



**St Paul's
School**

Instrumental Music Handbook



create your own story!

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Please note: Information in this Handbook is subject to change

Music at St Paul's School

St Paul's School students are involved in creating music every day, whether in one of our renowned instrumental ensembles, in private instrumental lessons, or in the classroom. Students are offered many and varied musical experiences as part of the St Paul's School Music program and we consistently strive to help our students push themselves to achieve their best.

The ensembles at St Paul's School are of an incredibly high standard, and involvement in these groups allows students to gain valuable experience performing in front of both their peers and the wider community. We have many choirs, string ensembles, wind ensembles, jazz ensembles and guitar ensembles which cater for students in a range of abilities and ages. All ensembles have regular performances throughout the year including our annual "Music in the Park" event, performances at assemblies and other school functions, competitions, and at many recitals and instrumental concerts.

There are also opportunities for students to learn from one of our sixteen one-on-one Instrumental Music Tutors, who are experts in their fields, and continue to be performing musicians in nationally and internationally renowned groups such as the Queensland Symphony Orchestra, the Deep Blue Orchestra and one of Australia's best known and awarded jazz trios, Trichotomy. Over five hundred students learn from our Tutors and, as part of our ensemble-based extra-curricular program, are placed into an appropriately graded ensemble as soon as they gain sufficient skills on their instruments.

Students from Prep to Year 6 have one period per week of classroom music lessons. Year 7 and 8 students have a 'taster' experience of the classroom music program for one term through the year with the option to choose Music again for Term 4, and Years 9–12 students have the opportunity to continue their music studies for one semester, one year or two years depending on their year level. We aim to make these lessons as practical as possible and to ensure that any theoretical work is embedded firmly in practice. Music is a practical art form and as such we believe that students should spend as much time as possible playing their instruments, extending themselves to try new instruments, singing, rehearsing, creating and performing with their peers in a safe and supportive environment.

It is important that any music course provides opportunity for real-world experiences. We have regular classroom music concerts and performances and incorporate modern music software and technologies into the students' music-making. St Paul's School is also one of only a handful of schools in Queensland to offer Music Technology to a Cert III industry standard in Vocational Studies.

Performance and Creative Opportunities

This document provides a general overview of the experiences that are offered students of all ages, ranging from beginning students to advanced levels in performance and musical education. These areas include:

- > Individual music exams that will be included in Year 12 QCE results – AMEB, Trinity College/Guildhall and ANZCA.
- > Auditions — University standard auditions, Queensland Youth Orchestra, annual auditions for School ensembles
- > Music ensembles — twenty ensembles including Symphony Orchestra and all levels of string ensembles, four levels of concert bands, four choirs ranging from Year 2 to Year 12, guitar ensembles and three jazz ensembles
- > Music Tours — tours are organised intrastate, interstate and overseas
- > Music Camp — each year a weekend music camp is organised for three or four ensembles/ choirs
- > Workshops — specialist performers, both International and Australian, are brought to the School to enhance the students' knowledge
- > Music Excursions — local excursions to hear professional musicians and ensembles
- > Community Involvement — each ensemble is encouraged to perform in a community-based activity or festival each year
- > Social Engagements — School ensembles are invited to perform at important school functions as well as local Brisbane events, weddings, fetes and other social events

MAJOR CONCERTS

Throughout the year student ensembles perform in a number of major concerts, such as Music in the Dark in May (featuring all ensembles from Year 2 to Year 12), our Junior Ensembles Concert and Con Brio, which features all of our secondary school ensembles and is an opportunity to farewell our Year 12 musicians. From year to year there are also other special concerts, competitions and performances that are scheduled, such as the St Paul's Choral High Tea, the Brisbane Youth Jazz Festival, Brisbane Sings and the Queensland Youth Music Awards.

RECITAL EVENINGS / SOLO CAMP

Instrumental students are encouraged by their Tutors to perform at the Music Recital evenings which are held towards the end of each semester. The recitals provide authentic performance goals for students, allowing a focus for improving technique, preparation for music examinations, and to show the parents the musical development of their children during the year. At the end of Semester 1, the hotly contested St Paul's Solo Competition is held for students in Years 7-12, the standard of which keeps rising year by year.

Organising Instrumental Lessons

Instrumental lessons are organised by completing the *Instrumental Music Tuition Application* form and forwarding it to the Head of Extracurricular Music via Music Reception. The Music Tutor assigned will contact you to discuss the arrangement of instrumental lesson times, contact details and other relevant information. All lesson allocations are subject to availability of rooms and teacher timetables.

