

2018

# Manly West Band Handbook



Band Committee

Manly West Parents & Citizens Association

1/10/2018



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## 1. OVERVIEW

### 1.1. Introduction to our Band Program

Manly West's Band program was started in 1993 by a group of dedicated parents and continues to be supported through a volunteer parent Band sub-committee of the P&C. Over the years, it has grown from strength to strength and depends for its success on the wonderful, ongoing support of the whole Manly West school community.

### 1.2. Aims and Benefits of the Band Program

Being a member of a band can be a truly rewarding experience. Apart from the joy of playing a musical instrument, students develop self-discipline, teamwork and confidence through rehearsing and performing. Bands also bring pleasure through music to the wider community.

### 1.3. The Bands

We have four bands at Manly West, each with brass, wind and percussion instruments (in the school band context, percussion include bass guitar and keyboards). In order of their playing standard, they are:

- **Training Band** (mainly year 3 students)
- **Intermediate Band** (mainly year 4 students)
- **Concert Band** (a mix of some Year 4 and 5 students)
- **Performance Band** (a mix of some Year 5 and Year 6 students)

Progress through the bands is by audition in late November/early December each year. New students to the school are invited to audition at any time.

### 1.4. The Instruments

The following instruments are played in our Band program:

- Clarinet
- Bass clarinet
- Flute
- Percussion
- Piccolo
- Trumpet
- Trombone
- Alto saxophone
- Tenor saxophone
- Euphonium
- Bass guitar
- French horn
- Keyboard

### 1.5. Delivery of the School's Band program

The School community is very fortunate to have Penny Coucill B.Mus.Ed as our Band Director. Penny has been with Manly West since 2004, and has led our bands to a proud



record of achievement in competitions and local performances, as well as providing our students with wonderful opportunities for individual development.

Band is an extra-curricular School activity. To assist the School with the associated administrative burden, the Band Director and the section tutors are engaged as contractors through the Parents and Citizens Association. The Band Director is responsible for all decisions regarding musical matters and makes recommendations to the P & C and the School regarding rehearsals, an annual program of band events and the engagement of sectional tutors.

The School also nominates a teacher to assume the role of Band liaison teacher, who is the main point of contact for the P & C's Band Committee with the School. The Band liaison teacher is also responsible for co-ordinating arrangements for Band-related school excursions (such as Band Camp).

The Band program is supported by a Band Co-ordinator (who is an employee of the P&C) and a parent/carer sub-Committee of the Manly West P&C. The Band Committee, led by one or more volunteer parent convenors, provides administrative support to the Band Director (both directly and through the Band Co-ordinator) and is consulted by the Director about management of the program, including facilitating arrangements for the annual Band Camp, event choice, regular communication with band families, co-ordinating record-keeping and instrument allocation, repair and servicing.

#### **1.6. Communication**

The P&C's Band Co-ordinator and the parents on the Band Committee usually communicate directly with Band families on behalf of the Band Director and the School.

On occasion, the School may write directly to Band families regarding administrative, financial or educational matters. The School will also send home excursion permission notes from time to time when Band events (such as Camp) occur during school hours.

The best way to contact the Band Director is through the Band Coordinator at [manlywestbands@gmail.com](mailto:manlywestbands@gmail.com).

Please ensure you check the email address you provide to Band regularly, including your "Junk mail".

Please also note that the email lists the Band parents use are not automatically updated if you advise the School office of a change. So please let the Band Coordinator know at [manlywestbands@gmail.com](mailto:manlywestbands@gmail.com) of any change in contact details.

The Band Co-ordinator also puts regular Band news in the Manly West Matters and Mini-Matters newsletters. So please check the newsletters each week too.



## 1.7. Parent Responsibility and Assistance

### **Responsibility – child safety/health**

Most Band Program activities – such as bi-weekly rehearsals, tutorials and public performances – occur outside school hours. These activities are **not supervised by teachers at Manly West** and the Band Director and section tutors are not available to supervise or wait with the children before or after these activities.

It is essential, therefore, that in joining the Band, parents/carers understand that they:

- cannot drop their children early to school for Band rehearsals/tutorials,
- must accompany their children to public performances of the Band outside school hours (not just drop them at a venue); and
- must collect their children from afternoon Band rehearsals at school on time (that is, at 430).

