



Band Handbook

2019

Welcome 

The Forestville Public School band programme has developed over a number of years into a fun and exciting programme designed to ensure children participating receive an enjoyable and rewarding musical experience.

Being part of a band can provide children with skills that will last a lifetime. In addition to the obvious musical benefits, children involved in playing an instrument in a band programme benefit socially, physically and often academically. Children learn valuable team skills, and above all have fun!

This information booklet is designed to provide you with an overview of our Band Programme.



Our Ensembles

The Band Programme comprises a Training Band, an Intermediate Band, a Concert Band and a Stage/Big Band (extension ensemble). Band is open to children in Years 3-6.

As a general rule children will spend their first year in Training Band, the second in Intermediate Band, and the remaining years in Concert Band. Children who are new to the school will be assessed to determine which band is the most suitable for them to join.

Training Band

The Training Band is comprised of children who are new to their instruments. Children spend the first year in the Training Band learning important skills on their instruments and learning how to be part of a musical ensemble.

Intermediate Band

Children will move from Training Band to Intermediate Band after their first year of playing. In this band children will consolidate the ensemble and technical skills learned in Training Band, and move on to more challenging repertoire.

Concert Band

Concert Band will be comprised of predominantly Year 5 & 6 children, who are in their third or fourth year of playing. Children in this band will be exposed to more challenging repertoire, and will perform regularly at school and community events.

Stage Band (extension ensemble)

Entry to the Stage Band is by audition only. Children wishing to audition for this group should have reached approximately Grade 3 AMEB standard.

Like any team, Band is a commitment

The Band is like any other team – it needs all its members in order to function successfully. Children joining the Band are expected to **commit themselves for the full year**, and to attend all rehearsals and performances.

The Band Committee's financial budget is based on the number of children enrolled in the band program at the beginning of each year. We make significant investments in new instruments at the beginning of the year in good faith that students will continue with band for the full twelve months. We ask parents to be cognisant of the "team" and financial impacts of withdrawing their child part-way through the year.

The Band Directors are very happy to speak with parents at any time to discuss their child's progress in Band. It's especially important to speak to the Band Director if your child isn't enjoying Band or is worrying or struggling with some aspect of the programme. It's our experience that these concerns are often easy to resolve when they are addressed early. You can speak with the Band Directors after rehearsals or by contacting them at fpsbands@gmail.com.

Rehearsals

Training Band has 1 rehearsal at school each week in the School Hall. Intermediate Band and Concert Band have 2 rehearsals weekly. Occasionally, lunchtime rehearsals are called.

The schedule for rehearsals is not included in the Band Handbook as these vary each year to accommodate school timetable changes and availability of the Band Directors. You will be advised of rehearsal times for your child's band separately.

Students should always bring their instrument, folder of music, tutor book and a pencil, in their Band bag.

Rehearsal time is very important and all children are expected to attend all rehearsals. A roll will be taken, and children or parents should inform the Band Director if they will be absent from a rehearsal and/or provide an absentee note for any missed rehearsals. In the case of consistent lateness or absenteeism parents/guardians will be contacted.

Behaviour at rehearsals

Rehearsals run smoothly and effectively so long as all children are working as a team and being courteous and respectful of the Band Director and each other.

Children are expected to:

- Arrive on time to rehearsal (with time to help set up);
- Help set up chairs and stands;
- Be silent when the Band Director is speaking;
- Sit quietly when the Band Director is working with other instrument sections;
- Be courteous and co-operate with directions from the Band Director and supervising parents; and
- Pack away chairs and stands at the end of rehearsal.

The Band Director may ask a child who isn't following reasonable instructions to leave the rehearsal and sit with a parent supervisor.

Parent supervision at rehearsals

1 to 2 parents will attend each rehearsal to provide supervision support for the Band Director, please jump in and assist when needed. Parents will be invited to volunteer to supervise a rehearsal each term and the Band's Parent Coordinator will organise a roster each term.

Parent supervisors are encouraged to support the Band Director's efforts to run a smooth and effective rehearsal. The Band Director will instruct parents who are new to rehearsals on how they can help.

