

# Beecroft Public School

## Band and Strings Program Handbook 2024

***\*\*Please note: The content of this handbook is subject to change\*\****

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## Our Vision

The Beecroft Public School Band and Strings Program is committed to fostering in all students a love of music and performance that promotes learning, wellbeing and community participation. We do this by providing students with learning experiences that engage, enrich and challenge in a spirit that is inviting and inclusive.

## Program Overview

Since its establishment in the early 1960s, the Beecroft Public School Band and Strings Program has played a prominent role in the culture, tradition and history of our school community. The Program's focus is providing a well-rounded musical education, including performance opportunities, that extend children's learning beyond the Creative Arts K-6 Syllabus.

The Program, which is administered by a volunteer P&C Association subcommittee, comprises five bands (Training, Intermediate, Concert, Senior Concert, and Stage) and three string ensembles (Training, Intermediate and Advanced). Approximately 220 students participated in the Program in 2023. In addition to music competitions, festivals and eisteddfods, the bands/ensembles perform at school functions such as Presentation Day, Orientation Day and Education Week, as well as community events including Christmas Carols at Beecroft Village Green, School Fairs, Opera House performances and visits to local nursing homes. The Band and Strings Program subcommittee also organises visits by adult bands, such as the NSW Police Band and the Australian Army and Navy Bands, who perform for the whole school community.

Rehearsals typically occur once to twice a week for each band/ensemble and are augmented by an annual Intensive Band and Strings Workshop conducted at the school. Parents are responsible for organising private instrument tuition for their children. For convenience a list of tutors who give private lessons on the school premises before and after school, and at local private studios is included in this handbook.

Separate Band and Strings award systems are used to recognise individual children's efforts and their growth in musical skills. Awards are presented at school assemblies and at Presentation Day.

There is an annual Band and Strings Tour/Band Camp when Years 5 and 6 students from advanced bands/ensembles visit and perform at a number of regional schools over the course of several days, or go away together to develop their skills and come together at the end for a performance.

The best way for you to stay up to date about events are this Band and Strings Program Handbook, Whatsapp groups created by the Band/Strings Coordinator, direct emails from your child's Band/Strings Coordinator, the Band and Strings news sections of the weekly school newsletter and the school website.

## Parental Support

The Band and Strings subcommittee is composed of volunteers and for the Program to run smoothly it requires and welcomes the support of other parents. All subcommittee members and supporting parents are required to have completed a **“Declaration for Child-Related Workers”** form presented in person to the Administration Office with photo ID. The declaration is valid for the entire time your child is at Beecroft Public School and only needs to be done once.

**Please note that this is different to** the **Working With Children Check (WWCC)** Clearance which is **not** required because you would be classified as **“Exempt” volunteers**.

For your child to get the most from the Program you can:

1. Recognise that you are as much a part of the Program as your child and assist in ways such as:
  - a. supervising at the Intensive Band and Strings Weekend
  - b. assisting with student supervision and transport at music festivals

- c. transporting large instruments and music stands
  - d. volunteering your time to help out or make food (for example: cakes, help with cooking sausages etc) when we are fundraising
  - e. stamping and distributing sheet music as requested by Music Librarian
  - f. helping players to set up and pack away up at rehearsals
2. A parent roster is drawn up each term to assist our conductors with supervision during rehearsals. This is especially important if a player becomes ill during rehearsal and needs to be taken to the school office. **A condition of your child's membership in the Band and Strings Program is that you take your turn on the parent roster.** Rosters are issued each term and each parent usually supervises once or twice a year for larger ensembles and up to once per term for smaller ensembles. If you cannot attend rehearsals it is your responsibility to arrange a swap or replacement parent.
  3. Support your child by attending his or her public performances. Also encourage your child to listen to the other bands/ensembles in the Program. This is a valuable part of students' musical education.
  4. Provide encouragement when your child practices at home.
  5. Expect your child to take good care of their instrument and assist them in doing so by ensuring their instrument is serviced regularly (using the list of recommended service providers in this handbook).
  6. Pay all Band and Strings Program fees promptly on receipt of the account.

## Expectations of Band and Strings Members

1. Students are expected to be punctual at all rehearsals and performances. Rehearsals include time for setting-up and packing away. Please arrive 30 minutes prior to the scheduled starting time of public performances, unless otherwise advised. Alert your band/ensemble coordinator by phone or text if running late to performances.
2. Any player who is noticeably late or absent from a rehearsal for any reason (other than a school activity which affects a number of children), is expected to provide an explanatory note via text message to the Band/Strings coordinator.
3. All players are to have the following equipment with them at each rehearsal or performance
  - a. their instrument
  - b. their own music in a named display folder and required music book/s
  - c. instrument accessories
    - i. a "pull through" or similar cleaning device (flutes, clarinets, saxophones)
    - ii. a reed cap, cork grease and a minimum of two reeds in good order, that are not chipped or split (clarinets, saxophones and oboes)
    - iii. valve oil or slide cream, tuning slide grease and a large soft cloth for cleaning and drying (all brass instruments)
    - iv. mallet pack and triangle (percussion)
4. All instrument cases are to carry two tags: one recording school name and instrument serial number and the other, the student's name. New instruments are also engraved "Beecroft Public School".
5. The subcommittee strives to give parents as much advance notice as possible about the timing, venue and requirements for band/strings performance engagements and commitments (e.g., concerts, public performances, competitions etc). Performances are always within term time, with some falling on weekends. Families are expected to do their best to ensure that players are able to attend such events. If

a player is unable to attend, the Band/Strings Coordinator must be notified by email or text message before the event.

6. Players are expected to take proper care of their instruments, whether personal or school property. This includes routine oiling/greasing/cleaning of the instrument and cleaning the instrument case. This also includes regular servicing of your instrument at the recommended Service Centres provided in this document.
7. Instruments are not to be placed on the floor or left unattended on a chair. Instrument cases are to be left closed and not placed where they may be trodden on or tripped over.
8. No student is to play another person's instrument.
9. Players should take great care to ensure that their instrument is accessible when required and is not locked away in a classroom or elsewhere.
10. It is Band and Strings Program policy that damage to school instruments caused by player negligence must be repaired at parents' expense. Parents must notify the Instrument Officer and not attempt to repair the instrument themselves.
11. Parents and students are required to sign their agreement to the Code of Conduct, and an Instrument Hire Agreement Form when hiring an instrument from Beecroft Public School.

