



2020 BAND HANDBOOK

Avalon Public School Band

A NOTE FROM THE DIRECTOR OF BANDS

Sarah Shaw

In a perfect world every child would have the chance to play a musical instrument and learn to read music. There is an enormous amount of scientific evidence showing the benefits to those who do and those benefits are life-long. It is my great privilege to be part of this opportunity for many students at Avalon Public School. This is of great personal significance to me as my own musical career began here.

Band is a fantastic way to introduce children to learning music. For many, the team environment provides a familiar and motivating forum which is much more fun than learning and playing on your own. Regular performances of all the bands create terrific goal setting opportunities, the chance for recognition, encouragement and a huge sense of achievement for the students.

Not all students will become professional musicians but the aim should be to give them the many benefits of the experience in the same way that we encourage all students to play a sport without expecting them all to become elite athletes. Developing well rounded confident adults with lots of options is the priority.

My job as Director of Bands is an extremely rewarding one. I am deeply interested in helping each student to be the best that they can be and have yet to find a student that "just isn't musical". I believe it is a matter of finding the right path for each of them. I welcome open communication with parents as this process works best as a team effort.

As a Band Director I conduct bands from beginner to adult ensembles. I see in action every week the benefits of music for all my band members, from the 8 year olds to the 80 year olds, and I look forward to helping your child get started!

Welcome

Jess Robertson

The Avalon Public Band program is a not for profit organisation, a sub-committee of the P&C Association, totally self-funded and volunteer administered extra-curricular program. Although it is run independently, the program is supported by the school and is a source of pride for the school community.

Our Band program is one of the longest continually running school programs, dating back to 1973 when there were 35 players, including Mrs Shaw when she was in Year 4! Today we have over 135 players performing in 4 bands (Training, Concert, Senior and Stage) which is one of the biggest extracurricular programs at Avalon Public and our largest band program in the last 10 years.

From Year 3 - 6, ALL students are invited to join the School Band program and learn a musical instrument. Instrument compatibility (dexterity and blow tests) occur in Year 2, (Term 4) with a written offer to join the Training Band and the recommended instrument. It is not expected

that your child undertake music tuition before joining the Band. Our band program is inclusive and a place in the Training Band is offered to all applicants. Music is a place for everyone.

As students develop in their musical ability, and as opportunities arise, they progress from our beginner Training Band through to Concert Band, then Senior Band. Students from Senior Band seeking extra musical challenge also have the opportunity to join the Stage Band.

The Band Committee employs a Director and Assistant Director of Bands who, with the volunteer Committee, is responsible for delivering the Band program.

Band is a significant commitment. All students are required to have weekly private tuition and attend ALL rehearsals and performances held during, and out of school hours. Failure to attend a performance lets the entire Band down as each member depends on the other to create beautiful and fun music. However, participation in the Band program will reward your child with a journey of creative expression, teach commitment and responsibility, build confidence in accomplishing a new skill and is also just lots of fun!

BAND REQUIREMENTS & REHEARSALS

All Band rehearsals take place in Elouera. Please ensure your child comes to every rehearsal with their instrument, reeds, valve grease, cleaning cloth and red music folder. Training Band must also bring their "Standard of Excellence" book.

| | | |
|----------------------|-----------|--|
| Training Band | Tuesday | 8.30am to 9.20am |
| | Thursday | 8.30am to 9.20am |
| Concert Band | Monday | 7.45am to 9.00am (7.45 arrival for set up) |
| | Wednesday | 7.45am to 9.00am (7.45 arrival for set up) |
| Senior Band | Tuesday | 7.30am to 8.30am (7.20am arrival for set up) |
| | Thursday | 7.30am to 8.30am (7.20am arrival for set up) |
| Stage Band | Thursday | 3.30pm to 4.30pm |

Rehearsal attendance is mandatory. Please notify the Band Parent on Teamstuff or the Director of Bands via SMS 0414 343 818, or email sarah.shaw001@bigpond.com if your child cannot attend a rehearsal.

All students should arrive on time, assist with set-up and pack down if required and be ready to rehearse from the scheduled start time.

If a child's instrument is missing/broken/under repair they are still expected to attend rehearsals.

School excursions departing before school hours may occasionally require a student to miss part of a rehearsal – please notify the Director of Bands as above. All children attending an excursion will be released from rehearsal with ample time to meet their excursion bus.