Hire Instruments

Band members can purchase their own instrument or hire one through the school. Before an instrument can be hired, we need to have received the Instrument Hire Contract signed by the parents. The Instrument Hire Contract is renewed annually. The cost of hiring instruments is detailed under "Fees" below.

All hired instruments must be looked after and cleaned after every use. Children will receive more information regarding looking after their instrument at the time of instrument allocation.

Should a hired instrument require service during the year, it is the responsibility of the hirer to contact the band conductor to get approval for the instrument to be repaired. If it is deemed that the issue with the instrument is one of wear and tear, the hirer will

be reimbursed by the Band Committee. If the issue is due to misuse or poor cleaning habits then this will be at the cost of the hirer, this includes accidental damage caused by dropping or knocking the instrument.

Whilst we do have all band instruments available for hire, Band Committee policy on school instruments is to focus on supplying the more expensive and larger instruments which are essential for a balanced band sound.

After two years of hiring a school instrument children on smaller instruments (flute, clarinet, trumpet, alto saxophone) may be asked to buy their own instrument. This makes good financial sense, and also frees up hire instruments for incoming band members. It is important to note that high school bands require instrument ownership, particularly on the smaller instruments.

Parents wishing to buy an instrument for their child are advised to speak to the Band Director and a reputable instrument retailer before making a purchase.

Tutors and Private Lessons

In addition to their weekly band rehearsals, all students involved in the band programme must undertake a **weekly private lesson with a quality tutor**. This is to ensure that children learn to play their instrument with correct technique, and also to ensure all students get the most out of their band rehearsals.

Forestville offers on-site tutoring which is co-ordinated by the Band Committee. This programme links students with experienced tutors that teach on school premises. These tutors are vetted by our Band Directors to ensure they hold appropriate qualifications and experience, and they are fully insured and have complied with relevant Working With Children checks. These tutors are also linked in to Forestville's Band Programme and many tutor at our annual Band Camp. Lessons offered through Forestville's on-site tutors will range from \$30-\$45 per half hour. Although offered on-site, the agreement for invoicing, fee rates and make up lesson arrangements is between the student and the tutor. Parents are expected to communicate directly with the tutor for all matters relating to lessons.

As an alternative, parents may prefer to choose their own tutor. A Tutor List is published annually by the Band Committee and copies are distributed at the Band Information & Registration Night and by email at the beginning of each year. Tutors on this list have also been vetted for qualifications and experience and these tutors typically operate at home studios. Prices for lesson vary according to the experience and qualifications of each tutor.

Home Practice



Regular home practice is the key to successful development and progress on a musical instrument, and also to gaining maximum enjoyment from the activity. Sometimes children need a little encouragement to develop good practice habits. Parents can assist their children in developing good practice habits by:

- Providing a quiet practice area and a music stand;
- Listening to their practice as often as possible;
- Reminding their child of practice time;
- Encouraging their child to perform for others when the opportunity arises at home or for relatives;
- Sitting in on the early private music lessons to get a feel for the instrument and how to clean and assemble it; and
- Ensuring the child arrives to all Band rehearsals, private lessons and performances on time.

Band Fees



The Band programme is almost entirely self-funding. Fees charged go towards meeting the expenses of conductors' fees, instrument purchase and maintenance, sheet music and other musical equipment. We always try to keep fees to a minimum.

The Band programme is only viable when all students pay their fees. That said, we understand that at times some families may experience financial hardship which makes it difficult to pay fees on time. Parents who are having difficulty paying band fees should contact the Band Treasurer or Band President as soon as possible and prior to the date that fees are due. If we are aware that there is a problem, we can work with families to agree a payment plan. Please contact the Band President for details on the Band Committee policy on late or unpaid fees.

As this is a voluntary activity and a financial commitment is necessary, please consider this when registering. If fees are not paid then forfeiture of a position in the band is inevitable.

Parents will be invoiced for band fees via email. The Band accepts deposits through Internet Banking.

Band fees are to be paid twice in the year (per semester). Training Band fees for 2019 **per semester** will be:

- **\$320** total per semester for **students hiring instruments** (comprises Band membership fee \$170, Instrument Hire and Repair levy \$150).
- **\$170** total per semester for students who **own and use their own instruments** (Band membership fee only).
- **\$230** total per semester for **percussionists** (comprises Band membership fees \$170 and \$60 percussion instrument maintenance levy).