## **Expectations of Band and Strings Members Award Scheme**

### **Band Awards**

The Band and Strings Program runs an Award Program which is designed to allow players to develop their musical skill and knowledge through carefully graduated levels as they progress through the Band Program. There is a progression through Bronze, Silver, Gold and Diamond award levels. Award level prerequisites are confirmed by the conductors each year, distributed to students via the band coordinator and published on the school website. The students are expected to work through the requirements with their personal tutor. When the requirements have been met, students should hand the completed form to the conductor, who will sign off on the award and provide advice to the subcommittee about which students have achieved the award. Attendance and participation in performance events is also taken into consideration as part of the award criteria.

Bronze, Silver and Gold awards are presented at school assemblies or at the last ensemble rehearsal for the year. Diamond Awards are given out on Presentation Day.

### **Strings Awards**

The Strings Award Program is awarded for effort in preparing the ensemble parts, and attendance at rehearsals and performances. Award level prerequisites are confirmed by the conductors each year, distributed to students via the strings coordinator and published on the school website. The students are expected to work through the requirements with their personal tutor. When the requirements have been met, students should hand the completed form to the conductor, who will sign off on the award and provide advice to the subcommittee about which students have achieved the award. Attendance and participation in performance events is also taken into consideration as part of the award criteria.

Progression through the strings program is not directly tied to the award levels. However, students wishing to graduate to the next ensemble should select award repertoire that will demonstrate their achievement of the standards described for each ensemble under the heading String Ensembles. The conductor may request to hear the student perform some of the award requirements individually to assess which ensemble they should continue in the next year.

The string awards are:

For Year 1 & 2 students

- First year of service: Green Award
- Second year of service: Red Award

For Years 3 - 6 students

- First year of service: Bronze Award
- Second year of service: Silver Award
- Third year of service: Gold Award
- Fourth year of service: Diamond Award

Diamond Awards are given out on Presentation Day. All other awards are presented at school assemblies or at the final ensemble rehearsal for the year.

## Bands

Band entry is open to children from Years 3 to 6. Admission to Training Band is done by the Training Band Conductor and Music Director, with no audition required. Students usually commence as beginners in Training Band and progress each year to the subsequent bands, providing they meet the requirements of each award. New students to the school with previous band experience are allocated to an appropriate band, usually by audition. The Program currently operates the following five bands.

| Band                                      | Description   | Rehearsal time/s  |
|---|---|---|
| Training Band (TB)<br>- Mr Ferrier        | This is our beginner band with most players commencing in Year 3. Students will work towards attaining a Bronze Award.  | <b>Wednesday 7.45am-9.10am</b> (full band), and <b>Monday 3.30pm-5.00pm</b> (alternating woodwind/brass and percussion tutorials)   |
| Intermediate Band (IB)<br>- Mr Sismey     | Largely composed of players in Year 4, or in their second year of the program. Students work towards attaining a Silver Award.                                  | <b>Tuesday 7.45am-9.10am*</b> (full band), and <b>Thursday 3.30pm-5.00pm*</b> (alternating woodwind/brass and percussion tutorials) |
| Concert Band (CB)<br>- Mr Sismey          | Largely composed of players in Years 5 or in their third year of the program. Players work towards the Gold Award.  | <b>Friday 7.45am-9.10am*</b> (full band), and <b>Tuesday 3.30-5.00pm*</b> (alternating woodwind/brass and percussion tutorials)     |
| Senior Concert Band (SCB)<br>- Mr Ferrier | Composed of players in Years 6, who are usually in their fourth year of the program. SCB players work towards the Diamond Award.                                | <b>Monday 7.45am-9.10am</b> (full band), and <b>Friday 3.30-5.00pm</b> (alternating woodwind/brass and percussion tutorials)        |
| Stage Band<br>- Mr Ferrier                | Stage Band plays predominantly jazz music. The band is composed of trumpet, trombone, saxophone, percussion, bass guitar and keyboard. Entry into Stage Band is | <b>Thursday 7.45am-9.10am</b>   |

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|  | by audition. Each player in Stage Band must also be a member of one of the other bands, usually CB or SCB, with the exception of the keyboard player. |  |
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**\* Starting from 2024, students in the 2024 Intermediate Band who will move onto Concert Band in 2025 will keep the same rehearsal days and times (Tuesday AM rehearsals and Thursday PM sectionals) for two years in a row as Mr David Sismey will be their conductor for both years. This means that students in 2024 Training Band, who will move onto Intermediate Band in 2025 will have their Intermediate Band 2025 and Concert Band 2026 rehearsals on Friday AM and sectionals on Tuesday PM. We hope that providing some consistency in rehearsal and sectional dates/times will help families with their scheduling.**

During 2024, morning band rehearsals are held in the Beecroft Presbyterian Church Hall (access via 1A Mary St or 6 Welham St), with the exception of Stage Band which rehearses in the school library. Afternoon band sectionals are held in the school library. Parents will be advised of any changes to rehearsal venues. Band rehearsals operate only during the school term.

## String Ensembles

String Ensemble entry is open to children from Years 1 to 6, by audition. The string program comprises three ensembles, graded according to skill.

### ***Training String Ensemble***

This Elementary ensemble is for students with:

- Minimum 3 months' private tuition in a string instrument
- Limited music reading skills
- Some use of fingers on the fingerboard
- Intake is at the start of each year. Applications to join mid-year (e.g. for new enrolments to the school) will be considered on a case by case basis.

Rehearsals: Monday 7.45am to 9.10am at school

### ***Intermediate String Ensemble***

This ensemble is for students with:

- Minimum 1.5 years private tuition
- AMEB Grade one or equivalent standard
- Music reading skills – Grade one level
- Progress to Intermediate Strings from Training Strings is through an audition process.

Rehearsals: Tuesdays 7.45am to 9.10am at school

### ***Advanced String Ensemble***

This ensemble is for students with:

- Minimum of 3rd grade standard (or equivalent) on their instrument
- Minimum of 3rd grade sight reading
- Solid technique and intonation
- Confident reading (French time names are used)
- Progress to Advanced Strings from Intermediate Strings is through an audition process.

Rehearsals: Thursdays 7.45am to 9.10am at school

The location of rehearsals will be confirmed at the beginning of each year.

For existing members wishing to progress to the next ensemble, auditions will be held at the end of each year.

