

2024

INSTRUMENTAL MUSIC HANDBOOK



Doctrina Vitae
Bacchus Marsh
Grammar

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Welcome

Learning and appreciating music is part of a high-quality education. Music education increases language and literacy skills, encourages cross-disciplinary learning and improves health and well-being.

Music enables and inspires learning across the curriculum. It builds the skills and experiences young people will need for a future world that is global, increasingly complex and connected by creativity, communication, critical thinking and collaboration.

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.



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 Expression of Interest via our [School's website](#).

The following instruments and theory 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 |
| AMEB Theory | |

Note: Woodwind and Brass instrumental music lessons to Years 5 – 12 students only.

Music Tuition Fees and Lesson Formats

Instrumental tuition is offered in a variety of formats and with varying fee schedules in order to cater for the individual requirements of each student. It is expected that students enrolled in instrumental lessons have access to an instrument to both practise with at-home and to take to lessons, ensemble rehearsals and performances. Drum Kits and Keyboards will be provided within the school setting for use in lessons, ensembles rehearsals and performances.

Woodwind and Brass instrumental music lessons are available to Years 5 – 12 students only. If you would like your child to commence learning any of these instruments at an earlier year level, please contact the Head of Faculty: Music & Performing Arts to arrange a trial lesson to determine suitability.

Lessons are typically scheduled during the school day and on a fully rotating timetable to minimise disruption to other studies. Please note that lunchtime, before and after-school lessons are subject to availability, at the discretion of the Instrumental Music Teacher and cannot be guaranteed. Priority is given to VCE and Senior School students for these timeslots.

Instrumental lessons normally commence in the second week of Term One and the first week of Terms Two-Four.

Tuition fees are in addition to school fees and will be charged for a full year.

Fees are subject to increases year to year and will be confirmed via the Business Notice.

We expect all students to maintain a regular practice routine as determined by their Instrumental Teacher.

Years 9 & 10 students studying any of the elective subjects Music Performance I-IV are required to receive a minimum 30 minute private individual lesson on their chosen musical instrument (including voice). Students will be required to continue their private lessons throughout the duration of these electives.

All students studying VCE/VET Music Industry Units 1 – 4 are required to participate in mandatory 45 minute private individual lessons on their chosen musical instrument (including voice). It is vital for students to continue their private lessons for the duration of this course.

It is highly recommended that students undertake these lessons at Bacchus Marsh Grammar.

For further information on the Music Performance I-IV and VCE/VET Music Industry Unit 1 - 4 electives, please refer to either the Years 9 & 10 or VCE Handbooks or contact the Head of Faculty: Music & Performing Arts: music@bmg.vic.edu.au.

2024 Music Fees

| Format | Description | Music Tuition Charge |
|--------|--|----------------------|
| A | 30 minute Individual Lessons <u>Required</u> for Music Performance I-IV students. Total of 32 lessons . | \$1,600 |
| B | 45 minute Individual Lessons Recommended for advanced students and <u>mandatory</u> for VCE Music students. Total of 32 lessons . Lessons for Year 12 students are typically scheduled in study periods, before school or after school so as to minimise disruptions to VCE classes. | \$2,240 |
| C | 60 minute Individual Lessons Available for advanced students and for VCE Music students. Total of 32 lessons . Lessons for Year 12 students are typically scheduled in study periods, before school or after school so as to minimise disruptions to VCE classes. | \$2,912 |
| D | 30 minute Shared Lessons The Music Department will make every effort to schedule lessons with another student of similar playing ability. Where a suitable partner to share with is not available, students will continue to be enrolled in a Shared Lesson format but will receive an Individual Lesson of 20 minutes. Total of 32 lessons . Note: <ul style="list-style-type: none"> - <i>This format is not recommended for students who have been learning for more than 2 years.</i> - <i>A teacher may advise against shared lessons if they feel that the format is not conducive to the effective learning and development of a particular student.</i> | \$1,344 |
| E | 30 minute AMEB Theory Lessons. Total of 32 lessons . (Refer to AMEB registration expectations on page 15). | \$1,600 |
| F | Year 12 Individual 30 minute Lessons Total of 24 lessons . Additional lessons exceeding this quota will be charged on an ad hoc basis. | \$1,200 |
| G | Year 12 Individual 45 minute Lessons Total of 24 lessons . Additional lessons exceeding this quota will be charged on an ad hoc basis. | \$1,680 |
| H | Year 12 Individual 60 minute Lessons Total of 24 lessons . Additional lessons exceeding this quota will be charged on an ad hoc basis. | \$2,184 |

