



**Dandenong High School
Band and Orchestra
Program**

Instrumental Music Handbook

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Note: The application page (pg 17) is NOT stapled to this booklet and should be collected separately.

Principal's Message

I commend the Band and Orchestra Program to all students and families associated with Dandenong High School.

The Band and Orchestra Program is a key feature of the school and its development continues to be a high priority. We are delighted with the staffing level and the quality of teaching staff that are associated with the program. For many years students have acquired high-level skills that have not only been used in school-based programs but have formed the basis of a life-long connection with music. The school is able to offer the program in its purpose-built facilities. The promotion of music is achieved through the many public performances in which the students take part.

This very detailed booklet covers the main elements of the program, its staffing, fees, hire of instruments, scholarships and the key dates for the year.

We look forward to seeing many students making a commitment to learning an instrument and developing and enhancing their music talent.

This booklet offers a very comprehensive "How to" section. Alternatively, students or parents can contact the Music Coordinator.

Susan Ogden
Principal
Dandenong High School

Welcome

The Instrumental Music Program at Dandenong High School is an Ensemble-Based Program.

Students are required to attend regular rehearsals of an ensemble which they are placed in through their teacher's recommendation or audition. **As a result of playing in an ensemble(s) students are given tuition on their instrument.** Rehearsals are held weekly and are rarely, if ever, cancelled. They start soon after the beginning of the school year and recommence the first week of each term.

Music is an art form-an expressive, communicative, creative, innovative medium. It allows us to communicate our innermost feelings and express our deepest desires. Music challenges us to become innovative problem solvers and careful listeners. It encourages us to share our knowledge and work effectively as part of a team.

Learning an instrument can be a great way to improve your coordination, concentration, self-discipline, and presentation skills. It is also a terrific way to make new friends while learning an exciting new hobby. Most importantly, learning to play a musical instrument is heaps of fun!

In short, studying music can offer many challenges and rewards. We would therefore like to encourage you to take the challenge and discover for yourself all the excitement, the enjoyment, and the exhilaration that learning a musical instrument has to offer.

We wish you all the best on your journey.

Mr H Sachwald
Instrumental Music Co-ordinator

Ms S Ford
Music Co-ordinator

Getting Started...

Here is everything you need to know about learning a musical instrument at Dandenong High School:

Step One

Complete the **Application for Instrumental Music Tuition** form on Course Confirmation Day/Evening, and pay the Instrumental Music Levy (\$80).

Late applications during the school year will be accepted upon payment of the Instrumental Music Levy and if places are available.

Step Two

Download a copy of this handbook and read, read, read...

Be sure to read all the information in this handbook (especially the terms and conditions).

Step Three

Fill in and **sign** the Instrumental Confirmation and Agreement and return your completed form **with your payment**. Applications will be processed in order of receipt. As places in the program are limited, it is advisable that you return your application form as soon as possible in order to avoid disappointment.

Step Four

Once you have returned your completed forms to the Music Department and your instrument has been allocated, you will be introduced to your instrumental teacher who will give you a lesson time and (if necessary) assign you a hire instrument from the School collection.

Step Five

Once you have been accepted into the program all you have left to do is pay your instrumental levy and (if applicable) your hire fee.

Step Six

Make sure both parents and students have signed the AGREEMENT on the Instrumental Tuition - Confirmation form .

You're all done. Have fun!!!

Instruments Available for Study

Dandenong High School has a large Instrumental Music Program which provides tuition in woodwind, brass, guitar, and drum kit. The program is open to all students Years 7-12.

Instrumental tuition is available for the following instruments:

- Flute*, Clarinet*
- Saxophone (alto*, tenor*, baritone**)
- Guitar**, Bass Guitar**
- Drum kit**
- Violin*, Viola, Violoncello*, Double Bass**
- Trumpet*, Trombone*, Euphonium*, Tuba**

* Indicates that the following instruments are available for hire from the School.