Administration and Funding

The band is a self-funding organisation and is run by a team of volunteers who form the Band Committee. The Director of Bands is hired and paid to audition, conduct and develop Avalon's four school bands. The Assistant Director of Bands supports the Director of Bands at various rehearsals and performances. Annual Band Fees are set by the Committee by the beginning of each year and, together with fundraising events, are the only income streams that permit the Band program to operate. The successful implementation of the Band program is totally reliant on this income and your support in the prompt payment of Band fees and participation at fundraising events is fundamental to the Band program's success.

Fees

Training Band Instrument Hire fees will be issued in the January school holidays with Annual Band fees invoiced midway through Term 1. Concert and Senior Band Annual Band Fees and Instrument Hire Invoices will be emailed at the beginning of Term 1. Stage Band invoices will be issued at the beginning of Term 2. Band Camp invoices will be issued at the beginning of Term 2.

Payment terms are 14 days from issue and, if hiring an instrument, prior to collection. If there is any reason why an invoice cannot be paid within this timeframe, please notify the Treasurer - avalonbandtreasurer@gmail.com.

A sibling discount of 10% of the Annual Band Fee is offered to the youngest sibling in the Band program.

The band has a No pay, No play policy and, regrettably, students who are not financial, within a reasonable timeframe will not be permitted to attend band rehearsals or performances until their fees have been paid or a payment plan arranged.

Fee Schedule

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|-----------------|---|
| Training Band | \$475 |
| Concert Band | \$355 |
| Senior Band | \$355 |
| Stage Band | \$160 |
| Instrument Hire | \$220 (Drum/Percussion Students exempt) |

| | |
|---------------------|---|
| Band Camp | PROPOSED FEE STRUCTURE - MAY CHANGE |
| Training Band | \$275 2 day camp with no overnight stay |
| Concert/Senior Band | \$400 2 day camp with overnight stay |

Refund policy and withdrawal from band

Please advise the Band Director and Band President in writing if you intend to withdraw permanently from the band. Generally no refunds will be given after a grace period of four weeks from the start of your child's band rehearsals however refund requests will be considered on a case by case basis. All correspondence will be kept confidential. Due to servicing and maintenance costs incurred by the Band prior to the allocation of hired

instruments, there can be no refunds on the instrument component of your fees after Term 1. Training Band students departing the program during Term 1 will have 50% of their Annual Instrument hire fee returned.

Music Tuition & Tutor List

Weekly private instrumental tuition is mandatory for all band students for a minimum of 30 minutes per week. The tutor should cover instrument care/maintenance, music theory, band music and other music of interest. Parents need to organise and pay for private tutors. The Director of Bands prepares and will distribute a list of recommended tutors who tutor locally outside school hours. These tutors are recommended as they work closely with the Director of Bands to ensure that students are best supported and each tutor is kept up to date with the Band Program. Please contact the tutor directly to arrange tuition times once the list is distributed for 2020. If you are unable to organise a suitable tutor or wish to have a tutor not on this list, please contact the Director of Bands to discuss.

Training Band

Training Band is our entry level band comprising mostly Grade 3 students with little or no prior experience. The Training Band introduces students to performing as an ensemble and gaining confidence in playing an instrument in a fun and positive environment.

Concert Band

The Concert Band is for students in Year 4 and above with at least one year's experience playing a concert band instrument. The Concert Band offers a range of opportunities to perform both within and outside of the school and is for emerging musicians.

Senior Band

The Senior Band is comprised of our most experienced musicians from Grades 5 & 6 and by invitation from younger grades. The Senior Band offers a range of opportunities to perform both within and outside of the school and the opportunity to take on some additional band related responsibilities. Year 6 students have a fun event organised especially for them as a thank you for their commitment to the band program throughout their time at Avalon PS.

Stage Band

Stage band is made up of, but not exclusive to, Senior Band students. Stage Band provides an opportunity for students to explore different types of music and the art of improvisation in a small group and expand their repertoire. Stage Band is formed during Term 1 by students who express their interest in staying after Senior band rehearsals to jam. Membership is formalised by the Director of Bands at the beginning of Term 2 and families will be invoiced for the extra cost of Stage band at this time. Students will be provided with extra music pieces to learn and will have specific opportunities to perform throughout the year including busking in Avalon during Terms 3 and 4.

