



INSTRUMENTAL MUSIC PROGRAM HANDBOOK

2023

RATIONALE

Music, as a strand within the Arts, is an integral part of school education and plays an important role in developing the child. Numerous extrinsic and intrinsic justifications are given for the inclusion of music in the curriculum.

Many people recognise the enjoyment and pleasure music brings. This, however, is not the only reason for allowing a place for music in the curriculum. Some of the many other purposes music has in the curriculum include: developing students intellectually and emotionally, providing an outlet for creativity and self-expression; facilitating learning in other subject areas; a means of transferring learning; improving spatial reasoning; encouraging holistic development; and providing insight into our cultural heritage.

At Woodcrest State College we believe music is important to every student's growth and development and needs to be experienced by every student, every year. This means that during specialist music lessons all students are present. All grades participate in specialist music lessons throughout the school.

This quote taken from Rattle, 1998 articulates our underlying beliefs of music education.

Music is for everybody, and like many of the other marvels of humanity, needs to be inculcated as early as possible. This is not some kind of 'high culture' limited to the privileged, but a treasure chest which can and must be made available and accessible to enrich every life.

AIM

All students who wish to be involved in the instrumental program are given the opportunity to join. Our only limitation is the number of instruments that we have available to students for hire. The Selmer test and classroom music results are used to determine the aural awareness of students wishing to be involved in the instrumental program and this assists in choosing students who receive a college instrument for hire. All students who have their own instrument may learn in our program. It is expected that students of this program must attend all lessons, rehearsals and performances.

The aim of the Instrumental Music Program at Woodcrest State College are to:

- provide an opportunity for the musical development of students through instrumental instruction,
- provide ensemble experience for these students so they can develop performance skills,
- encourage the enjoyment of personal achievement through performances and learning a musical instrument,
- develop students' team building skills, • develop an appreciation for music, and • have fun!



INSTRUMENTS

String Family

Violin
Viola
Cello
Double Bass
Bass Guitar

Woodwind Family

Flute
Clarinet
Bass Clarinet
Alto Saxophone
Tenor Saxophone
Bassoon

Brass Family

Trumpet
French Horn
Trombone
Baritone
Euphonium

Percussion Family

Glockenspiel
Snare Drum
Bass Drum
Drum Kit
Auxiliary Percussion

INSTRUMENTAL MUSIC PROGRAM

Lessons will commence in early 2023 for successful students upon return of parental agreements and payment made towards fees for Instrumental Music.

Group Lessons

Small group lessons are the avenue through which music literacy, techniques and performance skills, specific to the instrument and level of the student, are explicitly taught. Lesson grouping are arranged according to the learning needs of the student and the school context. Most often, these are like instrument and /or like-ability levels.

Home Practice

It is expected that students will complete regular home practice to make musical progress on their instrument. Teachers should provide resources and teach routines around home practice for students as needed.

Ensembles

Woodcrest State College is a growing program, offering a variety of performance ensembles. All instrumental music students are placed into an ensemble at the discretion of the instrumental music staff. The College offers Concert Bands, Stage Band and String Ensembles. These ensembles provide the opportunity to demonstrate learning on their instrument in real life contexts and also contributes towards student assessment.

Ensemble rehearsal times will be confirmed at the beginning of the 2023 school year and can include before school, after school or during lunch times.

As part of the curriculum for the instrumental music program, student attendance at rehearsals and performances are compulsory.

STUDENT & PARENT COMMITMENT

The world is in great need of more music education. When students play music, it allows a part of their artistic mind to express itself, which is very important in helping to balance a child intellectually, spiritually and emotionally.

Paul Reed Smith

As a student:

- **I need to commit to learning for the full year.**
- **I understand that I need to make time to practice at home each week.**
- **I understand that I need to be prepared for lessons and ensemble rehearsals each week.**

As a parent:

- Understand that your child needs to commit to learning for the full year. We understand that it may be difficult at times, however, consistent practice routines will help students overcome challenges

- Help your child make practice a habit, like brushing your teeth or doing your homework.
- Have a quiet space for practice set aside with a music stand away from distractions.
- Ensure that they are prepared for lessons and arrive to rehearsals on time.
- Ask your child what they are playing and what they need to practice, ask to hear the pieces.
- Even if you don't understand music, tell them they sound great – encourage them, be positive.