** Indicates not for hire, but available for extension work at school as required.

Private Instrumental Teachers

The School also hosts a private instrumental teacher who offers individualised tuition at very reasonable rates. The instrument offered will be as follows:

- Piano
- Voice (dependent on the number of applicants or VCE Music Students)

Teaching Staff

The Dandenong High School Music Department is fortunate to have no less than 5 part-time instrumental staff members in addition to one private (visiting) instrumental teachers. Our staff members are experienced teachers and musicians who are dedicated to providing every student with the individual attention and care necessary for their ongoing development and growth as musicians. Many of our teachers continue to enjoy productive careers as professional musicians outside of school hours and are well-respected artists within the wider musical community.

Schedule of Fees and Charges

All students participating in the instrumental program at Dandenong High School (including students of Piano and Voice) are expected to pay an annual levy to cover maintenance and repair of facilities and equipment, photocopying, administrative costs, as well as the purchase of some music. For more detail see the tables below.

Instrument Hire

Students who do not currently own an instrument are able to hire an instrument from the school at very reasonable rates. For more detail see the tables below.

	<i>Total*</i> <i>(full year)</i>
<i>Instrumental Music Levy</i>	\$80
<i>Second Instrument Surcharge</i>	\$20
<i>Instrument Hire Fees: woodwind and brass instruments (Years 7 & 8)</i>	\$50
<i>Instrument Hire Fee: violin, cello, (woodwind & brass Years 9 - 12)</i>	\$100

Payment Due Dates

The **Instrumental Music Levy** must be paid at the time of course confirmation during term 4 of the previous year). **Instrument Hire Fees** must be paid in full by the end of the 4th week of Term One. The Instrumental Music Levy applies for the year. There is no pro-rata adjustment made for late enrolment in the instrumental music program. Note that no refunds will be given in the event that a student wishes to discontinue their instrumental lessons during the semester. Students wishing to join the program in terms three or four will be asked to pay a pro-rata instrument hire fee (if instrument hire is required) for the semester in which they commence their lessons. Students whose fees are overdue may be asked to leave the program in order to make way for a student on the official waiting list.

Students in Financial Need

Education Maintenance Allowance (EMA)

Students receiving the Education Maintenance Allowance (EMA) may be able to use all or part of their EMA to cover some or all of the cost of their hire fee and/or instrumental levy. Should you have any queries regarding your child's eligibility for this concession, please contact the Bursar's Office during school hours on 9792 0561.

Applications for Special Consideration

Students who are not eligible for the EMA whose families are unable to afford the hire fee and/or instrumental levy due to genuine financial hardship are invited to contact the Music Department during business hours in order to make a confidential application for special consideration. Special consideration is normally given to students who have demonstrated good progress in their instrumental lessons and who are actively involved in the School's co-curricular music program. Please note that all applications are treated as strictly confidential and will be considered separately on the basis of individual need.

Private Tuition Costs

For more information regarding the cost of private piano and vocal instruction, please contact the Music Department to arrange for a free consultation with one of our visiting piano or vocal tutors. Please note that while all students are expected to pay the instrumental levy (which is regulated by the School Council and collected by the Music Department), the tuition fee structure and terms and conditions of payment for private instrumental lessons are set by the visiting instrumental teachers and not by the Dandenong High School Music Department. Dandenong High School is not responsible for any changes or increases to fees or variation to the conditions set out by the private instrumental teacher.

Second Instrument Surcharge

Please note that a surcharge of \$20 will apply to students wishing to study a second instrument. Students wishing to hire two instruments will be required to pay the hire fee for both instruments.

Terms and Conditions of Enrolment

Membership of Co-Curricular Ensembles and Participation

1. All students enrolled in the instrumental music program must be an active participant in either the school concert band, string ensemble, guitar ensemble(s), percussion ensemble or choir related to their instrument of study.
2. All instrumental students are expected to play an active role in the School's co-curricular music program. This may include attendance at performances, productions, camps, and/or rehearsals, some of which may be scheduled outside of normal school hours.