The conductors will hear technical work from the string award the student has completed, and selections from the pieces that the student has learned for the award. Pieces should be chosen to demonstrate the level required in the new ensemble (e.g. Grade 3 or above for Advanced). Students are encouraged to discuss these requirements with their private tutor to plan for their progression through the program. The desire for promotion to higher ensemble needs to be discussed with the conductors by the end of term 2, so that they can provide early advice to support students working towards this goal.

It is important to note that while efforts would be made to ensure students' progress through the string ensembles and remain with their peers (especially for Year 6 students), the balance of the ensemble will also be a consideration at the Advanced Strings level.



## Communication

Band and Strings Coordinators will distribute information to parents via email (and via the whatsapp group chat). You are strongly encouraged to join the whatsapp group created for your child's ensemble as reminders are delivered in a more timely manner using this channel. Parents are responsible for promptly notifying their ensemble coordinator of any changes to their contact details.

Important updates for Band and String Program members will also be published in the *Band and Strings News* section of the school Newsletter.

The school will send parents permission notes when performances are conducted away from the school during school hours. When events are arranged out of school hours, the coordinators will liaise directly with parents via email.

Notes are not generally sent home when Band and String events occur on school grounds within school hours. Emails are sent to parents via band coordinators to let them know details about the school-based event and any requirements.

If you need to communicate with the Band and Strings subcommittee, please don't ring the school. Instead, (1) directly email or phone your ensemble coordinator or other relevant contact person (see contact list at end of this Handbook), (2) attend a Band and Strings Subcommittee meeting.

## Band and Strings Program Fees

Band and Strings Program fee invoices are sent out to parents once per year (usually at the end of Term 2). If a student leaves the Program part way, parents must still pay the full fees for the semester/s in which the student was enrolled prior to notice being provided in accordance with Appendix 4.

Payment for fees must be in the form of direct deposit. Cash is not accepted. Creative Kids Vouchers can be claimed towards payment of annual fees. The voucher amount will be deducted from the final invoice.

## Intensive Band and Strings Workshop

The Program runs an annual Intensive Band and Strings Workshop (IBSW) in the second term of each year. The IBSW is held at the school on a weekend day for the purpose of preparing bands and ensembles to compete at major music festivals. All Band and Strings members are expected to attend.

The date for the IBSW in 2024 is **Saturday 25<sup>th</sup> May (12pm to 5pm)**.

## Musical Instrument Lessons

All members of the Band and Strings Program must undertake tuition (minimum at least once per week) from a recognised teacher of the instrument they play. The minimum standard of teachers is AMusA or similar. Individual lessons are necessary for the students to learn to play their instrument and play at a similar standard to their fellow band members.

Tuition is a private matter between parents and tutors. While we provide a list of tutors who teach at school or locally to the school, parents are free to choose their own. Tutors who teach at the school sign a User Agreement with the NSW Department of Education. The Band and Strings subcommittee is not part of such agreements. Inquiries about musical instrument tuition must be directed to the tutors, not to the school. Tutors bill the cost of lessons directly to each child's parents and this cost is **not included** in the Band and Strings Program fee account.

All tutors associated with the Program are asked to abide by a code of conduct, a copy of which is included below.

## Music

All music provided by the Band and Strings Conductors belongs to the Beecroft Public School Band and Strings Program. Music is loaned to individual players. Requisite music is copied, stamped and numbered before being loaned, on an individual basis, to each player. Immediately upon distribution, players must place music in a black (bands) or blue (strings) display folder bearing their name. Music is used for Program purposes only. All band and strings folders containing music must be returned at the end of each year, complete with the music from that year.

It is each student's responsibility to look after their music. If a copy of any sheet music is required, please contact the conductor of the relevant band/ensemble. **No original music is to be taken home under any circumstances.**

The folders and their contents are the property of Beecroft Public School. Students may be charged the cost of a replacement folder if theirs is lost or damaged beyond reasonable wear and tear.

Special Rondo file folders are issued to students in Years 5 & 6. These are the property of the student and may be kept after departure from the program, provided any sheet music in them has been returned.

Students joining Training Band in 2024 will receive a book called Standard of Excellence for their instrument. The cost of this book will be billed along with the Band annual fees.

## Resigning from Band and Strings Program

The Band and Strings Program requires a commitment from players, just as would a sporting team. If you no longer wish to be a part of the Program, please do not resign until the end of a semester. Complete the BPS Band and Strings Program Resignation Notice (Appendix 4) and return it to the subcommittee as soon as possible.

Fees are charged for a full semester, even if you resign partway through a semester. Fees continue to be charged until the subcommittee is notified in writing of your resignation, and your school-owned instruments have been returned to the Instrument Officer. The process of returning instruments is outlined in BPS Band and Strings Program Application for Return of Instrument Deposit form. (Appendix 5)

## Uniform for Public Performances

Players wear the following uniform for public performances, unless otherwise notified by the school via Band/String Coordinator emails or the school Newsletter.

### Summer Uniform

Boys: standard summer uniform, clean black school shoes, no jumpers.

Girls: standard summer uniform, clean black school shoes, royal blue hair accessories, no jumpers.

### Winter Uniform

Boys: long grey trousers, long sleeved shirt, tie, clean shoes, no jumpers.

Girls: standard winter tunic, long sleeved shirt, tie, clean shoes, grey tights (NOT SOCKS), no jumpers.

### Stage Band Uniform

Boys and girls both wear black long sleeved shirt with collar, long black trousers and bow tie of their choice.

## Instrument Maintenance Program

The instrument maintenance program strives to have all hired instruments professionally serviced on a regular basis, unless the private tutor or Band Conductor feels the instrument requires additional maintenance prior to the scheduled time. Most instruments are serviced every two years. The frequency varies, depending on the instrument. Parents will be notified about instrument servicing by the Instrument Officer.

The cost of maintenance servicing will be met by the Band and Strings Program. However, as stated in the policy (Section 6.4), **it will be the responsibility of parents to meet the cost of repairs or replacement caused by accident, negligence or loss.** Routine maintenance costs will be paid through the Treasurer.

## **Appendix 1: Policies**

### **1. Membership**

- 1.1. Subject to audition and numbers, membership to Bands is open to all students from Years 3-6 and membership to Strings is open to all students from Years 1-6.
- 1.2. Continued membership is subject to adherence to the codes of conduct and standards of behaviour set out by the Program, and prompt payment of all due fees.

