facilitates room allocations and allows parents to set up an appropriate lesson time with their tutor.

It is essential that parents understand that if their child is being tutored through the school program they are also required to participate in one of the school's bands or ensembles which are held before or after school.

## **2-3 Instrument Choice**

The Music Committee asks that students select two possible instruments to learn, and indicate their first and second preference on the enrolment form. Where possible the Committee will allocate your first preference, however it is important that the bands and groups are balanced and this will mean that in some instances your child may be allocated their second choice.

## **2-4: Invoices**

Invoices for groups and instrument hire are sent out during the January school holidays and again in the June/July school holidays. These invoices should be settled as soon as possible. No instrument will be hired out unless the refundable instrument deposit, hire fee and semester fees have been paid. The preferred payment method is Electronic Funds Transfer, but we also accept cheque and cash. If payment is not made in an acceptable period of time children can be excluded from participation in their band or ensemble.

Refunds will only be given in exceptional circumstances and we ask that you see your child's enrolment in the music program as a minimum one-year commitment.

## **2-5: Late Enrolments**

It is very difficult for students to enroll into the music program once the school year has started. It is often hard for late-enrolled students to catch up to the level and standard of students that have already been attending tutorials and groups. It is also very difficult for the music committee to provide the student with the instrument of their choice as all group numbers and instrument hire contracts are finalised by the end of the previous year.

Late enrolments will be considered on a case-by-case basis and will only be processed if it is deemed suitable by the Music Committee, group conductors and instrument coordinators.



### 3. Financial Commitment

The LCPS Music Committee is run as a not-for-profit organisation. Every effort is made to ensure the best possible value for money for students participating in the music program at LCPS. A music education does, however, require a significant financial commitment from families. Here is an illustrative summary for your reference; exact costs will vary depending on the chosen instrument(s) and ensemble(s).

Element of Music Program	Indicative Detail	Estimated Annual Cost
1. Individual Music Tuition	<ul style="list-style-type: none"> <li>▪ 30 minutes private tuition, generally conducted on school premises, before or after school.</li> <li>▪ Approximately \$35 per ½ hour, invoiced at the beginning of the term directly by the tutor.</li> <li>▪ Approximately 42 lessons per year (average of 10.5 per term)</li> <li>▪ Note: less for Beginner Recorders – 20 minute lessons.</li> </ul>	\$1,470
2. Instrument Hire	<ul style="list-style-type: none"> <li>▪ Hire rates vary from \$60 to \$120 per instrument, per half year, depending on the type of instrument.</li> <li>▪ A refundable \$100 deposit is also required upon hiring an instrument.</li> <li>▪ Percussion students will pay a \$40 percussion levy per semester, and \$100 to purchase a Stick Bag</li> </ul>	\$120 to \$240
3. Ensemble Membership	<ul style="list-style-type: none"> <li>▪ Group fees vary from \$93 to \$155 per half year, depending on the ensemble.</li> </ul>	\$186 to \$310
4. Music Uniform	<ul style="list-style-type: none"> <li>▪ For students participating in the Concert Band program, the Jazz Band or Orchestra, the LCPS music uniform must be worn for all performances, especially those outside the school.</li> <li>▪ The music uniform requirements that you must provide for are Long Black Pants; White LCPS polo shirt (short sleeved in Terms 1 and 4, long sleeved in Terms 2 and 3); Black Socks and closed Black Shoes</li> <li>▪ The Black Music Vest will be handed out by the Music Committee for performances</li> </ul>	
<b>Total Estimated Annual Cost (based on 1 instrument and 1 ensemble)</b>		<b>\$1,776 to \$2,020</b>

Note: Attendance at the annual Music Camp is not compulsory, but is encouraged for LCPS music students in years 3 and above. The estimated total cost is \$270 for a two-night stay and \$255 for one night.



## 4. Supporting the LCPS Music Program

As an organisation run by volunteers, the Music Committee is always on the look-out for enthusiastic parents who want to support the delivery of the music program. There are many ways you can get involved, in either an ongoing or ad-hoc basis. Within this guide, the section titled **The Music Committee** provides much of the detail you will need, however a summary is provided here.

### 4-1: Music Committee – Office Bearers and Positions

Office Bearers are elected at the Music Committee's AGM in October each year. Keep an eye-out in The Loop for positions becoming vacant and AGM dates.

- Music Convenor
- Assistant Convenor
- Treasurer
- Assistant Treasurer
- Secretary
- Uniform Officer
- Instrument Officer
- Music Librarian

### 4-2: General Positions on the Committee

General members assist when there are specific events that require coordination, and contribute ideas towards the running of the music program.

### 4-3: Non-Committee Positions

There are a great variety of non-Committee positions that need to be filled to ensure the music program runs smoothly.

- Individual Instrument Officers (Brass; Saxophone; Cello; Clarinet; Flute and Recorder; Guitar; Violin; Percussion). Ideally, the instrument officers are appointed at the Music Committee AGM in October each year.
- Band Parents (applicable to Training Band, Concert Band, Senior Concert Band, Jazz Band)
- Group Parents (applicable to Orchestra, Rock Group, Strings, Guitars and Recorder groups)
- Volunteers to help with specific events will be advertised in The Loop as required:
  - o Tutors' Concert
  - o Grandparents' Day Concert
  - o Spring Concert Series

### 4-4: Music Camp Sub-Committee

Organising the annual Music is an extensive job, and as a result, a separate Sub-Committee is formed to focus specifically on this event. A call for volunteers is advertised in The Loop early in the school year.

If you would like more information on any of these positions and roles, or would like to volunteer your support, please contact the Music Committee Convenor Michelle Casiglia by email

[casiglia@bigpond.net.au](mailto:casiglia@bigpond.net.au).



## 5. Individual/Private Music Tuition

Private music lessons are an integral part of the music program at Lane Cove Public School and one of the key ingredients of its success. All children enrolled in the LCPS music program must undertake a 30 minute weekly, private music lesson and also participate in weekly group rehearsals and ensembles. The private lessons are mostly conducted on the school premises, either before or after school. Recorder lessons may be 20 minutes for younger students.

