



MUSIC PERFORMANCE PROGRAM

2018 HANDBOOK

*Complements the Music Performance Program Enrolment Form
& Music Performance Program Policy Document*



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1. Introduction

Welcome to the **Villanova College Music Performance Program**. Playing and learning a musical instrument, individually and in a group situation, is one of the unique ways in which we can explore the human experience. Music performance at Villanova College is an exciting and community building activity, in which boys are given the opportunity to work collectively in developing an ability to express their understanding of the human condition in a safe, supportive environment. Research suggests there are numerous extra-musical benefits that may be gained through musical performance, notably in the academic, social and emotional spheres of a student's life. Congratulations on your decision to provide this opportunity for your son.

This handbook has been produced to outline the basic functions of the program and give an overview of the Music Performance Program Policy Document. Confusion regarding process, responsibilities and requirements can detrimentally affect your son's musical experience; this document is a guide to assist in answering some of the operational questions related to performance music at Villanova College. **Before enrolling your son in lessons, please ensure both you and your child are aware of and understand the information contained within this booklet.**

This document is an abridged edition of the Music Performance Program Policy Document that contains pertinent information for students and parents. Please refer to the Policy Document or contact the Music Department directly should you require any further clarification. Whilst this opportunity is offered by the College, we expect students to accept some responsibility for their involvement and the impact this may have on their academic and other co-curricular activities.

2. Expectations

Enrolment in the Music Performance Program at Villanova College will require students, parents, and music staff to be prepared for and cognisant of time constraints and pressures surrounding the day-to-day participation in school life. As such, responsibility lies with all to ensure that communication is clear and timely, and that all interactions are conducted in a positive, constructive manner.

Students are expected to:

- 1. attend their weekly lesson;*
- 2. practice regularly, as directed by their teacher;*
- 3. attend all of their scheduled ensemble rehearsals and performances;*
- 4. prepare all music as required by their teacher;*
- 5. demonstrate continual improvement; and,*
- 6. accept responsibility for proactively solving scheduling conflicts.*



Parents are expected to:

- 1. assist their child by providing an appropriate place and time for practice in the home;*
- 2. guide their child through time management planning processes surrounding practice, study, work and other activities;*
- 3. support their child through constructive, positive comments regarding their musical progress;*
- 4. assist their child in attending all rehearsals, lessons and performances punctually;*
- 5. guide their child through the skills required to negotiate positively with adults; and,*
- 6. lend their moral support to their child's musical activities by attending concerts and recitals.*

Teachers are expected to:

- 1. prepare lessons, rehearsals and materials that are suitable to the student's age and stage of development;*
- 2. plan for the musical development of each student for the short, medium and long term;*
- 3. communicate clearly, positively, and in a timely manner any concerns regarding student attendance or progress with the student, parents and Director of Music;*
- 4. engage with all staff, students and parents in a positive manner with the goal of working proactively and collectively toward the holistic development of the child.*

3. BROAD AIMS OF THE MUSIC PERFORMANCE PROGRAM

The aim of the Music Performance Program is the development of students' musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsal and performance. Undertaking the study of music not only involves the learning of new skills, it also teaches important timetabling and time management skills, as students are given the responsibility of managing their lesson timetables.

Involvement in music is not seen as an end in itself but rather as something that will add significantly to the quality of life both now at school and later in life. It is inevitable that scheduling conflicts will arise between music and sport, assessment, camps, excursions and other co-curricular activities. Learning to manage conflict using proper communication and forward-thinking is an invaluable life skill.

Students will be encouraged to participate in a wide variety of musical ensembles and musical activities, allowing them to experience the joys of music making and to stimulate their creativity.

4. LESSONS AVAILABLE AT VILLANOVA COLLEGE

Tuition is available to students in the following specialties:

<i>Violin</i>	<i>Flute</i>	<i>French Horn</i>	<i>Voice</i>
<i>Viola</i>	<i>Oboe / Bassoon</i>	<i>Trumpet</i>	<i>Classical Guitar</i>
<i>Cello</i>	<i>Clarinet</i>	<i>Trombone</i>	<i>Percussion</i>
<i>Double Bass</i>	<i>Bass Clarinet</i>	<i>Euphonium</i>	<i>Piano</i>
<i>Electric Bass</i>	<i>Saxophone</i>	<i>Tuba</i>	<i>Music Theory</i>

5. LESSON ENROLMENT

To enrol or adjust your child's music enrolment, including lesson cancellation, the submission of our Music Performance Program ***Enrolment and Cancellation Form*** is required. This document can be downloaded from the Music Department website, or picked up at the Music Office. The Enrolment and Cancellation form comprises an agreement between the student's family and the College regarding the student's enrolment in the program and an implied agreement to pay all associated fees.

