



Bacchus Marsh
Grammar

2020

Instrumental Music Handbook

Contents

Welcome.....	2
Instrumental & Vocal Tuition Information.....	3
Instrument Availability & Music Staff	4
The following instruments are available for students to learn	4
The following Music Staff are responsible for Instrumental Tuition	4
Music Tuition Fees and Lesson Formats	5
Instrumental Teacher	5
Billing of Levies	6
Hire of Musical Instruments	6
Instrument Hire Policy	7
Instrumental Music Enrolment	8
Re-enrolment of Lessons	8
New Enrolment of Lessons	8
Discontinuation of Lessons	8
Weekly Procedure	9
Music Diaries and School Diaries	9
The Next Lesson	9
Changing Lesson Times.....	9
Leaving Class to Attend a Lesson.....	9
Storage of Instruments at School.....	9
Missed Lessons	10
Rescheduled Lessons.....	10
AMEB Examination.....	11
AMEB Examinations	12
Choir, Band & Ensemble Information.....	13
Choral Program	14
Choral Ensembles	14
Band and Ensemble Program	15
Band & Ensembles	15
Exclusion from Multimedia.....	16
Exclusion from Multimedia*	17

Welcome



Music has the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging students to reach their creative and expressive potential. Music learning can have a significant impact on the cognitive, affective, motor, social and personal competencies of students.

Students are encouraged to learn a musical instrument at Bacchus Marsh Grammar. Students are also encouraged to involve themselves in some of the many wonderful co-curricular Music ensembles on offer.

A handwritten signature in blue ink, appearing to read 'S Bell'.

Mr. Steven Bell
Director of Music





Instrumental & Vocal Tuition Information

Instrument Availability & Music Staff

If you would like your child to participate in instrumental music tuition at Bacchus Marsh Grammar, please read the following information and complete an Enrolment Form, located at the back of this handbook.

Forms are also available on the school website under 'Learning & Teaching - Extra Curricular Activities - Music', and can be completed, signed, scanned and emailed, to music@bmg.vic.edu.au with "Music Enrolment" in the subject line.

The following instruments are available for students to learn

Woodwind	Clarinet, Flute, Saxophone (Alto, Soprano & Tenor)
Brass	Euphonium, Trombone, Trumpet, Tuba
Strings	Cello, Double Bass, Viola, Violin
Percussion	Drum Kit, Percussion
Pianoforte/Keyboard	Classical and Contemporary Piano, Keyboard
Guitar	Acoustic Guitar and Electric Guitar
Bass	Acoustic Bass Guitar and Electric Bass Guitar
Voice	Classical, Contemporary and Musical Theatre Singing

The following Music Staff are responsible for Instrumental Tuition

Brass & Woodwind	Mr Andrew Clare
Strings	Mrs Olivia Leggieri, Mr Robert Wrzaszcz
Percussion	Mr Stephen Caurana, Mr Tobin Lang
Pianoforte/Keyboard	Ms Marta Galtseva, Ms Helen Gilmore, Mr Daniel Hernandez, Mrs Victoria Hewson, Ms Rachael Lawrence, Mrs Ligia Lupoiu, Mrs Sarah Stepic, Mr Dean Thomas, Mr Robert Wrzaszcz,
Guitar	Mr Daniel Arancibia, Mr Steven Bell, Mr Tony Burcul, Mr Aaron Marshall, Mr Troy Westgarth
Bass	Ms Suzanne Kinsella, Mr Craig Strain
Voice	Ms Cassandra Beckitt, Ms Helen Gilmore, Mrs Victoria Hewson, Ms Suzanne Kinsella

Music Tuition Fees and Lesson Formats

Instrumental tuition is offered in a variety of formats, with varying fee schedules, to cater for the individual requirements of each music student. These lessons are typically scheduled during the school day and on a fully rotating timetable. Please note that lunchtime, before, and after-school lessons are subject to availability and at the discretion of the Instrumental Music Teacher. Priority is given to VCE students for these timeslots. Tuition fees are in addition to school fees and will be charged for a full year.