Practice

3. Home practice is essential if students are to make satisfactory progress in their lessons. Students who are not making satisfactory progress due to lack of regular home practice may be asked to leave the program.

Parental Support

4. The School encourages parents to take an active interest in their child's instrumental lessons. Parents who would like to take a more active role in their child's musical education are encouraged to contact the Music Department for more information on possible strategies for use at home with their children.

Enrolment

5. Students will not be allowed to commence regular lessons/take their hire instruments home with them until they have returned a completed enrolment form and contract signed by the student's parents and paid all necessary fees.

Timetable

6. The student's instrumental teacher will rotate their lesson timetable on a regular basis to minimise any disruption to their regular academic program. Priority will be given to those students completing VCE subjects. Students in Years 11 and 12 should provide their instrumental teacher with a list of their free periods. Wherever possible, these students will be assigned lessons during their free periods, however, this may not always be possible due to individual class sizes and room availability.

Re-enrolments

7. Students previously enrolled in the program wishing to re-enter within the same calendar year may be required to:
 - a) pay all fees and charges up-front before re-enrolling
 - b) forfeit any refund should they leave the program a second time
 - c) sign a contract regarding punctual attendance, practise arrangements, and behaviour in lessons

Practice Rooms

8. Practice Rooms are available for booking (when available) to all students enrolled in the School's instrumental program.
9. Students are not permitted to invite other students into the practice room while they are practising. Double bookings will only be permitted where both students have written permission from their instrumental teacher/s.
10. Students who are not enrolled in the School's instrumental program will not be permitted to book the rooms unless they have been given special permission by the Music Co-ordinator.
11. VCE Music Students may use the practice rooms without a booking provided that the rooms are not being used for any other purpose. However, in the event of a prior booking, the casual user will be asked to vacate the room.

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12. Food and Drink is not permitted in any of the School's practice rooms.
 13. The student occupying the room is responsible for the condition of the room and any of its contents during the period of their stay. Students are expected to report any damage or breakage to the Music Co-ordinator immediately even if they did not cause the breakage or damage.
 14. Students who are found to be in breach of any of the practice room guidelines listed above will be suspended from using the practice rooms for the remainder of the school year.

Storage and Care of Instruments

15. Students are required to bring their instrument to School on the day of their lesson and on any day on which they might be required to attend a group rehearsal. All instruments must be left in a locker at the beginning of the day and collected at the end of the day. The School takes no responsibility for instruments left in school bags, or unattended in hallways or corridors.

Purchase of Instruments

16. Students who are making satisfactory progress on their instrument and who are keen to continue lessons are encouraged to purchase their own instrument. The Music Co-ordinator and Instrumental teachers are more than happy to assist with prices and negotiations with some music stores.

Absences

17. If a student is unable to attend their weekly lesson due to a test, in-class assessment, excursion, medical or dental appointment, it is their responsibility to inform their instrumental teacher or the Music Co-ordinator before their scheduled lesson so that their teacher is able to rearrange their lesson time. Students who do not give prior notice will be considered to be absent without leave.

18. Students who miss their lesson due to illness or due to an emergency dental or medical appointment must provide a written note from their parents explaining the reason for their absence. Students who do not bring a note will be considered to be absent without leave.

19. If a student is reported absent without leave on more than three consecutive lessons or on more than four separate occasions within a school term, they will be asked to leave the program.

Payment of Fees and Charges

20. All students enrolled in the instrumental program are expected to pay an annual levy which must be paid by the start of the school year.

21. Students wishing to hire an instrument from the School are also expected to pay an annual hire fee that may be paid either as a lump sum or in semester instalments.

22. Families who are experiencing financial difficulties are encouraged to contact the Music Department to apply for special consideration. All applications for special consideration are treated as confidential.

23. For students in financial need, the school offers a number of scholarships and awards to cover the cost of the instrumental levy, hire fee and in special cases, private tuition fees. Please refer to the section on scholarships and awards in this handbook for more information.

