



# TORBANLEA STATE SCHOOL

## Instrumental Music Handbook





# CONTENTS

WELCOME

FAMILY COMMITMENT

PARENT & STUDENT CONTRACT

INSTRUMENTAL MUSIC (IM) PROGRAM

PRINCIPLES OF THE PROGRAM

LESSONS

ENSEMBLES

ENSEMBLE SCHEDULE

PERFORMANCES/WORKSHOPS

PERFORMANCE UNIFORM

EXPECTATIONS & PROCEDURES

COST OF PARTICIPATION

INSTRUMENTS

CONDITIONS FOR THE LOAN OF A SCHOOL INSTRUMENT

PURCHASING YOUR OWN INSTRUMENT

INSTRUMENTAL MUSIC CURRICULUM & QCE POINTS

CLASS RESOURCES & EQUIPMENT

COMMUNICATION

METHODS OF COMMUNICATION

STAFF DETAILS & CONTACTS

TEACHER ABSENCE

STUDENT REMOVAL/WITHDRAWAL

DOCUMENTS/FORMS





## WELCOME

Music is a unique and integral part of life. It has the capacity to inspire all students' creativity and imagination, engage them in the art of expression, immerse them in a language and history that is rich in culture, provide them with opportunities beyond the classroom and excite them about life and learning.

The skills, concepts and attitudes that students acquire as a result of music education benefit them not only during their schooling but also in the years beyond, whatever their chosen career path.

To find out how playing an instrument positively affects and improves brain function, discipline, learning, problem solving, attention span, memory, social responsibility and much more head to the Bigger, Better Brains website. [www.biggerbetterbrains.com](http://www.biggerbetterbrains.com) or [Did You Know](#)

The overarching purpose of the Instrumental Music Program is to provide students with the opportunity to become musicians and experience the expressive qualities of music through learning to play a band or orchestral instrument in group lessons and to participate in performance ensembles such as concert bands and orchestras.

## FAMILY COMMITMENT

Before committing to a position in the program it is advisable to read this handbook and discuss the requirements with your child and family members. Commitment is required from both the student and the parent/guardian. Involvement in instrumental music affects the daily lifestyle of the whole family. Students require a suitable place in the home for 15mins or more of quality practice a minimum of 4 times per week. There will also be outside school hour's rehearsals on a weekly basis as well as performances commitments.

## PARENT & STUDENT CONTRACT

Students are initially expected to give a commitment to the program for a minimum of one year with the expectation that they continue through to the end of their schooling.

Both Parents/Guardians and Students are asked to sign the Instrumental Music Participation and Commitment Contract (located at the back of this booklet). Please read carefully and discuss with your child.

## INSTRUMENTAL PROGRAM

The Queensland State Schools Instrumental Music Program is a comprehensive tuition program in which students learn orchestral or band instruments. It provides an extra dimension to a school music program ensuring that educational outcomes are maximised for all students. It provides the opportunity for musical development of students through instrumental instruction on a group basis and ensemble and performance experience.



## PRINCIPLES OF THE PROGRAM

- ✚ Group tuition on orchestral or band instruments following the Queensland Instrumental Music Curriculum
- ✚ Provision of ensemble participation and performance experience
- ✚ Students are to have at least two contact periods per week, one in a group instrumental lesson and at least one in an ensemble rehearsal
- ✚ The minimum number of students per lesson group will be no fewer than 3 and will not exceed 10. Under NO circumstances are students to be taught individually
- ✚ The duration of the lesson should be not less than 30 minutes. Timetabling and grouping is at the discretion of the IM teacher and Principal

## SELECTION OF STUDENTS

Student in Years 4 – 12 (woodwind, brass, percussion) are eligible to be considered for enrolment into the instrumental program. Students are selected for entry into the program through the recruitment process in the preceding year. All Year 3 students have equal opportunity during the recruitment process.