The Music Committee engages the services of qualified music tutors. However, parents are welcome to arrange lessons outside the school program if they wish. Children learning outside the school are encouraged to participate in the school's ensembles.

### 5-1: Instruments Taught at LCPS

- Recorder
- Strings: Violin, Viola and Cello
- Acoustic Guitar
- Band Instruments
  - Flute, Clarinet, Saxophone
  - Trumpet, Trombone, French Horn, Euphonium, Tuba
  - Tuned percussion (glockenspiel/xylophone) and Percussion (drums)
  - Bass Guitar

Note that Kindergarten children are not accepted into the program. Children in Years 1 and 2 may learn recorder, violin or cello. Parental involvement at violin lessons is required for all students in Years 1 and 2.

### 5-2: Parental Liaison with Tutors

When parents elect to use the school tutors the Music Committee takes into account the availability of the child, tutor and room when allocating children to particular tutors. However, it is then up to the parent to liaise with the tutor regarding lesson times, payment of fees and the student's progress. Issues regarding payments, lesson scheduling or progress should be resolved between the parent and tutor in the first instance. If an issue persists, the tutor or parent should contact the Music Committee for assistance in resolving the problem.

### 5-3: Commitment to the Program

Students are encouraged to persist with music lessons for a full year. Learning music is rewarding but it is hard work and students can sometimes lack the motivation to persist when the experience is challenging. Music lessons are often more enjoyable as the student becomes more accomplished. Parents are encouraged to contact the Music Committee Convenor to discuss any issues before finalising any decision to withdraw from the program.



Students must give two weeks' notice of termination of music lessons (or payment in lieu) except at the year's end. The Music Committee Convenor must be notified by the tutor and parent of the decision to discontinue lessons and a [Change of Enrolment](#) form must be completed in order for instrument hire refunds to be processed.

#### **5-4: Lesson Fees**

The fee for lessons is set by the Music Committee at \$35 (inclusive of GST) per half hour for 2014. Note this fee will be increased by approximately 5% per year in line with CPI. Tutors will invoice parents at the beginning of each term and payment should be made directly to the tutor within two weeks of invoice receipt.

#### **5-5: Number of Lessons**

The number of lessons given per term is up to the individual tutor but the start and finish dates for each term should be clearly stated to parents in advance. Lessons should not be scheduled at school on pupil-free days or in the holidays.

#### **5-6: Tutor Absence**

It is essential that children not be left unsupervised at the school. Accordingly, if the tutor is running late, or is unable to attend a lesson, the student's parent or guardian, or the school (during school hours) will be notified.

If the tutor is late for a lesson, the student will be given their full 30 minute lesson (unless otherwise agreed). If the tutor has to cancel a lesson it is the tutor's duty to either make up the lesson, refund the lesson or credit the payment to the following term's invoice. Where tutors are away for several weeks they may organise a replacement tutor (with approval from the Music Committee).

#### **5-7: Child absence**

Tutors are not obliged to provide a refund or make-up lesson if a child misses a lesson. However, many will try to reschedule lessons if sufficient notice is given. Tutors willing to provide make-up lessons should indicate on their invoices the conditions under which they will do so, and when the make-up lesson will be provided. In any case, parents should notify tutors of their child's impending absence as soon as possible.

Please note that if your child's instrument is in repair or they are unable to play for a particular reason (e.g. sprained wrist, cold sore etc.) they still benefit greatly from a lesson. Theory, musicianship and aural learning are all valuable components that can be taught without the use of an instrument.



### **5-8: Punctuality**

It is important to arrive at all lessons on time. Lessons can rarely be extended beyond the scheduled conclusion to accommodate late arrivals. Parents are responsible for ensuring that their children arrive safely and promptly at their tutorial and are picked up promptly at its conclusion. Children must not be left at the school unsupervised.

### **5-9: Communication**

Each child should bring an exercise book or music diary to their lesson each week. This will be used by the tutor to write down homework and will be useful for any correspondence between the parent and tutor.

### **5-10: Practice**

Initially small amounts of regular practice are necessary (5-10 minutes, five times per week). This will gradually expand to longer periods (15-30 minutes several times per week) as your child improves. A regular practice routine ensures that your child will steadily improve in all aspects of their playing.

### **5-11: Examinations**

A decision as to whether your child sits for practical examinations should be made after discussion with your child and your child's tutor. Exams do not appeal to everyone and each child will respond differently to an exam situation. However, working towards exams can help the child as exams:

- ensure that basic skills and techniques are learnt progressively;
- set a standard for performance and a goal to work towards;
- develop individual performance skills; and
- provide a sense of achievement.

Even if you decide against exams, your child should still be encouraged to learn scales and exercises to ensure that instrumental technique is solid. In addition, a variety of music pieces should be set by your tutor to provide reinforcement of skills and techniques, enjoyment and challenge.

### **5-12: Your expectations**

During your child's music lessons and involvement in the LCPS music program you can expect the following:

- Your child should learn the skills and techniques required to play their instrument at a level appropriate to their aptitude and the length of time they have been learning. This includes the ability to read and play music.
- Your child should enjoy learning and playing their chosen instrument. The level of enjoyment each child experiences depends on their commitment to a regular practice routine and your encouragement of them.





- Your child should be presented with a variety of suitable pieces of music and be encouraged, and given the opportunity, to perform these in addition to normal band and group performances.
- Tutors are expected to support the school's musical groups (including bands, orchestra and other groups) by following the method book used by the group and dedicating some private lesson time to group music.
- Your child's tutor should communicate with you regularly regarding your child's progress and bring to your attention any concerns he/she has regarding any aspect of their tuition. Provision of written half-yearly music reports is strongly encouraged by the Music Committee and valued by parents.

If you have any questions arising from the system of private lessons at LCPS please contact the relevant Group Coordinator or the Music Convenor.