Waiting lists may exist on some instruments, so the submission of a form does not guarantee a place in a tutor's studio. Continuing enrolment in the program requires renewal each year. **Lesson cancellations require at least 3 weeks notice prior to the end of term.** Students and parents wishing to withdraw their son from the Music Performance Program may be asked to complete a short online questionnaire to assist us in developing the program for current and future students.

6. LESSON STRUCTURE

Upon enrolment in the program, students will have access to one private lesson per week with a specialist teacher on their chosen instrument. Generally these lessons will be on an individual basis; however, in 2017 **Middle School students will have access to group tuition.** Our teachers are some of Brisbane's finest professional musicians, and we are very pleased to have them working as members of our faculty.

Music lessons are 30 minutes in duration, scheduled during school time. A select number of boys request an hour private lesson and this is generally limited to Year 12 boys in the Music Extension Program. Lesson times will change each week on a rotational timetable so that students do not miss the same school lesson each week. Unfortunately, we are unable to cater for requests for a

'fixed' lesson time, unless it is a senior student who has an Independent Study Period on the day his tutor is present. This model is common across all private, government and independent schools.

If a student, for any genuine reason, is unable to attend his instrumental lesson, he must advise his music tutor or the Music Office **at least a day in advance**. In most cases, an alternative lesson time can then be arranged if enough advance notice is given. However, ***if the student or parent does not notify us in advance, or simply forgets to come to the lesson, the lesson cost will be incurred by the parent and a re-scheduled lesson cannot occur.*** Even when a student is absent on official College excursions, year-level camps or because of assessment, it is still vital that the Music Office and/or Tutor is contacted to rearrange the lesson.

It is a College policy that we do not ring classrooms if a student has not shown up to his lesson. With nearly 300 boys in lessons each week, this is disruptive to the learning environment across the campus and the general operations of the Music Office.

Parents and students will be contacted through either the Music Office or teacher with notification regarding an absence from a lesson and or rehearsal.

7. ABSENCES

A successful program can only remain so with the commitment of parents, staff and students. Continued absence from lesson and/or rehearsal can cause problems within the lesson group or ensemble. In order to keep a good working relationship between students, tutors and parents, there are specific communication guidelines to follow outlined below.

- ***Notice of absence must be provided directly to the Music Office or to the Tutor*** at least 24 hours prior to the scheduled lesson, or by 8:30am on the day in the case of illness. A note to the Pastoral Teacher or to the Main Office is unfortunately not sufficient as there is no assurance it will make it to the Music Office with enough time for rescheduling to happen.
- An ***excused absence*** will be marked in the attendance register if a student is away on camp, an excursion, or cannot leave class due to assessment, providing enough notice was given for the tutor to re-schedule their lessons for the day, and therefore not lose the teaching time.
- An ***unexcused absence*** will be marked in the attendance register if a student does not show up to a scheduled lesson without the tutor being notified in enough time to re-schedule. In this case, the scheduled lesson is forfeited. Notification will be sent to parents when an '***unexcused absence***' is recorded in the attendance register. Confirmation of the receipt of this notification will be required either via email or phone call to the Music Office.
- ***If a student is away sick***, a call directly to the **Music Office or music tutor prior to 8:30am** is required to avoid being billed for the lesson. This allows us to reschedule another student

into the timeslot, and therefore allow the tutor to go home early. Notification after 8:30am will unfortunately result in that lesson being forfeited.

- ***Recurring absences*** without written explanation could result a student's exclusion from a performance or in extreme cases, from the program.

8. Lesson Content and Purpose

The purpose of lessons offered through the Music Performance Program at Villanova College is to assist each student with their musical development so as to enhance their enjoyment of making music in community. Students will be guided through a work program designed by our staff, based on technical and musical development. This work program utilises materials common to external authority examination syllabi, such as the Australian Music Examinations Board and Trinity College London. This program is available for your perusal upon request.

Whilst external exam preparation is not the focus of lessons within the program, students are encouraged to consider this option and incorporate AMEB or Trinity assessment into their long-term planning. Further information regarding this opportunity is available through the Music Office, or alternatively refer to the following websites:

Australian Music Examinations Board: www.ameb.qld.edu.au

Trinity College London: www.trinitycollege.com

9. Evaluation

Students involved in the Music Performance Program will be assessed during lessons at the end of each term and a report on their progress will be sent to their parents at the end of each semester. Term 4 assessment will incorporate a 'mock exam' scenario with the student performing set work for their teacher and the Director of Music (or designate as appropriate). This assessment may be used as an audition toward the development of ensemble membership for the following academic year.

