



Artarmon Public School Band INSTRUMENT CARE

Congratulations on participating in the Band Programme in 2017!

It can be very exciting to be in the School Band, and it is easy to forget to take good care of your instrument. Be very careful of it to prevent it being knocked, as it is not a toy and is very easily damaged. Some damage the school band programme (P&C) will pay for – wear and tear – but some damage your parents/guardians will pay for – dropping and other accidental damage. Take care when putting it into and taking it out of the case as it can easily fall at this time. Ensure the latches of the case are done up securely every time.

It is also important to keep your instrument in good, clean working order. It is very important that you clean and maintain your instrument on a regular basis. Your tutor will show you how to do this. You will need an instrument cleaning kit that is generally available from any music store, e.g., In Tune Music, 101/48 Aitchison St, Crows Nest.

Hired instruments are your responsibility to care for and your parents/carers financial responsibility. Please remind them to check that they have insurance to cover it's valuation (the value of your instrument is written on the pink indemnity form).

General Woodwind (Flute, Clarinet, Saxophone) Care Tips:

- No chewing gum, lollies or soft drinks before playing. Sugar mixed with saliva builds up on the pads and causes them to stick, making it difficult to play the instrument.
- Use cork grease as little as possible, but make sure you use it when needed. To apply it properly, you must rub the grease into the cork.
- Never, never immerse a flute, clarinet, or saxophone in water. The pads and the glue that hold them would be damaged and they could fall out, requiring some very expensive repair work.
- So moisture does not absorb into the pads, use an absorbent cleaning cloth to clean out the moisture from each section before you place it in the case.
- Wipe down the exterior of the instrument with a non-treated soft cleaning cloth to remove fingerprints and residue.
- Do not store the reed on the mouthpiece; store in a reed holder. Reeds can cement themselves to your mouthpiece and collect many germs. As soon as the reed cracks, chips, or softens, it is time to replace it. **Please note that families provide their own reeds.** Reeds come in different sizes, so ask your tutor for the best size for your band musician.
- Clean your clarinet or saxophone mouthpiece in cold water and Dettol, making sure the reed and ligature have been removed.
- Do not leave a woodwind instrument in a hot car. Extreme temperatures can damage your instrument.
- Do not set anything on top of your woodwind instrument, whether inside or outside of its case; this includes sheet music! Damage occurs easily when items are set on the instrument and the case is closed. The keys are often bent this way.
- Make sure the case is closed securely. Check all hinges, latches, and handles to ensure they are securely fastened.
- Never use pliers or hammers on your instrument. Improper use of household tools is a common cause of unnecessary damage to instruments.

General Brass (Trumpet, Trombone, Tuba, Euphonium, French Horn) Care Tips:

- You can wash the mouthpiece with warm, soapy water, making sure you dry the inside thoroughly. The mouthpiece should not have any dents in the end of the shank. If the mouthpiece gets stuck, do not attempt to remove it.
- Wipe down the exterior of all brass instruments with a non-treated cloth to remove fingerprints and residue.
- Pitch is affected by temperature. Be sure to warm up your instrument before playing by blowing air through it.
- Broken solder joints should be repaired immediately.
- Never set anything on top of your brass instrument, whether inside or outside of its case; this includes sheet music! Damage occurs easily when items are placed on the instrument and the case is closed. Make sure your case is secure and all hinges, latches, and handles are securely fastened to the case.
- Never leave a brass instrument in a hot car. Extreme temperatures can damage your horn.
- Brass instruments should be flushed out once a month to clean out any accumulation of dirt and to prevent corrosion. A good place to do this is in a bathtub.

Timing Tip: Lubricate daily, clean mouthpiece weekly and wash instrument monthly

2018 Instrument Hire Process

At the end of the school year, we will ask all those who are currently hiring instruments, do they wish to hire again in 2017, and if they would like the same instrument. Please let the instrument co-ordinator know if you will NOT be hiring in 2018. Instrument hire allocation starts with the most senior bands – so, in general, the more experienced students will receive the newest instruments. All 2017 hired instruments are returned on a Friday and checked by the repairers. Once checked and, if necessary, serviced, they are available for returning students to pick up the following Monday and play over the end of year holidays.

New students to the band programme in 2018 pick up their hired instruments in the first weeks of school in 2018 at the band information night.

Instrument repairs

If you think your instrument needs repairing in any way, the first step is to **see your tutor** to check over it. It may only require a minor adjustment.

If and only if your tutor says your hire instrument needs repairs, please follow the instructions below:

1. Take your instrument to the Music Director (Mr Walmsley) who is at school before school on Mondays, Tuesdays, Wednesdays and Fridays and all day Thursday.
2. Fill in a “Request for Musical Instrument Repair” form with all the information required including what is wrong with the instrument. The form is found in the “Instrument Borrowing/Repair Folder” in the band storage room. Get the Music Director to sign it. No repairs will be done without the Music Director’s signature.
3. Then put this form in the plastic sleeve entitled “Instruments For Repair” which is in the “Instrument Borrowing/Repair Folder”. Take your instrument to the band storage room and leave it on the “Instruments For Repair” shelf.

4. If a replacement instrument is required, the Music Director or tutor will issue you with a replacement instrument (if one is available). You must note the instrument number, the temporary instrument number, date taken, tutor and reason for borrowing on the "Instrument Borrowing/Repair Form" which is found in the same folder.
5. Your parent will then contact the Instrument Coordinator to advise them that your instrument needs repair.
6. The Instrument Coordinator then contacts the repairer to conduct the repairs. Once fixed, the Instrument Coordinator will contact your parent and arrange for collection and return of the borrowed instrument.
7. The Instrument Coordinator advises the Treasurer who will collect the invoice and arrange payment (e.g. wear and tear repairs) unless the hirer is required to reimburse the cost of repairs (the case when due care has not been taken eg dropped, dented or other accidental damage).



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REQUEST FOR MUSICAL INSTRUMENT REPAIR

Child Name: _____ Class: _____

Contact Number: Home _____ Mobile: _____

Instrument: _____ Instrument No: _____

Work to be done: _____

Approval by Mr Walmsley with signature _____

Charge to School/ Student (please circle)

Please attach this approval for repair in the "Instrument Repair Book" at Band Instrument Room

Have you taken a temporary instrument Yes/No (please circle). If yes please email

APSbandinstruments@gmail.com

Temporary Instrument No: _____

OFFICE USE ONLY

Date of notice for collection of the instrument _____

Temporary instrument no: _____ has been returned from the student on the date: _____

Other advice: _____
