



aitken
COLLEGE
In Mind and Spirit

Instrumental Music

HANDBOOK 2024

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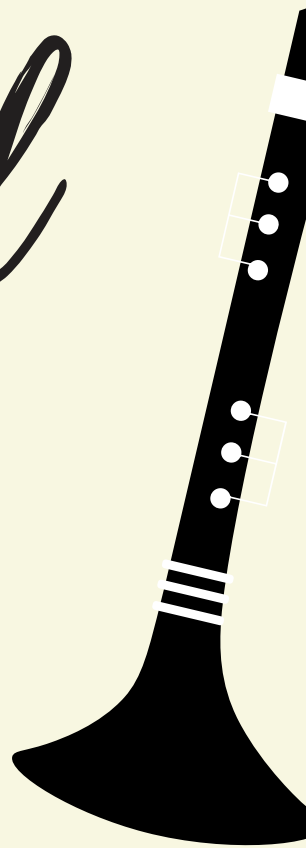


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Getting Started

Here is everything you need to know about enrolling in the Instrumental and Ensemble Program at Aitken College.



Before completing the application process, **thoroughly read through** the contents of this document; making sure that you understand fully the commitment required of your child and the terms and conditions of enrolment.



Have a conversation with your child as to the instrument they might like to learn. When deciding which instrument to choose, you should take into consideration the age, size and interests of your child. As a general guide, please refer to the table on Page 5 'Instruments Available for Tuition'.



Nominate whether you wish to hire an instrument. Hiring an instrument is an affordable option available for Woodwind, Brass and String instruments. Hire is not available for Guitar, Bass Guitar, Piano and Drums, these instruments are strongly encouraged to be purchased for home practice.



Participating in an ensemble is an important part of a child's musical development. Ensembles are available for all instruments. Beginner students are encouraged to develop their skill level and have the opportunity to participate in an introductory ensemble.



Complete the Online Enrolment Application Form, located within the College website. (Late applications may be offered during the school term, however, will only be accepted for future vacancies).

PLEASE NOTE:

Applications for tuition are processed at the start of each term. Applications received mid-term will be held over until the commencement of the next term, at which time tuition will commence if there is a vacancy.

SECTION A: INSTRUMENTAL MUSIC

Instrumental Music Tutors

Specialised music tutors deliver music lessons to students at Aitken College. Instrumental Music Tutors are dedicated to providing all students with the experience, expertise and care necessary for their ongoing development and growth as musicians. Many of our tutors enjoy productive careers as professional musicians and are well-respected artists, performers and composers within the wider musical community.

Instruments Available for Tuition

Aitken College has a large variety of instruments available for tuition. Tuition is available on woodwind, brass, strings, and contemporary-popular instruments, including classical and contemporary voice. Each instrument has a unique technique and approach, and different physical requirements. Therefore, careful consideration in selecting an instrument is required. For example:

- *Bass guitar: larger scale length than a guitar, requires an amplifier*
- *Saxophone: can be heavy and requires neck support*
- *String Instruments: (Violin, Viola, Cello) come in different sizes (3/4, 1/2, 1/4 etc.) so are suitable for a range of age groups*
- *Percussion Instruments: requires space, practice pads and materials at home for practice*

If you have any questions about specific considerations for an instrument, please discuss these with members of the Aitken College Music Department.

Table 1: Instruments Available for Tuition

	Tuition Available to Students in Year Levels			
Instrument	P to 2	3 to 6	7 to 12	Available for Hire
Woodwind				
Flute	✓	✓	✓	✓
Clarinet	✗	✓	✓	✓
Alto Saxophone	✗	✓	✓	✓
Tenor Saxophone	✗	✗	✓	✓
Brass				
Trumpet	✗	✓	✓	✓
Trombone	✗	✓	✓	✓
Strings				
Violin	✓	✓	✓	✓
Viola	✗	✓	✓	✓
Cello	✗	✓	✓	✓
Contemporary - Popular				
Voice	✓	✓	✓	✗
Piano	✓	✓	✓	✗
Guitar	✓	✓	✓	✗
Bass Guitar	✗	✓	✓	✗
Drumkit	✓	✓	✓	✗
Percussion	✓	✓	✓	✗

Private Instrumental Music Lessons

Enrolment in private instrumental music tuition is on a **term** basis, consisting of **8 lessons per term or 32 lessons over a full year**. Fees are payable, in full, at the commencement of each term.