Intermediate and Concert Band fees are slightly higher due to the twice-weekly rehearsal for those bands.

Refund policy: Refunds will only be issued in certain circumstances please email the Band Presidents at fpsbands@gmail.com

Performances

Performance is a fun and essential part of being involved in the Band Programme. Dates of performances and other events will be advised through emails, notes home and the School Newsletter. As much notice as possible will be given to ensure full attendance at all events. Performances are usually in the evening, sometimes mid week and sometimes on the weekend, and sometimes weekend days.

Below are some examples of performances and other events for each band that can be expected in 2019:

- Music Mania – intensive weekend rehearsal afternoon and informal concert
- Forestville PS Band Camp
- Forestville PS 3-6 assemblies
- Forestville PS Open Day
- NSSWE Concert Series
- UNSW School Band Festival
- Band Performance Night
- Presentation days
- Concert Band Tour (every second year) 2020

Band Camp

Band Camp is held during Term 2 each year. This two-day camp will operate as a day camp for Training Band and an overnight residential stay for Intermediate and Concert Bands. Bus transport to/from the camp will be provided for Training Band students.

It is a highly enjoyable experience and is the highlight of the Band year. Band members participate in special intensive music tutorials and recreational activities. A concert for parents will conclude the camp.

Parent involvement is essential to assist with supervision and to stay overnight. As a guide, the cost in 2018 was \$140 for Training Band. More details will be given closer to the date.

Unfortunately refunds will not be possible if your child is unable to attend band camp for whatever reason once payment is made due to fixed costs having to be paid ahead of time.

Band Tour

Forestville Public School's Concert Band generally tours every two year. The Concert Band visits the Southern Highlands and Jamberoo. The band performs at three schools in the area. It is a fantastic opportunity to celebrate all the Concert Band have achieved and share their music with other children.

The tour is scheduled for December 2020 for Concert Band students, to reward those children for their hard work and tenacity. It is hoped that the tour will continue every two years.

Band Administration

A volunteer parent committee administers the Forestville Public School Band programme. **Parents / guardians are required to get involved – take on a Committee position or help out with one of the band events, fund-raising, band supervision or Band Camp. Without parent help this program cannot run.**

The Forestville Public School Band Committee is a sub-committee of the P&C Association. It is primarily a self-funded programme using the payment of Band fees and Instrument Hire fees. The committee runs all of the bands as well as the Forestville's String Programme for children playing string instruments (refer to the Forestville String Programme Handbook for more information).

The Band Committee Annual General Meeting (AGM) is held in Term 4 each year. Every band member must have at least one parent/guardian in attendance. The committee generally meets once or twice per term or as needed in light of the performance / activity programme. Any interested parents / guardians are welcome to attend these meetings.

The Band Committee **communicates** with Band members in three ways:

- via email (primary communication method)
- via the school newsletter
- via notes to each band member.

Notes to be returned to the Band go in the “**Band Box**” in the foyer of the School Administration Office.

A parent with any enquiries, concerns or suggestions throughout the year should email the President at fpsbands@gmail.com.

Role of the Committee

1. To provide support for the organisation of events for the band in conjunction with the Band Directors.
2. To provide support to the Band Directors in the everyday running of the band such as parent rosters for supervision of rehearsals.
3. To support decision making with regards to the purchase of instruments and ensure repairs and servicing of same.
4. Maintain an inventory of instruments for hire.
5. Distribute hire instruments.
6. Collection of fees and other monies, and budgeting.
7. To decide on major purchases for the band.
8. To decide on the direction of the band, its objectives and outcomes.
9. To have policies and documentation in place.
10. To provide support for fundraising for the purchase of instruments/music/repairs or to subsidise band camps and workshops.
11. Maintain tutor lists.
12. To report back to the P&C.
13. To communicate to Band members and their families and to field enquires from Parents/guardians.