## 6. Music Ensembles at LCPS

Children participating in the LCPS music program are required to be members of one of our instrumental groups, bands or orchestra. Playing with others is an enjoyable way to extend children's musical experience. Groups generally rehearse once per week before or after school. The Concert Band and Senior Concert Band may hold a second rehearsal each week during a nominated lunch time. Following are the current music ensembles offered by the LCPS Music Program; the groups offered for 2014 will be subject to sufficient enrolments.

### 6-1: Groups offered in 2013

#### Strings

- Beginner string group(s)
- Junior string group(s)
- Senior string group(s)
- Cello group(s)
- Orchestra
- String Ensemble (occasional, according to numbers)

#### Bands

- Training Band
- Concert Band
- Senior Concert Band
- Jazz Band
- Rock Group

#### Recorders

- Beginner group(s)
- Intermediate group(s)
- Opera House Group

#### Guitar groups

- Beginner acoustic group(s)
- Intermediate acoustic group(s)
- Senior acoustic group(s)

#### Woodwind Ensemble

- This group will run if there are a sufficient number of students available and willing to participate.
- Membership via audition process, a pre-requisite being part of the Senior Concert Band.



## 6-2: Group Fees for 2014

Group fees are necessary to cover the costs of employing conductors, maintaining equipment and purchasing new music and instruments. Group fees include a non-refundable \$25 administration fee. Individual / private tuition fees are payable directly to your tutor.

Group Fees	Per Half Year
Bands and Orchestra*	\$155
Strings and Guitar Groups	\$130
Recorder Groups	\$93
Woodwind Ensemble	\$130

- Group fees are not refundable except in exceptional circumstances
- Group fees are only payable on two groups per child. No charge for additional groups.
- Fees subject to change in Semester 2 based on numbers of students enrolled.

## 6-3: Ensemble Coordinators

The Music Program at LCPS has three main branches: Band, Strings and Guitar. Each of these branches has a coordinator that helps to organise groups and events for their particular range of instruments. If you have any questions about these programs you are welcome to contact the relevant coordinator:

- **Band Coordinator**  
Rod Mason  
[rodmason.3@bigpond.com](mailto:rodmason.3@bigpond.com)  
Phone: 0410-634-929
- **Strings Coordinator**  
Jay Booth  
[J\\_booth@hotmail.com](mailto:J_booth@hotmail.com)  
Phone: 0425-255-595
- **Guitar Coordinator**  
Jonathan Bolton  
[Jonathan\\_bolton@msn.com](mailto:Jonathan_bolton@msn.com)  
Phone: 0410-567-214

## 7. Commitment and Behaviour Policy

Like any team-based pursuit, the smooth running of a musical ensemble requires that all members are committed to the group's success and behave in a manner conducive to the enjoyment and progress of others as well as themselves. All students enrolling in the Lane Cove Public School music program must agree to abide by the Commitment and Behaviour Policy – as per the following page.



**Lane Cove Public School Music Committee  
Commitment and Behaviour Policy 2013**

Welcome to the Lane Cove Public School Music Program. We hope that your involvement with the program brings you and your child a lot of enjoyment.

In order to ensure the smooth running of the Music Program we have created this Commitment and Behaviour Policy which complements the LCPS Code of Conduct. Please read through this document carefully with your child and sign and return to the Music Committee with your child's enrollment form.

**Commitment**

- I understand that if I am allocated a music tutor by the Music Committee I am required to participate in one of the LCPS music groups.
- I understand that I am only allowed to participate in a Lane Cove Public School music group if I have a music tutor. (Music tutors can be external, does not apply to Beginner Recorder Group).
- I will attend each and every weekly rehearsal(s) and lesson(s) unless I am unwell or have given the tutor/conductor adequate notice.
- I will arrive on time to every rehearsal. For morning groups this means ready for 7.45am start, for afternoons 3.15pm start.
- I will commit to attending all performances unless I am unwell or have given the tutor/conductor adequate notice.
- I understand that some performances, e.g. NSW Band Festival, are compulsory and I am therefore required to provide at least 3 weeks notice if I am unable to attend.
- I will wear full and proper music uniform, or school uniform at performances when required.
- I will take part in the Music Camp if I am offered the opportunity.
- I will commit to practising my instrument as often as I can (2-3 times per week preferred) to ensure that I can contribute to the development of my group or band.

**Behaviour**

- I will arrive to my rehearsal(s) and lesson(s) with adequate time to set up my instrument and the rehearsal space.
- I will show respect to conductors, tutors, parents and other children in my group.
- I will not play my instrument unless I have been told to do so by the group conductor.
- I will assist with packing up of equipment at the end of the rehearsal time.
- At music lessons and while in group I will follow the same guidelines as set out in the Lane Cove Public School Code of Conduct. I understand that if I misbehave the Principal or Deputy Principal may enforce the school's discipline policy.

I have read through the Lane Cove Public School Commitment and Behaviour Policy with my child.

We understand that non-adherence to the above statements will be subject to disciplinary action which may include suspension or expulsion from a group and/or the Music Program.

We agree to abide by the conditions set out in this document

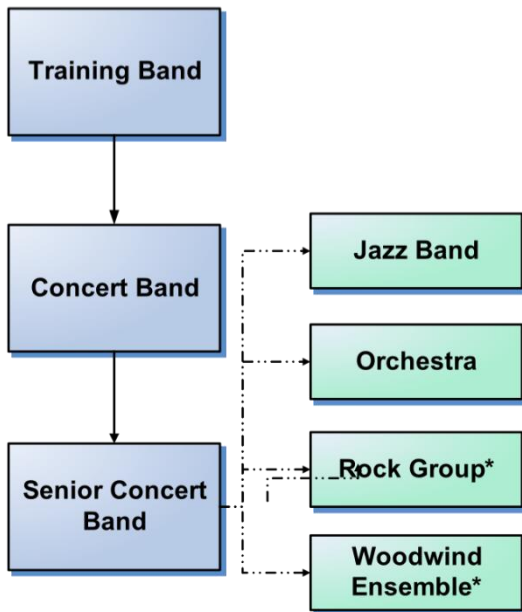
Parent's Name _____	Child's Name _____
Signed _____	Signed _____
Date _____	Date _____



## 8. LCPS Band and Orchestra Program

All children learning a band instrument at LCPS are expected to join the band and orchestra program to facilitate development of their ensemble playing skills and enhance their musical experience.