### **2. Band and Strings Program Fees**

- 2.1. Members of the Band and Strings Program are required to pay fees to cover payments to the conductors, the cost of music, hall hire, equipment and administrative expenses. Accounts are sent home once a year (usually around mid year). This fee is subject to revision from time to time, at the discretion of the subcommittee. Full charge is made for each semester regardless of the time of commencement or withdrawal during the period.
- 2.2. The yearly Band and Strings Fee is approximately \$650 per child per ensemble (subject to change). Yearly fees for Stage Band is approximately an additional \$400 per child per year.
- 2.3. In addition to the Band and Strings Fee, you may be required to purchase a music book. Should your child's ensemble require a music book, this will be billed at the same time as the Band and Strings Fee.
- 2.4. Parents are required to pay fees promptly on receipt of the account statement. Failure to do so will jeopardize the continued participation of their child in the Band and Strings Program.

### **3. Tuition**

- 3.1. All members are required to be in receipt of tuition from a recognised teacher of the instrument they play. Tuition should take place at least once per week. Parents are free to make whatever arrangements are convenient in this matter.
- 3.2. Tutoring arrangements are a private matter between the parent and the tutor, to whom all inquiries are to be directed, and neither the School nor the Band and Strings Program are parties to such arrangements.
- 3.3. Tutors who use school facilities to teach must sign Department of Education User Agreements which may place restrictions in areas such as lesson times.

### **4. Music Director and Conductors**

- 4.1. The Music Director and the Conductors are appointed annually by the P&C under terms and agreements laid down in a contract of engagement.
- 4.2. The Music Director, in consultation with the conductors as required, has ultimate jurisdiction over musical matters, including the planning of the Band and Strings musical program, the distribution of instruments and the admission of children to Program activities.

### **5. Use of School Band Instruments (not applicable to Strings players)**

- 5.1. The Program makes available band instruments for players who do not possess their own. The following applies:

At the time of accepting an offer of an instrument, a deposit of \$200 is required. This is refundable when the instrument is returned in good order at the end of the hiring period.

You will be charged for an instrument cleaning kit, which will be billed along with the deposit. This is not required to be returned at the end of the hire period.

An instrument hire fee of \$300 per year is payable for use of school instruments. Accounts are issued at the same time as Band and Strings fees, around mid year. Instrument hire fees are subject to revision from time to time, at the discretion of the subcommittee.

If a player already owns or hires an instrument and is asked to play a second instrument by the conductor, no fee for use is payable for the second instrument. However, the \$200 deposit still applies.

- 5.2. At the start of each year, instruments are issued by the Instrument Officer at the request of the Music Director. No other person may authorise the issue of a school instrument.

## **6. Care and Repair of Instruments**

- 6.1. School instruments are issued in good order and it is expected they will be maintained in good order by the player to whom they are issued.
- 6.2. Parents may be required to make their child's instruments available for inspection for school audit purposes.
- 6.3. Repairs and maintenance that fall into the "wear and tear" category are limited to loose screws, worn joints, deteriorating padding and the like. The repairer and servicer that is appointed by the committee will make a decision on whether the issue is due to "wear and tear". The cost of this type of required maintenance will be met by the Band and Strings Program.
- 6.4. Damage as the result of negligent handling is to be paid for by the parents of the student to whom the instrument was issued. If at any stage an instrument is deemed to be defective, the Instrument Officer will arrange with the parent to have the instrument repaired by one of our recommended repairers only. The damage repairs are assessed by our repairer and parents will be notified of these details. No repairs or costs may be incurred by parents without the consent of the Instrument Officer. Please notify the Instrument Officer of any recommendations or need for instrument service or repair, where you will be given permission to take it to an approved repairer.
- 6.5. The school reserves the right to request the return of the instrument in the event of the conditions of use not being met.
- 6.6. It is the responsibility of parents to return a school instrument to the Instrument Officer. Parents must contact the Instrument Officer to organise a mutually suitable time. The relevant form(s) will need to be filled out to complete this process: "Application for Return of Instrument Deposit" form and "Resignation From Band" form, if appropriate at the back of this Handbook. Should instruments be lost, they must be replaced with a comparable instrument. There is no school or P&C insurance policy to cover loss or theft of a hired instrument. Parents may wish to insure the instrument at their own discretion.
- 6.7. The instrument maintenance program requires that parents, when advised in writing by the Instrument Officer, take their child's hired instrument to designated instrument service day. Maintenance usually occurs during the second year of instrument hiring. The instruments will be sent out to the committee appointed repairer during Winter/Spring school holiday. In the circumstances where parents fail to return the instruments for servicing when instructed by the Instrument Officer, the responsibility and cost of the servicing will fall upon the families to arrange their own servicing using the school appointed repairer.

## Appendix 2: Codes of Conduct

### Tutor/Conductor Code of Conduct

1. The primary aim of tutors and conductors is to develop students' ability to play the current program of music for their band/ensemble, and to work towards qualifying for their BPS Band and Strings Awards. Tutors are to base their teaching on the method book designated by the Music Director.
2. The minimum standard required for tutors to teach players is the AMusA (Associate Diploma in Music, Australia) or they must be studying for or have achieved a tertiary qualification in music.
3. Students are to be treated with respect and in a positive manner at all times. Enjoyment of Program, membership and being involved with music must be a priority of all teaching. Constructive feedback is encouraged and should be communicated in a sensitive manner, using the parent as a conduit where appropriate.
4. All students, children and young people have the right to a safe physical and emotional environment. As a contractor, consultant, volunteer and/or committee member working with the Department of Education you are expected to always behave in ways that promote the safety, welfare and well-being of students, children and young people.
5. Contractors, consultants, volunteers and committee members working with the Department of Education must act in line with the conduct described in the NSW Department of Education Code of Conduct. Ensure you are familiar with the Department Code of Conduct which is available at <https://www.det.nsw.edu.au/media/downloads/about-us/how-we-operate/code-of-conduct/codeofconduct-guide.pdf>
6. Conductors and tutors must ensure the parents are aware of the conditions relating to their lesson arrangements.
7. In the case of an emergency during a school-based lesson, the tutor must advise the School, advise the parents of the students and advise the Band and Strings Program Convener so that each child's welfare is ensured.
8. Punctuality by school-based conductors/tutors is essential. Should a Conductor/Tutor be running late for a rehearsal or sectional, they must inform the Ensemble Coordinator via phone and text as well as the Band & Strings Convener. Should a Tutor be running late for their onsite private lessons at school, they must inform the parent of the affected child/ren as well as the Band Administrator, Sabrina on 0493 711 788 via phone and text. The tutor must inform the student to wait for them just inside the library. Once the tutor arrives at school, they will be responsible for picking up their student from the library and taking them to the allocated classroom for their private lesson. The tutor must ensure they send a message to Sabrina to confirm they have arrived and the student is in their care.
9. Conductors/tutors must keep with them all their students' parents' contact phone numbers (home, work and mobile). Phones should be switched to silent or turned off during tutorials and /or rehearsals and only checked at the beginning or end of a lesson.
10. Conductors/ school-based tutors are responsible for securing the building when leaving and all school property and rooms must be left as found.
11. School-based tutors may only use the rooms allocated to them as per notification from the Band Liaison Teacher.
12. Music stands are not to be left in rooms but returned and stacked neatly.
13. Tutors and Conductors must issue appropriate tax invoices to parents and the Band and Strings Program subcommittee for tuition fees. Invoices must be issued in a timely manner.
14. Tutorials must not commence before 3.30pm each day, and preference should be given to BPS Band and Strings Program members before allocating slots to non-band members. Younger students are to be given earlier time slots, when possible.