Committee Representatives

The Forestville Public School Band Committee consists of the following representatives:

- President
- Treasurer
- Secretary
- Band Directors
- Band-Teacher Liaison
- Concert Band Parent Coordinator
- Intermediate Band Parent Coordinator
- Training Band Parent Coordinator
- Stage Band Parent Coordinator
- Instrument Coordinator
- Band camp Coordinator
- Fundraiser Coordinator
- Tutor Coordinator
- String Programme Coordinator (this role is described in the Forestville String Programme Handbook)
- Newsletter Coordinator

Other roles Parents/Guardians can assume are:-

- Rehearsal Supervisors
- Fundraising committee members
- Camp committee members

Role of Committee Members

President

- Call and run committee meetings
- Organise the delegation of tasks for committee members
- Set and monitor outcomes and objectives of the band
- Manage the annual event calendar
- Liaise directly with the Band Directors, Band Committee, Band-Teacher Liaison, and Principal
- Write updates in the School Newsletter
- Ensure policies, and work contracts are updated annually
- Ensure band Handbook is updated annually
- Field parent enquires
- Attend P & C meetings each term

Treasurer

- Attend Band committee meetings
- Manage all band accounts
- Collect all term band fees/monies and any other monies
- Report band bank balance at committee meetings
- Report and deal with outstanding debts
- Manage expenditure
- Organise end of year band audit

Secretary

- Attend all Band committee meetings and take minutes
- Distribute minutes and email to all committee members and the Principal
- Liaise with Band President to ensure accurate and timely communication to parents regarding performances, rosters, rehearsals, and other general information
- Help Band President draft and coordinate approval of communication materials
- Maintain accurate Band Contact Listings in consultation with Band President, Band Directors and Band Parent Coordinators
- Computer and word processing skills will be needed.

Band Teacher Liaison

- Liaise with Band President, Band Conductors and Principal
- Assist the Band committee in their organisation of events
- Organise promotion of the band for new members during school hours in association with the Band President and Band Conductors
- Attend band committee meetings

Concert, Intermediate, Training and Stage Band Parent Coordinators

- Provide first-level support for parent enquiries / concerns (refer to Band President or Band Conductor as appropriate)
- Support communication to parents regarding performances, rosters, rehearsals, and other general information
- Coordinate travel/transport/delivery of instruments to and from band events as appropriate
- Help maintain Band Contact list and attendance rolls
- Organise parent supervisor roster each term

Instrument coordinator

- Make and keep an up to date stock-take of instruments
- Organise repairs when required throughout the year
- Liaise with Band conductors and Committee concerning purchase of new instruments
- Coordinate instrument hire contracts

Band camp Coordinator

- Work with the subcommittee to organise the camp.
- Phone venues to arrange camp.
- Run the camp.
- Ensure sufficient tutors at camp by liaising with Band Conductors and Tutor Coordinator.

Fundraising coordinator

- Organise fundraising events (usually one or two per year)
- Have a sub-committee of band parent/guardian helpers to assist with the organisation of fundraising

Tutor Coordinator

- Co-ordinate and communicate with Forestville's on-site Tutors.
- Work with and communicate with the Band President and Band Directors to assess and engage suitable tutors for the on-site and tutors for Forestville's Tutor List
- Maintain the Tutor List, including email addresses

Other Roles

Rehearsal Parent Supervisors

Another adult other than the Band Director must be in attendance at every band practice. The reasons for this are:

1. Child protection.
2. To act in a support role to the Band Conductor if there is a child behaviour issue.
3. To have another adult able to communicate and give additional feedback to Principal or Band Committee.
4. To see firsthand how the band is progressing.

Duties:

1. Attend rehearsal – we request that all parents attend at least 2 rehearsals throughout the year.
2. Organise for someone else to take your place if you are unable to attend for any reason. Phone the Training Band, Intermediate Band or Concert Band Parent Coordinator if unable to attend.
3. Supervise in the event of unavoidable delays by the conductor.
4. Organise help in the case of children's illness or misadventure while attending rehearsals.
5. Supervise any child that has been asked by the conductor to sit out due to misbehaviour.
6. Assist the conductor where necessary.

We look forward to welcoming your child
to the Band Programme in 2019.

