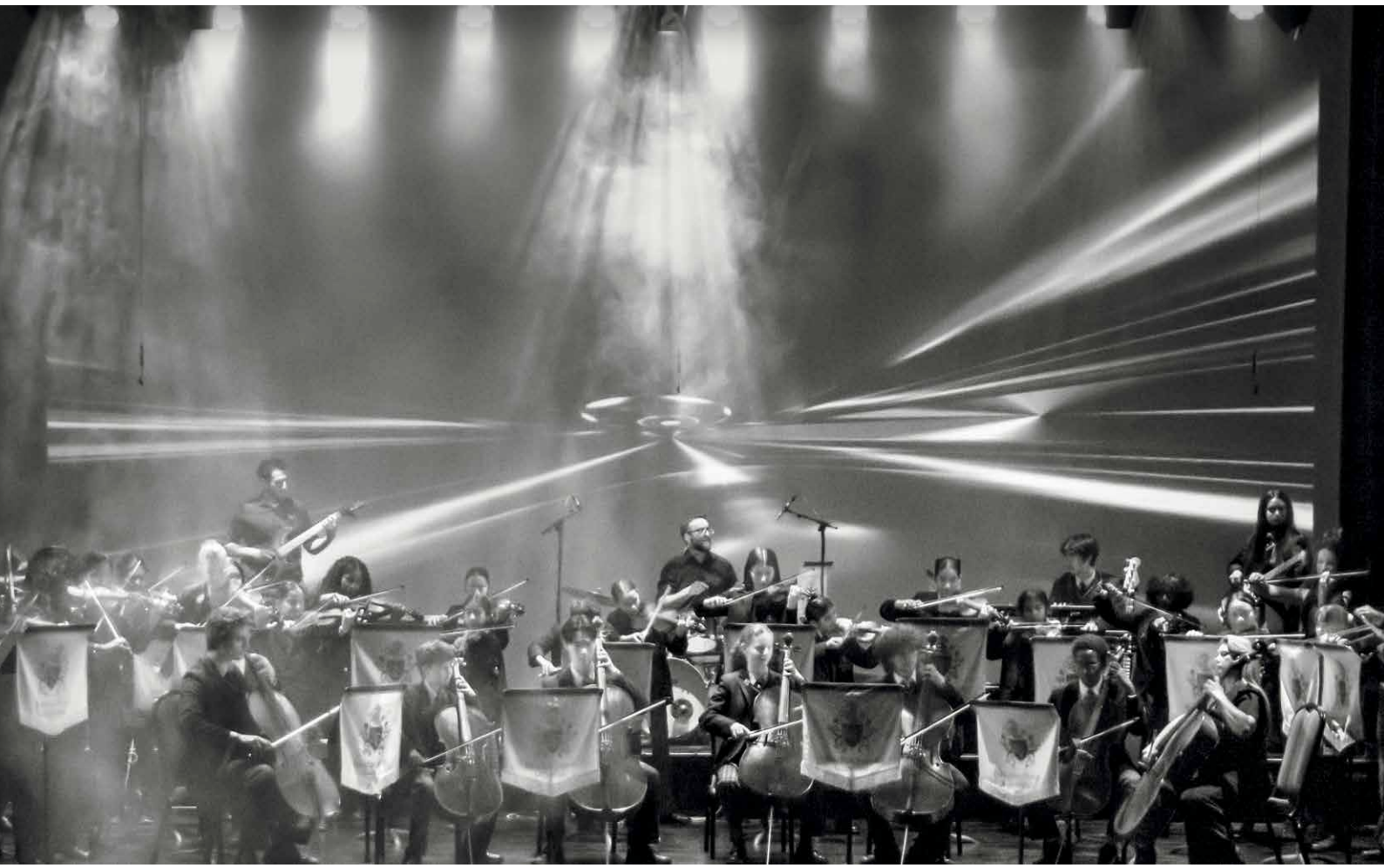
Doctrina Vitae

Bacchus Marsh Grammar

2027

INSTRUMENTAL MUSIC HANDBOOK



Contents

Welcome 3

Instrumental & Vocal Tuition Information 3

- **Instrument Availability & Music Staff** 3
  - The following instruments are available for students to learn 3
- **Music Tuition Fees and Lesson Formats** 4
  - 2027 Music Fees 5
  - Instrumental Teachers 5
  - Billing of Levies 5
- **Hire of Musical Instruments** 6
  - 2027 Instrument Hire Fees 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** 10
  - Music Diaries and School Diaries 10
  - Lesson Format 10
  - Rescheduled Lessons 10
  - Leaving Class to Attend a Lesson 11
  - Missed Lessons 11
  - Storage of Instruments at School 11