This may include:

- General music aptitude test
- Responsibility, organisation, academic and behaviour ability as assessed by the class teachers
- Physical suitability for particular instruments
- A knowledge and acceptance of the expectations of the program and home support
- Instrument availability
- The need to recruit a balanced group of instruments
- Teacher time allocation

Students may make instrument choices based on:

- Seeing and hearing the instruments played
- Knowing the type of music the instrument plays
- Information provided around the challenges of each instrument including getting the instrument to and from school



## LESSONS

- ✚ Group lessons run for 30 minutes, once a week during class time on a **rotating** timetable. Students leave their regular class to attend these lessons. It is the students' responsibility to catch up on any class work they may have missed.
- ✚ Lesson timetables are displayed on the Music Room noticeboard, in their regular classroom and students are given a copy for their personal use.
- ✚ Attendance at every Instrumental lesson is **compulsory**.
- ✚ Lessons follow the Queensland Instrumental Music Curriculum
- ✚ All students will be required to sit regular practical assessments and will receive a report at the end of each semester. Their assessments will be recorded as part of the Curriculum requirements for assessment.
- ✚ Where students need to change a lesson, they are expected to inform the Instrumental Music Teacher **before** the lesson. Lessons can only be altered if there is an **assessment clash**.
- ✚ Failure to attend lessons will affect the student being allowed to perform in ensembles and also affect their assessment results. Continued failure to attend may result in their exclusion from the program.

## ENSEMBLES

- ✚ Students must be part of an ensemble, Concert Band or String Ensemble
- ✚ These rehearsals occur outside of school hours
- ✚ Students must be having lessons on their instrument to participate in the ensembles
- ✚ Students successful participation in their ensemble is part of their assessment
- ✚ Failure to attend rehearsals will affect the students' performance, results and can ultimately lead to exclusion from the program.
- ✚ Parents/Guardians will be contacted via email when students miss a rehearsal without notification.
- ✚ If a student is going to be absent from or late to an outside school hour's rehearsal or performance it is important for the safety of the student that parents inform the IM teacher as soon as possible. This can be done via email.

### ENSEMBLE SCHEDULE STARTING IN WEEK 3 FOR ALL STUDENTS

|              |  |                                   |                   |
|--------------|--|-----------------------------------|-------------------|
| Concert Band | Students in year 4, 5 & 6<br>(non-beginners) | Tuesday – 11.15am – music<br>room | Mrs<br>Richardson |
|              |  |                                   |                   |
|              |  |                                   |                   |
|              |  |                                   |                   |



## PERFORMANCES/WORKSHOPS

- ✚ Ensembles will be given the opportunity to performance at least once per term in terms 2, 3 and 4, this may occur outside of school hours
- ✚ Attendance at all performances is compulsory as part of their commitment to the program
- ✚ It is the responsibility of the parents/guardians to provide transport etc so that the student can participate
- ✚ Regional and cluster workshops are run on a regular basis and students are encouraged to attend these events. Any cost associated with these events is generally the responsibility of the parents/Guardians

## PERFORMANCE UNIFORM

- ✚ Concert Band students are to wear their best school uniform for all performances.

## EXPECTATIONS AND PROCEDURES

- ✚ Students must attend all lessons and ensemble rehearsals. Punctuality is vital.
- ✚ Attendance at all performances, both within the school and in the community are mandatory for all students involved in ensembles.
- ✚ Students who miss performances without probable cause, will have their position in the program reviewed by the principal.
- ✚ Unavoidable absence must be explained by email or phone call as soon as possible.
- ✚ Students must practice at home
- ✚ Students must commit to the **full school calendar year**. Bands and ensembles depend heavily on the participation of **every member, every time**.
- ✚ Parents will be contacted via email if a student misses a lesson or rehearsal without appropriate notification
- ✚ Students who miss lessons or rehearsals, may jeopardise their place in the program. Please note that if a student is removed from the program due to a break in their participation & commitment contract, NO monetary refund will be given.

This discipline, we believe, will contribute not only to a student's musical development, but to his/her personal development as well.





## COSTS OF PARTICIPATION

### Costs (How much do I need to pay?)

- ✚ All Students - \$25.00 Instrumental Music Levy
- Plus:
- ✚ \$50.00 for instrument hire (*if using a school instrument*)
- ✚ \$20 Workshop Fee

The school will invoice each student once all the required paperwork (participation and commitment contract, loan agreement form etc) has been sign and received.