Senior students are given first preference for lesson times that fall outside of school academic teaching hours (for example, 7:30am to 8:30am and 3:15pm to 5:00pm). Approval from the Director of the Junior School and the classroom teacher is required before Junior School students can begin lessons to ensure that each student is able to fulfil their academic commitments. Students in Prep to Year 3 will only have lessons after 11.00am to avoid the morning literacy and numeracy block. Where possible, Music Tutors will avoid scheduling lessons for students in Years 4 to 6 before 11.00am.

Waiting lists are maintained annually when applications exceed placement positions. Re-application is required at the beginning of each year, as names will not be carried over.

Instrumental Lesson Details

The Instrumental Tutors are professional music teachers who are engaged by the Music Department to teach your child in the school environment. This gives your child the opportunity to learn from a professional musician with the convenience of learning with the best facilities available.

LESSON PAYMENT

Instrumental lesson payment for 2023 will be made direct to the Tutor. Lesson payment will be required on a term-by-term basis. Music administrators will provide information to ensure students receive the required number of lessons per term. As with school fees, lesson payment is required in advance and cannot commence until processed. The instrumental lesson rate at St Paul's School for 2023 is **\$39 per lesson plus GST**.

MISSED LESSONS

All instrumental lessons will be marked on a roll by the Tutor and processed via the Music administration staff. If a student is going to be absent on the day of a music lesson, it is important that the Music Tutor is informed at least 24 hours prior to the scheduled time, or sufficient time to allow the Tutor to re-allocate the missed time for that week. Insufficient notification for missing a lesson will mean that the lesson is charged. In the event that the teacher is absent, an alternative lesson time will be scheduled. If this is not possible, a refund will be issued, or reduced fees applied to the following term. **If a student is ill on the day of the lesson, the Music Tutor must be notified by 8:00am on that day.** With sufficient notification, lessons will be

rescheduled (or refunded, if rescheduling is not possible). If a student's lesson falls on a public holiday, an alternative time will be rescheduled, or a refund issued.

CANCELLATION OF ENROLMENT

Cancellations are processed during the last week of each term *only*, and not part way through a term or during school holidays. Two weeks' notice in writing is required in the event of a student's withdrawal from instrumental lessons; for example, if a student does not intend to continue lessons in Term 4 then notice must be given in writing two weeks before the end of Term 3. This correspondence should be addressed to the Head of Music and the Instrumental Tutor. In the absence of such notice, two weeks' tuition fees will be payable to the Instrumental Tutor as a cancellation and processing fee.

Co-Curricular Music Ensembles

ENSEMBLE NAME	LEVEL	APPROXIMATE MEMBERSHIP
Orchestral:		
Vivo Strings	Advanced	25
Allegretto Strings	Medium Advanced	30
Adagio Strings	Medium	25
Lento Strings	Preliminary	25
Year 2 String Ensemble	Beginner	30
Bands:		
Wind Ensemble	Advanced	45
Concert Band	Medium Advanced	50
Junior Wind Band (Years 5–6)	Easy	40
Year 4 Concert Band	Beginner	30
Jazz:		
Big Band	Advanced	23
Stage Band	Medium Advanced	23
Jazz Ensemble	Medium Easy	23
Percussion Ensemble	Advanced	10
Guitar Ensemble (Electric)	Medium	8
Choral:		
St Paul's Singers	Advanced	20
St Paul's Chorus	Medium	50
Junior School Choir (Years 4–6)	Enthusiasm	40+
Red Shirt Choir (Years 2–3)	Enthusiasm Plus	30+

Year 2 String Program and Year 4 Band Program

Students in Year 2 and Year 4 are offered the opportunity to participate in the Strings or Band Program for one year. The cost to join this program is a very low fee of \$190 per student, which includes group lessons, one ensemble rehearsal per week (before or after school), hire of the instrument and a music book being provided.

Communication from Parents to the Music Department

There are several methods for a parent to contact a Tutor or conductor in the Music Department:

- > Each Music Tutor is advised to supply the student with their contact details. Parents are encouraged to contact the Tutor directly if there is an issue. If the issue is not resolved, then please contact the Head of Music to discuss the matter.
- > Progress of the student can be noted in his/her diary and a written report is sent with the school reports at the end of each Semester.
- > All Conductors of ensembles have a school email. This is the best communication method, as teachers are unable to take phone calls during a teaching day. Emails can be responded to at a convenient time.