### 8-1: Structure of the Band and Orchestra Program



[\* Rock Group and Woodwind Ensemble dependent on sufficient number of students participating each year.]

### 8-2: Training Band

The Training Band is a concert band for all students in Year 3 or above who are starting to learn a band instrument. Children who have already been learning a concert band instrument for less than a year, or who have already played an instrument but changed to a new instrument will also initially join this group.

The Training Band will focus on basic skills and musicianship required to play in a concert band or ensemble. The group will follow a band method book and learn to play together, initially in unison and then in parts as they progress. Children must have a weekly lesson with a tutor in addition to attending weekly band rehearsals.

### 8-3: Concert Band

Following auditions (generally held in late November/early December each year) most students in Training Band will move to Concert Band in the following calendar year. The audition process allows conductors to evaluate student progress, determine allocation of parts (e.g. Trumpet 1 or 2) and assist with music selection.

The Concert Band will focus on teaching the skills required to play as an ensemble using musical arrangements of popular songs and classical concert band music. All children must continue to have weekly lessons with a tutor in order to progress technically on their chosen instrument.



#### **8-4: Senior Concert Band**

The Senior Concert Band is for students with band experience who have been playing their instrument for approximately 2 or 3 years. Entry is by audition only.

The Senior Concert Band will continue to develop skills required to play as an ensemble using more challenging band arrangements. All children must continue to have weekly lessons with a music tutor in order to progress technically on their chosen instrument.

Any child who wishes to play in the Jazz Band (except piano, vocals, guitar), Orchestra (except strings) Woodwind Ensemble and Rock Group (except electric guitars) must also be a member of the Senior Concert Band, however, they do not necessarily have to play the same instrument in each group. Strings and Guitar players must be a member of their instrument's senior ensemble.

#### **8-5: Jazz Band**

The Jazz Band is provided as an extension group for senior students, allowing them to explore the jazz genre. Membership of the Jazz Band will be determined by separate audition and will generally consist of children of appropriate standard from Year 6 and possibly Year 5 if required. All current members (if Year 5) must audition again for the following year as places will not automatically be held. This group focuses on exploring improvisation and musical creativity.

Vocalists and piano players of reasonable standard are also encouraged to audition. Senior clarinet students are encouraged to take up tenor saxophone (fingering/embouchure similar) and acoustic guitar students are encouraged to take up bass or electric guitar in Jazz Band. Guitar students need to be part of the Senior Guitar group in order to participate in Jazz Band.

#### **8-6: Orchestra**

LCPS is quite unique and very privileged to have a full orchestra which includes strings, woodwind, brass and percussion players. Children in the band program who wish to be considered for the Orchestra may audition at the time they are auditioning for band. Strings students who wish to participate in the Orchestra must also be a member of the Senior Strings group. Membership of the orchestra will generally be restricted to Years 5 and 6 students. All current members must audition again for the following year as places will not automatically be held.

#### **8-7: Rock Group**

The Rock Group is primarily for students from the Senior Guitar group but may also include brass, woodwind and percussion players from the Senior Concert Band. Membership is generally restricted to Years 5 and 6 students. Separate auditions are conducted by the Rock Group conductor for all interested players.

#### **8-8: Woodwind Ensemble**

A Woodwind Ensemble will run for senior students of flute and clarinet if sufficient students of an appropriate standard are available and interested. Students in the Woodwind Ensemble must be experienced players and members of the Senior Concert Band. Entry will be by audition only.



## 8-9: Auditions

Auditions for the band and orchestra program are conducted annually in late November/early December to determine places for the following year.

All children currently enrolled in the band program will audition for a place in the following year's program. Places are not automatically held from one year to the next. Any new children who already play an instrument and would like to join the band program may also audition at this time.

The auditions allow conductors to have an accurate idea of the children's standard so that they can place them in the most appropriate band and also choose appropriate music for the groups. Children who would like to audition for positions in the Orchestra, Jazz Band, Woodwind Ensemble and Rock Group must first be accepted into the Senior Concert Band (string students must be in Senior Strings group and guitar students must be in Senior Guitar). Auditions for these groups will be held a week or two later.

The composition of the bands will be notified before the end of Term 4 to assist parents with planning music lessons, rehearsals and other extracurricular activities for the following year. Auditions may also be held throughout the year at the discretion of the Band Coordinator. Following a successful audition a child may be promoted to a higher band pending a suitable vacancy. Students who are promoted may also be asked to remain in their first band as a mentor and to ensure a balance of instruments in each band.

Audition requirements will be advised to all students in advance of the auditions.