Band Camp

Band Camp is an annual weekend long event, usually held the last weekend in May or early June, at the Sydney Academy of Sport and Recreation, Narrabeen Lakes, which provides a wonderful musical learning immersion and social and team bonding experiences. It is often the highlight of the year and lots of fun for the students.

The weekend takes a huge amount of effort and coordination to ensure it runs smoothly and the results are proudly shared at Band Camp Finale Concert held on Sunday afternoon. Training Band students attend daytime sessions on Saturday and Sunday while Concert and Senior Band students stay Friday and Saturday night.

We require a number of parent helpers to ensure the smooth running of this event so please be ready to get involved. It is expected that all Band members attend all sessions as part of their commitment to the Band program and we would appreciate that you review the 2019 calendar dates and save the date now!

Communication

Shortly after band offers are made in Term 4, parents will receive an email to complete the online Band Registration Form. Acceptance into the band program is finalised upon completion of this on-line form.

The Band offers many ways to stay connected and informed; Teamstuff, Facebook, Skoolbag and newsletters.

Each band will be administered by a Band Parent on the Teamstuff App. This App is used for more immediate parent communication and performance reminder dates and attendance. All parents are expected to download this App, accept the invitation to join their child's Band (team) and nominate their child's attendance at performances. This is critical to the Band's planning requirements.

Printed notes and permission slips may also be distributed to the children for signing and returned to the band box. The band box is located in the school office hallway near the staff room. Band parents can also join the APS Bands facebook group:

<https://www.facebook.com/groups/126713387997369/?ref=bookmarks>

Band newsletters are distributed by email to all parents on an as required basis. Skoolbag is also sometimes used for important or immediate reminders so please ensure you subscribe to the band messages on the Skoolbag app.

The Communications Officer can be emailed at avalonbandcommunications@gmail.com

Uniform Policy

The band performs in full school uniform. The Director of Bands and/or the committee will advise for each out of school performance whether summer or winter uniform is required to be worn.

Child Safety Policy

Avalon Public School Band

- is committed to the safety and wellbeing of every child and young person who takes part in our activities, programs and events.
- is committed to providing children and young people with a nurturing and positive experience.
- will strive to ensure that children and young people are protected from abuse and harm whilst in our supervision.
- will listen to children and young people that raise any concerns with us.
- will challenge inappropriate behaviour of any band member towards another.
- will strive to ensure that persons in a position of authority do not harm, abuse or exploit children or young people who are involved with the band.

We are registered with the NSW Government's Office of the Children's Guardian and the following roles within our Committee have a Working with Children Clearance (WWCC):

- President/s
- Member Protection Officer

Additionally, our Director of Bands, Assistant Director of Bands and all tutors on the preferred tutor list have a current WWCC.

Student Code of Conduct

Students are expected to fulfil a full year's commitment to their ensemble and attend all weekly rehearsals and performances throughout the year. Self-discipline is required from all band members. Band members are representing the school with their behaviour and dress code and we expect outstanding cooperation at all times.

Punctuality

Be at the right place at the right time always. Bring their instrument, accessories and sheet music to all rehearsals and performances.

Listening

Ears open, mouths closed & instruments in laps. Listen to the Director of Bands, Teacher Liaisons, parents & tutors. Band members should only play instruments when asked & stop immediately upon request.

Respect

Respond positively and respectfully to the Director of Bands, teachers, parents and fellow band members.

Practice

Practice their ensemble music regularly, receive weekly private music tuition, and demonstrate satisfactory progress on their chosen instrument.

Instruments and Equipment

Musical instruments are very expensive and must be treated with care and respect at all times. Careless or reckless treatment of an instrument that causes damage may incur a replacement fee to the family whose child is at fault.

Encouragement and Rewards

The Director of Bands, Band Committee and School agree on a discipline and reward system at the start of each school year, which will then be communicated to all students and parents. Any action taken within this system is to be respected by students and parents. Expected behaviours will be set out verbally and in writing by the Director of Bands at the outset and throughout the program so that all children understand the requirements. A Band Hero is chosen each Term from each band by the Director of Bands and the Band Parent via a consultative process based on behaviour, citizenship, attendance, effort and achievement. These awards will be presented at the last whole school assembly on the Friday of each Term.

