

BAND PROGRAM HANDBOOK

Samuel Gilbert Public School

TABLE OF CONTENTS

WELCOME TO THE SAMUEL GILBERT BAND PROGRAM.....	3
WHO CAN JOIN THE BAND PROGRAM?	4
Training Band.....	4
Concert Band	4
BAND REHEARSALS	5
Training Band	5
Concert Band.....	5
Attendance at Rehearsals	5
Behaviour during Rehearsals	5
Morning Drop Off to Band Rehearsal	6
Set up and Pack up after Band Rehearsals and Performances	6
TUITION.....	6
PRACTICE AT HOME	6
CARE OF INSTRUMENTS.....	7
BAND ACTIVITIES.....	7
Attendance.....	7
Band Camp	7
Band Performances.....	8
Band Workshops.....	8
SUPERVISION OF BAND ACTIVITIES OUTSIDE SCHOOL.....	8
BAND CORRESPONDENCE & COMMUNICATION OF EVENTS.....	9
BAND UNIFORM.....	9
WITHDRAWAL FROM BAND.....	9
BAND FEES	10
THE BAND COMMITTEE	11
BAND COORDINATORS.....	11
CODE OF CONDUCT	12
Expected Behaviour	12
Consequences.....	13
BAND MEMBERSHIP FORMS.....	14

WELCOME TO THE SAMUEL GILBERT BAND PROGRAM

The Band Committee welcomes you to the Samuel Gilbert Band Program. Together we will endeavour to make being a member of the band an enjoyable musical experience for your children and for you. This booklet has been compiled by the Band Committee, with the advice of the Bandmaster and in consultation with the School Principal. Its purpose is to inform both parents and children about being a member of the Band Program at Samuel Gilbert Public School.

Participating in the Band Program at Samuel Gilbert is a fun and valuable learning experience for children. Through consistent effort and application children will acquire and develop their own musical skills and learn how to use these skills collectively in a band. Band members will enjoy the excitement of competitions and the pleasure of performing as a team in front of peers and others from our own school community and outside. Becoming a band member at Samuel Gilbert also provides a great opportunity for children across various year levels to get to know each other better.

Please read this handbook with your child. It is important that all members of the bands and their parents/guardians understand the conditions of band membership.

Should you have any queries, concerns or suggestions, a member of the Band Committee will be very happy to assist you. We look forward to your family's involvement in the Band Program!

WHO CAN JOIN THE BAND PROGRAM?

Training Band

Anyone in Year 3 or above can join. You don't need any musical experience. Training Band members usually start in Year 3. Some start later in Years 4, 5 and 6. There is no minimum requirement for Training Band members – a formal audition is not required. The majority of students have never played their instrument previously.

Concert Band

Training Band members usually advance to the Concert Band after their first year in the band program. Other children, who have played their instrument previously but have not yet been part of the band program, may audition for the Concert Band.

AUDITIONS for the Concert Band are held at the school at the end of each year - usually during Week 7 or 8 of Term 4. Children are asked to perform a short prepared piece (own choice) and to sight-read a piece. Students applying for the Concert Band should be able to recognise and play the following scales:

Flute, Oboe, Low Brass	B Flat Major & Chromatic scale - 1 octave
Clarinet	C or G Major & Chromatic scale – 1 octave
Trumpet, Tenor Sax	C Major & Chromatic scale - 1 octave
Alto Saxophone	G Major & Chromatic scale - 1 octave
French Horn	C Major & Chromatic scale – 1 octave
Percussion	Demonstrate Simple Drum Kit Rhythms in a variety of styles. Working knowledge of various percussion instruments also required to be demonstrated. Timpani – correct playing technique to be demonstrated.

BAND REHEARSALS

Below is the schedule for Band Rehearsals in 2012. Rehearsals take place in Burrigali. The Bandmaster for both bands is Mr Strykowski.

Training Band

Tuesday mornings 7.30am – 8.45am

Training Band rehearsals will commence in 2012 on Tuesday 14th February.

Concert Band

Monday and Thursday mornings 7.30am – 8.45am

Concert Band rehearsals will commence in 2012 on Monday 13th February.

Attendance at Rehearsals

All band members must attend every practice as they are part of a team. If your child cannot attend a practice or performance, the Bandmaster or Band Coordinator is to be advised as soon as possible in writing.

If an instrument is being repaired, attendance is still required at band rehearsal. It is important to be present to keep up with instructions and tuition given to your section and/or to the whole Band. It is discourteous to the Bandmaster and to the other band members not to attend.

All Band members must bring their music folder and a pencil to each practice session. Training Band members must also bring their Standard of Excellence book.