## 9. Music Group Rehearsal Schedule 2013 (2014 schedule TBA)

Group	Rehearsal Day	Time	Venue	Conductor
Training Band	Friday from 11 <sup>th</sup> February	7.30-8.45am	School Hall	Nick Campbell
Concert Band	Tuesday & Tuesday lunch time	7.30-8.45am & 12.45-1.30pm	School Hall	Rod Mason
Senior Concert Band	Thursday & Monday lunch time	3.15-4.15pm & 12.45-1.30pm	School Hall	Gerald Steinmann
Jazz Band	Thursday	7.30-8.45am	School Hall	Bob Pritchard
Orchestra	Wednesday	7.30-8.45am	School Hall	Colin Tripolone
Beginner Guitars	Wednesday from 4 <sup>th</sup> March	7.45-8.45am	4AG	Gino Pengue
Beginner Guitars	Thursday from 4 <sup>th</sup> March	3.15-4.15pm	4SK	Jonathan Bolton
Intermediate Guitars	Thursday	3.15-4.15pm	4CC	Jose Zarb
Intermediate Guitars 2	Thursday	7.45-8.45am	4CC	Jonathan Bolton
Senior Guitars	Thursday	7.45-8.45am	4SK	Gino Pengue
Rock Group	Friday	3.15-4.15pm	School Hall	Jeremy Brien
Purcell Recorders	Monday	8.15-8.45am	KHS	Derek Galloway
Telemann Recorders	Thursday	8.15-8.45am	2WM	Derek Galloway
Puccini Recorders	Tuesday	8.15-8.45am	KHS	Derek Galloway
Mozart/Schubert Violins	Tuesday from 11 <sup>th</sup> February	7.45-8.45am	Library	Jay Booth
Bach Violins	Friday from 11 <sup>th</sup> February	7.45-8.45am	Northwood 1	Jenny Byrne
Vivaldi Violin Group	Thursday	7.45-8.45am	4AG	Colin Tripolone
Paganini Violin Group	Wednesday	7.45-8.45am	Northwood 1	Jenny Byrne
Handel Violin Group	Tuesday	7.45-8.45am	4CC	Colin Tripolone
Bartok Violin Group	Wednesday	7.45-8.45am	4CC	Arne Tripolone
Junior Cellos	Tuesday from 11 <sup>th</sup> February	7.45-8.45am	Northwood 2	Helen Byrne
Senior Cellos	Thursday	7.45-8.45am	Northwood 2	Helen Byrne
Rossini Strings	Thursday	7.45-8.45am	Northwood 1	Jay Booth





## 10. Hiring of Instruments

The LCPS music program has instruments available to hire to enable students to play in the music groups at half the external hire rate. Hiring of instruments to students not in music groups will be subject to availability and the external hire fee (twice the standard fee) plus the deposit will be charged.

### 10-1: Instrument Hire Fees in 2014

Below is a list of instruments available to hire including relevant fees/deposit. These fees include instrument service when required due to normal wear and tear. In the event of an instrument being badly damaged the deposit may not be refunded to help cover the costs of repair.

Instrument Hire 2014	Per Half Year	Deposit
Acoustic Guitar	\$60	\$100
Violin/Viola	\$85	\$100
Cello, Clarinet, Flute Saxophone, French horn, Trumpet, Euphonium, Trombone, Tuba, Drum Kit, Glock, Bass Guitar	\$120	\$100
All Percussion Players	\$40 equipment levy & \$100 to purchase stick bag	

*All fees will be reviewed annually.*

- Instrument hire fees are not refundable except in exceptional circumstances.
- To hire/rehire an instrument for the coming calendar year, the following fees must be paid in full before an instrument is released:
  - all previous year's fees
  - half-year instrument hire fee for the applicable year of hire
  - half-year group fee (for one group) for the applicable year of hire
  - instrument deposit (upon hire of an instrument)

### 10-2: Return of Hired Instruments

Instrument Return day is held in December each year. You will be notified in advance of the date, time and venue, as required.

An instrument checklist form (available via the school's website) must be completed by the tutor prior to this date. If the instrument is returned in good order, the instrument deposit will be refunded by cheque or Electronic Fund Transfer.



Some instruments may have to be returned for service in the holidays and some may be recalled for new hirers and thus be unavailable for re-hire. You should check with your instrument officer at the appropriate time. Priority is given to first-year hirers playing in a group. Second and third year hire may be possible but is dependent on instrument availability and demand.

### **10-3: Instrument hire for new hirers**

Instrument Hire day for new hirers is held at the beginning of each year, usually in early February. The date, time and venue will be advised before the end of the previous school year. In regards to payment requirements, please see section 10-1 above.



## 11. Music Uniforms

The following groups wear the LCPS music uniform for selected performances, especially those outside the school: Training Band, Concert Band, Senior Concert Band, Jazz Band, Woodwind Ensemble and Orchestra. Children will need to have their uniform by the beginning of Term 2.

The requirements are:

- **Black music vest** (Held by the Music Committee and handed out for performances)
- **Long black pants**
- **Black socks and closed black shoes**
- **White LCPS polo shirt.** Short-sleeved in Terms 1 and 4. Long-sleeved in Terms 2 and 3.
- **Black hair ribbons/elastics/hair bands** (girls)

Shirts **MUST BE** worn tucked in. Black pants must be plain black i.e. no writing or stripes etc. Tailored black pants are acceptable provided they have long, wide legs (not leggings). White long-sleeved polo shirts are part of the winter school uniform (no peter-pan collar blouses). If your child does not have one, they can be purchased new or second hand from the uniform shop.

Black pants (for both boys and girls) can be ordered from the school uniform shop once a year in Term 1. The Uniform Officer holds samples of black pants and will arrange a time for children to them on, this is usually during a band's rehearsal time. If you need to order black pants you can download the Music Uniform Order Form from the school's website. Girls black pants are the same size and style as the green bootlegs.

### **Second-Hand Music Uniforms**

You should check with the school's Uniform Shop if you would like to purchase second-hand music uniform items as they are available from time-to-time.



## 12. LCPS Website - Music Program

The music section of the Lane Cove Public School website aims to advise parents and students of the program and what it entails. It informs of tuition, groups, events, fees, uniforms and instrument hire. The music section of the LCPS website is currently divided into eight sections:

### **Music Calendar of Events**

A term calendar advising the groups playing at assemblies or other functions.

### **Music Committee**

A description of Committee member roles and contact details.

### **Music Enrolment**

A link to the enrolment form for the current year as well as frequently asked questions about music enrolment.

### **Music Fees**

A list of the current year's fees for all groups and instrument hire.

### **Music Forms**

The forms available include:

- 2014 Enrolment Form
- Instrument Checklist Form
- Cello Return and Hire Form
- Violin and Viola Return and Hire Form
- Behaviour and Commitment Policy
- Advice of Change of Enrolment

### **Parent Guides**

- A Parent's guide to Music Lessons 2014
- LCPS Band and Orchestra Program
- Learning Violin and Cello
- A Parent's guide to the LCPS Guitar Program

### **Rehearsal Schedule**

A current list of when each group is practicing, where they are practicing and what tutor is holding the class

### **Room Allocations**

A detailed schedule of all tutors and when and where they are holding lessons.