24. No refunds will be given in the event that a student wishes to discontinue their instrumental lessons during the year.

25. Students wishing to join the program in terms two or four will be asked to pay the full music levy and a pro-rata instrument hire fee for the semester in which they commence their lessons.

26. Students whose fees are overdue may be asked to leave the program in order to make way for a student on the official waiting list.

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27. Students will be permitted to keep their instrument over the summer holidays provided that they have paid their hire fee and levy in advance for the following school year.
28. Students wishing to learn a second instrument will be required to pay a \$20 surcharge at the time of their enrolment on the second instrument.
29. All payments for fees owing are made to the Music Department in a Bursar's payment envelope and passed on to the Bursar's office.

Waiting Lists

30. In the event that student demand exceeds the number of places available in the program for a particular instrument, a waiting list will be formed for that instrument. Students placed on the waiting list will normally be notified as soon as a position becomes available.
31. Please note that as all applications are processed in order of receipt of the enrolment form, the sooner your child returns their enrolment form, the more likely they are to receive a place in the program.

Compliance with terms and conditions of enrolment

32. All enrolments are accepted entirely at the discretion of the Music Co-ordinator. The Dandenong High School Music Department reserves the right to remove any student from the program at any time without notice or refund if the student is found to have disregarded the terms and conditions of their enrolment.

Terms and Conditions of Hire

1. The borrower acknowledges that the instrument borrowed:
 - Is the property of the School
 - Is not covered by any insurance policy whilst in the borrower's care
 - Was despatched from the School in good condition

2. During the period the instrument is in their care, the borrower consequently agrees to:
 - Pay the required hire fees and instrumental levy.
 - Keep the instrument in good order, ensuring no physical damage occurs.
 - Report any defects that may have occurred to the instrument to the School immediately after they have occurred.
 - Return the instrument to the school in good condition at the conclusion of the school year or if they discontinue lessons.
 - Ensure that the instrument case is labelled with the student's name address and form.

3. In the event that the instrument is lost or stolen, the School will need to purchase a replacement instrument of a similar type. The borrower agrees to reimburse the School for the cost of this replacement instrument, which may be in the vicinity of \$700-\$3000.

4. In the event that the instrument is returned in a damaged state (other than normal wear and tear), the borrower agrees to reimburse the School for the cost of the repairs.

Reporting and Assessment

Internal Assessment

All students enrolled in the instrumental program receive a report once a semester. The report is normally included as part of the student's end of semester school report. Parents wishing to discuss their child's progress at other times during the school year are invited to contact the Music Department during school hours and arrange a time to meet with the Music Co-ordinator or their child's instrumental teacher.

All assessment tasks are administered and assessed by the student's instrumental teacher according to the student's level of ability and experience. There are no common assessment tasks for students enrolled in the instrumental program.

Public Examinations

Students who are making good progress on their instrument are encouraged to sit for a public examination with the Australian Music Examinations Board (AMEB). Students who successfully complete the requirements of these examinations receive a personalised certificate of achievement. AMEB qualifications are recognised nationally and are therefore a great step towards preparing for a career in music. They also look great on your curriculum vitae.

Scholarships and Awards

Scholarships

Performing Arts Scholarship

Awarded annually to a student entering Year 7 who demonstrates the potential to make a significant contribution to the creative life of the school. Please refer to the front office for more information on this scholarship.

Music Department Scholarships

Instrumental students in Years 8-12 are eligible to apply for one of five Music Department sponsored scholarships. These scholarships are offered annually to selected students of brass and woodwind instruments to cover the cost of the hire fee and/or the instrumental levy.

Each scholarship will be awarded based on the following criteria:

- Ability and potential for growth
- Attendance and Attitude at regular instrumental lessons
- Participation and Involvement in the School's co-curricular music program
- Leadership potential

Students wishing to apply for a Music Department Scholarship should collect an application form in term one of the year in which they wish to apply. Please consult the application form for closing dates.