Format	Description	Indicative Music Tuition Charge (32 Lessons)
A	30 minute Individual Lessons	\$1280
B	45 minute Individual Lessons Recommended for advanced students and <u>mandatory</u> for VCE Music students. Lessons for Year 12 students are typically scheduled in study periods, before school or after-school so as to minimise disruptions to VCE classes.	\$1792
C	30 minute Shared Lessons Students are able to request with whom they wish to share lessons. The Music Department will make every effort to meet requests, however, in cases where such requests cannot be met they will be scheduled with another student of similar playing ability. Where a suitable partner to share is not available, students will continue to be enrolled in a shared lesson format but will receive a reduced private lesson of 20 minutes. <i>Note: This format is not recommended for students that have been learning for more than 2 years.</i>	\$1056
D	Yr 12 Individual 30 minute Lessons Total of 24 lessons , additional lessons exceeding this quota will be charged on an ad hoc basis.	\$960
E	Yr 12 Individual 45 minute Lessons Total of 24 lessons , additional lessons exceeding this quota will be charged on an ad hoc basis.	\$1344

Instrumental Teacher

The School will make every effort for students to retain their existing teachers however, the School does not guarantee that a student will be taught by the same teacher from year-to-year, due to a number of factors.

Billing of Levies

1. Music tuition fees are for the year and incorporates 32 lessons for Formats A, B & C and 24 lessons for Formats D & E. These fees will be included on your School fee invoice prior to the commencement of the school year. Additional lessons exceeding this quota will be charged on an ad hoc basis.
2. Included in the fee is a Music Diary and any tuition books that may be required (up to one per Semester, per student).
3. Year 12 students will be charged for 24 lessons for the year and will be included on your School fee invoice prior to the commencement of the school year. Additional lessons exceeding this quota will be charged on an ad hoc basis.

Hire of Musical Instruments

Bacchus Marsh Grammar has a variety of instruments available for hire subject to availability. We recommend that students hire for the first 12 months of their tuition and then move to purchase their own instrument where practical.

If you would like your child to hire an instrument, please read the following information and complete the hire form provided by your child's Instrumental Teacher and return the form to the Music Department.

Instrument	Indicative Annual Hire Fee
Clarinet	\$232
Flute	\$232
Saxophone (Soprano/Alto/Tenor)	\$232
Euphonium	\$232
Trombone	\$232
Trumpet	\$232
Tuba	\$232
Cello	\$232
Double Bass	\$232
Viola	\$232
Violin	\$232
Keyboard	\$232
Acoustic Guitar	\$232
Electric Bass	\$232

Please note: Drum Kits and Amplifiers are not for hire.

Instrument Hire Policy

1. Hire Fees are for one calendar year only.
2. Hire Fees will be charged to your School account along with music tuition fees.
3. Hire Fees will not be reimbursed upon discontinuation of music lessons.
4. While the School agrees to cover general maintenance costs, parents/guardians agree, when they hire an instrument from the school, to reimburse the School for any costs associated with the loss or damage of the instrument that may require significant repair or replacement of parts. Damage through fair wear and tear is expected and accepted.
5. Broken strings, replacement reeds and other consumable items will be the responsibility of the hirer.
6. All instrument hire and distribution will occur upon commencement of lessons or as soon as possible.
7. All instruments must be returned to the Music Administration at the end of the school year, in order to allow for maintenance over the Christmas holiday period.

Instrumental Music Enrolment

Re-enrolment of Lessons

1. If you wish to continue your child's instrument or voice lesson with the same lesson format in the following year you are **NOT** required to complete an enrolment form. Your child will automatically be re-enrolled into the 2020 Instrumental Music program.
2. **A new enrolment form should, however, be completed for an additional enrolment, additional instrument hire, change of instrument or change of lesson format.**

New Enrolment of Lessons

1. Parents/guardians will receive an email confirming a student has been offered a position in the 2020 Instrumental Music program by Friday 29 November 2019.
2. In order to confirm acceptance of the position, parents/guardians will need to **logon to the myBMG – Parent Portal** under 'Events & Sales' and select '**Attending**' for each child/s instrument &/or instrument hire by Friday 13 December to confirm enrolment in the program.
3. If you **wish to decline** the position, parents/guardians will need to **logon to the myBMG – Parent Portal** under 'Events & Sales' and select '**apology to decline**' under the 'Events & Sales' tab for each child/s instrument &/or instrument hire by the due date.
4. If **no decline notice** has been received by the date specified, your child will automatically be enrolled in the Instrumental Program and the Music Tuition fee will be applied to your child's School fees.
5. Expression of Interest Forms to be considered for late enrolment into the 2020 program will be accepted until Friday 26 June 2020.