To assist parents and tutors, Aitken College facilitates lesson timetables and provides its premises for the lessons. Correspondence with Instrumental Music Tutors will be made through the Music Coordinator or Performing Arts Administrator and appropriate methods of communication will be organised accordingly.

Instrumental Music Tutors plan lessons for students incorporating a variety of music experiences such as performance, theory, ear training and sight-reading skills. Tutors may supply supplemental material of a variety of styles based on students' interest. External examination certificates are also available and encouraged.

All students learning an instrument at school are encouraged to participate in at least one ensemble. Ensemble participation is a great benefit to a student's musical development and is highly recommended if an ensemble that caters to your student is available.

Students are withdrawn from class for half a period (30 minutes) once a week during the school term. Lessons occur on a rotating basis. There is limited availability for fixed before and after school times with priority given to VCE students. As such, there are no guarantees for lesson times to be fixed.

Music Materials

A music practice folder will be required for any exercises, pieces and technical work and will be used at the discretion of their Tutor. If a practice diary is required by the parent and/or tutor, then an exercise book will suffice.

Lesson Attendance

Students are expected to attend every lesson unless officially excused, e.g., school activity or illness. Where students are absent due to illness, please give as much advance notice as possible by emailing the Music Coordinator or Performing Arts Administrator. The Music Department must be informed of any absences by **7:30am the morning of the lesson**. Failure to inform a tutor of an absences will result in a marked absence and a make-up lesson will not be owed.

Lessons that are eligible for make-up due to sufficient notice of absence will be organised by the Tutor in conjunction with the Music Coordinator.

Tutors are not expected to make up lessons that students miss through family holidays during school terms or for students forgetting to attend their lesson.

Tutors will make every effort to locate students for their scheduled lesson according to the school timetable.

Tutors are also not expected to make up lessons if notification of absence is sent after the daily cut-off time.

Should there be an academic requirement, students must advise their music tutor to reschedule the lesson time with due notification. Year 12 students doing a SAC need to notify the instrumental tutor of the time and date of the SAC (at least 2 weeks in advance if possible). If no notification is given, no make-up lesson will be rescheduled.

Students should attend their lesson punctually and be fully prepared with their instrument and all appropriate materials including resources or sheet music.

When an instrumental music lesson is scheduled midway through an academic lesson, as a matter of courtesy, the student should alert their classroom teacher at the beginning of the lesson that they will be leaving halfway through. Tutors also complete an attendance roll.

Students must always make sure that teachers know where they are at all times.

Make Up Lessons

We are committed to provide students with 32 lessons across the entire year. Some terms are short and some are longer however, Tutors will teach every week throughout the 39 week school year. Therefore, if lesson quotas are not met by the end of Term 4, a refund or credit will be allocated.

Ensemble Participation

Aitken College offers an extensive ensemble program to develop every student's musical ability.

Creating music with others is an exciting experience and rehearsing and performing in small or large groups is an integral part of the music program. Ensemble participation offers students the opportunity to extend their musical skills, develop their organisation skills and gain valuable group performance experience.

There is also benefit from the development of their social skills that such groups provide. If they wish, students may participate in more than one ensemble as it provides them with an opportunity to experience a variety of teaching and musical styles. If a student wishes to be involved in more than one musical ensemble, then they should discuss their interest with their Instrumental Music Tutor or Music Coordinator.

All students enrolled in the Instrumental Music Program are strongly encouraged to participate in a musical ensemble. Tutors will nominate a suitable ensemble according to the student's ability and the balance of instruments within an ensemble.

