



ARTARMON PUBLIC SCHOOL – 2025 GUITAR PROGRAM INFORMATION PACK

Welcome to the Artarmon Public School Guitar Program!

Our Objectives:

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

Currently there are approximately 40 students involved in the program, forming our three ensembles:

- **Training Guitar** – for students with little or no experience
- **Junior Guitar** – for students with previous guitar experience
- **Senior Guitar** – advanced players

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

REGISTRATION FOR THE GUITAR 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 the guitar, but look forward to them joining the program when they reach Year 3.

New members of the guitar 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 Guitar student re-enrolment to be submitted **by Wednesday, 20 November 2024**.
- Guitar 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**.
- Guitar 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.

INSTRUMENT ALLOCATION AND HIRE

Instrument hire is organised by the Guitar Convenor (parent volunteer). If you have any questions regarding instrument hire and maintenance, please contact the guitar convenor via guitar.artarmonpandc@gmail.com

- The Music Director, Mr Thomlinson, will identify a suitable instrument size 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 the guitar, 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 Guitar 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 Thomlinson and email the Guitar Convenor at guitar.artarmonpandc@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. Guitar 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 Guitar:

- Students in Training Guitar (Year 3 only) must attend a weekly group tutorial at school. Training Guitar students who are in Years 4, 5 or 6 will be required to attend private tutorials,
- The 30-minute group tutorials are held outside class time.
- Group tutorials consist of 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 Year 4, 5 or 6 students in Training Guitar:

- All students (except those in Year 3 in Training Guitar) are required to participate in one-on-one (private) instrument music tutorials at least once a week - this is either at school 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 Guitar 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

Guitar fees are used to:

- Pay Guitar Director and music tutors,
- Buy new music instruments and maintenance of the existing instruments i.e. repairs 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):

- **Guitar Ensemble Fees** (*all non-refundable*) – Creative Kids Vouchers can be put towards ensemble fees. All students (except Training Guitar) will be part of at least one base ensemble i.e. Junior Guitar or Senior Guitar. In the event a student plays for more than one base ensemble, they will be charged for only one i.e. \$430 per year.
 - Junior Guitar - \$430 per year
 - Senior Guitar - \$430 per year

- **Tutor Fees** (*for tutorials at school*)
 - Training Guitar 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 Guitar Program, the total cost of hire is \$50 per year.

- **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 guitar 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 guitar fees, instrument hire 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 guitar 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 Guitar Convenor or school confidentially and we will support you in the best way possible.

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

Events	Costs
Music Intensive Weekend	Covered in ensembles fees
Sydney Eisteddfod	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

GUITAR REHEARSAL AND PERFORMANCE COMMITMENTS

All guitar 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 guitar convenor to let us know.

If you are unable to attend a music event, please let Guitar Director Mr Thomlinson know at least one month prior – our guitar ensembles perform as a team and depends upon the attendance and performance of all students.

Rehearsal times are as follows:

Ensemble	Time
Junior Guitar	Wednesdays 12.50pm - 1.40pm
Senior Guitar	Wednesday 7.45am - 8.45am

All guitar rehearsals will commence in Term 1, week 1 or 2. The date of the first rehearsal will be confirmed at the start of term.

For rehearsals before school, students should arrive at school promptly at 7.45am so the guitar rehearsal can start promptly. 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 Guitar).
- 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 Guitar Convenor at guitar.artarmonpandc@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 Guitar Convenor at guitar.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 Guitar Convenor at guitar.artarmonpandc@gmail.com to inform them of the situation.
- 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 guitar program, as part of the Artarmon Public School Parents & Citizens Association (P&C), engages and pays professional musicians including our Guitar Director and tutors.

All other administration and coordination of the Guitar Program is managed by parent volunteers.

Parental involvement is essential to running the Guitar Program and all guitar parents are expected to help in some capacity. We need dedicated parent volunteers to ensure the Guitar 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 guitar program and organising events as part of the committee, assisting at performances, supervision at music intensive or music camp, washing music jackets, instruments stocktake and end of year concert set up.

To find out more, please email the Guitar Convenor at guitar.artarmonpandc@gmail.com

COMMUNICATION

All communications regarding Guitar 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 guitar enquiries is your child's Guitar Convenor. You can also contact members of the guitar committee as required on the email addresses given at the end of this document. Please ensure these email addresses are only used for Guitar Program purposes. When not sure please send your enquiry to guitar.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.

GUITAR CONTACTS FOR 2025

Role	Email
Guitar Director Sam Thomlinson	Via your Guitar Convenor
Guitar Convenor Brenda Ma	guitar.artarmonpandc@gmail.com
Guitar Treasurer Rinakshi Nayak	guitartreasurer@gmail.com
Instrument Coordinator	guitar.artarmonpandc@gmail.com
Tutor Coordinator	tutorband.atarmonpandc@gmail.com
Creative Voucher Co-ordinator	apscreativevoucher@gmail.com