Behaviour during Rehearsals

A high standard of self-discipline is required of each band member. This includes the development of good listening skills and teamwork. There will be times when students will be required to sit quietly and listen to the playing of other members or sections of the band.

A Code of Conduct is in place for all Band Members. A copy is located at the end of this handbook. Please read and discuss the listed expectations with your child.

Morning Drop Off to Band Rehearsal

Band students attending before school rehearsals are required to enter the school grounds via the front entrance gates, near the kiss and drop zone. For the safety and well being of students attending the school, parents are not permitted to use the staff car park or adjacent driveway for dropping students at band rehearsal.

Parents walking their children up to Burrigali are to park in the designated areas along Ridgescrop Drive. The Band Committee organises a roster of parents to supervise band set up from 7.30 – 7.45am. This is usually no more than 15 minutes and is a responsibility that is shared amongst all band families, usually 2-3 times / year. Each band family is required to nominate a time to go on the roster.

Set up and Pack up after Band Rehearsals and Performances

All students are required to assist with the setting up of band equipment before practice and packing it away again after practice. Each student is expected to help. Band members are not permitted to leave a practice or performance until **all** of the equipment has been packed away - music stands, chairs, drum kit, etc. This can be done quickly and easily if everyone co-operates.

TUITION

It is expected that band members attend weekly private tuition outside the Band Program in order to keep up with the progress of the Band. Tutors should devote approximately 10 minutes in each 30 minute lesson to Band pieces. Therefore, it is essential that students take their band music and any workbooks to their private lessons. It is not the role of the Bandmaster to give individual tuition.

Parents are responsible for organising lessons for their children. The Band Coordinators and Bandmaster are happy to assist in locating suitable teachers. Please ask if you are unsure.

PRACTICE AT HOME

All Band members are to bring a music folder (a black A4 display folder) for sheet music, which they are expected to bring to each practice. Regular daily practice of their band pieces is essential in order to keep up with the challenges and demands of the Band. If members fall behind, they may lose interest and feel discouraged. They may also jeopardise the steady progress of their Band as a whole.

CARE OF INSTRUMENTS

Students are asked to look after their own instrument and to respect others' instruments. Please check with your tutor for information on how to clean and care for your specific instrument. Please ensure that instruments are clearly labelled with name, address, telephone number and school. Take special care on public transport and in the school playground. Note that exposure to sun can damage the case and the instrument.

Any malfunction of, or damage to instruments hired through the school must be brought to the attention of either the Bandmaster or the Instrument Coordinator (Mrs. Janet Davis). Please do not try to repair instruments yourselves, as this can cause irreparable damage.

BAND ACTIVITIES

Attendance

Band members are expected to participate in all of the following band activities. When a child is genuinely unable to attend a scheduled band performance or Band Camp, parents are to provide written notice addressed to the Bandmaster.

Band Camp

The annual Band Camp is compulsory and band members are expected to attend for the entire duration of the camp. In 2012 Band Camp will be held at Vision Valley, Arcadia on Monday 30th April to Tuesday 1st May.

Band Camp is a highlight of the band program and an experience that is enjoyed by all band members. The intensive tuition given by the Bandmaster and specialist tutors provides an excellent opportunity for students to improve their own musical skills. It also allows the bands to practice pieces for upcoming eisteddfods in Terms 2 and 3. It is therefore essential that all members participate.

Recreation, outdoor and social activities are included in the camp program. This enables the students in each of the bands to get to know one another, as there are often children from different classes and friendship circles working closely together. This socialisation aspect of band is a very important part of maintaining a positive and happy rehearsal environment for the ongoing success of the band.

The camp concludes with a not-to-be-missed concert on the final evening. This is a chance for family and friends to hear firsthand the progress being made by the students and the band as a whole.

Band Performances

The Training and Concert Bands are committed to perform at school functions and several outside events. Previously, these have included:

School Functions

Open Day (Education Week)
Grandparents Day
School Fete
Kindergarten Transition Program
School Christmas Carols
Presentation Assembly

Eisteddfods

Yamaha Music Festival (June)
Ryde Eisteddfod (August)

Community Functions

Hills Performing Arts Festival (Term 3)
McHappy Day (Term 4)
Castle Hill Anglican Retirement Village (Term 4)
Karonga Special School (Term 4)

Band Workshops

Band Workshops are also organised throughout the year. Held after school, this is an opportunity for students to receive more intense tuition in their smaller instrument groups from specialist tutors. It also allows for additional rehearsal as a whole band, particularly in the lead up to eisteddfods.