15. To ensure the smooth running of the Program and the welfare of students, it is critical that there exists effective communication between all stakeholders (Band and Strings subcommittee, Music Director, parents, tutors, conductors, school and students). Tutors are therefore requested to immediately notify the Music Director or Convener of any arising concerns such as parental complaints about the Program.
16. Tutors are to respect Conductors' management of the bands/ensembles and not comment on the way in which the ensembles are managed by the Conductor. Tutors are expected to direct any professional concerns about conductors to the Convener or Music Director.
17. Tutors are welcome to attend Band and String Program meetings, unless informed otherwise.
18. In Term 1, the Music Director holds a meeting for all Tutors/Conductors at which attendance is expected.
19. Students are to be sent to the toilet in pairs, with a parent, or if no-one else is available they are to be accompanied by the Tutor/Conductor as required under the *Child Protection Act*.
20. Tutors/Conductors who have signed a Department of Education User Agreement with the school must abide by the terms and conditions of that agreement.

## Student Code of Conduct

Parents - please read this with your child to ensure they understand the meaning of each point.

As a member of the Beecroft Public School Band and Strings Program, I agree to abide by the following rules:

1. I will commit to staying in the Band and Strings Program for the full school year.
2. I will behave in a polite, responsible and cooperative manner at all times during Band and String Program activities.
3. I will care for my musical instrument and practice regularly.
4. I will be on time for rehearsals, performances and individual lessons.
5. I will assist in the setting up and packing away before and after rehearsals and performances, as requested by the Conductor.
6. I will do my best to attend all rehearsals and performances. If I am unable to attend due to illness or another commitment, my parents and I will, as soon as possible, notify the Band/Strings Coordinator, by phone and text.
7. I will wear the full and correct nominated uniform to all performances.
8. I will help others enjoy the Beecroft Public School Band and Strings Program and show my appreciation for other bands and ensembles from Beecroft and elsewhere by behaving appropriately at all events.
9. I will be respectful and polite towards conductors, teachers, tutors, volunteers and fellow band/ensemble members.

|                           |  |
|---------------------------|--|
| Child's Name              |  |
| Child's Signature & Date  |  |
| Parent's Name             |  |
| Parent's Signature & Date |  |

### **Parent/Carer Code of Conduct**

1. Parents/Carers of Band and Strings players commit to being respectful and courteous towards conductors, teachers, tutors, volunteers and other players.
2. Parents/Carers will ensure that their children are on time for rehearsals and performances.
3. Parents/Carers will ensure that Program fees are paid in full, on time and in a timely manner.
4. Parents/Carers undertake to do their best to see that children attend all rehearsals and performances. If they are unable to attend due to illness or another commitment, they will advise the Conductor, and Band Coordinator by phone and text with as much notice as possible.
5. Should they wish to lodge a complaint about a tutor, conductor or volunteer, parents/carers commit to following the Band and Strings Program complaints procedure. (see Appendix 6)
6. Parents will ensure their child is attending a weekly individual lesson with an adequately qualified tutor (If unsure, consult with the Conductor or Music Director).
7. With the exception of emergencies, instrument tutor lesson times should not be altered by parents. On these occasions an agreed make-up lesson time may be available. Refunds will not be given. Tutoring times and arrangements (including cancellations and rescheduling) are to be directly negotiated with the tutor.
8. Acknowledge that the conductor has the authority to set the musical direction and conduct of the band/ensemble, including allocation of instruments and parts for performances.

### **Parent/Carer Duties**

1. The Band and Strings Program relies on volunteers to ensure the smooth running of the program and the safety of students. All parents/carers of players are expected to help at rehearsals as per the roster a few times each year. If you cannot attend on your rostered date, it is your responsibility to find a replacement.
2. Please arrive on time, i.e. 7.45am for morning rehearsals and 3.30pm for afternoon rehearsals, sign in on the roll and remain for the full duration.
3. Although it is not the responsibility of the parent/carers helper to set up equipment, from time to time they may be asked by the conductor to help, or may need to assist a player who is having difficulty moving something; in particular younger members of Training Band.
4. Throughout the rehearsal the parent/carers volunteer should remain within the rehearsal space and objectively observe the interactions between conductor and players. Parent/carers volunteers are to report any observed or suspected violations of Codes of Conduct to the Band Convener and/or the Band/Strings School Liaison Teacher.
5. If a player becomes unwell (e.g. nose bleed) during rehearsal, the parent/carers volunteer will need to assist the player and accompany them to the front office if necessary.
6. Please ensure that during rehearsal, student bags and instrument cases are appropriately stored so as not to obstruct free passage.
7. The parent/carers volunteer should stay until the players have packed away and, in the afternoon, remain to ensure that all students have been safely collected.



