VILLANOVA COLLEGE



MUSIC PERFORMANCE PROGRAM

2027 Handbook

Complements the Music Performance Program Enrolment Form and 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 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' cognitive, 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. There is current peer-reviewed research that confirms the link between neurological development and learning a musical instrument; playing an instrument prepares the brain for learning. Participation in this program will assist your son's academic development.

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:

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

5. LESSON ENROLMENT

To enrol or adjust your child's music enrolment, including lesson cancellation, the submission of our Music Performance Program **Enrolment Form** is required. This document can be accessed via the following link: Music Enrolment Form. This form is also accessible via contacting the Villanova College 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.

Continuing enrolment in the program requires renewal each year. Once renewed, enrolment in lessons is perpetual and continues into the following term. **Lesson cancellations require the submission of an Enrolment Form** (tick 'Cancellation' box) **to the Music Office at least three weeks' notice prior to the end of term. Cancellations after this census date will incur next term's tuition fee.** The census date for changes to enrolment (including cancellation) will be communicated to families via the newsletter. 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. Waiting lists may exist on some instruments, so the submission of a form does not guarantee a place in a tutor's studio.

6. LESSON STRUCTURE

Upon enrolment in the program, students will have access to one lesson per week with a specialist teacher on their chosen instrument. Lessons may be taken on an individual or group basis. 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, 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.

Should the situation arise that a lesson needs to be rescheduled, private lessons will be rescheduled to a mutually convenient time for both student and teacher. If a student requires a group lesson to be rescheduled, **they will be placed with another group lesson at a time appropriate to the teacher's teaching schedule.**

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

Refunds will not be given for missed lessons due to unexplained absences.

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. YEAR 5 IMMERSION PROGRAM

Every student in Year 5 will learn an orchestral string or band instrument across throughout the year. The College invests in each student's musical education for the year, as a means of demonstrating their support and acknowledgement of the extramusical benefits this experience brings to the cognitive, social, and emotional development of the student. Each student will receive an instrument, one group lesson, and one ensemble rehearsal per week.

Students who have not learned a band or orchestral instrument before will have their group lesson scheduled on a Tuesday, as one of their regular timetabled classes. They will also be required to attend an ensemble rehearsal before school on a Tuesday morning (choir in Term 1, band or orchestra from Term 2 onward).

Students who have been learning a band or orchestral instrument prior to coming to Villanova will participate in our Aural Musicianship Program (AMP), scheduled at the same time as their classmate's Immersion Program, where they will develop their aural awareness through movement, singing, and games. They will be allocated to a core ensemble appropriate to their level of development, and will be provided complimentary access to a group lesson in the Co-Curricular Music Program. If families would like to upgrade this to a private lesson, there will be an additional cost to cover the 'gap' between the private lesson and the subsidised group lesson. Availability of private lessons for Year 5 students will be contingent upon teacher and resource availability. N.B. – this only stands for band and orchestral string instruments.

All lessons in the Year 5 Immersion or Aural Musicianship Program are NOT able to be rescheduled due to illness as these operate akin to timetabled classes.

9. 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.

Students engaging in tuition on Wind, Brass, Percussion, and Orchestral String instruments will be completing assessment that may lead to the accrual of points towards their Queensland Certificate of Education. Those students who meet requirements for levels 7 and above of the Instrumental Music Curriculum will have their achievement registered against their learning record.

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

10. EVALUATION

An assessment program has been developed for all students involved in the Music Performance Program. These assessment tasks provide an opportunity for students to demonstrate their learning across a pre-determined period of time. Students are currently assessed four times across the year (9 weeks apart) at periods away from academic assessment. These tasks are moderated and reported upon through the College Webbook and academic reporting procedures; parents are able to monitor this through Parent Lounge across the year.

11. MUSIC DIARIES & COMMUNICATION – Teams, myVilla

With student-wide access to digital devices, the Music Performance Program will continue to access Teams as the primary source of communication regarding lesson requirements, practice routine, and communication with parents. Please ensure you speak with your son regarding their Teams use and seek access to allow you to support his skill development in communication, goal setting, and effective planning and reflection.

As the College moves to implement 'myVilla' across all aspects of College life, the Music Program will move to this platform for key information, and learning and assessment. **Currently, students can view their co-curricular music lesson, and ensemble rehearsal, in their personal calendar in myVilla**. This will continue to be the repository of scheduling information for your son's musical participation.





12. 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.

13. 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)	**$430 per term**
Group Lesson (30 minutes)	**$245 per term**
Individual Lesson (one hour)	**$860 per term**
Ensemble Levy	**$40 per term**
Instrument Hire	**$80 per term**

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.

Lesson fees are attributed to College accounts annually and are charged by a term, not a weekly quantum. The lesson fee entitles each student to at least 32 lessons across the year. Please refer to **Section 5 – Lesson Enrolment** for discussion regarding changes to enrolment. Lesson fees will not be cancelled or refunded unless procedure has been followed and appropriate communication has occurred.

14. INSTRUMENT HIRE

Students hiring college instruments will do so via the Music Department, and charges will be placed on the school fees. Currently the annual hire fee is $160/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.

15. 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. 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 does require students to be in private or small group tuition either at Villanova or off campus.

16. 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	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

Participation in more advanced ensembles (i.e. Symphonic Band, Sinfonia String Orchestra, Guitar Ensemble 1, Supernovans, Big Band, etc.) may require students to participate in our annual music camp. Information regarding this activity is distributed well in advance of the event to allow adequate planning time for families.

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!



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