It is also essential (since the School office is often closed during rehearsal/tutorial times) that parents/carers have put in place arrangements with the Band Director (not just the School office) to manage any serious health issues (such as asthma or anaphylaxis) that might arise for their child in rehearsals/tutorials. More information about this is found in Section 3.9 below.

### **Assistance**

As with most schools, a Band program could not be offered without the assistance of volunteer parents. Historically, the main way that Manly West parents have been able to volunteer to help has been on the P & C Band Committee, which meets regularly to talk about band direction, how the program can be improved, outings and concerts.

The Band Committee will call for volunteers to be placed on a roster as needs arise.

*Ad hoc* parent assistance is also essential throughout the year, especially with:

- Taking instruments to performance venues
- Help with distributing uniforms,
- Driving instruments to outside performances, including on weekends and evenings
- Decorating the Hall for the Christmas concert
- Packing up chairs at the end of concerts at School
- Helping with the logistics of Band Camp



## 2. JOINING

### 2.1. Who can join?

Band membership is open to any interested student in Years 3–6. No prior musical experience is needed to join the Training Band.

### 2.2. How do I join?

Manly West now uses an externally-provided online registration system– My School Music. The correct URL to enrol in our Band program is:.

<https://portal.msmusic.com.au/manlywestbands>

When you enrol or re-register your child for Band, you are making big commitment and the key elements of your commitment are reproduced at Appendix 1 to this Handbook. Your child's participation in the Band program is on the assumption that you have read and agreed to these.

Meeting these key commitments is a pre-requisite for continued participation of your child in the Band program.

### 2.3. Which instrument will my child play?

In late November, Year 2 (or other new students) wanting to join the Training Band in the following year will try out various instruments (a 'blow test') and put forward their first preferences. Allocation of instruments by the Band Director is then based on the suitability of the instrument to the student, instrument ownership, and the balance of instruments across the band. In later years, the student and the Band Director may agree on changes to instruments on the same criteria.

### 2.4. Can I hire an instrument from the School?

Yes. We assume unless told otherwise that everyone in Training Band will hire instruments as well as older Band members playing very large (ie. very expensive) instruments. If you are hiring an instrument from the Band, these will usually be handed out before the first rehearsal.

The P & C and the School are not commercial hirers, so the Band program instruments must be hired at the risk of the parent (not the School or P & C). The P & C cannot offer insurance to hirers – so in the event of an accident (such as dropping it on the asphalt) that causes damage, it is the parent who must meet the costs of any repair or replacement.

All of the School's instruments are sent off for servicing and cleaning at the end of the year prior to allocation for the next year. If you return a hired instrument early directly to the Band Director or to the School office (for example, because you decide to buy your child an



instrument) please **ALSO** email [manlywestbands@gmail.com](mailto:manlywestbands@gmail.com) to advise the Band Co-ordinator. That will ensure you are not charged hire fees for the following semester.

Should you experience any troubles with your hired instrument, please let the Band Co-ordinator know on [manlywestbands@gmail.com](mailto:manlywestbands@gmail.com)

You are also welcome to hire an instrument from a commercial instrument hire business instead of through the Band program. These can be easily identified through internet searches. Please let the Band Co-ordinator know if you do take this option so that it can make sure you are not billed for Band program instrument hire.

### **2.5. How must my child look after his or her hired instrument?**

- Each instrument and case is a little different and each child will need to become confident with their own. It's important to open instrument cases with the side of the case flat on the ground (when the case is clicked open upright, parts of the instruments can fall out to the ground causing dents and misalignments).
- GENERAL GOLDEN RULE: only let your child or tutor handle their instrument. Avoid passing them around to friends to hold or try out. On any instrument, even a small ding misaligns keys and can cost a significant amount of (your!) money to fix.
- When not playing, the best habit is to automatically put the instrument back in its case - don't leave it lying unprotected on a bed, table or chair. Siblings, cats, dogs anything can happen next! It can end in tears.
- Best to avoid jamming extra stuff into cases - it can cause keys to misalign.
- Most instruments will also require some kind of cleaning swab, cloth or brush.

### **2.6. Can I use my own instrument?**

Yes. If you are using your own instrument, please ensure it is in good working order prior to the commencement of rehearsals, and please LET US KNOW if you are in Training Band as we assume that all Training Band students will be hiring an instrument.