Ensemble Attendance

Ensemble experience is as important as the weekly instrumental lesson and contributes to the musical development of each student. Participation in an ensemble requires ongoing commitment from a student. If the Music Coordinator or an Ensemble Director has concerns about a student's attendance, participation, attitude, or effort in an ensemble then a student may be removed from the ensemble at the Ensemble Director or Music Coordinators discretion.

Ensembles rehearse once a week before school or during lunchtimes. If a student is participating in an ensemble, then students are expected to commit to every ensemble rehearsal and scheduled performance unless officially excused. Students should attend their ensemble rehearsal punctually and be fully prepared with their instrument and music. Students must notify their Ensemble Director at least the day before if they cannot attend any rehearsals for whatever reason. Ongoing or consistent absences will result in parents being contacted and a student being removed from the ensemble.

- It is expected that students arrive before the set starting time to help with the setting up, to warm up their instruments and to prepare for the rehearsal.
- Students are expected to assist the Ensemble Director and to help pack up all equipment at the end of the rehearsal.
- All music is to be kept in the allocated folders. Students are not allowed to take home original music. Students needing practice copies should see their Ensemble Conductor/Director.

Schedule of Fees

All students participating in the Instrumental Music Program at Aitken College are expected to pay fees, levied at the beginning of each term, to cover the tuition and instrument hire (where applicable).

Students wishing to undertake tuition on a woodwind, brass or string instrument who do not currently own an instrument are able to hire an instrument from the College at very reasonable rates.

For more details, please refer to the table below:

Type	\$/Lesson	\$/Term	\$/Year
Individual Private Lessons	\$33.50	\$268	\$1,072
Instrument Hire • <i>Woodwind</i> • <i>Brass</i> • <i>Strings</i>	n/a	\$50.00	\$200.00

Payment of Fees

Instrumental music fees are paid per term, prior to commencement of lessons. Lesson fees are billed separately. When completing an enrolment form, parents/guardians are required to authorise this payment and complete the transaction upon payment of school term fees.

Withdrawal from Lessons

We encourage students to persist with their chosen instrument for at least a year. Learning an instrument can be challenging, however, if a student wishes to cease instrumental lessons, the College must receive notice in writing via a completed **Cancellation of Enrolment** form. Please ensure you have read this document for withdrawal dates. Cancellation of Enrolment forms are available from the Music Faculty or on the College Website.

Tuition shall cease at the end of the respective term, provided the signed Cancellation of Enrolment form is received by the following dates:

- **Friday 8 March for withdrawal at the end of Term 1, 2024.**
- **Friday 31 May for withdrawal at the end of Term 2, 2024.**
- **Friday 30 August for withdrawal at the end of Term 3, 2024.**
- **Friday 15 November for withdrawal at the end of Term 4, 2024.**

If the Cancellation of Enrolment form is received after the due date, the full-term amount is still payable. Refunds are not able to be processed.

Concerts, Music Events and Examinations

Aitken College offers a rich calendar of performance opportunities for music students. These opportunities include concerts, showcases and the annual College musical.

Students in the Instrumental Music Program are strongly encouraged to be involved in as many performance opportunities as possible. Performances allow students to develop their musical skills and confidence in a professional environment. Performances can also be great opportunities for students to showcase their learning throughout the year in front of the wider school community.

AMEB Practical Exams

Students may sit an external exam if they wish. The Australian Music Examination Board (AMEB) exams will be selected at the tutor's discretion. AMEB holds 5 exam sessions spread throughout the year and instrumental music students generally sit the 5th session in October or November.

Additional information about AMEB exams can be found on the Victorian website: www.ameb.vic.edu.au

Whilst AMEB exams are optional, they will incur additional fees. Fees are adjusted depending on the level of the student and whether a piano accompanist will be required.

For a student to sit an AMEB exam, parental consent must be given in writing. They can also be enrolled directly through the website.