Edna Dawson Vukmirovic Music Scholarship

Instrumental students in Years 9-12 are encouraged to apply for this prestigious award that covers the cost of any tuition fees, the instrument hire fee and/or the instrumental levy for one year. Students of all instrument types may apply. The award is presented annually at the House Choral Competition.

The scholarship will be awarded to the student with:

- Outstanding ability on their instrument
- The ability to make an ongoing contribution to the musical life of the school as a solo performer
- A strong commitment to their instrumental lessons and their development as a solo performer

Students wishing to apply for this Scholarship should collect an application form in term one of the year in which they wish to apply. Please consult the application form for closing dates and further terms and conditions of this award.

Music Awards

Subject Awards

Awarded annually to students with the highest mark in each year level for their classroom music studies.

Bruce Rayment Award

Awarded to an instrumental student in Years 7-12 of outstanding ability. The award is based on the following criteria:

- Performance on any school based music examinations including classroom music studies
- Performance on any public music examinations
- Mark for Instrumental Music
- Contribution to the School's co-curricular music program as a member of a school ensemble

Co-curricular Music at DHS

Co-curricular music offers students the chance to develop their ensemble skills. Ensemble work promotes aural awareness, co-operation, and team work. At Dandenong High School, joining a school ensemble is also a great way to meet new people, make friends and socialise.

The School offers a variety of ensembles which students are encouraged to join. There is no charge to be a member of any of the School's ensembles.

Some of the ensembles expected to operate this year are listed below:

- Senior Concert Ensemble
- Junior Concert Ensemble
- Cowen Rock Band
- Rayment Rock Band
- Contemporary Vocal Group
- Percussion Ensemble
- String Ensemble
- Flute Ensemble
- Clarinet /Saxophone Ensemble
- Brass Ensemble

Our choirs and bands make regular appearances at important school and community events. The school participates in eisteddfods and tours country Victoria when possible.

Enquiries

Do you still have some questions you would like answered...?

If there is anything in this booklet that you would like to have explained further or you would simply like more information on the Music program at Dandenong High School, including the classroom music curriculum and the school ensembles, please feel free to contact me at any time on 9792 0561 to arrange an appointment.

I look forward to meeting with you.

Mr Henry Sachwald
Instrumental Music Co-ordinator
Dandenong High School

**APPLICATION FOR INSTRUMENTAL MUSIC TUITION 2017
DANDENONG HIGH SCHOOL**

Personal Details

Name of Student.....

Form..... Student Code..... House.....

Home Address.....

Telephone..... (bh) (ah)

Parent Contact Name:

Instrument Details

Instrument Preference.....
(name of instrument)

Hire Details *(flute, clarinet, saxophone, trumpet, trombone, violin, cello)*

Tick (✓) where applicable

I can provide my own instrument I wish to hire my instrument from the School (\$100 or \$50 as described in handbook pg 7.)

Payment Details

I agree to pay the following fees owing (tick one of the following)

Instrumental Levy ONLY (\$80) Instrumental Levy AND Instrumental Hire Fee (\$80 + \$100 or \$50 as required.)

Instrumental Levy and Tuition Fees (Piano Students Only) (\$80 + lesson fee as set by piano teacher)

Ensemble Selection: Please tick (✓) where indicated.

I understand that my child must attend rehearsals and performances on a regular basis with the ensemble he/she is assigned to, be they before school, lunchtime or after-school. (Tick here):

Agreement:
I have read the terms and conditions of enrolment and hire as published in the DHS Instrumental Handbook and I agree to abide by those terms and conditions for the duration of my enrolment in the DHS Instrumental Program. I understand that if I do not abide by the terms and conditions of enrolment and hire as outlined in the DHS Instrumental Handbook, the DHS Music Department reserves the right to cancel my enrolment at any time without notice or refund.

Signature of Student.....

Signature of Parent/Guardian.....Date.....

Payment Details		Instrument Details		Teacher Details	
Date Paid				Teacher Assigned (initials)	
Initial		Instrument Number		Instrument Selection	
		Instrument Make/Model			