Instrumental Teachers

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.

Billing of Levies

- 1.1. Music tuition fees are for the year and include 32 lessons for Formats A, B, C & D and 24 lessons for Formats E, F & G. 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.
- 1.2. Included in the fee are a Music Diary and any tuition books that may be required (up to one per semester, per student).

Hire of Musical Instruments

Bacchus Marsh Grammar has a variety of instruments available for hire subject to availability. It is expected that students enrolled in instrumental lessons have access to an instrument to both practise with at home and to take to lessons, ensemble rehearsals and performances. Drum Kits and Keyboards/Pianos will be provided within the school setting for use in lessons, ensembles rehearsals and performances.

We recommend that students hire for the first 12 months of their tuition and then move to purchasing their own instrument where practicable. We suggest that you contact your child's instrumental teacher or email music@bmg.vic.edu.au for instrument suitability and/or supplier recommendations when purchasing.

Bacchus Marsh Grammar has a long-standing partnership with Pats Music, Oakleigh. We encourage you to contact the store for all of your musical instrument, accessory, and sheet music needs.

www.patsmusic.com.au

It is strongly advised that privately hired or 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. The School takes no responsibility for privately hired or owned instruments. All instruments, whether privately owned or hired, must be clearly labelled with the name and contact details of the student.

If you would like to hire an instrument for your child, please read the following information, complete and return the annual hire form provided by the Music Administrator and submit via return email to the Music Department music@bmg.vic.edu.au.

2024 Instrument Hire Fees

| Instrument | Annual Hire Fee |
|-------------------------------|-----------------|
| Clarinet | \$288 |
| Flute | \$288 |
| Saxophone(Soprano/Alto/Tenor) | \$288 |
| Euphonium | \$288 |
| Trombone | \$288 |
| Trumpet | \$288 |
| Tuba | \$288 |
| Cello | \$288 |
| Double Bass | \$288 |
| Viola | \$288 |
| Violin | \$288 |
| Keyboard | \$288 |
| Acoustic Guitar | \$288 |
| Electric Guitar | \$288 |
| Electric Bass | \$288 |

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

Instrument Hire Policy

- 2.1. Hire fees are for one school year only.
- 2.2. All families hiring instruments must complete and submit Hire Agreement Forms annually.
- 2.3. Hire fees will be charged to your School account along with music tuition fees.
- 2.4. Hire fees will not be reimbursed upon discontinuation of music lessons.
- 2.5. 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 hire instrument that might require significant repair or replacement of parts. Damage through fair wear and tear is expected and acceptable.
- 2.6. Broken strings, replacement reeds and other consumable items are the responsibility of the hirer. Note: As the hirer, Bacchus Marsh Grammar maintains all hire instruments.
- 2.7. All instances of instrument damage/repair are communicated in a timely manner.
- 2.8. All instrument hire and distribution will occur upon commencement of lessons, or as soon as possible.
- 2.9. It is expected that students bring their instrument to school (except keyboards and drums) for instrumental lessons, ensemble rehearsals and performances.
- 2.10. All instruments must be returned to the Music Administration at the end of the hire period in order to allow for maintenance over the holiday period.