Communication to Parents from the Music Department

MUSIC PERFORMANCE DETAILS

The preferred method to advise parents of upcoming events on the calendar is to access the Music Performance calendar on the St Paul's Music website (via the School website). There is also a Facebook page and Instagram (@musiccps) which is updated regularly with information regarding concerts, rehearsals, and other Music details.

EMAIL DISTRIBUTION LISTS (FOR INDIVIDUAL ENSEMBLES)

At the start of each year, students wishing to participate in an ensemble will be asked to sign an *Ensemble Agreement Form*. This form also requests for the provision of an email address so that students and parents can be notified of events and other relevant information.

LETTER

Occasionally, letters will be sent home to advise parents of excursions and external events of interest, generally where parental permission is required. Phone correspondence will be used in times of urgency only.

Music Supporters' Group

The Music Supporters' Group (MSG) is a committee of enthusiastic parents which promotes the development of music within the School. The MSG meets on the first Monday of every month in the Music Centre at 6:30pm (refer to School Calendar). The MSG supports the Music program through fundraising and provides support to the many activities necessary for the development of a successful program. It is particularly active in assisting with the extensive performance program undertaken each year. The efforts of the MSG benefit all students in the program from beginners to advanced students.

Membership in this group enables parents to be more actively involved in music within the School with extra advantages, such as:

- > Providing a clearer understanding of a child's learning environment and Music Department processes
- > The opportunity to put ideas forward and discuss new initiatives
- > Meeting with a group of like-minded people to share ideas and socialise

Hire of School Instruments

The instrumental program relies on the annual "recycling" of school instruments. The cost to hire a school instrument is \$190 per year and the levy is charged to the family's school account.

IMPORTANT: All hired instruments need to be listed on the family's home and contents insurance policy, as all damage is the responsibility of the hirer, regardless of location of accident.

Instruments hired through the *Instrumental Hire Scheme* fall into one of three categories:

CATEGORY 1

On hire for a maximum twelve (12) months

- > Flute, Bb Clarinet, Alto Saxophone, Trombone, Trumpet, Violin, Guitar, Bass Guitar

CATEGORY 2

On hire for a maximum of twenty-four (24) months

- > Tenor Saxophone, Oboe, Bass Trombone, Viola, Cello

CATEGORY 3

On permanent hire (until student leaves Year 12)

- > Tuba, Bassoon, Double Bass, Eb Baritone Saxophone, French Horn, Bb Bass Clarinet, Piccolo, Euphonium, Eb Alto Clarinet

It is the responsibility of students and parents to ensure that an instrument is purchased before these loan times expire.

What Age Can I Learn an Instrument?

INSTRUMENT TUITION AVAILABLE

St Paul's School offers tuition to students as young as five-years-old. The list below is not absolutely definitive with regard to what instrument tuition is offered relative to the student's age. If there is a strong desire for a student to learn a particular instrument earlier than what is generally advised, please contact the Head of Music.

YEAR LEVEL	TUITION AVAILABLE
Prep – Year 3	Piano/Keyboard/Violin
Year Level Programs (ensemble rehearsal plus free weekly group tuition)	Year 2 String Ensemble (<i>Violin, Viola, Cello, Double Bass</i>)
	Year 4 Concert Band (<i>Tuba, Trombone, Euphonium, Trumpet, French Horn, Flute, Oboe, Clarinet, Saxophone, tuned/untuned Percussion</i>)
Year 4 – Year 12	<ul style="list-style-type: none"> • Piano/Keyboard • Voice • Violin • Cello • Double Bass • Guitar • Percussion/Drum-kit • Bassoon • Alto Saxophone • Tenor Saxophone • Baritone Saxophone • Electric Bass • Flute • Oboe • Trumpet • French Horn • Trombone • Euphonium • Tuba • Clarinet • Bass Clarinet

HOW TO APPLY FOR LESSONS AND ENSEMBLE MEMBERSHIP

Terms and conditions for instrumental lessons and ensemble membership are included here and these must be read and agreed to as part of the application process.

Please scan the QR code below which will take you to the Online Form where you can apply for instrumental lessons for your child and agree to ensemble membership where applicable.



Instrumental Lesson Terms and Conditions

St Paul's Music Instrumental Lesson Agreement

The Music Tutors are professional music teachers who are engaged by the Music Department to teach your child in the school environment. This gives your child the opportunity to learn from a professional musician, as well as the convenience of learning at school.