## 13. Music Camp

The annual LCPS Music Camp is an exciting part of the music program at Lane Cove Public School. The camp endeavours to provide a happy and stimulating environment which recognises the unique nature of each individual player and encourages the child to develop collaborative and teamwork skills within and across participating music groups.

Music camp participation is open to all children in years 3 to 6 who are members of the Training Band, Concert Band, Senior Band, String Groups and Guitar groups Occasionally, and where possible, we also try to include the Orchestra and Jazz Band in our Music Camp. All eligible children enrolled in the LCPS music program are strongly encouraged to take part.

Attending the camp allows the children to work intensively with both instrumental tutors and conductors. Students participate in ensemble rehearsals and instrument specific tutorials with specialist tutors. With the view to broaden the children's exposure to different approaches to learning music we not only invite the practitioners who participate in the regular music program at LCPS but also guest tutors and conductors.

Experience has shown us that the camp program allows skills to be developed that take more than a term to acquire through weekly rehearsals.

There is also plenty of time for fun with well supervised outdoor adventure activities, holistic music discussions, games and musical entertainment in the evening.

Accommodation is comfortable cabin style rooms and the attendance fee is all inclusive. It covers bus transport to and from camp, accommodation, all meals, music tuition, evening entertainment, one adventure activity and a camp T-shirt.

Children will be supervised throughout the camp by LCPS teachers and parents from the Music Committee. Additional supervision is provided by conductors, tutors and group parents during the day.

The Camp Concert is held following the camp for family and friends at which the attendees eagerly showcase their work.

Attendance at the LCPS Music Camp is not compulsory, but is encouraged for LCPS music students in Year 3 and above. The estimated total cost is \$270 for a two-night stay and \$255 for one night. Once the number of children has been confirmed with the camp facility providers, this cost cannot be refunded except in exceptional circumstances, as the Music Committee will be liable for the cost of your child.



## 14. The Music Committee

The Lane Cove Public School Music Committee is a subcommittee of Lane Cove Public School Parents & Citizens' Association (ABN: 70 059 474 567) which is in turn a member of the Federation of Parents & Citizens, Associations of New South Wales.

The Music Committee is made up of volunteer parents and guardians who are interested in supporting the music program at the school. Within the Committee there are a number of allocated positions, such as Music Convenor, Assistant Convenor, Treasurer, Secretary, Uniform and Instrument Officers and Music Librarian. There is also space available on the Music Committee for people who would just like to be involved as a general member, without a specific position.

The P&C provide funding for a Finance Administrator to the Music Committee who assists the Committee with financial matters, such as all aspects of bookkeeping and financial reporting, supporting the Committee members in their day-to-day running of the program, as well as quarterly and end-of-year financial reporting back to the P&C. The Finance Administrator also supports the Treasurer in the budget process and the reviewing and setting of fees.

The Music Committee is funding an Administrative Assistant, employed by the P&C on a casual basis. The Administrative Assistant assists the Convenor, and other Committee Members, with many tasks of an administrative nature to support the running of the program.

### 14-1: Officer Bearers and Positions on the Music Committee

#### Music Convenor

The Music Convenor is responsible for the efficient running of the Music Committee and the music program. It is their job to liaise with tutors, conductors, parents, students and school staff in order to ensure that everyone's needs are being met.

The Convenor is required to process all enrolments, provide each student with a suitable tutor, and place students in a group that is appropriate to their ability. The Convenor also creates a performance calendar for the groups and ensembles within the school and aims to provide as many performance opportunities as possible for the students.

Throughout the school year, the Music Convenor maintains regular contact with the school through their Music Liaison Officer, currently Christine Scully, and attends regular P&C meetings to report on developments in the music program.

#### Assistant Convenor

The Assistant Convenor's job is to provide help and support for the Convenor as required.

#### Secretary

The Music Committee Secretary is required to attend Music Committee meetings to take minutes which are later distributed to the Music Committee. The Secretary also keeps a record of all business conducted by the Music Committee.



## **Treasurer**

The Treasurer of the Music Committee has overall responsibility for ensuring that the Committee is complying with its financial accountability requirements as prescribed by the P&C. This includes:

- overseeing the preparation of the financial statements of the Committee and presenting such information to the Committee at their regular meetings;
- liaising with the P&C Finance Administrator in regards to any financial matters relevant to the Committee;
- preparing an annual budget which is presented to the P&C at their Annual General Meeting;
- ensuring that the financial records and any other relevant information is available to the external auditor at the end of each year; and
- ensuring that the use of funds held by the Committee is appropriately controlled and that any excess funds are appropriately invested (as per the Constitution of the Committee).

The Treasurer also works in cooperation with the P&C Finance Administration in relation to the day-to-day financial running of the music program.

## **Assistant Treasurer**

The Assistant Treasurer provides support and assistance to the Treasurer as required.

## **Uniform Officer**

The Uniform Officer has two main duties - the first being the management of vests for the school bands, orchestra and jazz group, and the second being the ordering of uniforms through the LCPS Uniform Shop so that students can purchase items easily through the school. The Uniform Officer is a point of contact between the Uniform Shop and the Music Committee, and as such ensures that there are sample items available for students to try on before purchasing, and that sufficient stock is ordered in for students.

## **Instrument Officer**

The Instrument Officer is the contact point between the Music Committee and the various Instrument Officers that coordinate instrument hire in the school. There are currently instrument officers for flutes, clarinets, saxophones, brass, percussion, violins, cellos and guitars, all of whom report directly to the Music Committee Instrument Officer.

The Music Committee Instrument Officer provides the Music Committee with an update of instruments that require replacement or repair, and any issues that may arise regarding hiring. They are also required to coordinate and assist with the efficient running of the Instrument Return and Hire Days, which are held at the end and beginning of the school year respectively.

The Instrument Officer is also responsible for organising insurance for the instruments hired out by the school and needs to ensure that all instrument hire agreements are up-to-date in our database, Optimo.