### **2.7. Do you need your own instrument after Training Band?**

Beyond Training Band, most band members will need to buy their own instrument, new or second hand.

It is assumed that all Training Band members (as well as some larger instrument players from higher bands) will hire an instrument through the School. Hire fees are listed below.

An instrument taken home for hire is the student's responsibility. The Band Coordinator will arrange for annual servicing of the hired instruments but damage caused by misuse or accident must be repaired at the hirer's expense by a qualified technician nominated by the Band Director.

Parents are responsible for buying personal items needed for some of the instruments, such as reeds, cork grease, pull through cleaners, valve oil etc.





## 2.8. Will my Training Band child be given any other text books or materials by the Band program?

Yes. Everyone in the Training Band will be allocated an *Accent on Achievement* text book for their particular instrument when Band commences. *Accent on Achievement* books need to be returned and marked off the register at the end of the year. Unreturned books will need to be paid for. Training Band kids are also issued with an A4 folder with plastic sleeves to keep their loose music in early in Term 1. There is also one new reed in the cases of all reed instruments.

## 2.9. Are there other materials I will need to purchase for my child?

Yes there are a few extra things you will need:

- **Additional reeds and cleaning cloths and cork grease and slide oil** etc will need to be purchased by parents from music shops (reeds are also at the School office). Reeds especially get “chewed” through quite quickly in the early weeks.
- **Large instrument transport** - For those students playing larger instruments you probably should purchase a trolley for ease of transport. An elastic strap or rope should be used to secure the instrument to the trolley. Please ask your child to practice putting the instrument on and off the trolley. You can buy trolleys at luggage shops or hardware stores (you can usually take the shopping bag off).
- **Music Stands** – You will need a music stand for use at home and at Band camp (not rehearsals in the Hall – we have our own set there). A portable one with a carry case is advisable. Practice putting the stand up and down several times as it can be quite tricky and fingers can get pinched!
- **Identification** - Please make sure you have your name clearly marked on all of your Band possessions as they **ALL LOOK THE SAME!**

## 2.10. What time commitment will we be making?

Joining the Band program is a commitment, both in time and financially.

The ongoing availability of the Band program depends on Band parents volunteering some time to assist, such as by driving large instruments to the occasional performance or by helping with planning and set-up of the Band Camp. Band at Manly West is entirely “extra-curricular” so it continues to be available only through significant parent support and understanding, including being always punctual around drop-off and pick-up.

Each week during term time, students will also need to allow time for:

- 2 full band rehearsals
- a sectional tutorial(not for Training Band)
- a half-hour private lesson/ week
- 3-5 practice sessions of at least 20 minutes



Through the year there are performances within and outside the School, annual band competitions and Band Camp. All Band members must attend the band competitions and Band Camp.

Children who join the Band program must be prepared to participate fully and understand that they have made a firm commitment to remain in their Band for the full year.

It is not necessary that Band members take external, graded music examinations. But if this is of interest to parents, please discuss the options directly with your child's private teacher.

While there will always be unavoidable absences, Band commitments need to take precedence over other extra-curricular activities. A band sounds very different if key players are away for a performance or a rehearsal.

### **2.11. Private instrument lessons – one per week essential for everyone**

As part of being in the Band program, all students must have a weekly private lesson outside school hours, paid for independently (that is, not through the School). The Band Committee has a list of tutors who are known to the Band Director and typically (although not always) hold lessons at School before and after school hours. It is entirely a matter for parents, however, whom they would like to engage for their child.

If you would like it, please obtain the latest list through the Band Coordinator or via the School office.

You should start thinking early about organising your child's weekly private lesson – that is, before the end of the preceding school year. Weekly private lessons with a tutor of your choice are compulsory for everyone in the Band at all levels so it is strongly recommended to have your private lesson organised well before the new school year starts as places with tutors fill up VERY quickly. Once lessons commence, please ask your child's tutor to spend some time practising assembling and packing away instruments and discussing cleaning and handling.

### **2.12. How will my child progress through the Bands?**

Band Auditions are held at the end of each year. All students are invited to audition with Penny for placement in a Band for the following year. Audition requirements will be handed out well in advance so as the students have plenty of time to prepare. It is a very short event for the kids.