## **Appendix 3: Committee roles and responsibilities**

### **Band and Strings Administrative Coordinator (paid role)**

- Maintain the master membership list, including family contact details, required medical information, instrument information
- Set up roll call forms for bands as per agreed template from School Band Liaison
- Assist conductors with supervision of morning band rehearsals and safe transfer of students from the rehearsal venue to the school
- Assist conductors and ensemble coordinators with collation of band and strings awards
- Assist the Instrument Officer with administration of the school instrument store as directed by the Band and Strings Convener, including maintaining records of stock, preparing hire agreements, booking instrument servicing, and answering inquiries from parents
- Administration tasks to support the effective functioning of the BPS P&C Band and Strings program, including liaison with conductors, coordinators and school regarding collation of the Band and Strings Awards

### **Band & Strings Convener**

- Main contact for overall band management
- Oversee and manage bigger band issues
- Run the band meetings
- Point of contact for complaints and escalates to P&C executive and School Principal as required
- Represents Committee at events such as Christmas concert
- Liaise with and provide reports to the P&C
- Main contact for the Music Director and in conjunction with Music Director managing the Conductors
- Annual contracts for Conductors and ongoing review of performance
- Final decision maker in cases where there are disputes/disagreement and for day-to-day running of the band program in consultation with appropriate stakeholders
- Provide information to school for weekly newsletter

### **Band & Strings Vice Convener**

- Act as backup/support for Convener and takes on tasks from the Convener as agreed and required
- Liaise with conductors, coordinators and school regarding the Band and Strings Awards, including confirmation and communication of award criteria, and collation of award forms
- Oversees the ongoing performance of the various roles and provide support/input as required

### **Secretary**

- Manage agenda and take minutes for band meetings
- Receive correspondence and direct it to the appropriate member of the volunteer body, keep a record of correspondence and outcomes
- Clear the band box at the front office
- Keep records of band meeting minutes

### **Treasurer and Assistant Treasurer**

- Manage the invoicing of Program fees and Band and Strings tour/camp fees
- Collection of deposits and fees for new members to the band program
- Payment of approved costs
- General P&L management and reporting

### Music Librarian/Festivals

- Music Library management
- Paperwork for performances which includes:
  - liaising with the Music Director and Conductors regarding festival performances selections
  - collating the information prepared by the Music Director in consultation with the respective Conductor for the specific performances (e.g. which pieces of music will be performed)
  - registration and ensuring the invoice is sent to the treasurer for payment

### Membership Officer *(NOTE: this function is being performed by the Administrative Coordinator in 2024)*

- Maintain the family contact details and instrument information for the players.
- Collate the expressions of interest for the Training Band and assist in the communication with potential and new players.

### Instrument Officer

- Maintain the instrument hire records
- Maintain complete list of band instruments
- Organise servicing and replacement of instruments include sale or writing off of instruments after discussion with band conductors
- Provide updates to the school office to enable them to maintain their asset register
- Attend Training Band “try out” day and have instruments available
- Organise the hand-out of instruments at Training Band orientation and the hand-in of instruments at the end of the year

### Tutor Liaison **OPEN ROLE**

- Source tutors and collate the information for the band book (send to IT Officer/Master Documents Library)
- Work with School Band Liaison to organise classrooms and times for tutor sessions
- Organise tutors for the Training Band orientation
- Organise tutors for Intensive Band and Strings Weekend
- Provide potential tutors direction regarding community user agreements and ensure school receives completed paperwork including the WWC clearance.
- Arranges tutors for week 5-10 tutorials for Training Band in Term 1, and liaises with Teacher Liaison for rooms

### School Band Liaison

- This role is filled by a teacher at the school
- Coordinate the school performance calendar and advising the Band Coordinators as to when the bands will be performing at the school
- Obtain permission from the School Principal for any out of school performances and setting up the permission notes/info flyers
- Ensure the Awards process is managed
- Manage completed documentation for band awards

### School Strings Liaison

- This role is filled by a teacher at the school
- Coordinate the school performance calendar and advising the Strings Coordinator as to when the ensembles will be performing at the school
- Obtain permission from the School Principal for any out of school performances and setting up the permission notes/info flyers
- Manage completed documentation for strings awards

### **Training Band Coordinator**

- Set up the parent roster for every term and communicate this with the band parents (provide clarity around sectional rehearsals)
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW, Training Band Orientation)
- Collate responses for Intensive Band and Strings Weekend and Band Performances
- Provide band members with information and guidance for Bronze Award criteria and collate the completed paperwork (submit this to the School Band Liaison)
- Coordinate volunteers where required (e.g. supervising band at festivals, intensive band weekend sign-on etc)
- Work with the Intermediate Band Coordinator to get guidance and input
- Act as primary contact for Band Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Intermediate Band Coordinator**

- Set up the parent roster for every term and communicate this with the band parents (provide clarity around sectional rehearsals)
- Set up roll call forms as per agreed template from School Band Liaison
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and Band Performances
- Provide band members with information and guidance for Silver Award criteria and collate the completed paperwork (submit this to the School Band Liaison)
- Coordinate volunteers where required (e.g. supervising band at festivals, intensive band weekend sign-on etc)
- Work with the Training Band Coordinator to provide guidance and input from learnings in the previous year
- Acts as primary contact for Band Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Concert Band Coordinator**

- Set up the parent roster for every term and communicate this with the band parents (provide clarity around sectional rehearsals)
- Set up roll call forms as per agreed template from School Band Liaison
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and band performances.
- Provide band members with information and guidance for Gold Award criteria and collate the completed paperwork (submit this to the School Band Liaison)
- Coordinate volunteers where required (e.g. supervising band at festivals, Intensive Band and Strings Weekend sign-on etc)
- Assist SCB Coordinator in the organization of Band Tour
- Acts as primary contact for Band Conductor and escalates issues to Convener and/or Music Director as required

- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Senior Concert Band Coordinator**

- Set up the parent roster for every term and communicate this with the band parents (provide clarity around sectional rehearsals)
- Set up roll call forms as per agreed template from School Band Liaison
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and Band Performances
- Provide band members with information and guidance for Diamond Award criteria and collate the completed paperwork (submit this to the School Band Liaison)
- Coordinate volunteers where required (e.g. supervising band at festivals, Intensive Band and Strings Weekend sign-on etc)
- Take the lead in organising Band Tour/Camp (working with CB Coordinator and Stage Band Coordinator)
- Acts as primary contact for Band Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Stage Band Coordinator**

- Set up the parent roster for every term and communicate this with the band parents
- Set up roll call forms as per agreed template from School Band Liaison
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and band performances
- Coordinate volunteers where required (e.g. supervising band at festivals, Intensive Band and Strings Weekend sign-on etc)
- Assist SCB Coordinator in the organization of Band Tour/Camp
- Acts as primary contact for Band Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Strings Coordinator**