Discipline

As needed, the relevant Band Teacher will be advised of any undesirable behaviour that may take place in rehearsals or performances. The Band Teacher will work with the child in the first instance to resolve any issues. Children displaying extreme disruptive and disrespectful behaviour will be excluded from the rehearsal to ensure that the rest of the band is able to continue to rehearse. This would occur with the full support of the school.

Instrument Hire

Instruments are available for hire from the school for an annual charge. Once hired, a school instrument is the personal responsibility of the student as the school and Department of Education & Training do not provide any insurance. We strongly recommend all families explore options of cover for hire instruments through their personal Home & Contents Insurance. An Instrument Hire Agreement must be completed prior to the allocation of any instrument.

While hired, the following applies:

- Any loss or damage to the hire instrument will be the expense of the student/parent. The costs incurred may relate to repair, or to replacement of the instrument and will be an amount set by the Band Committee.
- The current cost of replacement for an equivalent instrument is approximately \$600 (depending on instrument) and this amount will be charged to the student/parent in the case of extreme damage requiring replacement.
- Any instrument malfunctions should be reported immediately to the Director of Bands.
- NO attempt should be made to repair the instrument yourself.
- If your instrument is sent to an authorised repairer by the school, a loan instrument may be available. Your child should still attend rehearsals even if they do not have an instrument available for loan.
- An annual review of all school owned instruments is conducted, normally after Christmas Concert, to confirm condition of each instrument.

- Should an instrument be damaged through carelessness/rough handling then the instrument will be taken to the school approved repairer for professional appraisal and a written quotation will be issued. This cost will be the responsibility of the student/parent.
- All repairs must be carried out through the Band Committee Instrument Officers but you will be responsible for the cost of the repairs.

The Instrument Coordinators will do their best to provide delivery and pick of instruments for repairs however the responsibility will ultimately fall to the parents of the band student hiring the instrument.

Some instruments require accessories such as reeds, valve oil, weighted cloth etc. A set of required accessories will be provided with each instrument hired and the cost of this original set is included in the instrument hire. Parents are expected to ensure their child has a regular supply of required instrument accessories.

If an instrument requires an accessory to continue to function correctly and the child does not have their own supply available at rehearsal, they will be issued with a replacement and you will be invoiced for the replacement value. Please note that reeds will be issued in packs of 3 or 5 reeds.

If you have any enquiries regarding the hire and maintenance of instruments please email the Band Instrument Coordinators at avalonbandinstruments@gmail.com

Instrument Accessories

Most accessories such as cloths, oils, reeds etc. are available for purchase at rehearsals from the Elouera music storeroom. Children are issued accessories by the Director of Bands if they need them to continue their rehearsal and do not have their own supplies. You will be invoiced on a termly basis for all accessories issued.

| Instrument | Required Accessory |
|------------------------|---|
| Flute | Cleaning rod, handkerchief |
| Clarinet/Bass Clarinet | Reeds, weighted cloth, cork grease |
| Trumpet | Valve oil |
| Trombone | Cleaning snake, Slide-O-Mix, slide grease, small spray bottle |
| French Horn | Key oil, polish cloth |
| Baritone | Valve oil |
| Tuba | Valve oil |
| Saxophone | Neck strap, reeds, large weighted cloth, cork grease |
| Euphonium | Valve oil |
| Bass Guitar | Amplifier cord, small rehearsal amp |

TROLLEYS REQUIRED FOR: Saxophones, Trombones, Baritones, Tubas, Euphonium

RICO REEDS **PER pack + GST**

| | |
|---------------------------------|---------|
| Clarinet 1.5, 2.0, 2.5 (3 pack) | \$12.00 |
| Bass Clarinet 1.5, 2.0 (3 pack) | \$18.00 |
| Alto Sax 1.5, 2.0, 2.5 (3 pack) | \$13.00 |
| Tenor Sax 1.5, 2.0 (3 pack) | \$18.00 |

LUBRICANTS/MAINTENANCE **PER ITEM + GST**

| | |
|----------------------------|---------|
| Valve Slide & Key Oil 2 oz | \$11.99 |
| Cork Grease (tube) | \$2.99 |
| Trombone Lube Slide O Mix | \$29.99 |
| Clarinet weighted cloth | \$10.00 |
| Flute Cloth | \$5.00 |
| Saxophone weighted cloth | \$15.99 |

MUSIC BOOKS & FOLDERS*

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|-----------------------------|---------|
| Standard of Excellence Book | \$12.50 |
| Music Folder | \$3.50 |

*issued free to all new students. Replacement cost only.