It is usual for Training Band members to progress to Intermediate Band, although a few also go straight to Concert Band. If you are keen for your child to continue with Band after Training Band then there is no need to worry about them being good enough at their audition to go into a higher band with all their friends. They will be able to go into Intermediate Band (at least) unless there are very exceptional circumstances.



### 2.13. Band fees

It is important to understand that Band participation is an extra-curricular activity and as such is not funded by the School (or the NSW Department of Education).

Band is funded through Band member fees – that is, privately by the families of the students who participate – and an annual significant donation to the School by the P & C.

Band fees directly cover all the costs of paying the Band Director and the sectional tutors. They also cover competition entry fees and music charts (ie. sheet music). The instrument hire fees pay for ongoing instrument maintenance and replacement. The Training Band joining fee meets the additional costs of the Band Director and tutors in conducting “blow tests” in Term 4 for all prospective Training Band members and assessing and allocating those students instruments and text books.

The success and viability of the Band program depends upon the timely payment of fees. Ongoing participation by individual students in Band is, therefore, conditional upon the timely payment of these fees.

Band Fees are charged on a “semester” basis. This means you will be **emailed** an invoice from the P&C near the start of Term 1 and Term 3 for ordinary Band fees. Camp fees and other *ad hoc* amounts for excursions not covered by these semester invoices will be notified separately. Band fees must be paid through direct Electronic Funds Transfer (EFT) or via Flexischools. Payment details are contained on each invoice.

If amounts remain outstanding from any previous semester, the Band Coordinator of the P&C will send you a reminder but will also notify the School Executive. The School and the P&C may then decide, in their absolute discretion that a student with outstanding fees will not be able to continue to participate in the Band program.

#### **FEES for 2017 were – 2018 Fees may have a slight increase:**

##### Training Band

Joining fee (one-off) \$75

Band fees *per semester* \$265

Instrument hire *per semester* \$130

Percussion hire *per year* \$35

Band Camp \$95 (TBC)

Private lessons allow \$15-\$45 per half hr (organised and paid for by parents outside School)

##### Intermediate, Concert & Performance Bands

Band fees *per semester* \$315 (include weekly sectional tutorials)

Instrument hire *per semester* \$130

Percussion hire *per year* \$35

Band Camp (TBC) \$240

Private lessons (as above)



### **2.14. Band uniform**

Band Members are required to wear full band uniform at special performances such as competitions. The uniform is:

- White long-sleeved shirt
- Long black pants  
(no jeans, trackpants or jazz pants)
- Blue Manly West Band tie
- Black socks
- Royal blue hair ribbons

Band ties and black pants are available at the Manly West Uniform Shop. Manly West library bags are recommended for carrying music books and folders.

## **3. REHEARSING**

### **3.1. Band rehearsal schedule**

#### Morning Session – starting 800am

Monday	Concert
Tuesday	Intermediate
Wednesday	Training
Thursday	Performance

#### Afternoon Session – starting 330pm

Monday	Training
Tuesday	Performance
Wednesday	Intermediate
Thursday	Concert

### **3.2. Sectional Tutorials**

All members of Intermediate, Concert and Performance Bands must also attend a weekly half hour tutorial for their section (eg. trumpets, percussion) in addition to full band rehearsals. The details of the time and place of these tutorials will be included in the school newsletter at the beginning of each year and emailed directly to families of band members.

### **3.3. What should my child keep their music folder and text book in?**

It is up to you but Manly West style library bags are ideal to keep music and folders together throughout your time in Band.

### **3.4. What are the rules of Band Rehearsals?**

In order for the children to gain the most from Band rehearsals there are some basic rules for them to follow that ensure things run smoothly and everyone has a good time:



1. Arrive a couple of minutes before Band is scheduled to start.
2. Put your instrument and school bag down neatly along the wall outside the Hall, under cover and wait for Penny. Leave your instrument in its case. Instruments coming out of cases too early are easily damaged.
3. Enter the hall when Penny arrives and help get the chairs and music stands out.
4. Sit down quietly on a chair and listen for directions.
5. Penny will advise you when to get your instrument out.
6. Close the case up while in Band and leave it neatly against the wall. Much less to trip over! Also- BASC children use the COLA area outside the hall and will more easily stay away from instrument cases and school bags if they are neatly up against the wall.
7. Please don't play your instrument when Penny is speaking.
8. Put your hand up if you need to ask a question.