Discontinuation of Lessons

1. If a student wishes to discontinue lessons, written notification must be emailed to the Director of Music and Music Administrator at music@bmg.vic.edu.au, providing at least a term's notice.
2. Verbal or written cancellations to Instrumental Teachers are not acceptable methods of notification to discontinue lessons.
3. A parent/guardian who formally accepts a Music position and subsequently withdraws from the position will be liable for the full Semester Music Tuition Fee.
4. A reimbursement of Semester Two fees will be applied to the school fee account where at least a term's notice to discontinue lessons is provided as per Point 1.
5. In such cases as Point 4, students can nominate to continue their lessons until the end of the semester or discontinue lessons effective immediately.
6. If a student wishes to discontinue lessons at the end of the school year, parents are required to **logon to the myBMG – Parent Portal** select '**apology to decline**' under the 'Events & Sales' tab for each child/s instrument &/or instrument hire. **Online bookings will open at 12:00pm Monday 9 September 2019 and MUST be completed no later than 10:00am on Thursday 26 September 2019.**
7. End of year cancellations not received by 10am on Thursday 26 September will result in your child remaining **enrolled in the Instrumental Program for 2020**, and Semester One Music Tuition charges being added to your School fee account. Requests for any adjustments after this date must be in writing to music@bmg.vic.edu.au and will only be considered in appropriate and extenuating circumstances.

Weekly Procedure

Music Diaries and School Diaries

1. Students are required to bring their Music Diary and School Diary to all lessons.
2. Parents are encouraged to monitor and sign the Music Diary each week.

The Next Lesson

1. Lesson timetables are continually rotated in order to minimise students missing the same class each week.
2. A timetable will be given to all students and emailed to parents at the commencement of each term by the appropriate instrumental teacher.
3. **Students are responsible** for keeping track of their upcoming lessons and communicating with their Instrumental Music Teachers if they are unsure of their lesson time or are aware of upcoming school excursions, school incursions/events or scheduling of class assessments/tests that may clash with scheduled lesson times.
4. Lesson times will also be posted outside instrumental music rooms for student reference.

Changing Lesson Times

1. In the case of a lesson clashing with school excursions, school incursions/events or scheduling of class assessments/tests, it is essential for the student to make contact with their Instrumental Music Teacher at least 72 hours prior to the scheduled lesson. This should allow the Instrumental Music Teacher to reschedule the lesson time.
2. If 72 hours notification is not provided, the Instrumental Music Teacher will **not** be required to reschedule the lesson.

Leaving Class to Attend a Lesson

1. Students are required to notify their class teacher at the commencement of the class that they will need to leave at the required time for their music lesson.
2. The Music Diary must be presented to the class teacher in order for the student to be released. Students are expected to go promptly to their music lesson and to return to class immediately after the music lesson.
3. Students in Years Prep to 4 will be collected from their class rooms by their Music Teacher.
4. Most music lessons will not take an entire period, in which case the students are expected to be in class for the commencement (or remainder) of the lesson and follow-up on any missed work.

Storage of Instruments at School

1. All instruments should be neatly stored in the Music Department's allocated storage area whilst at school. This area can be accessed between the hours of 8:00am – 4:30pm.
2. Students are discouraged from leaving their instruments in lockers or unattended in bags.
3. All instruments, whether privately owned or hired, must be clearly labelled with the name and contact details of the student.
4. For Junior School students, it is acceptable to store instruments in the provided lockers in the student's classroom.
5. It is strongly advised that privately owned instruments be insured against damage, theft or accidental loss whilst the instrument is not at home. Please keep a record of the instrument's model and serial number.

