



# ARTARMON PUBLIC SCHOOL – 2024 BAND PROGRAM INFORMATION PACK

Welcome to the Artarmon Public School Band Program!

Our Objectives:

- That all children enjoy making and learning music
- That all children develop their playing skills

Currently there are approximately 200 students involved in the program and forming our six ensembles:

- **Training Band** – for students with little or no experience
- **Junior Concert Band (also known as Junior Band)** – for students with previous band experience
- **Concert Band** – for students more advanced than Junior Band
- **Senior Concert Band (also known as Senior Band)** – advanced players
- **Jazz Band** – for students who are in concert or senior level
- **Orchestra** (a combined Band and Strings program) - for students who are in concert or senior level

The program is run by our Music Director **Matthew Walmsley** and is available for students in years 3 to 6 only.

## TABLE OF CONTENTS

<b>ARTARMON PUBLIC SCHOOL – 2024 BAND PROGRAM INFORMATION PACK</b> .....	1
1. Registration for the Band Program.....	2
2. Band Allocation, Fees and Associated Costs .....	2
3. Instrument allocation and Hire.....	6
4. Instrument Tutorials.....	6
5. Band Rehearsal and Performance Commitments .....	7
6. WITHDRAWAL FROM THE MUSIC PROGRAM.....	7
7. Parental Involvement .....	8
8. Communication .....	9
9. Band Contacts for 2024 .....	9

## 1. REGISTRATION FOR THE BAND PROGRAM

We accept applications from students who will be in Years 3 to 6 in 2024, at any skill level from beginner upwards. We are unable to accept students in Years 2 or below, even if they already play an instrument, but look forward to having them when they reach Year 3.

New members of the band program will need to be registered using our online administration system, **MySchoolmusic**. To register your child please **READ THIS DOCUMENT FIRST** then go to:

<https://portal.msmusic.com.au/artarmonmusic>

- If you already have a child in the music program, please log in to the MySchoolmusic parent portal, click on the **Add Student** button and complete the registration screens.
- Otherwise click on the **New Student Registration** button and complete the registration screens, which includes setting up a password for our music program parent portal.

### Key Dates:

- New Student registration need to be submitted **by Wednesday, 22<sup>nd</sup> November 2023**.
- Band instrument try outs for students new to band instruments will be held on **Friday, 1<sup>st</sup> December 2023**. Times to be determined.
- Outcome of the tryout will be communicated within a week beginning **4<sup>th</sup> December 2023**.
- Band Information zoom night will be held approximately on **Wednesday, 13<sup>th</sup> December 2023**.
- Students who enrol at the school at the start of the new year can register at the start of Term 1, 2024.
- Band registrations for 2024 will close at the end of Term 1.

### Opportunity Class Student:

- For students who have accepted a place at Artarmon for 2024 in the Year 5 Opportunity Class, registrations for Band should be completed by early December 2023 or as soon as an OC placement has been confirmed.
- An information pack will be given to the OC students during the OC orientation day.
- Audition details will be emailed to band parents closer to date. Successful applicants will be advised by email.

### Jazz Band and/or Orchestra:

- Audition is open for anyone in Concert or Senior Band members
- Audition for will be held around week 2 of Term 1, 2024. Audition details will be emailed to band parents closer to date. Successful applicants will be advised by email.

## 2. BAND ALLOCATION, FEES AND ASSOCIATED COSTS

All fees are invoiced by parent volunteer – Band Treasurer. If you have any questions regarding Band fees, please contact our Band Treasurer via email [treasurerband.artarmonpandc@gmail.com](mailto:treasurerband.artarmonpandc@gmail.com). Band fees are used to:

- Pay Band Director and music tutors,
- Buy new music instruments and maintenance of the existing instruments i.e. repairs, professional sonic cleaning and servicing,
- Buy new music score and copyright licenses,
- Buy music equipment e.g. music stands, music posture chairs, sounds system and music folders
- Buy stationery used in the Music Room and photocopying,
- Entry fees into various festivals and events including travel expenses to and from festivals and competitions and tutors/conductor fees related to the events/competition,
- Insurance

Please be advised that all beginner students are placed in Training Band and Group Tutorials.