### **3.5. Can parents help or watch their children during the rehearsal?**

While you are welcome to wait outside the Hall and listen in during rehearsal, please only help your children before and after the rehearsal. We will try to schedule a couple of "open rehearsals" during the year for each Band, at which parents/carers/siblings will be invited to come into the Hall to watch for half of the rehearsal.

### **3.6. Can my other children watch the weekly rehearsals?**

It is better if parents and younger siblings leave the immediate Hall area so as not to disturb the students during Band practice.

### **3.7. Can I schedule other appointments during Band times?**

Not if you can possibly avoid it. Sometimes it can't be helped, of course, but we do ask that disruptions to Band rehearsals be kept to an absolute minimum otherwise progress is slowed down for everyone, which in the end is less fun for all the kids. So please try to schedule other appointments outside Band practice times whenever it is possible. Students coming and going during rehearsal also causes a break in concentration for all so it is appreciated if late arrivals/early departures could also be avoided.

### **3.8. What happens if I know I am going to be away from rehearsal?**

Please advise Penny at the previous rehearsal and/or [manlywestbands@gmail.com](mailto:manlywestbands@gmail.com) if you know you are going to be absent from a rehearsal, especially for an extended period. This helps Penny plan the rehearsal schedule.

### **3.9. Who do I tell if my child has health issues that may need to be managed at a rehearsal (such as asthma or serious allergies) or at Band Camp?**

For your child's safety, **both** the Band Director and the School must be advised about any serious health issues that could arise during rehearsals – such as allergies or asthma. Since Band rehearsals are taking place outside school hours, immediate access to epipens or other emergency medication you might have left with the School office might be very difficult.



Please talk to the School office **before** the first Band rehearsal of the year about how best to ensure that any emergency medication your child might require is readily accessible during rehearsals (perhaps in a “bum bag” like a school excursion) and to ensure that the Band Director is made aware of your child’s situation and has access to your child’s emergency Asthma Plan or Anaphylaxis Plan.

When you register for Band Camp, you will also need to provide separately all emergency health information and medication details regarding your child. It is also absolutely essential that your child’s medications are provided to the Band liaison teacher in an excursion-type “bum bag” with your child’s name clearly readable on it (not a plastic bag) at the check in for Band Camp, together with any emergency plan. If you prefer that your child carry his or her own asthma medication or epipen with them at all time during Camp, please advise the Band liaison teacher at check in and have two sets of medication available in “bum bags” – one for the child, and one for the Band liaison teacher to have in a central place in case of emergency.

**3.10. What arrangements do parents need to make about drop-off and collection of children from weekly Band rehearsals?**

Even though Band practice is in the School Hall, rehearsals are outside school hours activities so:

- the nearby pedestrian crossings are not “manned”;
- the children are not under the supervision of teachers from the School and (in the afternoon) the School office is closed by the time rehearsals finish; and
- our Band Director and Band parents have other commitments (including teaching commitments) to attend to immediately before/straight after rehearsals.

Please ensure that your child is not dropped off too early before morning rehearsals and is always picked up at the end of every afternoon rehearsal on time, both as a matter of safety and courtesy.

**3.11. Is there a roll call at rehearsals and will I be contacted if my child is not there?**

Although the Band Director marks a roll each rehearsal, this is only for her own planning purposes. Parents do not receive a telephone call or text message on the day if a child is absent from a Band rehearsal. You should consider this if you are deciding whether your child is responsible enough to come alone to Band practice, either from home in the morning or from class at the 320 bell. Most of the children do come straight to the Hall at 320 by themselves but it is up to you whether you are comfortable with that.



**3.12. Will my child have time to eat something before afternoon rehearsal begins?**

It is fine if the kids quickly have something small to eat (brought from home) before they start to help to set up the chairs and music stands in the Hall. There are usually a few minutes if they come directly over to the Hall from class after the Bell.

**3.13. Where do I collect my child from afternoon rehearsals?**

It is recommended that children are collected at the end of rehearsal from the Hall and not told to wait out on the street. Most of the parking restrictions on Hill Street outside the School are over by 430pm so it is usually not difficult to find a spot and come into the School grounds.

Please do be aware that the crossings are unsupervised at this time so take particular care not park too near them as it is so dangerous for kids using the crossing – mainly due to reversing and blocking lines of sight for other drivers. There should be plenty of room just a short distance away after 415pm.