## Music Librarian

The Music Librarian is required to keep track of all printed music used by the groups and ensembles at Lane Cove Public School through the Optimo database. The Music Librarian provides a point of contact between the group tutors and conductors and needs to facilitate the loaning of music to these groups. He/she is also responsible for producing photocopies where required, ensuring that all copyright rules are being maintained and that all photocopied music has the appropriate LCPS or AMCOS stamp.

## General positions

Any member of the LCPS community is welcome to become a member of the Music Committee without taking on a specific role in the Committee itself. General members of the Committee are encouraged to assist when there are specific events that need coordination, such as the Tutors' Concert, Grandparents' Day Concert and Spring Concert Series. We also value the ideas and input of the general committee members in the running of the music program.

## Non-Committee positions

Band Parents (applicable to Training Band, Concert Band, Senior Concert Band and Jazz Band), and Group Parents (applicable to Orchestra, Rock Group, Strings, Guitars and Recorder Groups) are volunteers who ensure that our music program runs smoothly.

These non-committee positions are invaluable to the Committee in that they provide a link between the conductors and parents, and a link to the Music Committee so that any issues that arise can be dealt with efficiently.

## 14-2: Aims and Role of Committee

The LCPS Music Committee's main aim is to provide as many students as possible with the opportunity to learn a musical instrument in primary school. In order to facilitate this aim, we provide a wide range of learning and performance opportunities both within the school and the wider community through our bands, groups and ensembles. We also aim to provide tuition and ensemble participation as inexpensively as possible.

The Music Committee actively encourages student participation in musical groups as we feel that it helps to foster a greater appreciation of, and love for, music.

The main role of the Music Committee is to develop policies which allow for the successful implementation of our aims. This includes making decisions about which groups will run within the school, the types of instruments that will be taught at the school and which tutors and conductors will be employed. It is also the role of the Music Committee to provide as many performance opportunities as possible for the students, and to coordinate these events.

The Music Committee also establishes the group fees, instrument hire fees and maximum tuition fees that can be charged by tutors working at the school.

## 14-3: Meetings

The Music Committee meets once a month during school terms, and holds an AGM in October each year. Additional meetings may be called for specific planning purposes.





#### 14-4: Music Committee Contact Information 2014

Lane Cove Public School Music Committee as at 3 <sup>rd</sup> February 2013				
Position	Name / Role	Phone	Mobile	Email
Convenor	Michelle Casiglia	9428 1241	0409 545 958	<a href="mailto:casiglia@bigpond.net.au">casiglia@bigpond.net.au</a>
Assistant Convenor	Kate Antonini	9803 0062	0413 594 333	<a href="mailto:Kate.antonini@hotmail.com">Kate.antonini@hotmail.com</a>
Treasurer	Yu Wen		0405 386 320	<a href="mailto:Ywen2006@hotmail.com">Ywen2006@hotmail.com</a>
Assistant Treasurer	Michael Baer	9420 3634	0413 754 323	<a href="mailto:mchlbaer@gmail.com">mchlbaer@gmail.com</a>
Secretary	Sharon Knight	9420 0949	0408 026 445	<a href="mailto:sharonknight@ozemail.com.au">sharonknight@ozemail.com.au</a>
Committee Member [Instrument Officer]	Donna Digby	9420 8337	0418 649 349	<a href="mailto:donna.digby@bigpond.com">donna.digby@bigpond.com</a>
Committee Member [Uniforms] TBC	Patricia Benc		0402 790 209	<a href="mailto:vilopata@hotmail.com">vilopata@hotmail.com</a>
Committee Member [Music Librarian]	Mei Lee	9420 3882	0400 118 803	<a href="mailto:le_elmy@hotmail.com">le_elmy@hotmail.com</a>
Committee Member	Shaunagh Ashby	8901 5567	0413 995 349	<a href="mailto:home@ashbys.biz">home@ashbys.biz</a>
Committee Member	Karyn Cardew	9428 3272	0419 496 591	<a href="mailto:dkcardew@bigpond.com">dkcardew@bigpond.com</a>
Finance Administrator	Lisa Chambers	9803 0043	0449 000 844	<a href="mailto:Lisachambers22@gmail.com">Lisachambers22@gmail.com</a>
Admin Assistant	Sheena Rees		0420 734 737	<a href="mailto:sheenabob@hotmail.com">sheenabob@hotmail.com</a>
School Liaison Officer	Christine Scully	9427 1024		<a href="mailto:CHRISTINE.SCULLY@det.nsw.edu.au">CHRISTINE.SCULLY@det.nsw.edu.au</a>
<b>Instrument officers</b>				
Brass Officer	Karyn Cardew	9428 3272	0419 496 591	<a href="mailto:dkcardew@bigpond.com">dkcardew@bigpond.com</a>
Saxophone Officer	Anna-Lise Sewell	9460 6862	0407 802 405	<a href="mailto:Anna-lise@bigpond.com.au">Anna-lise@bigpond.com.au</a>
Cello Officer	Shaunagh Ashby	8901 5567	0413 995 349	<a href="mailto:home@ashbys.biz">home@ashbys.biz</a>
Clarinet Officer	Jacqui Ford	9427 5373	0410 146 147	<a href="mailto:jacquidutoit@hotmail.com">jacquidutoit@hotmail.com</a>
Flute + recorder Officer (TBC)	Katy Van Poppel		0422 005 641	<a href="mailto:jpierome@hotmail.com">jpierome@hotmail.com</a>
Guitar Officer	Jane Crick	9427 8391	0410 648 391	<a href="mailto:janemcrick@gmail.com">janemcrick@gmail.com</a>
Violin Officer	Yuko Yamamoto	8068 1621	0449 112 946	<a href="mailto:yuko1077@gmail.com">yuko1077@gmail.com</a>
Percussion Officer	Kate Blue	9231 4166	0411 886 745	<a href="mailto:kate.blue@curwoods.com.au">kate.blue@curwoods.com.au</a>



## 15. Guidelines for Copying Music at LCPS

### Background

This document has been put together by the LCPS Music Committee to assist group conductors and parents understand the music copyright regulations, relating to print music, under which we all operate. It is imperative that the guidelines are strictly followed as there are significant penalties for groups and individuals who do not comply. Whilst the process appears complex, in reality it is easy to implement provided sufficient time is allowed to follow the procedures faithfully.