Band membership can add up to a significant amount over the year. While every effort is made to space it out over the year, some costs are required up front at the beginning of the program.

### **Semester 1 Fees (invoiced and to be paid in Term 1):**

- **Band Ensemble Fees** (*all non-refundable*) – Creative Kids Vouchers can be put towards ensemble fees.
  - Training Band - \$325 per year
  - Junior Concert Band - \$430 per year
  - Concert Band - \$430 per year
  - Senior Concert Band - \$430 per year
  - Jazz Band - \$210 per year (payable after successful audition)
  - Orchestra - \$140 per year (payable after successful audition)
- **Tutor Fees** (*for tutorials at school*)
  - Training Band group tutorial - \$300 per semester (paid with Band Fees). Fees are non-refundable.
  - Private tutorial - \$43 per ½ hour lesson (invoiced and paid directly to tutor. Fees are invoiced per term – may require GST). One month's paid notice is to be given for discontinuation.
  - Music Books (purchased by student and only if recommended by tutor) – approx. \$60.
- **Instrument Hire** (*non-refundable*)
  - If you wish to hire an instrument from the Band Program, the total cost of instrument hire is \$230 per year. This fee does not apply to percussion players, see percussion fee below.
- **Percussion Fee** (*non-refundable*)
  - A Percussion Fee of \$110 per year is applicable to all percussionists.
- **Uniform** (*required for formal performances, festivals, and competitions*)
  - White pointed collar long sleeved shirt with black formal pants, black socks, and black school shoes; shirts and pants are available from the school uniform shop or may be purchased elsewhere (e.g. Kmart, Lowes, etc. - approx. \$60 for shirt & pants)
  - Music Tie, only available from school uniform shop - \$21.

**IMPORTANT: All Semester 1 fees will need to be finalised by the end of Term 2. Failure of payment will result in Students not being able to continue in the Music Program in Semester 2.**

**Semester 2 Fees (invoiced and to be paid in Term 3) – only applicable to Group Tutorial**

- **Group tutorial** - \$300 per semester. Fees are non-refundable.
- **Private tutorial** - \$43 per ½ hour lesson (invoiced by tutor and paid directly to tutor. Fees are invoiced per term – may require GST). One month’s paid notice is to be given for discontinuation.
- **Music Camp Fee (payable in term 3)** - Applicable to all band students in Years 4 to 6 – approx. \$230

**Example Costings:**

<u>Training Band</u>	<u>Junior/Concert/Senior Band</u>
\$325 ensemble fees	\$430 ensemble fees
\$230 instrument hire fees	\$230 instrument hire fees
\$600 Group Tutorial (\$300 per semester x 2)	\$1,376 in school private tuition (\$344 per term (\$43 x 8 lessons x 4 terms)
Total = <b><u>\$1,155</u></b> (or \$1,055 with creative kids voucher)	\$230 Music Camp (approx.)
	Total = <b><u>\$2,266</u></b> (or \$2,166 with creative kids voucher)

**Important note for student who plays more than one instruments or join more than one music groups/streams**

- Student will be charged for any additional instruments that they decide to take on. For example, student A is playing Saxophone in Concert Band and later in the year he/she is also being offered to play Cello in Orchestra. Both Saxophone and Cello lesson is done privately at school. In that instance the costing for student A will be:

\$570 total ensemble fees (\$430 Concert Band ensemble fees plus \$140 Orchestra ensemble fees)
\$440 Total instruments hire fees (Saxophone hire fees \$230 plus Cello hire fees \$210)
\$1,376 Saxophone tuition (\$344 per term (\$43 x 8 lessons x 4 terms))
\$1,376 Cello tuition (\$344 per term (\$43 x 8 lessons x 4 terms))
\$230 Music Camp (approx.)
Total = <b><u>\$3,992</u></b> (or \$3,892 with creative kids voucher)