**3.14. Who can collect my child from afternoon Band rehearsals?**

It is up to parents to decide who will collect their child from Band practice and/or whether they will allow their child to walk home by themselves - there is no “sign out” process at the end of rehearsal, such as there might be in vacation or after school care.

To deal with any occasion you or your usual babysitter is running unavoidably late for pick-up, please make sure that you have in place a “back up” plan for your child to be safely collected on time by someone else from the Hall (another Band parent perhaps since they are there anyway) and please ensure you let your child know what that plan is ahead of time.

**3.15. Are there different arrangements for kids booked into BASC?**

Yes, kids booked into BASC on the days of their rehearsal are subject to different rules – have a chat to BASC about that if you have any queries. You will need to fill in an external activities form for BASC. BASC is very used to kids attending Band rehearsals.

**3.16. Band Camp**

All band members attend a two-day musical camp at the Sydney Academy of Sport and Recreation in Term 2 which is the highlight of the school year for many. Training Band members only attend Day One of the camp. Other band members stay overnight. Although this is a School excursion and teachers stay overnight with the children, parent assistance is a critical part of making this wonderful event happen.



## 4. PERFORMING

### 4.1. Band performances

Every year Manly West bands perform at events such as the NSW School Band Festival, the Northern Beaches Instrumental Festival and the local Battle of the Bands. Before Christmas, two of bands perform for the children at the Arranounbai School at Frenchs Forest.

Manly West Performance Band has also been selected to play at the Opera House as part of the Department of Education and Communities' State-wide combined schools music festivals.

A schedule of Band Events will be sent to Band families in Term 1 and updated throughout the year, including on the calendar on My School Music.

Please remember that it is not possible to drop your children off at performance venues at evening and weekend performances in the expectation that the Band Director will supervise them. That is not the case. All band members must be accompanied to performances by a responsible adult (which can be a friend's parent if that is arranged between families).

### 4.2. Can my child miss a major Band performance?

Attendance at the major events and competitions is an important part of being a member of your Band. Everyone in the Band contributes to the overall sound and experience and as such the performance relies on each member being there and playing their part. If you are not able to attend an event, please inform Penny and/or [manlywestbands@gmail.com](mailto:manlywestbands@gmail.com) AS SOON AS POSSIBLE – as adjustments can be made if given enough time.

### 4.3. What do I need to wear to performances?

The Band uniform is long black pants (not jeans), black school shoes, black socks, a long-sleeved plain white shirt and a blue band tie. The first time Training Band usually performs in their band uniform is around June. Everyone is required to have their uniform organised by then. Ties and black pants can be purchased from the School uniform shop. You might consider ordering early in Term 1 to avoid a last minute panic. Band badges will be given out to the students prior to their first performance. Matching blue ribbons for the girls' hair (to be tied back) will be provided at each performance.





## 5. APPENDIX 1: SUMMARY OF KEY TERMS AND CONDITIONS/POLICIES FOR PARTICIPATING IN BAND AT MANLY WEST

### PARENT/CARER BAND AGREEMENT

Joining or re-joining the Band program is a commitment, both in time and financially.

In joining the Band program, and re-enrolling each year, it is important that parents/carers understand and acknowledge this commitment.

Although the Band Handbook sets out the policies of the Band Program in detail, the following are the key policies that apply to children joining and staying in the School's band program:

#### 1. Commitment to helping:

The ongoing availability of the Band program as a Manly West activity depends on Band parents volunteering some time to assist, such as by being rostered onto help the Band Director manage rehearsals or by driving large instruments to the occasional performance or by helping with planning and set-up of the Band Camp. Band at Manly West is “extra-curricular”, co-ordinated through the P & C and a Band sub-committee, so it continues to be available only through significant parent support and understanding. There is no need for musical experience to make a contribution to the Band program.

#### 2. Commitment to assist your Band member to learn:

Each week during term time, students will need to allow time for:

- 2 full band rehearsals outside school hours – one afternoon and one morning
- a before school sectional tutorial (not for Training Band)
- a half-hour private lesson/ week
- 3-5 practice sessions of at least 20 minutes

It is mandatory to have one private lesson per week to be part of the Band program (band being a big group activity, the Director cannot teach the kids how to play each individual instrument) and it is the parent/carer's responsibility to arrange for a weekly private lesson for their child with a tutor of their own choosing. The Band Committee maintains a list of tutors known to the Band Director but this is provided as a guide only and parents and carers need to make their own choice about which tutor would be suitable for their child. The tutors on the list fill up very quickly so it may be necessary for parents and carers to make their own inquiries about other suitable private lessons.

