



St Joseph's School
PORT LINCOLN
In all things love

Instrumental Program Handbook

Explore the musical wonders of St Joseph's! Our school celebrates diversity with a dynamic instrumental program, offering enriching opportunities for all musicians.



Introduction

ABOUT THE PROGRAM



Dear Parents/Guardians/Students

The Instrumental Program Student/Parent Handbook has been designed to inform both parents and students of the structure and organisation of the Instrumental Program at St Joseph's School. The specific purpose of the handbook is to clarify the processes involved in the efficient running of this program so that participation is maximised to the benefit of both your child, instrumental tutors and the whole school community.

If you have any queries do not hesitate to contact myself or any of the other Music Staff at the School.

Yours Sincerely

Carolyn Coulson

Curriculum Leader - ARTS

Music Department Staff

MEET THE TEAM

Carolyn Coulson - Curriculum Leader - ARTS

Andrew Carey - Performing Arts / Music Teacher

John McIntyre - Primary Music Teacher

Instrumental Teachers

Leanne Eling

Piano

Jenine Baillie

Piano

Kathy Strudwick

Piano/Violin/Flute/Clarinet/Sax/Guitar

Paul Backman

Guitar/Bass Guitar/Drums

Carolyn Coulson

Trumpet/Trombone

Instrumental Tuition Available

- > Trumpet
- > Trombone
- > French Horn
- > Piano
- > Voice
- > Guitar
- > Bass Guitar
- > Drums
- > Flute
- > Clarinet
- > Alto Saxophone
- > Tenor Saxophone
- > Baritone Saxophone
- > Percussion
- > Ukulele



Instrumental Music Program

COMPLETE PROGRAM OVERVIEW

The Instrumental Music Program provides the opportunity for students to learn to play a musical instrument/voice on an individual or group basis with an experienced tutor.

Lessons

Instrumental and/or vocal lessons take place once a week during extended school hours, i.e. 8:00 am to 4:30 pm and are half an hour in length. Lessons are on a fixed timetable unless negotiated with tutor. Priority regarding instrumental time slots are given to senior students due to their study commitments.

NB: These lessons are extra to classroom music lessons.

Instrumental Diary

The Diary must be brought to every lesson and information regarding aspects of practice, timetabling and account payment will be documented.

Instrumental Diaries are available from the Music Office or your child's instrumental teacher. It is the main source of communication for students, instrumental tutors, subject teachers and parents.

Hire of Instruments

St Joseph's School through DB Music Solutions will organise an instrument for hire. The costs are billed to your School Fee Account each term. The school has a surplus of instruments which may also be hired if available.

Woodwind Instruments - Reeds available for purchase from Music Department Office. \$3 for Saxophone and Clarinet Reeds. (\$5 for Baritone Saxophone).

Semester Reports

The Instrumental Tutor will complete a written report on each student's progress at the end of each semester.

Application Form

Parents/guardians are required to sign the [Music Program Application Form](#) that ensures they have understood the guidelines and expectations prior to commencement of lessons.

TUITION FEES

Tuition fees vary and range between the following prices.

Fees - \$30-\$35 per half hour lesson.

Fees will be issued at the commencement of each term's lessons. The tutor will issue an invoice which can be paid via direct banking, cheque or cash directly to the tutor. (Tutor may enclose preferred payment options on invoice). St Joseph's School is not and will not be responsible for the collection, holding or distribution of any monies that are intended for the payment of instrumental fees. Please contact your child's tutor direct for fee enquiries.

Fees must be paid within 14 days of commencement of lessons.

Hire Fees

Instrument hire prices available upon request.



Guidelines

INSTRUMENT

- Privately owned instruments may be stored in the Instrumental Store Room.
- Instruments should have the student's name and address clearly visible on the case.
- Please leave any repairs, including the removal of stuck mouth-pieces in brass instruments, to the Instrumental Tutor.
- The student is responsible, and must pay, for any damage to the hired instrument through negligence. Any damage must be reported immediately to Music Staff.
- All hire instruments must be returned to the Music Office if hiring is no longer required. Billing will continue until the instrument has been returned.
- No tuition or hire fees will be refunded when a student discontinues lessons before the end of any given term.
- All students are encouraged to be a part of a school band, choir, or other official school ensemble upon reaching the required standard. Please discuss this with your Instrumental Tutor and/or Music Staff.
- The greatest assistance you can give your child is continual encouragement.
- A music stand (for home use) is recommended.
- A quiet and calm place for home practice is encouraged.
- A practice of around 20-30 minutes per day/4-5 days a week during the first year of tuition is expected and an entry made in the Instrumental Diary to this effect, signed by a parent/guardian.

LESSONS/FEEES

- All Instrumental Tutors will communicate their contact details to students at the first lesson.
- In the case of a student absence from school on the day of an instrumental lesson it is imperative that the Instrumental Tutor be contacted on their private number at the earliest possible convenience.
- Once this information is passed onto the Instrumental Tutor, then they will organise a time in which an instrumental lesson can be made up.
- Failure to inform appropriately, relinquishes the requirement for instrumental tutors to make up the lesson missed.
- Other than long term illness or long term vacation (the latter requiring at least two weeks notice in advance) absences will be paid for and no lessons will be 'made up' when a student is absent without prior notice, (before 9am).
- A student may discontinue lessons only after consultation between a parent/guardian, Instrumental Tutor and Mrs Coulson. Notice in writing is then required in the student's school diary before the end of term, otherwise the next term's lessons must be paid for. Students must continue to study an instrument for no less than two terms.
- When brought to school, instruments are the responsibility of the student. Instruments should be kept in the Instrumental Store Room at the back of the Music Room in the student section.
- There will be a maximum of 32 lessons for the year.
- Correct posture, straight back, relaxed body, no slouching whilst practising, are all important whether sitting or standing.

Harmony in every note, passion in every heart!



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Igniting a Love of Learning