- Student will be charged for any additional music groups/streams that they joined. For example, student A is in Concert Band playing Tuba and later in the year he/she also decided to join Orchestra playing Double Bass. Student A only has private tuition at school for Tuba. The Double Bass tutorial is done privately outside school. In that instance the costing for student A will be:

\$430 Concert Band ensemble fees
\$140 Orchestra ensemble fees
\$440 instruments hire fees- made up off \$230 Tuba hire fees Plus Double Bass \$210 hire fees
\$1,376 Tuba tuition (\$344 per term (\$43 x 8 lessons x 4 terms)
\$230 Music Camp (approx.)
Total = <b>\$2,616</b> (or \$2,516 with creative kids voucher)

- We will email invoices to parents for band fees, instrument hire / percussion fees and group tutorial fees (as applicable) at the start of each semester.
- Prompt payment is appreciated; our treasurer is a parent volunteer (as are all the band administrators) and does not wish to chase unpaid invoices!
- If you need assistance and would like to set up a payment plan or discuss any hardship, please do not hesitate to contact the Band Convenor or school confidentially and we will support you in the best way possible.

In the normal circumstances, our Bands are involved in the following annual music events:

Events	Costs
Easter Band Breakfast	Covered in ensembles fees
Music Intensive Weekend	Covered in ensembles fees
Sydney Eisteddfod	Covered in ensembles fees
Ryde Eisteddfod	Covered in ensembles fees
Music Camp	Partly covered in ensembles fees
End of Year Concert	Partly covered in ensembles fees
Christmas Carol	Covered in ensembles fees
Music Tour (TBC)	Partly covered in ensembles fees

### 3. INSTRUMENT ALLOCATION AND HIRE

All the instrument hire is organised by parent volunteer – Instrument Coordinator. If you have any questions regarding instrument hire and maintenance, please contact our parent volunteer- Instrument Coordinator via the email [apsbandinstruments@gmail.com](mailto:apsbandinstruments@gmail.com)

- The Music Director Mr. Walmsley will do assessment (tryouts) at school to identify a suitable instrument for your child.
- We will advise you of your child's instrument allocation by email. Please reply to the email to confirm the acceptance.
- If your child already plays an instrument, we will arrange an audition at school to place your child in an ensemble which best suits their skill and experience.
- Instruments are available for hire from the school.
- The instrument hire fee will be included in your Band fee invoice in Term 1.
- instrument hire fee is **non-refundable**. Every let-out instruments need to be professionally cleaned and sanitised before we could pass it on the next student to use. The instrument hire fee is just enough to cover that cleaning cost.
- Due care of the hired instrument is required, and full responsibility must be taken by the Band member and their parents/carers. In the event of any damage, please report immediately to your tutor, Mr Walmsley and email Band Instrument Coordinator at [apsbandinstruments@gmail.com](mailto:apsbandinstruments@gmail.com)
- All hire instruments must be returned to school at the end of term 4 (date to be advised) for our annual instrument audit, service check and cleaning. Continuing band student will receive their instrument back (date to be advised) before end of school for practice during the holiday.

Please refer to **WITHDRAWAL FROM THE MUSIC PROGRAM** section for how to return your instrument.

### 4. INSTRUMENT TUTORIALS

All the in-school music lessons are organised by parent volunteers Tutorial Coordinator, in conjunction with Tutor's availability and School's rules on music lessons. Our Tutor Coordinator will advise you by email of your child's tutorial details. Our Tutor Coordinators can be contacted via email [tutorband.atarmonpandc@gmail.com](mailto:tutorband.atarmonpandc@gmail.com).

#### Training Band:

- Students in Training Band attends a weekly group tutorial/lesson at school in addition to the weekly rehearsal. The 30-minute lessons are held outside class time.
- Group tutorial/lesson consist of children who plays the same instrument, up to maximum of four students in one group.
- We do not offer individual tutorial to Year 3 students; all Year 3 students in Training Band are required to participate in group tutorial/lesson at school for the year.
- Please note: The group tutorial fees cover for 8 lessons per term.
- There will be ONE makeup group tutorial per term available to students that missed a lesson due to illness/appointment/excursion, etc. These makeup group tutorials will be held in either Week 9 or 10.