## INSTRUMENTS

- ✚ Beginning students will be assigned a school instrument by the Instrumental Music Teacher with regard to the student's previous music experience, aptitude, the program needs, availability of instruments and teacher time.
- ✚ A loan agreement must be signed by the parents and returned to the school office BEFORE the instrument is issued to the student.
- ✚ Students who borrow a school instrument are required to pay an Instrument Maintenance Fee of \$50 per year.
- ✚ The loan period on smaller instruments is limited to 12 months, larger instruments can be hired for longer periods. Please note that once a student has hired a smaller instrument for their FIRST year of playing they are then required to purchase their own instrument or seek external hire.
  - **Smaller instruments: LIMITED HIRE**  
Flute, Clarinet, Alto Saxophone, Trumpet, Trombone
  - **Larger instruments may include: LONGER HIRE**  
Tenor Saxophone, Bass Clarinet, Euphonium
- ✚ In the event where demand exceeds the number of instruments available for hire, large instruments will be allocated from the earliest date on enrolment forms. If no school instruments are available from the school, parents may need to source an external provider to hire instruments.
- ✚ Having your own instrument does not guarantee your child a position in the program. Please see Selection of Students for details.



## CONDITIONS FOR THE LOAN OF A SCHOOL INSTRUMENT

1. The instrument is to be used ONLY by the student to whom it is loaned
2. Every care and attention will be given to the instrument during the period of the loan
3. The instrument is returnable upon demand at any time for inspection, repair and adjustment or for any other reason.
4. In the event of accidental loss or damage the circumstances will be immediately reported to the school
5. If, in the opinion of the instrumental music teacher, a student is not carrying out due responsibility, is not practising or committing to the programs' requirements, the period of the loan will be terminated and the instrument promptly returned.
6. The student/parent/guardian will be financially responsible for any wilful or negligent damage to the instrument. The school will cover the costs of the general servicing of the instrument.
7. It is recommended that school and personal instruments be covered by personal/home contents insurance.

## PURCHASING YOUR OWN INSTRUMENT

Instruments are made available by the school for beginner students to experience the instrument before parents invest in their own.

Students continuing after the first year are required to purchase an instrument (or hire externally) with the exception of the larger more expensive instruments. Please see the Instrument section above to more details.

Once the loan period on the school instrument has expired, you will need to purchase (or hire externally) a suitable and good quality instrument for your child to use in the program. The exception is the larger, more expensive instruments that can be re-loaned through the school. Please see 'Instrument Selection' above for more details. You will be notified by Term 4 of the preceding year that your child will need an instrument. The instrumental teacher will also provide further information at his point regarding the sizing and brand recommendations.

### Second-hand Instruments

When investing your time and money into a second-hand instrument please do so in consultation with your child's instrumental music teacher. Do not purchase instruments sight-unseen from the internet or purchase the first instrument handed to you at a music store. Please contact your teacher before you hand over your hard earned money.

Ensure that the instrument is easy to play, plays in tune and will not have mechanical difficulties. Cheap models are often made of inferior materials and while you may save on the initial outlay, the repair costs overtime will outweigh the savings. Many instrument repairers will also not attempt repairing lower quality instruments as they are unable to guarantee them. Also be aware that the internet is full of 'fake' instruments with respected brands on them. It is recommended that you purchase instruments through a reputable music store as they will have warranties attached to them. Higher quality instruments also have a good resale value if your child needs to upgrade in the future.





## **INSTRUMENTAL MUSIC CURRICULUM AND QCE POINTS FOR YEAR 11 & 12**

2019 saw the full implementation of the Qld Instrumental Music Curriculum. This curriculum has 10 levels of study and students should expect to achieve one level between 8 months to one year of instruction. Students will be required to attend all lessons and complete a number of practical informal and formal assessments in each term. Reporting will remain as each semester. Students in year 11 & 12, who are studying level 7 or higher in the curriculum are eligible for 1 QCE each level point towards their Qld Certificate of Education. They must successfully fulfil stringent requirements of assessment and 55 hours of contact (weekly lesson + rehearsal). Speak to your Instrumental Teacher for extra information.

### **CLASS RESOURCES & EQUIPMENT**

All students will require additional resources and equipment for their lessons and home practice. For beginner students there is a detailed list at the back of this handbook outlining equipment that will be required BEFORE their first lesson. Some of this equipment will need to be replaced as they are consumable and/or run out. Students will also need to upgrade their class text/method books as they progress.

### **COMMUNICATION**

Timely and clear communication between all parties is a very important factor in the success of your child. If there are any circumstances that affect your child's participation and progress in the program, or you have any queries, please let the Instrumental staff know. We in turn are committed to the timely communication with you.