The following conditions must be agreed at the completion of "Online Instrumental Lesson Application" form before a student begins instrumental lessons.

1.1 Organising Instrumental Lessons

Instrumental lessons are organised by completing the "Online Instrumental Lesson Application" form. The Music Tutor assigned to the student will contact the parent/guardian to discuss instrumental lesson times and other relevant information. All lesson allocations are subject to the availability of room and Music Tutor timetables.

Waiting lists are maintained annually where applications exceed placement positions, but reapplication is required for each new school year.

Senior students are given first preference for lesson times that fall outside of school academic teaching hours (for example, 7.00am to 8.30am and 3.15pm to 4.45pm). Students in Prep to Year 3 will only have lessons after 11am, and lessons before 11am will be avoided for Years 4 to 6 students where possible. Outside school hours lessons are at the discretion of the Music Tutor.

1.2 Instrumental Lesson Details

1.2.1 **Lesson Payment** – Payment for instrumental lessons in 2022 will be made direct to the Music Tutor. Lesson payment will be required on a per-term basis. Music administrators will provide information to Music Tutors to ensure students receive the required number of lessons per term. As with school fees, lesson payment is required in advance and cannot commence until processed. The instrumental lesson rate at St Paul's School for 2022 is \$37 per lesson excluding GST. (Please note: some tutors do need to add GST to this fee.)

1.2.2 **Timetables** – Music Tutors will complete their timetables for the full term in advance and email this to parents and students. Timetables will also be displayed on the noticeboard in Music Reception. Lesson times rotate weekly to ensure that class disruptions are kept to a minimum.

1.2.3 Missed Lessons

- i. All instrumental lessons will be marked on a roll by the Music Tutor and processed by administration staff.
- ii. If a student is absent on the day of a music lesson the Music Tutor must be informed at least 24 hours prior (except in the case of unforeseen illness) or sufficient time to allow the Music Tutor to reallocate the missed time for that week. Insufficient notice for missing a lesson will mean that the lesson is charged.
- iii. In the event that the Music Tutor is absent an alternative lesson time will be scheduled. If this is not possible a refund will be issued, or reduced fees applied to the following term.
- iv. If a student is ill on the day of the lesson the Music Tutor must be notified by 8am on that day. With sufficient notification lessons will be rescheduled (or refunded, or reduced fees applied to the following term if rescheduling is not possible).
- v. If a student's lesson falls on a public holiday an alternative time will be rescheduled, or a refund issued.

1.2.4 Cancellation of Enrolment

- i. Cancellations are processed at during the last week of each term only, and not part way through a term or during school holidays. Two weeks' notice in writing is required in the event of a student's withdrawal from instrumental lessons; for example, if a student does not intend to continue lessons in Term 4 then notice must be given in writing two weeks before the end of Term 3. This correspondence should be addressed to the Head of Extracurricular Music, Mrs Kellee Green – (k.green@stpauls.qld.edu.au) – and the Music Tutor.
- ii. In the absence of such notice, two weeks' tuition fees will be payable to the Instrumental Tutor as a cancellation and processing fee.

1.3 Instrumental Music Student Extra-Curricular Ensemble Commitment (compulsory)

- i. All students who learn an instrument with an Instrumental Tutor at St Paul's *are required to be a member of an appropriate ensemble* or ensembles. This allows them to develop skills of musicianship and enjoy the pleasure of making music with their friends and fellow students more fully. When the Instrumental Tutor ascertains that the student is of a proficient level for ensemble involvement, the student will be placed in an appropriate ensemble for their skill level and instrument.
- ii. Students who learn with a Music Tutor and are in an ensemble at St Paul's will be required to adhere to the Extra-Curricular Ensemble policies to continue to learn with the Music Tutor at school.
- iii. Students who do not want to be part of the Ensemble program once a Music Tutor has recommended them for an ensemble will not be able to continue to have lessons with an Instrumental Tutor at St Paul's.

Extra-curricular Ensemble Terms and Conditions

St Paul's Music Extra-Curricular Ensemble Agreement

1.1 Instrumental Music Lessons

1.1.1 All students learning with an Instrumental Tutor at St Paul's are required to be in an appropriate ensemble (see 'Instrumental Music Lesson Policies' 1.2.1).