### Junior Concert Band, Concert Band, Senior Concert Band, Jazz and Orchestra:

- All students who participate in the band program are expected to take music lessons, either at school or externally. The tutorial at school will be weekly one-on-one (private) lesson.
- The majority of private lessons are held during school hours. To minimise time away from class, Students can only have one private lesson during school learning time. In an instance where a student plays two instruments and requires two in-school tutorials, they can only have one private lesson during school learning time. The other instrument tutorial will need to be arranged outside of school hours.

Please refer to **WITHDRAWAL FROM THE MUSIC PROGRAM** on how to discontinue school tutorials

## 5. BAND REHEARSAL AND PERFORMANCE COMMITMENTS

All band members are expected to attend all rehearsals. If you are unable to attend a weekly rehearsal (e.g. due to sickness, appointment etc.) please email your band coordinator to let us know.

If you are unable to attend a music event, please let your Band Director Mr Walmsley knows at least one month prior – our bands perform as teams and are dependent upon the attendance and performance of all students together.

Rehearsal times are as follows:

Ensemble	Time
Training Band	Fridays 8.00 am – 8.50 am
Junior Concert Band	Mondays 12.50 pm-1.40 pm and Thursdays 8.00 am – 8.50am
Concert Band	Mondays 8.00 am - 8.50 am and Thursdays 12.50 pm – 1.40 pm
Senior Concert Band	Tuesdays 8.00 am – 8.50 am and Thursdays 2.00 pm – 2.55 pm
Jazz Band	Thursdays 3.00 pm – 4.00 pm
Orchestra	Wednesdays 8.00 am – 8.50 am

All bands rehearsal (except Training Band) will commence in Term 1 likely to be week 1 or 2, the date of the first rehearsal will be confirmed at the start of term.

Training Band rehearsals start later in term 1 (likely to be week 3 or 4) after the students have taken at least 2 group instrument tutorials. The date will be advised by the Training Band Coordinator.

For rehearsals before school, students should arrive at school promptly at 7.50 am so that the band rehearsal can start by 8.00 am.

Students should not be dropped at school any earlier than this as there is no supervision before this time.

## 6. WITHDRAWAL FROM THE MUSIC PROGRAM

### Discontinuing Lessons with Tutor

- **Group lessons**
  - If your child would like to discontinue group instrumental lessons, please email our tutor coordinators at [tutorband.artarmonpandc@gmail.com](mailto:tutorband.artarmonpandc@gmail.com)
  - Parents are reminded that fees for group lessons are paid per semester (twice a year) to the Music Committees. If your child discontinues group lessons before the end of a semester, the full semester & hire fees are payable on invoice, or, if paid, are not refundable.
- **Individual lessons**
  - If you would like to discontinue your child's individual instrumental lessons, please email your child's tutor directly.
  - Parents are reminded that you must give your child's tutor one month's notice if lessons are to be discontinued or pay for the lessons for this equivalent period. Only students that attend the APS Music Program can have instrument lessons at Artarmon. All students that attend lessons at Artarmon must attend an ensemble as well.

### Cancelling Instrument Hire

- If you would like to cancel instrument hire, please email our Instrument Coordinators at [apsbandinstruments@gmail.com](mailto:apsbandinstruments@gmail.com)
- Please note that instrument hire fees are paid per year to the Music Committees. If you cancel the instrument hire before the end of the year, the instrument hire fees are payable on invoice, or, if paid, are not refundable.

### Withdrawing from an Ensemble

- If you would like to withdraw your child from an ensemble, please email the Band Convenors at [band.artarmonpandc@gmail.com](mailto:band.artarmonpandc@gmail.com).
- Please note that it is a condition of APS Music Program that all students who take instrument tutorials through the Program, or hire an instrument from our Program, must be part of an ensemble.
- Students that withdraw from ensembles will be excluded from instrument tutorials and will not be able to hire an instrument through the Program.
- Ensemble fees are paid per year to the Music Committees. If your child withdraws from an ensemble before the end of the year, the ensemble fees are payable on invoice, or, if paid, are not refundable.

