



ARTARMON PUBLIC SCHOOL – 2025 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, 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.

REGISTRATION FOR THE BAND PROGRAM

We accept applications from students who will be in Years 3 to 6 in 2025, 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 them joining the program 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 and existing Band student re-enrolment to be submitted **by Wednesday, 20 November 2024**.
- Band tryouts will be held in the week beginning **2nd December 2024**. Times to be determined.
- Instrument and ensemble allocation will be communicated in the week beginning **9 December 2024**.
- Band Information zoom night on **11th December 2024**, but subject to change.
- Band registrations will close at the end of Term 1, for students who are new to the school in 2025.

Opportunity Class Student:

- An information pack will be given to the OC students during the OC orientation day.

Jazz Band and/or Orchestra:

- Auditions are open for anyone in Concert or Senior Bands
- Auditions will be held around week 2 of Term 1, 2025. Audition details will be emailed to band parents closer to the date. Successful applicants will be advised by email.

INSTRUMENT ALLOCATION AND HIRE

Instrument hire is organised by the Instrument Coordinators (parent volunteer). If you have any questions regarding instrument hire and maintenance, please contact the Instrument Coordinators via apsbandinstruments@gmail.com

- The Music Director, Mr Walmsley, will identify a suitable instrument for your child during Term 4 tryouts for new students.
- 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.
- The instrument hire fee is **non-refundable**. Every instrument needs to be serviced and professionally cleaned and sanitised before it can be passed on to the next student to use.
- Due care of the hired instrument is required, and full responsibility must be taken by the student and their parents/carers. In the event of any damage, please report immediately to your tutor, Mr Walmsley and email the Instrument Coordinator at apsbandinstruments@gmail.com
- All hired 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. Band students who are continuing the following year will receive an instrument back before the end of school (date to be advised) for practice during the holiday.

INSTRUMENT TUTORIALS

All in-school music lessons are organised by the Tutor Coordinator (parent volunteer), in conjunction with tutor availability and the school's rules on music lessons. Our Tutor Coordinator will advise you by email of your child's tutorial details.

Training Band:

- Students in Training Band (Year 3 only) must attend a weekly group tutorial at school in addition to the weekly band rehearsal. Training Band students who are in Years 4, 5 or 6 will be required to attend private tutorials at school.
- The 30-minute group tutorials are held outside class time.
- Group tutorials consist of children who play the same instrument, up to a maximum of four students per group.
- We do not offer private tutorials to Year 3 students.
- The group tutorial fees cover 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.

All other bands:

- All students (except those in Year 3 in Training Band) are required to participate in one-on-one (private) instrument music tutorials at least once a week - at school (preferably) or externally by a qualified music teacher.
- Only students who are part of the Music Program can have instrument lessons at Artarmon. We do not offer instrument lessons to students who are not part of a band ensemble.
- The majority of private tutorials are held during school hours. To minimise time away from class, students can only have one private tutorial 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.
- There are 8 tutorials per term. Please organise with your private tutor for any makeup tutorial required.

FEES AND ASSOCIATED COSTS

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 scores and copyright licenses,
- Buy music equipment e.g. music stands, music posture chairs, sound systems 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/competitions,
- Insurance

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. All students will be part of at least one base ensemble i.e. Training Band, Junior Concert Band, Concert Band or Senior Concert Band. In the event a student plays for more than one base ensemble, they will be charged for only one i.e. \$430 per year. Jazz Band and Orchestra are charged in addition to the base ensemble.
 - 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 (Year 3 students) - \$300 per semester. Fees are non-refundable.
 - Private tutorial - \$45 per half-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 hire is \$230 per instrument 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 and pants)
 - Music Tie. Only available from the 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)

- **Group tutorial** - \$300 per semester. Fees are non-refundable.
- **Private tutorial** - \$45 per half-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. \$250 but this will be confirmed closer to the camp (October 2025).

Other Important Notes

- 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 it is additional work to chase unpaid invoices.
- If you need assistance and would like to set up a payment plan or discuss any hardship, please contact the Band Convenor or school confidentially and we will support you in the best way possible.

In 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
State Band Championships	Covered in ensembles fees
Music Camp	Approximately \$250 per child
End of Year Concert	Covered in ensembles fees Ticket sales are separate for parents and carers to watch
Christmas Carols	Covered in ensembles fees

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 Band Director Mr Walmsley know at least one month prior – our bands perform as teams and are dependent upon the attendance and performance of all students.

Rehearsal times are as follows:

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

All bands rehearsals (except Training Band) will commence in Term 1, 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 (week 3 or 4) after the students have taken at least 2 group tutorials. The date will be advised by the Training Band Coordinator.

For rehearsals before school, students should arrive at school promptly at 7.50am so the band rehearsal can start by 8.00am. Students should not be dropped at school any earlier than this as there is no supervision before this time.

WITHDRAWAL FROM THE MUSIC PROGRAM

Discontinuing Lessons with Tutor

Group lessons

- If your child would like to discontinue group instrument tutorials, please email our Tutor Coordinator at tutorband.atarmonpandc@gmail.com (please note that group lessons are compulsory for Year 3 students who are part of Training Band).
- 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 tutorial fees and hire fees are payable on invoice, or, if paid, are not refundable.

Private tutorials

- If you would like to discontinue your child's private tutorial, 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.

Cancelling Instrument Hire

- If you would like to cancel instrument hire, please email our Instrument Coordinator at 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.
- Please note that it is a condition of the APS Music Program that all students who take instrument tutorials, or hire an instrument from our program, must be part of an ensemble. Students that are not part of any ensemble 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 Committee. 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 to advise.
- Tutors must be given one month's notice and hired instruments must be returned after the last rehearsal.
- Year 6 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.

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 and coordination of the Band Program is managed by parent volunteers.

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

There are many ways to get involved and busy schedules can always be accommodated - opportunities to volunteer include administering of the band program and organising events as part of the committee, assisting at performances, transportation of heavy equipment to events, supervision at music intensive or music camp, washing music jackets, instruments stocktake, end of year concert set up, and supervising of morning rehearsals.

To find out more, please email the Band Convenor at band.artarmonpandc@gmail.com

COMMUNICATION

All communications regarding Band will be provided to you 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

We use the MySchoolMusic parent portal for online permission slips (e.g. for attendance at events). 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.

BAND CONTACTS FOR 2025

Role	Email
Band Director Matthew Walmsley	Via your Band Coordinator
Band Co-Convenor Siv Teh / Alyson Russell	band.artarmonpandc@gmail.com
Band Treasurer	treasurerband.artarmonpandc@gmail.com
Instrument Coordinator	apsbandinstruments@gmail.com
Tutor Coordinator	tutorband.atarmonpandc@gmail.com
Creative Voucher Co-ordinator	apscreativevoucher@gmail.com
Training Band Coordinator	To be announced early 2025
Junior Band Coordinator	To be announced early 2025
Concert Band Coordinator	To be announced early 2025
Senior Band Coordinator	To be announced early 2025
Jazz Band Coordinator	To be announced early 2025
Orchestra Coordinator	To be announced early 2025