Missed Lessons

1. Parents or students must provide a minimum of 72 hours notification to the relevant Instrumental Teacher for all lessons that are to be missed due to school excursions, school incursions/events or scheduling of class assessments/tests.
2. Any lessons missed due to forgetfulness or without a minimum of 72 hours prior notification will **not** be rescheduled unless there are extenuating circumstances.
3. Parents or students must inform the relevant Instrumental Teacher via email by 8:15am of all absences due to illness resulting in missed lessons.
4. Any lessons missed due to illness, where a medical certificate, statutory declaration or similar supporting documentation is **not** provided are **not** required to be rescheduled.
5. Lessons will **not** be rescheduled for **voluntary** absences such as family commitments, holidays or non-school activities that are scheduled during the school term.

Rescheduled Lessons

1. Lessons missed due to illness and where a medical certificate, statutory declaration or similar supporting documentation **is provided**, or, where there has been appropriate notification will be rescheduled as soon as possible.
2. A maximum of two lessons may be rescheduled in any one semester under the above-mentioned circumstances.



AMEB Examination

AMEB Examinations

The AMEB establishes national standards for the study of music and speech. It conducts a system of examinations Australia-wide, with the accreditation based on nationally-recognised levels of achievement in practical and theoretical subjects. AMEB qualifications are regarded as benchmarks for assessment in music, speech and drama, and AMEB syllabuses provide frameworks for studies leading to secondary school certificates, university entrance and the establishment of professional careers in teaching and performing.

1. Decisions to enrol for AMEB Examinations must be in consultation with the Instrumental Music Teacher and can be organised through the School.
2. When submitting entries, the School is able to request avoidance of specified dates due to scheduled school, personal or religious events.
3. The examination may take place at Bacchus Marsh Grammar – Maddingley Campus. In the event that this is not possible, the examination will likely take place at Melbourne or Ballarat.
4. Parents will be notified of exact examination dates, times and location when they are issued by the AMEB.
5. It is the parents/guardians responsibility to organise transportation of the student to and from the examination.
6. The enrolment form must include both the Instrumental Music Teacher's signature, indicating agreement to prepare for the level of the examination, as well as the parents/guardians signature agreeing for the examination and accompanist fees to be invoiced.



Choir, Band & Ensemble Information

Choral Program

There are a variety of choral ensembles available for Junior, Middle and Senior School vocalists at Bacchus Marsh Grammar.

Participation from all students interested in singing is greatly encouraged and no prior experience is required.

All students who are currently enrolled in vocal lessons and studying Music Performance from Year 9 - 12 are advised to participate in at least one of these ensembles, as it will enhance their vocal development and musicianship.

Choral Ensembles

Choral Ensemble	Description
Maddingley Prep to 2 Choir	<i>Commences Week 4, Term 1.</i> Open to Prep, Years 1 and 2 students. Contemporary and traditional repertoire.
Woodlea Prep to 2 Choir	
Maddingley Years 3&4 Choir	Open to students from Years 3 - 4. Contemporary and traditional repertoire.
Woodlea Years 3 to 7 Choir	Open to students from Years 3 - 7. Contemporary and traditional repertoire.
Maddingley Years 5&6 Choir	Open to students from Years 5 - 6. Contemporary and traditional repertoire.
Maddingley Senior Vocal Ensemble	Open to all students from Years 7 - 12. Contemporary and traditional repertoire.



Band and Ensemble Program

There are a variety of bands and ensembles available for Junior, Middle and Senior School instrumentalists at Bacchus Marsh Grammar.

Students who learn a musical instrument outside of Bacchus Marsh Grammar are also encouraged to participate.