AMEB 12

- **Australian Music Examinations Board (AMEB)** 12
- **AMEB Examination Process** 12

TRINITY 13

- **TRINITY College London Examinations** 13
- **TRINITY Video Examination Process** 13

Choir, Band & Ensemble Information 14

- **Choral Program** 14
- **Band and Ensemble Program** 14

Multimedia Consent 14

- Multimedia* Consent 14

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.

Maddingley:	Mr Aaron Marshall Head of Faculty: Music	*marshalla@bmg.vic.edu.au*
Woodlea:	Ms Suzanne Kinsella Head of Faculty: Music	*kinsellas@bmg.vic.edu.au*

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 are available for students to learn

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

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.

Lessons are typically scheduled during the school day and on a 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 at: **marshalla@bmg.vic.edu.au** (Maddingley) and **kinsellas@bmg.vic.edu.au** (Woodlea).

2027 Music Fees

Format	Description	Music Tuition Charge
A	**30 minute Individual Lessons** Required for Music Performance I-IV students. Total of 32 lessons. (8 lessons per term)	$1,920
B	**45 minute Individual Lessons** Recommended for advanced students and mandatory for units 1-4 VCE Music students. Also recommended for students requiring theory support alongside their instrumental lessons. **Total of 32 lessons**. (8 lessons per term) Lessons for Year 12 students are typically scheduled in study periods, before school or after school so as to minimise disruptions to VCE classes.	$2,688
C	**60 minute Individual Lessons** Available for advanced students and for VCE Music students. Recommended for units 1-4 VCE music students. **Total of 32 lessons**. (8 lessons per term) Lessons for Year 12 students are typically scheduled in study periods, before school or after school so as to minimise disruptions to VCE classes.	$3,488
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: » This format is not recommended for students who have been learning for more than 2 years. » 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.	$1,600
E	**Year 12 Individual 30 minute Lessons** **Total of 24 lessons**. Additional lessons exceeding this quota will be charged on an ad hoc basis. (8 lessons per term over 3 terms)	$1,440
F	**Year 12 Individual 45 minute Lessons** **Total of 24 lessons**. Additional lessons exceeding this quota will be charged on an ad hoc basis. (8 lessons per term over 3 terms)	$2,016
G	**Year 12 Individual 60 minute Lessons** **Total of 24 lessons**. Additional lessons exceeding this quota will be charged on an ad hoc basis. (8 lessons per term over 3 terms)	$2,616

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.

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 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.

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**.

2027 Instrument Hire Fees

Instrument	Annual Hire Fee
Clarinet	$400
Flute	$400
Saxophone (Alto & Tenor)	$400
Euphonium	$400
Trombone	$400
Trumpet	$400
Cello	$400
Double Bass	$400
Viola	$400
Violin	$400

Please note: Drum Kits, Keyboards, Guitars 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 Form.

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. This will be an additional charge and will not be deducted from our annual hire fee. 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 to **music@bmg.vic.edu.au**.

2.8 All instrument hire and distribution will occur upon commencement of lessons, or as soon as possible. Your allocated instrumental music teacher will organise this along with music administration.

2.9 It is expected that students bring their instrument to school for instrumental lessons, ensemble rehearsals and performances.

2.10 All instruments must be returned to the relevant instrumental music teacher at the end of the school calendar year, to allow for maintenance over the holiday period.

2.11 Hire instruments will remain in the possession of the student until the purchase of their own instrument or their withdrawal from the program.

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 rollover for the following year by the end of Term Three.

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.

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 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 Term** 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 End-of-year cancellations received in writing after the deadline will result in your child remaining **enrolled in the Instrumental Program for One Term for the following year**. Semester One Music Tuition charges will be applied to your School fee account.

5.7 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**.

CHICAGO

Weekly Procedure

1. 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.

2. Lesson Format

7.1 Lessons are typically scheduled during the school day and on a 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.