#### 3. Commitment to participate in Band for the whole year:

Through the year there are performances within and outside the school, annual band competitions and Band Camp. All Band members must attend these performances and competitions, as well as what is the highlight for many kids - Band Camp.



Children who join the Band program must be prepared to participate fully and understand that they have made a firm commitment to remain in their Band for the full year.

#### **4. Commitment to give Band precedence:**

While there will always be unavoidable absences, and clashes with other very important extra-curricular activities, Band commitments need to take precedence as a general rule. A band sounds very different if key players are away for a performance or a rehearsal. If an absence cannot be avoided, then as much advance notice as possible should be given to the Band Director (in person through the student and by email to the Band Committee). In some cases, if a player is absent from a rehearsal in the lead-up to an important external performance, and misses critical preparation, then the Band Director may decide it is not possible for that student to perform.

#### **5. Commitment to pay Band fees on time:**

The Band program is an extra-curricular (non-profit) school program funded entirely through membership fees and a small subsidy from the P & C. It is not funded through the school or the NSW Department of Education. Band fees are used to cover the professional costs of the Band Director and all the sectional tutors and the instrument hire fees pay for the program's instrument maintenance and replacement. Band Camp fees are used to cover the cost of the annual Band Camp. The operation of the Band program relies on the timely payment of these fees to the P & C by all Band families. If fees remain unpaid, continued participation in the Band program by a student will not be possible. If Band Camp fees are not paid in advance, then a student will not be able to attend the Camp, which is a compulsory element of the program. Once paid, Band fees are not refundable if a child withdraws from the Band program.

Parents also need to purchase a Band uniform, which is a simple one so not too expensive:

- White long-sleeved shirt
- Long black pants (**no** jeans, trackpants or jazz pants)
- Blue Manly West Band tie
- Black socks
- Royal blue hair ribbons

Band ties and black pants are available at the Manly West Uniform Shop.

#### **6. Commitment to child safety:**

All the Band children should be able to participate safely in the Band program but as a school extra-curricular activity, supported by volunteers, this means that parents have a bigger role in band than school curriculum activities. It is up to parents to ensure their children are safe before and after rehearsals and that the Band Director is made aware of any relevant health information about your child for during rehearsals or at band events. Parents/carers should note, therefore, that:



- the nearby school pedestrian crossings are not “manned” before and after rehearsals;
- the children are not under the supervision of teachers or BASC before 850 am or after 320 pm and the school office is closed before rehearsals start in the morning and after they finish in the afternoon;
- band performances that occur outside school hours are not school excursions and so a parent must accompany each band member to the event (or make arrangements with another parent to take responsibility);
- it is not possible for the Band Director to advise parents if a child is absent from a rehearsal as she is conducting the Band for the whole hour;
- parents should advise the Band Director in writing (not just the school) of any health information relating to their child that could impact on that child’s safety at rehearsals (such as the location of epipens or asthma medication). This can be done by leaving a note at the school office although a direct conversation with the Director at the beginning of each year would also be prudent and appreciated; and
- parents should have a plan (such as another band parent to call) in the event they are running late to collect their child from rehearsal in the afternoon as the Band Director has other teaching commitments to attend to immediately before/straight after rehearsals so is not able to wait with children at the Hall (and the school is likely to be unattended).

#### **7. Commitment to take care of school hire instruments and pay for repairs/replacement:**

We understand that the first year of Band is often too soon to commit to buying an instrument so the Band program has a stock available to hire to Training Band. We also hire out larger instruments to the older band members. We cannot offer individual insurance for our members, however, so all our instruments must be hired strictly at your own risk. While ordinary wear and tear is not your responsibility, you will be required to reimburse the P & C for all repairs or replacements needed if an instrument is damaged negligently or accidentally while on hire to you for your child. This requirement applies even if the hire instrument is damaged because of somebody else’s actions, such as curious little friends touching it or because your child dropped it after being bumped in the playground. If an instrument is damaged, then please let the Band Director know as soon as possible as fixing it early might keep these costs down.

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