SUPERVISION OF BAND ACTIVITIES OUTSIDE SCHOOL

When a band performance occurs during school hours at a venue outside the school, a signed permission note is required from parents. **Children who have not returned the required permission notes are not allowed to participate.** Signed permission notes are to be returned to the band box in the office foyer (Green box: Training Band notes, Blue box: Concert Band notes).

The normal method of travel to and from performances during school hours is by hired bus. However, on some occasions parents may be asked to assist with the transportation of students and/or equipment. Teachers and parents provide supervision. If you are able to help, please volunteer. It's great to see the children perform and to hear their progress during the year!

Band activities outside the school that are conducted during school hours are subject to the same care and supervision requirements as all other school excursions.

BAND CORRESPONDENCE & COMMUNICATION OF EVENTS

Details of performance events are advertised in the School's fortnightly Newsletter and via notes sent home through the classroom. Regular band updates and permission forms may also be communicated via email. In 2012 a 'Band' group email contact list will be set up at the school so that communication of band matters may also be done electronically. Please watch for these and mark important dates in your diary.

Any correspondence concerning the band can be left in the Concert Band Box (blue) or Training Band Box (green) in the Office Foyer. This is where signed permission notes for various events are to be returned. Please note that fees should not be placed in these boxes. Any correspondence of a financial nature should only be returned to the Wooden Locked Band Box at the reception desk.

BAND UNIFORM

Band uniform must be worn at all performances, unless informed otherwise.

GIRLS:	Long navy trousers	BOYS:	Long navy trousers
	School sports polo shirt		School sports polo shirt
	Navy socks		Navy socks
	Clean, black leather shoes		Clean, black leather shoes
	Hair neatly brushed/tied back		Hair neatly brushed

Any issues related to wearing the band uniform are to be directed to the Band Coordinator.

WITHDRAWAL FROM BAND

Please advise the Band Co-ordinator and the Bandmaster in writing if you intend to withdraw permanently from the Band. No refund of Band Fees will be made for the current term.

BAND FEES

Band Fees are invoiced by term or semester and cover the following:

- Bandmaster fees
- entry to eisteddfods
- bus fares
- the purchase of music and copyright clearance
- the purchase of Band Books (Training Band)
- cyclic maintenance of school instruments and band equipment
- workshops
- tutor costs (workshops and camp)
- band camp subsidy
- teacher relief days for staff to attend eisteddfods/camps
- replacement of band equipment (as necessary)

Band fees at the time of printing are:

Training Band: \$75 / term (payable by due date on invoice each term)
OR \$140 / semester (payable by due date on invoice for each semester)

Concert Band: \$95 / term (payable by due date on invoice each term)
OR \$180 / semester (payable by due date on invoice for each semester)

Instrument Hire: \$45 / term

(There may be a slight increase in fees in 2012).

All fees must be paid in full by the due date on the invoice.

Fees may be paid only by direct debit or cheques. No cash payments.

NOTE: A \$10 Band Fee Discount will be applied, only if payment is made for the whole semester and paid by the due date.

Any correspondence for the treasurer (especially fee payments) must be placed in the LOCKED BROWN Band Box at the Reception desk in the school's office foyer.

If you have difficulties or would like to discuss another method of payment please contact the Band Treasurer, Stephen Longe.

THE BAND COMMITTEE

The Band Program is administered by the Band Committee, which is a sub-committee of the P&C. It is comprised of the Bandmaster (Mr Strykowski) and a number of committed parent and teacher volunteers who meet approximately 6-7 times a year to ensure that the program operates smoothly and remains relevant, challenging and enjoyable for the students.

The success of the band program is reliant upon the goodwill of the school and the willingness of parents to become involved. Parents are encouraged to contribute to the Band Program either as a band committee member or by helping as needed. For example this may include transportation of students and equipment, catering at workshop afternoon teas, and supervising band rehearsals.

More information on how you can support the band program can be obtained by contacting one of the committee members below.

Chairperson: Wendy Heinrich awheinri@bigpond.net.au

Treasurer: Stephen Longe

Teachers: Cathie Barclay, Eileen Tudor, Lyn Elliot, Janet Davis or Louise McLeod.

BAND COORDINATORS

The Band Coordinator positions will be filled at the first meeting of the Band Committee in 2012. The role of the Band Coordinator for each band is to liaise between the Bandmaster, the Band Committee, members of the band and their families. If there is a matter you wish to discuss regarding band, your Band Coordinator should be your first point of contact. When this position is filled next year, band families will be notified who the band coordinators are and their contact details.