UNIFORMS

For all performances, students will be required to wear long black formal pants, black socks and black leather shoes. A polo shirt will be given out to students for performances and will be collected after the performance.

SCHOOL INSTRUMENT

LOANS

The College has a limited number of instruments that can be lent to students in their first year of the program. A part of the Instrumental Music Fee covers the use of these instruments. Some of the larger, and more expensive instruments may be hired in their second or subsequent years, though will be required to pay an additional hire fee.

An **External Request for Equipment Hire (EQ 11) Form** must be completed and submitted to loan school instruments before they may be taken home, along with payment or payment plan made. Students must show great care with these instruments and the hirer of the instrument should be the only user of that instrument. Instrument checks will occur on a regular basis.

Where parents are considering the purchase of an instrument for their child, it is important that they consult with the Instrumental Music Teacher before making any purchase. The brand and other specifications need to be carefully considered.

College instruments are to be returned at the end of each year on a date as advised by your teacher.

INSTRUMENTAL MUSIC RESOURCE SCHEME

This system provides a source of funds for the repair, replacement and enhancement of instruments and the purchase and photocopy of music.

The scale of contribution is as follows:

College Instrument Hire Fee	Participation Fee	TOTAL
\$50 (first year)	\$40	\$ 90
\$75 (second year)	\$40	\$115
\$100 (third year)	\$40	\$135
\$125 (fourth and subsequent years)	\$40	\$165
Percussion \$50	\$40	\$90

*** If the student has their own instrument only the Participation Fee is applicable each year.**

Payments for the 2023 Program must be paid in full or payment plan enacted by **the end of week 6 of term 1**. Instruments will not be allocated to students until payment is received and forms returned. If you are experiencing financial hardship please email accounts@woodcrestsc.eq.edu.au to make payment plan arrangements.

Conditions:

- The parent is responsible for the loss or damage of a school instrument.
- The hire of a College instrument is only available in the first year of the program. (Except for the Bassoon, Bass Clarinet, Tenor Saxophone, Baritone Saxophone, French Horn, Baritone, Euphonium and Tuba).

REPAIRS

Repair costs resulting from wilful damage or negligence by the student must be met by the parent. The cost of servicing instruments annually will be met by the College.

EQUIPMENT

To assist you in providing all the necessary equipment for your child, an accessories list for each instrument will be provided with your letter of offer. The list includes all the necessary cleaning and maintenance items, as well as accessories required to play the instrument. All students must have a music stand to develop correct breathing, posture and practise skills.

CONTACT DETAILS

Telephone: 07 3280 2444 (Campus Administration)

Fax: 07 3280 2400

Office Hours: 8.30am - 3.30pm

Email: secondary.office@woodcrestsc.eq.edu.au

Arts: arts@woodcrestsc.eq.edu.au

Website: woodcrestsc.eq.edu.au

Finance: accounts@woodcrestsc.eq.edu.au

Address: 38 Nev Smith Drive Springfield Q 4300

Postal: PO Box 4016 Springfield Qld 4300

Woodcrest State College

Student Resource Scheme – Instrumental Music

Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2023 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- **Instruction, e.g. teachers**
- **Facilities, e.g. buildings, amenities, furniture**
- **Administration, e.g. staffing and resources to administer the operations of the school.**

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Woodcrest State College operates a SRS for 2023.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held in May 2021.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school.....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **1/02/2023**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the [SRS Resource list](#) in the annual Parent Guide. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.

- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.
- The form is located on the College web site woodcrestsc.eq.edu.au

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with accounts@woodcrestsc.eq.edu.au

Woodcrest State College



SRS Fee Payment Arrangement Form

Instrumental Music

Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Instrumental Music	\$40	<input type="checkbox"/>
		<input type="checkbox"/>

Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Instrumental Participation Fee	
		Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	\$40	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: Instalment 2:	\$20 \$20	<input type="checkbox"/>
3. An instalment plan as negotiated with the school	TBA	\$	<input type="checkbox"/>

Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form? Yes No

Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	





EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Reason for Request		

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	Date returned:
Officer receiving returned equipment	Name: _____		Signature: _____

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature _____ Date ___ / ___ / ___

APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name: _____ Designation: _____ Date: / /



LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____ **Date:** / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____ **Date:** / /