Band Committee

The Band Committee is a volunteer sub-committee of the APS P&C Association and is run as a not-for-profit organisation. The Committee meets twice per Term and holds an AGM at the end of the year. Band Parents are invited to attend all meetings and the Committee welcomes your feedback at any time.

Please contact the Band Committee via avbandrocks@gmail.com.

| ROLE | NAME | PHONE/EMAIL |
|--------------------|--------------------------------|--|
| Band Co-Presidents | Jess Robertson Olivia Smith | 0412234580 (Jess) avbandrocks@gmail.com |
| Treasurer | Leanne Austin | avalonbandtreasurer@gmail.com |
| Secretary | Sam Hinderling | avalonbandsecretary@gmail.com |
| Communications | Emma Garland | avalonbandcommunications@gmail.com |

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|---|---|--|
| Event Coordinators | Annie Kurtz Mel Wellings | |
| Music Librarian | Gabrielle Coffey | avalonbandmusiclibrarian@gmail.com |
| Member Protection Officer (MPO) / Registrar | Neralie Coulston-Jones | avbandmpo@gmail.com |
| Director of Bands | Sarah Shaw | sarah.shaw001@bigpond.com |
| Assistant Director of Bands | Charles Wilkinson | |
| Band Camp Coordinators | Sarah Campbell Petra Timmerman Anna Berg | avalonbandcampparents@gmail.com |
| Training Band Parent | TBC | |
| Concert Band Parent | Linda Root (Admin) Sally Josefik (Rehearsal) | |
| Senior Band Parent | Emma Warren (Admin) Mel Van der Vegt (Rehearsal) | |
| Stage Band Parent | TBC | |
| APS Teacher Liaison 2020 | Sam Bateson | avalon-p.school@det.nsw.edu.au |
| Band Camp Teacher Liaison | Joel Seaton | |

Band Parents and Teacher Representative

Each Band has a nominated parent and school teacher representative.

The Band Parent role is vital to the success of the Band and assists with the logistics and communication for each band to:

- Run on site events such as open rehearsals
- Provide additional supervision and support to the Director of Bands at rehearsals
- Assist at performances during school hours as well as outside of the school grounds and hours
- Help to run the annual Band Camp
- Assist with fundraising throughout the year

A Teacher Representative attends part of most rehearsals to provide school support to the Director of Bands, liaises with the Band Parent and Committee as needed and helps to spread the good word about band through the school community. They will also assist with

any required disciplinary action. This resource, supplied by the school, has a positive impact on the band program and we are most grateful for the support provided.

The Band rehearsals require volunteer support and the people that really benefit most from your help at rehearsals are your children! We have found that parent help works best when it is regular and the attending parents are confident in the often noisy and chaotic room and ideally happy to be there for the entire rehearsal. On a basic level, it is incredibly helpful for Sarah to have an additional adult present - even if it is just in case a child is unwell and needs assistance. This is not a large time commitment but it is a really important one. Your Band Parent will be in touch seeking rehearsal support in Term 1 of each year.

Additionally, ALL parents or carers are invited to stay and watch rehearsals. Attending gives you an opportunity to see the progress of the bands and enables the students to play for a "live" audience.

Afternoon rehearsals need the most parental help but any extra attendance you can make is encouraged. While present, here are the tasks you can help with:

- Assisting with or taking the roll at each rehearsal if the Director of Bands requests you to
- Assisting with set-up and pack down of equipment and chairs as needed
- Ask the children to take their seats quietly
- Remind all children on arrival to go to the bathroom if needed
- Checking the children at the door are ready to come in and behave in an appropriate manner for band – if not they can go for a run, do 20 star jumps, have a cool drink – whatever it takes
- Reminding the children to mind their behaviour when required and supporting the director of bands with any required discipline
- Assisting with music distribution, replacement music, form collection as relevant
- Helping to assemble any instruments that may be having an issue (if you know how!)
- Reporting any instruments that need fixing to the committee
- Sitting near any particular disruptions that may require more detailed supervision
- Tidying the music library or sorting through each band's box of music and folders as directed
- Any other tasks as suggested by the Director of Bands

Instrument Care Manuals

Each instrument has a care sheet that is issued at the start of the school year. Please pay careful attention to the information on this sheet as it is a priority and protect our most valuable assets.