CODE OF CONDUCT

It is the intention of the Bandmaster, Band Co-ordinator, teachers, parent volunteers and school faculty to utilise positive feedback and praise to recognise, encourage and reinforce good discipline and effective learning - as set out in the school's *Student Welfare and Discipline Policy*.

Expected Behaviour

- Punctuality** Every band member needs to know the importance of being ready at the right place at the right time.
- Listening** Every band member needs to develop the ability to listen courteously to bandmasters, co-ordinators, teachers, tutors, parents and other band members.
- Co-operation** Every band member should respond positively and respectfully to the requests of bandmasters, co-ordinators, teachers, tutors, parents and other band members.
- Conduct** The band members should remember at all times that they represent our school in their behaviour.
- Play only when asked** Band members should always be considerate to other bands, their own band members and all Bandmasters when they are practising, performing and when they are not playing.
- Equipment** All band members should share in the set up and packing away of all equipment as requested. They should show respect for other band members' instruments i.e. "Blow your own horn!"
- Self-discipline** Students are expected to sit quietly and to listen when the Bandmaster is talking to, or instructing, individual members of other sections.
- Dress Code** The bands represent the school and members need to be responsible and to take pride in their appearance. Band uniforms should be neat and clean and everyone should look their best.

While every endeavour will be made to understand and address the causes of behaviour, it is important that when safety is an issue and when the treatment of others is unacceptable, then clear consequences will occur. Guidelines are as follows:

Consequences

First Warning

The child is spoken to and given a warning by the Bandmaster.

Second Warning

The child receives a written warning called "*Band: Notification of Concern*" which must be taken home and signed by the parent/guardian. It is then returned to the Bandmaster before the child may participate in the next band practice/performance.

Third Warning

The child is sent to the Principal and appropriate action is taken. The parent/guardian will be advised by letter or verbally, either by the Principal or Bandmaster. A parent conference will be arranged. Temporary expulsion from the band may be an option until a workable solution is found.

In case of serious breaches of the code the school principal has the right to summarily dismiss a child from band irrespective of warnings.

BAND MEMBERSHIP FORMS

Please complete the attached three forms and return them to the band boxes in the office foyer.

- ✓ Band Declaration Form
- ✓ Supervision at Morning Rehearsal
- ✓ Friendship List

BAND PROGRAM DECLARATION FORM

BAND MEMBER'S NAME: _____

BAND: TRAINING / CONCERT (please circle)

INSTRUMENT: _____

I,..... (Child's Name) of year..... have read and understand the conditions of the Band Program and I will endeavour to do my best at all times.

Child's Signature

I have read this handbook with my child and I understand and agree to the requirements of the Samuel Gilbert Public School Band Program.

Parent's/Guardian's Name.....
[Please print]

Parent's/Guardian's Signature.....

Date

Please return to the **Band Box** in the School Office Foyer

BAND REHEARSAL SUPERVISION ROSTER

For morning band rehearsals we require parents to supervise band students setting up from 7.30am until our Bandmaster, Mr Strykowski, arrives. This is usually no more than 15 minutes.

In order to organise a roster each family is required to nominate a day they would be able to fulfil this voluntary role. (Each family would only need to be rostered 2 or 3 times during the year if all families contribute).

Please indicate below which day you would prefer to be rostered and return it to the band box in the office foyer.

If you are unable to attend your allocated morning please first try to organise a swap with another parent.

BAND REHEARSAL SUPERVISION ROSTER

NAME: _____

CONTACT: Home: _____

Mobile: _____

Name/s of children in Band: _____

I am able to supervise band students from 7.30am-7.45am in Burragali on a:

- Monday morning (Concert Band)
- Tuesday morning (Training Band) (please tick)
- Thursday morning (Concert Band)

Signature: _____ **Date:** _____

Please return to the **Band Box** in the School Office Foyer

FRIENDSHIP LISTS FOR TRAINING AND CONCERT BANDS

Each year we put together a friendship list, something similar to class friendship lists, that are circulated to all parents who have children involved in that band.

*Contact numbers of other families in the band your child is part of may be helpful throughout the year, especially as the bands become more involved in performances and travelling. This list is entirely voluntary and any contact details provided should only be used by parents/guardians for the sole purpose of band related matters. If you would like to be a part of this list, please provide the details below and return it to the **Band Box** in the School Office Foyer. Once all details are collated the list will be forwarded to you.*

CONTACT DETAILS FOR BAND FRIENDSHIP LIST

Child's name: _____

Band: TRAINING / CONCERT (please circle)

Parent's name/s: _____

Address: _____

Home Phone: _____ Mobile: _____

E-mail: _____

Please return to the **Band Box** in the School Office Foyer