3. Rescheduled Lessons

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 parent/guardian (prep to year 4) or student (years 5 to 12) 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.

8.3 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.

8.4 A maximum of two lessons may be rescheduled in any one semester under the above-mentioned circumstances.

4. Leaving Class to Attend a Lesson

9.1 Students in years 5 to 12 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 or unnotified absence.

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.

5. 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 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

6. 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.

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 and voice from beginner through to higher grades and on to diploma level.

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, 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 Examination Process

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

13.1 Students may be invited to participate in an AMEB Examination at the discretion of their Instrumental Music Teacher.

13.2 Invitations will be sent via EdSmart. Upon parental acceptance of invitation, the student will then be enrolled for the examination by the Music Administrator.

13.3 Examination fees will be charged to parents' school account.

13.4 The examination will likely take place in Melbourne or Ballarat.

13.5 Parents will be notified of exact examination dates, times and location by Bacchus Marsh Grammar Music Administration.

13.6 It is the parents'/guardians' responsibility to organise transportation of the student to and from the examination.

13.7 The cost of an accompanying musician will be paid for by the parent/guardian.

13.8 Accompanying Fee Schedule – This fee includes 2 x 30 minute rehearsals which will take place at school at a mutually agreeable time. It will also include the accompaniment at the AMEB examination.

2027 AMEB Accompanist Fees

Instrument	Annual Hire Fee
AMEB Grade 1-4 Accompanist Fee	$150 per exam
AMEB Grade 5+ Accompanist Fee	$170 per exam

TRINITY

TRINITY College London Examinations

Trinity College London offers a wide range of examinations across various disciplines including music. The examinations are designed to assess the skills and knowledge required in these fields and are available at different levels, from beginner to advanced.

Trinity offers graded examinations in music from Initial Grade to Fellowship Diploma, covering string instruments, singing, piano, keyboard, brass, woodwind instruments and percussion.

TRINITY Video Examination Process

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

14.1 Students may be invited to participate in a TRINITY Examination at the discretion of their Instrumental Music Teacher.

14.2 Invitations will be sent via EdSmart. Upon parental acceptance of invitation, the student will then be enrolled for the examination by the Music Administrator.

14.3 Examination fees will be advised and charged to parents' school account.

14.4 The examination will be recorded by their Instrumental Music Teacher at Bacchus Marsh Grammar.

14.5 Video examination recording will then be uploaded and sent to TRINITY for grading.

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. For further information regarding joining a choral ensemble, please contact the Head of Faculty: Music at: **marshalla@bmg.vic.edu.au** (Maddingley) and **kinsellas@bmg.vic.edu.au** (Woodlea).

Band and Ensemble Program

There are a variety of bands and ensembles available for Junior, Middle and Senior School instrumentalists at Bacchus Marsh Grammar. These include but are not limited to: Rock Bands, String Ensembles and Concert Bands.

Ensemble signups typically occur during Week 1 of Term One. The Head of Faculty: Music at each campus will inform students and staff about the signup dates and the available ensembles via Schoolbox.

Students who learn a musical instrument outside of Bacchus Marsh Grammar are also encouraged to participate in a relevant ensemble. For further information regarding joining a band / ensemble, please contact the Head of Faculty: Music at: **marshalla@bmg.vic.edu.au** (Maddingley) and **kinsellas@bmg.vic.edu.au** (Woodlea).

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.

Consent for Multimedia is now obtained upon enrolment to the school and confirmed annually via the Annual Acknowledgement. You can view our Multimedia Policy on our website at any time.

If you have any questions or wish to change the consent choice for your child, please contact the Marketing and Community Engagement Coordinator on **marketing@bmg.vic.edu.au**.

Doctrina Vitae

Bacchus Marsh Grammar

PO Box 214, Bacchus Marsh VIC 3340

Maddingley Campus
South Maddingley Road, Bacchus Marsh VIC 3340
P +61 3 5366 4800 **F** +61 3 5366 4850

Woodlea Campus
111 Frontier Avenue, Aintree VIC 3336
P +61 3 5366 4900 **F** +61 3 5366 4950

Early Learning Centre
111 Frontier Avenue, Aintree VIC 3336
P +61 3 5366 4999 **F** +61 3 5366 4850

E school@bmg.vic.edu.au

www.bmg.vic.edu.au

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