Instrumental Music Enrolment

Re-enrolment of Lessons

- 3.1 Your child/ren will **automatically be re-enrolled** into the **Instrumental Music** program with the same lesson format/s and/or Instrument Hire for the following year. You are **NOT** required to complete a new enrolment form.
- 3.2 **A new enrolment form should; however, be completed for an additional enrolment or instrument hire.**
- 3.3 An EdSmart Slip will be emailed to parents/guardians advising them of the re-enrolment process by the end of Term Three for the following year. If a parent/guardian wishes to **discontinue** lessons and/or instrument hire they must complete the EdSmart Slip response no later than the specified deadline.
- 3.4 Music Tuition fees are invoiced to your child's school fee account for the year to allow payments to be made via regular fee installments.

New Enrolment of Lessons

This information relates to **new** enrolments **only**.

- 4.1 Parents/guardians of all new enrolments who are offered a place in the Instrumental Music Program will receive an Instrumental Music Offer email via EdSmart.
- 4.2 **To secure or decline your child's position in the Instrumental Program**, parents/guardians are required to complete the EdSmart Slip response *for each child/s instrument and/or instrument hire* no later than the specified deadline.
- 4.3 **If an 'accept' response has not been received by the specified deadline, the Instrumental Program offer will automatically be withdrawn.**
- 4.4 Music Tuition fees are invoiced to your child's school fee account for the year to allow payments to be made via regular installments. Where a student commences during the year, Music Tuition Fees will be charged at a pro rata rate.
- 4.5 Expression of Interest Forms for late enrolment into the Instrumental Music Program will be considered up until the end of Term Two.

Discontinuation of Lessons

- 5.1 Parents/guardians may discontinue their child's lessons provided they give at least a full term's notice in writing. Notification must be emailed to the Head of Faculty: Music & Performing Arts and Music Administrator at music@bmg.vic.edu.au.
- 5.2 **Verbal or written cancellations to Instrumental Teachers are not acceptable methods of notification to discontinue lessons.**
- 5.3 A parent/guardian who withdraws a student from the Instrumental Program after having confirmed a position in the Music Program will be liable and charged for one semester of Music Tuition fees.
- 5.4 A reimbursement of Semester Two fees will be processed through the school fee account where at least a full term's notice to discontinue lessons is provided as per Point 5.1.

- 5.5 In such cases as Point 5.4, parents/guardians can nominate to continue their child's lessons until the end of the semester or discontinue lessons effective immediately.
- 5.6 Where a student wishes to discontinue *lessons and/or instrument hire* for the following school year, parents/guardians are required to complete the Re-enrolment Confirmation EdSmart Slip response no later than the specified deadline.
- 5.7 End-of-year cancellations received in writing after the deadline will result in your child remaining **enrolled in the Instrumental Program for Semester One for the following year**. Semester One Music Tuition charges will be applied to your School fee account.
- 5.8 Written applications may be made for fees to be reduced or waived where the withdrawal involves other exceptional circumstances. Such applications will be appraised on a case-by-case basis and will require a full term's notice. Requests must be emailed to music@bmg.vic.edu.au.



Weekly Procedure

Music Diaries and School Diaries

- 6.1 Students are required to bring their Music Diary, equipment and School Diary to all lessons.
- 6.2 Parents are encouraged to monitor and sign the Music Diary each week.

The Next Lesson

- 7.1 Lessons are typically scheduled during the school day and on a fully rotating timetable, in order to minimise students missing the same class each week.
Please note that lunchtime, before and after-school lessons are subject to availability and at the discretion of the Instrumental Music Teacher and cannot be guaranteed. Priority is given to VCE and Senior School students for these timeslots.
- 7.2 A timetable will be given to all students and emailed by the relevant instrumental teacher directly to parents/guardians and students at the commencement of each term. Students must check this regularly.
- 7.3 **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 need to advise them of upcoming school excursions, school incursions/events or scheduling of class assessments/tests that might clash with scheduled lesson times.
- 7.4 Lesson times will also be posted outside instrumental music rooms for student reference.
- 7.5 Parents/guardians and students will be notified if the annual lessons quota is reached before the end of the school year.
Parents/guardians can apply for additional lessons for their child to have lessons beyond the annual quota via music@bmg.vic.edu.au. Additional lessons will be charged ad hoc to your school fee account at the pro-rata rate.