The IM teacher will notify parents of any unexplained lesson or rehearsal absences or lateness, lack of organisation, poor progress or a decline in attitude towards the program. This is done with the view of working together with the family to address any issues that may have arisen and together find a solution that will ensure the child can move forward successfully.





## METHODS OF COMMUNICATION

### **ClassDojo**

ClassDojo is the best mode of communication.

### **Newsletter**

Instrumental Music News will be in the school newsletter at different times in the year.

## STAFF DETAILS & CONTACTS

Mrs. Suzanne Richardson – Band Teacher

Teaching Days 2026

Tuesday: Concert Band Rehearsal  
Band Lessons

Email: [srich94@eq.edu.au](mailto:srich94@eq.edu.au)  
Phone: 0418 982 296  
School: 41 208000





## TEACHER ABSENCE

From time to time the IM teacher may be absent. If this due to a planned event, such as a regional activity students and parents will be notified via ClassDojo message and the newsletter. If it is due to illness to another unplanned event, parents may receive a message on ClassDojo (if possible) before school or a post from the school on Facebook.

## STUDENT WITHDRAWAL

A **Contract of Commitment and Participation** is signed by all parties at the commencement of the program. The expectation is that all students will continue in the IM program for a minimum of one school year with the view to continuing through to the end of their schooling. Enrolment may be discontinued by the Principal if attendance, practice, progress or aptitude are inadequate.

In the event that a student wishes to leave the program, the parents and students must attend an interview with the instrumental music teacher. At this meeting a plan of action is developed to assist the student in re-engaging with the program. If the child still would like to leave the program a note must be provided to the office and the Instrumental Music teacher.

## DOCUMENTS

School Instrument Accident Form  
Equipment list  
Commitment and Participation Contract





### SCHOOL INSTRUMENT DAMAGE REPORT

Parent/Guardian's Name: \_\_\_\_\_  
Name of Child in Program: \_\_\_\_\_  
Year Level and Class of Child: \_\_\_\_\_  
Type of instrument damaged: \_\_\_\_\_  
Identifying (EQ) number of instrument (if known): \_\_\_\_\_

Description of Event that caused damage to instrument:  
(including date and time of event and any persons involved)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of damage that occurred to instrument:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person at (the school) notified: \_\_\_\_\_  
Date & Time Notified: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Contact email & Phone: \_\_\_\_\_  
\_\_\_\_\_

This form is to be completed is any damage occurs to the instrument on loan from the school. Please attached any other supporting documents, more information and photos if possible.





## Equipment Requirements for Instrumental Music

|      |  |
|------|--|
|      |  |
| Band | Instrument<br>Reeds and cork grease (Clarinet/Saxophone)<br>Valve oil (Brass)<br>Cleaning cloth<br>Essential Elements for your instrument Book 1 or 2<br>Display Folder<br>Pegs<br>Bag for equipment<br>Fold up music stand (for home) |



## COMMITMENT AND PARTICIPATION CONTRACT

To be involved in the Instrumental Music Program, students, parents and guardians are asked to agree to the following. Please read carefully. **Please return by week 3, Term 1.**

### STUDENT'S RESPONSIBILITIES

- (a) Student must attend Instrumental Music lesson once a week at a predetermined time. They will exit their normal class in order to do this. It is the students' responsibility to catch up on any class work missed during this time.
- (b) Student must bring all equipment (instrument, accessories) to each lesson
- (c) Students must make every effort to care for their instrument.
- (d) Students must commit to regular practice as directed by the Instrumental Music Teacher.
- (e) Students attend all ensemble rehearsals and attend all performances.

### PARENT'S/GUARDIANS RESPONSIBILITIES

- (a) Parents are to assist the student in caring for their instrument.
- (b) Parents are strongly encouraged to assist their child with a practice routine as directed by the Instrumental Music Teacher.
- (d) Parents are strongly encouraged to communicate directly with the Instrumental Teacher if their child is experiencing difficulties or there is a problem with the instrument.
- (e) Parents must provide the additional accessories as required

Please note that failure to uphold these responsibilities may see the child removed from the program the instrument returned to the department

### **I agree to the above**

Parent's/Guardians Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent's/Guardian's best email contact and phone number**

Email \_\_\_\_\_

Phone \_\_\_\_\_