- Oversee the strings program
- Liaise between conductor, parents, Band & Strings Committee and school
- Update weekly newsletter with Strings news
- Point of contact for new Strings enquiries
- Assist the conductor in any administrative jobs, parent communication, appointing tutors, and event organisation
- Work with Advanced and Intermediate Strings Coordinators to develop and mature the strings program
- Promote / market strings program during various school events to recruit new members
- Support Strings Music Librarian and Roster Manager with their roles

### **Training Strings Ensemble Coordinator**

- Set up the parent roster for every term and communicate this with the parents
- Set up roll call forms as per agreed template from School Strings Liaison

- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and Performances
- Provide string members with information and guidance for the Award criteria and collate the completed paperwork (submit this to the School Strings Liaison)
- Coordinate volunteers where required (e.g. supervising at festivals, intensive band and strings weekend sign-on etc)
- Acts as primary contact for Strings Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Intermediate Strings Ensemble Coordinator**

- Set up the parent roster for every term and communicate this with the parents
- Set up roll call forms as per agreed template from School Strings Liaison
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and Performances
- Provide string members with information and guidance for the Award criteria and collate the completed paperwork (submit this to the School Strings Liaison)
- Coordinate volunteers where required (e.g. supervising at festivals, intensive band and strings weekend sign-on etc)
- Acts as primary contact for Strings Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Advanced Strings Ensemble Coordinator**

- Set up the parent roster for every term and communicate this with the parents
- Set up roll call forms as per agreed template from School Strings Liaison
- Ensure the Conductor is copied on all correspondence and made aware of various in school performances and other commitments (e.g. IBSW)
- Collate responses for Intensive Band and Strings Weekend and Performances
- Provide string members with information and guidance for the Award criteria and collate the completed paperwork (submit this to the School Strings Liaison)
- Coordinate volunteers where required (e.g. supervising at festivals, intensive band weekend sign-on etc)
- Acts as primary contact for Strings Conductor and escalates issues to Convener and/or Music Director as required
- Notifies Membership Officer/Administrative coordinator, Convener and conductor when band members leave and join the band
- Assists Treasurer in ensuring prompt payment of fees

### **Intensive Band and Strings Workshop Coordinator (Terms 1 & 2 Activity) *OPEN ROLE***

- Oversee the organisation of IBSW
- Coordinate with the School Band and Strings Liaison re: dates, rooms and access
- Manage the attendance lists from each Band and Strings Coordinator for sign-on sheets
- Coordinate parent volunteers for supervision, sign-on and baking (Band and Strings Coordinators will recruit volunteers)
- Liaise with Tutor Liaison regarding any queries/questions
- Main contact for Conductor and parent queries

### **Training Band Recruitment (Term 4 Activity)/Welcome to Band Day (Early Term 1)**

- Oversee the organisation of Training Band Recruitment
- Coordinate with the School Band Liaison re: performance dates to Year 2 prospective students
- Collate Expressions of Interest documentation and follow up as required
- Forward documentation regarding new Band and Strings members to Membership Officer
- Organise the instrument allocation day with the School Band Liaison and the Training Band Conductor
- Send out the confirmation to individuals re: their position in training band and instrument allocation and manage the return of the “contract” paperwork
- Provide final list of new members to Treasurer for invoicing
- Source and provide kits and/or information to new parents on where to get music books/cleaning kits etc
- Manage the Training Band Orientation/Instrument Hand-out day in conjunction with the Tutor Liaison, Instrument Officer and Band & Strings Facilitator

## Appendix 4

### BPS Band and Strings Program Resignation Notice

**Note: this is NOT required for graduating Year 6 students**

**Form to be returned to the Band and Strings Program Box in the school office.**

**Marked to the attention of the Band and Strings Program Subcommittee.**

I hereby advise the Band and Strings Subcommittee that

my child \_\_\_\_\_

of \_\_\_\_\_ (Band/Strings Ensemble name),

has resigned from the Beecroft Public School Band and Strings Program because \_\_\_\_\_

\_\_\_\_\_.

If applicable, he/she is returning a \_\_\_\_\_ (name of instrument) which

is to be returned directly to the Instrument Officer. An Application for Return of Instrument Deposit form is also completed.

I understand the condition of the instrument will be inspected by a tutor/conductor before the return of my deposit.

I understand that I will pay the full semester fee if my child is withdrawing from the Band and Strings Program midway through a semester.

**Signature of Parent / Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHECK LIST:** I have:

- Informed the Conductor that I am leaving the Band and Strings Program
- Had the instrument checked by my tutor/conductor who has verified the condition of the instrument
- Contacted the Instrument Officer to arrange the return of my instrument
- Returned my instrument
- Returned all Program music to the Band/Ensemble Coordinator / Music Librarian

**Appendix 5**  
**BPS Band and Strings Program**  
**Application for Return of Instrument Deposit**

**This completed form and the instrument is to be returned to the Instrument Officer.**

To the Treasurer,

I/We have returned my child's (instrument) \_\_\_\_\_

Serial Number \_\_\_\_\_

and have completed the following prior to returning the instrument to the Instrument Officer.

My child is / is not (please circle) resigning from the \_\_\_\_\_ Band

|   | Yes | No |
|---|-----|----|
| The instrument has been sighted by the tutor/conductor and is in good condition   |     |    |
| The instrument is in good condition.<br>Tutor's comment   |     |    |
| The tutor/conductor has signed this return slip   |     |    |
| I have completed the Resignation from Band Notice (if applicable) and placed it in the Band and Strings box in the school office or emailed to the Convener |     |    |
| I have cleaned the instrument and vacuumed the case   |     |    |
| If resigning or it's end of the year, I am returning the music folder and music   |     |    |

\_\_\_\_\_  
 Signature of Parent / Guardian

\_\_\_\_\_  
 Signature of Tutor or Conductor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Please refund my \$200 deposit via direct deposit to:

|                 |  |
|-----------------|--|
| Account Name:   |  |
| BSB:            |  |
| Account Number: |  |



|              |  |       |  |
|--------------|--|-------|--|
| Child's name |  | Class |  |
| Address      |  |       |  |
| Phone no.    |  |       |  |

## Appendix 6: Complaints Procedure

All attempts should be made to resolve issues in a respectful and constructive manner directly with person/s involved before resorting to the complaints procedure outlined below.