APRA (Australian Performing Rights Association) and AMCOS (Australian Mechanical Copyright Owners Society) act as centralised collecting agencies operating on behalf of performers (APRA) and publishers (AMCOS). They offer licences to schools to allow them to legally photocopy print music and to publicly perform musical works (within certain limits).

This document only deals with the use of print music which is covered by the AMCOS licence. The Department of Education pays AMCOS an annual student licence fee. This is held in trust until sampling information is obtained from selected schools to allow AMCOS to distribute royalties to the music copyright owners.

### Types of copying allowed:

- Photocopying on paper
- Handwriting (relevant to transcriptions and transpositions)
- No digital copying/scanning or computer storage of musical work is currently permitted under AMCOS agreement.

### Copying limits:

The following limits apply to the number of originals owned by the school or teacher and are NOT on a per year basis. Once the permitted number of copies, in relation to each original or set, have been made, no more copies may be made unless an original or copy is documented to have been lost, stolen or destroyed.



Type of Work	Primary School Limit (number of copies per original)	Comments
Choral Sheet	5	Sheets usually scored at SATB
Separately Published Musical Work	30	Single sheet music or hardcover
Vocal Score or Collection of Musical Works	30	Limit of 3 songs per collection
Transcription of Musical Works	30	
Transposition of Musical Works	30	
Band/Orchestral Set	A total of 30 instrumental parts*	A band set is where separate instrumental parts plus conductors score are provided
Chamber Music works (this applies to recorder, string and string groups at LCPS)	No more than 10 parts. The number of copies is not to exceed the number of instruments	Chamber music is scored for less than 10 different instruments
Tutor style books	A reasonable portion (10% or 1 chapter)	This comes under the CAL (Copyright Agency Limited) licence in part VB of copyright act

Note: \*You may make 30 copies of different parts (e.g. flute, oboe, trumpet, etc.) or 30 copies of the one flute part but only 30 copies in total is allowed.

### Use of the licenced copies:

AMCOS licenced copies may be used by students of the school at any function, activity or performance that is for the educational purposes of the students of that school.

Originals may be lent to another school but licenced copies must remain the property of the school for which they are made. School may keep the licenced copies for as long as they like to be used in conjunction with the original music owned by the school. They may not be hired or sold.

### Stamping Requirements:

All originals and licenced copies MUST BE stamped with the official AMCOS wording. LCPS has purchased two stamps to assist the process:

#### For ORIGINALS:

Lane Cove Public School  
Music Committee  
'ORIGINAL MUSIC'

#### For LICENCED COPIES:

Lane Cove Public School  
Music Committee  
'AMCOS LICENCED COPY'  
Date \_\_/\_\_/\_\_ Copy No. \_\_/\_\_/\_\_



The total number of licenced copies must be recorded on or, preferably, attached to the music. A form has been devised at LCPS to allow recording of licenced copies and this must be kept in the folder with the original music (see Appendix A). If a licenced copy is lost, stolen or destroyed it must be marked on the form and then another copy from the original) may be made if required. If an original is lost, stolen or destroyed this must be documented and another can be 'created' from a licenced copy. Both the stamps are available from the Music Librarian.

### **No additional copies for home practice:**

The AMCOS licence does not allow copies to be made for the purpose of home practice in addition to the number of copies already allowed under the agreement.

Therefore, the LCPS Music Committee has made a decision to allow students to take home licenced copies or originals (if required) for the purpose of home practice.

### **Role of Group Conductors:**

- Group Conductors are responsible for ensuring their group adheres to all relevant copyright regulations;
- Group Conductors may delegate the task of copying music to volunteer group parents but it remains the responsibility of the Group Conductors to ensure that the copying is done correctly and according to the regulations. This may mean educating volunteers in the correct process and will certainly mean giving sufficient prior notice of music requirements so that correct copying procedure can be followed;
- Group Conductors are responsible for ensuring that students in their group and their parents, are aware of the importance and value of original music or licenced copies they are given to use in their group rehearsal;
- If Group Conductors or parents have any further questions about music copyright issues, they should raise them with the Music Librarian;
- If specific approval for copying is granted by AMCOS then a copy of this correspondence should be filed with the Music Librarian to avoid duplication of approval process in the future.

### **Role of Music Librarian:**

- Using the Optimo Plus+ software to administer the music library database and loan workflow
- Keep the originals and licenced copies in the music cabinet when they are not out on loan
- Maintain a system to ensure the AMCOS copying licence is followed (see Appendix A)
- Provide good quality folders (to protect the originals/licenced copies as much as possible);



- Ensure all folders are labelled with the school's name, school contact details as well as the student's name and class
- Educate students and their parents about the value of the music and hold students accountable for music they are given;
- Allow students to only mark the music in light pencil;
- Receive cleaned copies of music (originals and licenced copies) back from students when the music is no longer used and particularly at the end of each school year;
- Provide containers in group rehearsal venues for secure storage of folder when music is not required at home.



**Appendix A – LCPS Documentation of Licenced Music Copies for Groups**

<b>Music Title:</b>			
<b>Band/Group:</b>			
<b>Date Copied:</b>		<b>Copied By:</b>	
<b>Copy No.</b>	<b>Part</b>	<b>Given To</b>	<b>Comments</b>
E.g. 8/30	French Horn 1	Buddy Holly	Returned 4/3/12
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			



Note that only 30 licenced copies are allowed PER BAND/ORCHESTRA SET (not yearly).

All originals MUST BE stamped with the green LCPS stamp

All licenced copies MUST BE stamped with the blue LCPS stamp and each copy recorded above.

All music copies, originals and licenced copies, to be returned the Music Librarian at the end of each year or when the music is no longer required.