Band & Ensembles

Ensemble	Description	Prerequisites
Junior Orchestra	For primary school students who have been learning an instrument for at least 1 year Open to all instruments.	Basic note reading is essential
Junior Strings	For all primary school strings students. Instrumentation: Cello, Double Bass, Viola, Violin	Note reading is an advantage
Guitar Ensemble	Open to all primary school students with some experience learning acoustic, electric or bass guitar	Note reading is an advantage
Percussion Ensemble	Open to all students with some experience learning drum kit or percussion instruments	Note reading is an advantage
Years 7-9 Bands	Open to all Year 7-9 instrumentalists and vocalists. A number of these groups will take place each week.	Note reading is an advantage
Senior Stage Band	For all music students Year 7-12. Instrumentation: Drums, Bass, Guitar, Keyboard, Vocals, Woodwind/Brass	Note reading is essential
Senior Orchestra	Open to all students with some experience on any of the listed instruments. Instrumentation: Cello, Double Bass, Viola, Violin, Percussion (tuned & untuned), Piano, all Brass and Woodwind.	Note reading is essential
Concert Band	Open to Year 5-12 brass / woodwind / percussion students.	Basic note reading is essential





Exclusion from Multimedia

Exclusion from Multimedia*

In order to encourage and celebrate student participation, Bacchus Marsh Grammar Music Department events and concerts are often photographed. Photos may be published in the School Newsletter, Yearbook, Instrumental Music Handbook, showcased at weekly assemblies or displayed around the School grounds.

It is important that the School be aware of any students who are not permitted to feature in the newsletter, School publications (including Yearbook), website, social media or advertising.

If parents would like to register their child/ren to the 'Exclusion from Multimedia' listing, please visit the School website to complete the necessary form.

*Multimedia is defined as photography, video, audio or any other form of electronic recording.
Note: This does not apply to the official School Photos of students and their classes.

Should you have any questions, please contact the Marketing & Social Media Coordinator on 5366 4800.



Bacchus Marsh
Grammar

Instrumental Music Program

Expression of Interest for Instrumental Music Enrolment Form

Student Name: _____ Student Number (if applicable): _____

Tutor Group (if applicable): _____ Campus: _____

Instrument(s): _____

New student (please indicate with an X in the box):

Involved in the instrumental program last year New to the instrumental program

Commencement (please indicate with an X in the box):

Current Year Other, please specify Year 20_____

Lesson Format (please indicate your preference with an X in the box):

- Format A - Individual (30 minute)
- Format B - Individual (45 minute) (For advanced students & **mandatory** for VCE Music Students)
- Format C - Shared (30 minute)

Format C only If possible, I would like to share with the following student:

Instrument Hire (please place an X in the box as to your requirements):

Yes, I require instrument hire. No, I do not require an instrument.

All Instrumental Music lessons and instrument hire tuition fees are outlined in the current year's Business Notice and Music Handbook, which is available via the School website.

Parent/Guardian

Signature: _____ Date: / / 20

Offer correspondence will be sent as soon as a place in the program becomes available. The offer for Instrumental Music lessons and/or instrument hire will need to be confirmed as 'attending' or 'apology' to decline via the Parent Portal by the specified date. If no decline notice has been received by the date specified, your child will automatically be enrolled in the Instrumental Program and the Music Tuition fee will be applied to your child's school fees.

Please note Cancellations outside of the offer dates need to be submitted in writing to music@bmq.vic.edu.au. Once a place in the program has been accepted, cancellations of lessons will incur lesson fees for the remainder of the semester.

Please return the signed and completed form to the Administration Office or alternatively, email a signed, completed form music@bmq.vic.edu.au with "Music Enrolment" in the subject line.

OFFICE USE ONLY

Student No. _____

Student updated in Music System Instrument Hire: Y N

Student updated in Teacher Timetable Instrument Asset No: _____



Bacchus Marsh
Grammar

BACCHUS MARSH GRAMMAR

An Independent Ecumenical School for Girls and Boys.

CRICOS No. 02911M **Reg. No.** 1919 **ABN** 24 128 531 078

PO Box 214 Bacchus Marsh VIC 3340

E school@bmg.vic.edu.au

MADDINGLEY CAMPUS

South Maddingley Road, Bacchus March VIC 3340

P 03 5366 4800 **F** 03 5366 4850

WOODLEA CAMPUS

111 Frontier Avenue, Aintree VIC 3336

P 03 5366 4900 **F** 03 5366 4950

www.bmg.vic.edu.au