10. Music Diaries

All students enrolled in lessons are given a music lesson diary book by their tutor, and it should remain with their music at all times. This serves the purpose of keeping all information about what to practice, resources that may be required, communication to parents and a log of practice time. Parents are encouraged to regularly check your son's music diary for communication, as well as to read the section in the front ***"Hints for Parents."*** In addition, there is a space for music tutors and parents to write notes to each other in order to stay in touch. Students are encouraged to use their formal College Diary to keep their lesson timetables in, so they can learn to timetable all of their commitments in one central place.

Students are also required to bring their **College diary to their lessons** for their tutor to sign, as this validates their time away from class for the purposes of the music lesson.

11. VNC Music Shop

Many books and accessories needed for lessons may be purchased from the Villa Music Shop, located in the Music Office. This assists families in purchasing the correct items for their child, conveniently supplied at a similar price paid in retail stores.

12. MUSIC FEES

Lesson charges for students involved in the Music Performance Program at Villanova College are comparable to most private and independent schools in Queensland, and are based around rates outlined by the Music Teachers Association of Queensland. Charges for lessons are as follows:

Individual Lesson (30 minutes)	\$330 per term
Group Lesson (30 minutes)	\$200 per term
Individual Lesson (one hour)	\$660 per term
Ensemble Levy (lessons at school)	\$10 per term
Ensemble Levy (lessons outside)	\$30 per term
Instrument Hire	\$100 per semester

We have introduced an ensemble levy to assist with covering the costs of running ensembles at Villanova College. This levy will also cover excursions, masterclasses and workshops that may be scheduled throughout the year.

Availability of group lessons will be dependent upon the number of students wishing to take up this option.

Parents are invoiced quarterly on the College accounts. By billing for only 32 weeks of the year, this naturally allows for time throughout the year where a lesson may not be possible. Attendance logs are meticulously kept and are reviewed each semester to account for excursions, sickness, and other **excused absences** (*see below*).

13. Instrument Hire

Students hiring college instruments will do so via the Music Shop, and charges will be placed on the school fees. Currently the annual hire fee is \$100/semester. All percussionists in the Music Performance Program will be required to pay this fee to assist with the use and upkeep of the many expensive percussion instruments that they have access to but are not required to purchase individually.

14. PERFORMING ENSEMBLES



The College has approximately 30 performing ensembles operating throughout the year including: Symphony Orchestras, String Orchestras, Concert Bands, Vocal Ensembles, Guitar Ensembles, Percussion Ensembles, Jazz Ensembles, Commercial (Contemporary) ensembles and Chamber String, Woodwind, and Brass Ensembles. Students also have the opportunity to be involved in all aspects of stage performance in the biennial Musical produced by Villanova and Loreto Colleges. We also undertake domestic and international senior music tours intermittently, and often perform in festivals, competitions and special concerts in addition to our performances at the College.

**Involvement in College ensembles requires boys to be in private or small group tuition either at Villanova or off campus.*

15. STUDENT ENSEMBLE OBLIGATIONS

Students involved in the Music Performance Program are required, without exception, to perform in the core ensemble that is appropriate to his instrument or voice. Ensemble placement is decided by audition and /or in consultation with the Director of Music.

Core ensembles are designated as follows:

Brass / Woodwind	Concert Band ensemble as designated by the Director of Music
Guitar / Bass	Guitar Ensemble as designated by the Director of Music
Orchestral Strings	String Ensemble as designated by the Director of Music
Percussion	Percussion Ensemble or Concert Band ensemble as designated by the Director of Music
Piano	No designated ensemble; however, students are encouraged to participate in the program in any way that may be appropriate to their skill level and musicianship.
Voice	Appropriate Choir as designated by the Director of Music

Proposed performance dates for the year are posted in the calendar, however closer to each performance details and any schedule changes are provided in the newsletter and on the department website: www.vnc.qld.edu.au/music. As much forward notice is given of a special event (such as requests to play for concerts, festivals etc) as is possible. If students are unsure of their responsibilities, they should discuss their concerns with their music tutor, ensemble director, or the Director of Music. The rehearsals that precede an event are as important as the event itself. If a student finds himself in a date conflict, it is imperative that he discusses this with the Director of Music as soon as possible, as there is often a solution that may not have been considered yet!

Please do not hesitate to contact the Music Office with any questions or concerns you may have!