Changing Lesson Times

- 8.1 In the case of a lesson clashing with school activities such as excursions, school incursions/events or scheduling of class assessments/tests, it is essential for the student to contact their Instrumental Music Teacher at least 72 hours prior to the scheduled lesson. This will allow the Instrumental Music Teacher to accommodate a rescheduled lesson time.
- 8.2 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

- 9.1 Students are required to advise their classroom teacher that they will need to leave at a time that ensures punctual arrival at their music lesson. It is the **student's responsibility** to attend their instrumental lessons. The instrumental teacher is not required to make up lost lesson time due to late arrival.

- 9.2 The School 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 afterwards.
- 9.3 Students in Years Prep to 4 will be collected from their classrooms by their Music Teacher.
- 9.4 Most music lessons will not take an entire period, so students are expected to be in class for the commencement or remainder of the lesson and to follow-up on any class work missed.

Storage of Instruments at School

- 10.1 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.
- 10.2 Students are discouraged from leaving their instruments in lockers or unattended in bags.
- 10.3 All instruments, whether privately owned or hired, must be clearly labelled with the name and contact details of the student.
- 10.4 It is acceptable for Junior School students to store instruments in the lockers/areas provided inside their classroom.
- 10.5 It is strongly advised that privately hired or 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.

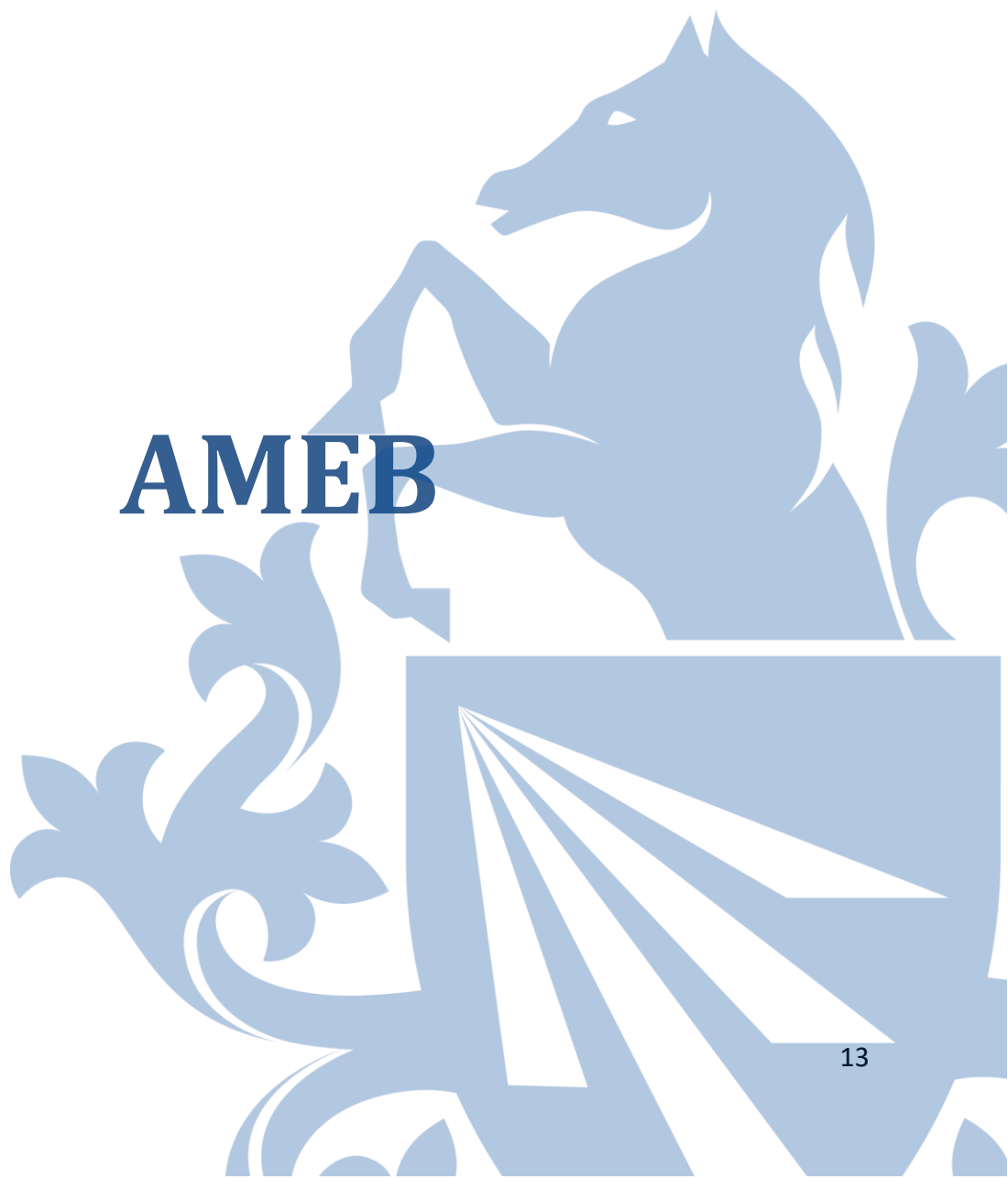
Missed Lessons

- 11.1 Parents/guardians 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 activities such as excursions, school incursions/events or scheduling of class assessments/tests.
- 11.2 Any lessons missed due to forgetfulness or without a minimum of 72 hours' prior notification will be forfeited and will **not** be rescheduled unless there are extenuating circumstances.
- 11.3 Parents/guardians or students must inform the relevant Instrumental Teacher via email prior to 8:15am of all absences due to illness resulting in missed lessons.
- 11.4 Any lessons missed due to illness, where a medical certificate, statutory declaration or similar supporting documentation is **not** provided, or where there has not been appropriate notification are **not** required to be rescheduled and will be forfeited.
- 11.5 In the cases of prolonged illness, special arrangements should be made in writing with the Head of Faculty: Music & Performing Arts and Music Administrator at music@bmg.vic.edu.au.