### Leaving the School

Students who are changing schools must:

- email the Band Convenors at [band.artarmonpandc@gmail.com](mailto:band.artarmonpandc@gmail.com) to advise.
- Tutors must be given one month's notice and hired instruments must be returned after the last rehearsal.
- Y6 students who are leaving at the conclusion of the school year to go to high school the following year, must return their hired instruments after their last rehearsal.

## 7. PARENTAL INVOLVEMENT



The band program, as part of the Artarmon Public School Parents & Citizens Association (P&C), engages and pays professional musicians including our Band Director and Tutors.

All other administration & coordination of the Band Program is managed by parent volunteers. In 2023 Band Committee consists of 22 parent volunteer who take lead in our Music major events.

All families are required to assist and supervise weekly rehearsals on a roster basis. Please advise your preference to your Band Coordinator when requested.

In addition to supervising rehearsals, there are plenty of ways to get involved even for the busiest parents e.g. assisting at performances, supervision at band intensive/camps or transportation of equipment, washing music jacket, instruments stocktake, instrument returned and rehired, end of year concert set up, and many more.

**Parental involvement is essential to enable the Band Program to function and all band parents are required to help in some capacity. We need dedicated parent volunteers to ensure the Band Program can run effectively.**

If you have any capacity to take on a larger role within the band committee in 2024, please email the Band Convenor at [band.artarmonpandc@gmail.com](mailto:band.artarmonpandc@gmail.com)

## 8. COMMUNICATION

All communications will be provided to you from the Band Committee via email. It is **VERY IMPORTANT** you provide us with a regularly checked email address so that we can keep you up to date with details of rehearsals, lessons, events, etc.

Please provide us (on the Myschoolmusic registration) with a personal (not work) email address to avoid potential problems with personal emails not reaching work addresses or change of jobs etc.

Your primary contact for band enquiries is your child's Band Coordinator. You can also contact members of the band committee as required on the email addresses given at the end of this document. Please ensure these email addresses are only used for Band Program purposes. When not sure please send your enquiry to [band.artarmonpandc@gmail.com](mailto:band.artarmonpandc@gmail.com)

We will also share information through the school Music News on school Newsflash every fortnight. Music News will not contain all the information, they are highlights to remind and prompt. Please always refer to your Band Coordinator's emails.

We use the MySchoolMusic parent portal for online permission slips (e.g. for attendance at events), the band committee meeting minutes are published on the portal and you also need to use the portal to update parent and child details (e.g. class details).

If your child has instrumental tutorials at school, your tutor will let you know his/her contact details.

## 9. BAND CONTACTS FOR 2024

Role	Name	Email
Band Director	Matthew Walmsley	Via your Band Coordinator
Band Co-Convenor	Ellis Foong	<a href="mailto:band.artarmonpandc@gmail.com">band.artarmonpandc@gmail.com</a>
Band Treasurer	Kelly Lin Li Wang	<a href="mailto:treasurerband.artarmonpandc@gmail.com">treasurerband.artarmonpandc@gmail.com</a>
Instrument Coordinator	Jun Li	<a href="mailto:apsbandinstruments@gmail.com">apsbandinstruments@gmail.com</a>
Tutor Coordinator	Kristine Fostanes Vivian Cheung	<a href="mailto:tutorband.atarmonpandc@gmail.com">tutorband.atarmonpandc@gmail.com</a>
Creative Voucher Co-ordinator	Alison Hung	<a href="mailto:apscreativevoucher@gmail.com">apscreativevoucher@gmail.com</a>
Training Band Coordinator	Vacant for 2024	
Junior Band Coordinator	Vacant for 2024	
Concert Band Coordinator	Vacant for 2024	
Senior Band Coordinator	Vacant for 2024	
Jazz Band Coordinator	Vacant for 2024	
Orchestra Coordinator	Vacant for 2024	

END