SECTION B: MUSICAL INSTRUMENTS

Purchasing an Instrument

Students who play instruments which are not offered as hire instruments are expected to purchase their own instruments for home practice. Instruments will be available for use within the lesson, however; will not be allowed to be taken home.

If you are purchasing an instrument for the first time, please speak to your child's Instrumental Music Tutor or the Music Coordinator for advice. There are many considerations in purchasing the right instrument for your child and the Music Department can offer advice that will suit your individual circumstances.

Hire of Instruments

Instruments hired to students are not covered under the College Insurance Policy. Reasonable care must be taken against the instrument being damaged, lost or stolen.

The hirer is fully liable for the instrument during the hire period and loss or damage of the instrument during this period will incur full replacement costs.

We recommend that parents consider insurance for loss or theft. It is highly recommended that parents register the instrument with their insurance provider.

The following conditions apply to the hiring of all Aitken College instruments:

1. An Instrumental Hire application form must be completed before an instrument can be hired for the year. This can be found on the College website or requested via Performing Arts Administration. The Instrumental Music Tutor and Music Coordinator will assign the hired instrument to the student.
2. The annual hire fee must be paid to the Accounts Department before taking the instrument home. This payment covers ongoing maintenance, reasonable wear and tear of the instrument and allows for the replacement of older instruments.
3. Students must return an Aitken College instrument to the Music Department in person immediately after cessation of lessons or a holding payment will be charged.
4. Any repairs necessary due to damage caused through negligence must be paid for by the hirer. **In no circumstance may the student or any person attempt repairs or adjustments to the instrument.** Any repair necessary due to damage caused through the student's negligence must be paid for by the hirer. Any damage or defects to the instrument must be brought to the attention of the Music Faculty staff immediately.

5. All accessories such as reeds and strings must be replaced and paid for by the hirer if necessary.
6. When at school, the instrument must be stored in the student's homeroom (Prep-Year 6) or the music storeroom in P33 for Years 7-12.
7. All instrument cases should be clearly labelled with the student's name and contact details.

SECTION C: PARENTAL INVOLVEMENT

What Parents Can Do to Help

Parents and friends are welcome and encouraged to attend all College music events listed in the school calendar. Parents and friends who support the students are vital for the growth of an artistic community.

Supporting practice at home is imperative for the success of all students.

Establish a regular practice routine:

- Where possible create an area for practice in your home and, importantly, a music stand makes all the difference.
- Practice must be daily and consistent to take full benefit of the tuition. Finding a regular window of time, such as immediately after school, or before or after dinner, helps when establishing such a routine. 5 minutes daily is better than none at all.
- Encourage mini-performances at home to family and friends.

SECTION D: FREQUENTLY ASKED QUESTIONS

- **Can my child take part in the Instrumental Music Ensemble Program even though they learn music outside of the school?**

Yes! Participation in the Instrumental Music Ensemble Program is open to all students at Aitken College.

- **When do the ensembles start?**

Ensembles generally start in week 2 of Term 1.

- **Can we choose the ensemble in which my child participates?**

Ensemble participation is at the discretion of the Ensemble Director and Music Coordinator. Students will be assessed by a music teacher to ascertain the most suitable ensemble for them to participate in and asked to attend a rehearsal.

- **Can my child learn more than one instrument?**

Yes, students may learn more than one instrument.

- **If my child learns an instrument, including voice, at school, do they have to participate in an ensemble?**

We strongly encourage this. This is an essential part of the music student's development and an integral part of the Music Program.

SECTION E: SCHEDULES

Timetables

Timetables will be emailed out to parents prior to the beginning of each term. Lesson times must be recorded to ensure students bring instruments and tutorial materials to scheduled lessons. Updated timetables could be issued and changes may be made during the term.

Parents and students should check emails regularly to be aware of any updated important information. This includes concerts, excursions, workshops and rehearsal information.

Please be aware that the timetable is of utmost importance for the school community and as such, tremendous care is given to the organisation of it. Therefore, once the timetable is finalised, changes can only be made under consideration from the Music Coordinator.

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