- 11.6 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

- 12.1 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 throughout the course of the school year.
- 12.2 A maximum of two lessons may be rescheduled in any one semester under the above-mentioned circumstances.

AMEB



Australian Music Examinations Board (AMEB)

Australia's leading music assessment service, the AMEB offers syllabuses and graded examinations for a wide range of musical instruments, music theory, singing and speech, from beginner through to higher grades and on to diploma level.

AMEB Practical 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.

AMEB Theory Examinations

Bacchus Marsh Grammar encourages all instrumental students to pursue graded theory examinations in order to support and enhance their development.

The AMEB mandates that certificates for successful candidates in AMEB Practice of Music Grade 6, Grade 7, Grade 8, Certificate of Performance, Associate Diploma or Licentiate Diploma cannot be released until the examination is completed with the achievement of the additional theory requirement.

It is therefore strongly recommended that students undertaking these higher grades also enrol in a separate, weekly 30 minute AMEB Theory lesson.

- 13.1 Decisions to enrol for AMEB Examinations should be in consultation with the Instrumental Music Teacher.
- 13.2 The examination will likely take place in Melbourne or Ballarat.
- 13.3 Parents will be notified of exact examination dates, times and location by the AMEB.
- 13.4 It is the parents'/guardians' responsibility to organise registration, payment and transportation of the student to and from the examination.
- 13.5 The cost of an accompanying musician will be paid for by the parent/guardian.



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 by 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 urged to participate in at least one of these ensembles to enhance their vocal development, musicianship and ensemble skills.



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.



Multimedia Consent



Multimedia* Consent

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.

*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.

It is important that the School be aware of any students who are not permitted to feature in the Newsletter, School publications (including the Yearbook), website, social media or advertising. Consent for Multimedia is obtained annually via an EdSmart email process at the commencement of Term 1.

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



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