1.1.2 St Paul's students are able to be in a School ensemble even if they do not have lessons with a St Paul's Instrumental Tutor, provided they are having private instrumental lessons with an instrumental music teacher outside school (with the exception of un-auditioned choirs). Students who have instrumental lessons outside school will be required to provide details for their instrumental music teacher so that the Music Department can make contact to confirm that the student is having regular lessons, and so directors can communicate ensemble practise requirements to instrumental teachers as necessary.

1.2.1 Ensemble Membership and Commitment

1.2.1 Students must perform in a large ensemble in order to be eligible to perform in a small ensemble. Essential ensemble skills are taught in these groups that are not duplicated in smaller groups (due to time restrictions).

To be in...	You must be a member of...
Big Band, Stage Band, Jazz Ensemble or Percussion Ensemble	Wind Ensemble, Concert Band, Junior Wind Band or Guitar Ensemble
St Paul's Singers	St Paul's Chorus

- 1.2.2 Ensemble members **MUST** commit to a **full year of ensemble membership**. Students are not permitted to leave an ensemble part way through the year, as each ensemble member has been carefully selected via audition to fill a specific role in the ensemble and any changes have a significant impact on the musical success of the group. Students need to consider this when joining an ensemble, regardless of any other extra-curricular activities that may start later in the year.
- 1.2.3 It sometimes happens that students have clashes between ensemble rehearsals and School sports practices. The Sport and Music Departments work closely together to ensure that students are able to continue to be involved in all their extra-curricular activities. Students affected by clashes need to speak with both their ensemble director and sports coach to organise alternating between both commitments.
- 1.2.4 Ensemble members are required to be available for all concerts, competitions and other performances.
- i. One email per performance will be sent in advance by the Ensemble Director/Head of Extracurricular Music with details about arrival times, performance times, correct attire, and other important information. For Junior School ensemble members, the email will go to parents/guardians. For Secondary ensemble members, the email will go directly to students. Once this information has been provided it is the responsibility of the ensemble member to be aware of all performance details.
 - ii. All performance details will be updated as they come to hand via the 'Events' page on the St Paul's Music website. Details of performances are also published in the school newsletter ('The Link') and on the St Paul's Music Facebook page.
- 1.2.5 Rehearsal absences;
- i. Failure to attend rehearsals or performances without written notification in advance may result in a reduction of colour points, loss of embellishment privileges, possible reallocation to a different position/ensemble or the complete exclusion from the Instrumental Program (at the discretion of the Head of Extracurricular Music, Kellee Green– k.green@stpauls.qld.edu.au).
 - ii. Students are expected to manage their time effectively and prioritise ensemble rehearsals as an existing commitment to be fulfilled each week. Incomplete homework/assignments or insufficient study is not a valid excuse for missing a rehearsal. If students are having trouble balancing commitments, they need to speak with their ensemble director for help with strategies for effective time management.
 - iii. If a student is absent from school due to illness on the day of a rehearsal, they must contact the ensemble director via email to notify them of the absence.
- 1.2.6 Premier ensembles;
- i. Premier ensemble members (Wind Ensemble, Big Band, Vivo Strings, St Paul's Singers) may be required to have sectionals at the discretion of the ensemble director. This information will be communicated to students by the ensemble director during rehearsals and by email.
 - ii. Members of premier ensembles are expected to regularly mentor students in younger ensembles by attending rehearsals. The minimum expected mentoring time is one hour per semester. The Music Captain responsible for each premier ensemble (Jazz, Band, Choral, Strings) will co-ordinate a mentoring roster.

1.2.7 Performance Uniform requirements

Students must always be in the correct uniform for their ensemble performances. The list of ensembles and their uniform requirements are below;

Ensemble	Uniform
Red Shirt Choir, Year 2 Strings, Year 4 Band, Junior School Choir and Junior Wind Band	Best school uniform
All other ensembles	<p><i>PERFORMANCE UNIFORM</i></p> <p>Girls:</p> <ul style="list-style-type: none"> * black St Paul's Music blouse (available from the Retail Shop) * black dress pants (not jeans) * black socks or knee-high stockings * black court shoes, ballet flats or school shoes <p>Boys:</p> <ul style="list-style-type: none"> * black St Paul's Music shirt (available from the Retail Shop) * black dress pants (not jeans) * black belt * black socks * black shoes
Premier ensembles: Big Band, Wind Ensemble, Vivo Strings, St Paul's Singers	Performance Uniform (see above), plus School blazer

CONNECT WITH US

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