In the event that the issue cannot be resolved:

1. Contact the relevant Band/Strings Coordinator and/or Band & Strings Convener by email, or in person, clearly outlining the issue.
2. At the request of the complainant, complaints that cannot be resolved by the Band Coordinator or Band & Strings Convener will be referred to the Band and Strings subcommittee executive and/or Music Director with input from both parties. The complainant is given the option to attend this discussion.
3. The outcome and any action plan to address the issue will be communicated to both parties.
4. The complaint and action plan will be recorded in the subcommittee executive meeting minutes.
5. In the event a resolution is not reached, the complainant may raise the issue with the Band Liaison Teacher and/or Principal.

Note: Any complaint which involves a breach of the Code of Conduct must be referred to the Principal by the subcommittee.

## Appendix 7: Beecroft Public School Band and Strings Program Subcommittee 2024

| Position   | Name                | Phone        | Email  |
|--|---------------------|--------------|--|
| Convener   | Jen Howard          |              | <a href="mailto:convener.bandandstrings@gmail.com">convener.bandandstrings@gmail.com</a>         |
| Vice Convener  | Charmaine Soh       |              | <a href="mailto:viceconvener.bandandstrings@gmail.com">viceconvener.bandandstrings@gmail.com</a> |
| Treasurer  | Mahsa Shafiei       |              | <a href="mailto:shafiei.mahsa@gmail.com">shafiei.mahsa@gmail.com</a>                             |
| Assistant Treasurer  | Lucy Lu             |              | <a href="mailto:lcuy11@gmail.com">lcuy11@gmail.com</a>   |
| Secretary  | Megan Kim           |              | <a href="mailto:megankim76@gmail.com">megankim76@gmail.com</a>                                   |
| Instrument Officer   | Rebecca Wang        |              | <a href="mailto:instrumentofficerbandbps@gmail.com">instrumentofficerbandbps@gmail.com</a>       |
| Tutor Liaison  | Vacant              |              |  |
| Band & Strings Music Librarian/Festivals Coordinator       | Skye Hatton         |              | <a href="mailto:skyeahatton@outlook.com">skyeahatton@outlook.com</a>                             |
| Strings Coordinator  | Cice Chan           | 0466 566 281 | <a href="mailto:ciceobpsstrings@gmail.com">ciceobpsstrings@gmail.com</a>                         |
| School Band Liaison  | Michelle Durrington | 9484 8844    | <a href="mailto:michelle.douglas7@det.nsw.edu.au">michelle.douglas7@det.nsw.edu.au</a>           |
| School Strings Liaison                                     | Bryony Herborn      | 9484 8844    | <a href="mailto:bryony.heath1@det.nsw.edu.au">bryony.heath1@det.nsw.edu.au</a>                   |
| Senior Concert Band Coordinator                            | Jennifer Muscat     |              | <a href="mailto:jennifer.muscat@gmail.com">jennifer.muscat@gmail.com</a>                         |
| Concert Band Coordinator                                   | Belinda Varndell    |              | <a href="mailto:wvarndell@gmail.com">wvarndell@gmail.com</a>                                     |
| Stage Band Coordinator                                     | Ratna Wijaya        | 0424 353 976 | <a href="mailto:hk.rwijaya@gmail.com">hk.rwijaya@gmail.com</a>                                   |
| Intermediate Band Coordinator                              | Miles Hu            | 0497 279 404 | <a href="mailto:mileshoo@hotmail.com">mileshoo@hotmail.com</a>                                   |
| Training Band Coordinator                                  | Vanessa Fierens     | 0451 002 365 | <a href="mailto:bpstrainingband2024@gmail.com">bpstrainingband2024@gmail.com</a>                 |
| Advanced Strings Ensemble Coordinator                      | Guiyang Henry He    | 0415 808 710 | <a href="mailto:henryhebj@gmail.com">henryhebj@gmail.com</a>                                     |
| Intermediate Strings Ensemble Coordinator                  | Shinli How          | 0403 750 250 | <a href="mailto:shinli.how@gmail.com">shinli.how@gmail.com</a>                                   |
| Training Strings Ensemble Coordinator                      | Ivy Fang            | 0420851759   | <a href="mailto:shahoumiss@yahoo.co.jp">shahoumiss@yahoo.co.jp</a>                               |
| Intensive Band and Strings Weekend / Band Camp Coordinator | Vacant              |              |  |

|   |                     |              |  |
|---|---------------------|--------------|--|
| Training Band Recruitment and Welcome to Band (for 2025 intake) | Shruti Thiruchelvam | 0414 421 251 | <a href="mailto:shruti@pinktank.com.au">shruti@pinktank.com.au</a>           |
| <b>Band and Strings Conductors 2024</b>                         |                     |              |  |
| Music Director Training, Senior Concert and Stage Bands         | Tim Ferrier         | 0402 842 410 | <a href="mailto:timferrier@yahoo.com.au">timferrier@yahoo.com.au</a>         |
| Concert and Intermediate Bands                                  | David Sismey        | 0403 200 998 | <a href="mailto:dsismey@hotmail.com">dsismey@hotmail.com</a>                 |
| Advanced and Training Strings                                   | Katrina Papallo     | 0413 550 821 | <a href="mailto:carinyaquartet@yahoo.com.au">carinyaquartet@yahoo.com.au</a> |
| Intermediate Strings  | Lorraine Chai       | 0432 501 952 | <a href="mailto:musiccreator@gmail.com">musiccreator@gmail.com</a>           |

## Band & Strings Instrument Tutor List 2024

These names of local instrument tutors are provided for your convenience only. Parents are free to choose qualified tutors not listed below.

The days listed below are the days the tutors conduct lessons. Those tutors marked with an \* offer on-site tutoring at Beecroft Public School. The tutors will often conduct lessons on other days at different locations. Please contact the tutors directly for further information regarding their availability.

| FLUTE  |              |   |
|--|--------------|---|
| Deb Muir   | 0412099907   | Semitonemusiclessons@gmail.com<br>Thornleigh  |
| Amanda Irving  | 0435 249 311 | piccolohuman@gmail.com<br>Home visits   |
| Cathy Wainwright<br>Accredited Music Teacher<br>(MTA of NSW) | 0408 024 771 | <a href="mailto:cathywainwright35@gmail.com">cathywainwright35@gmail.com</a><br>Castle Hill |
| Robyn Smart<br>NESA Proficient teacher<br>accreditation      | 0425 349 400 | robyn.smart@outlook.com.au<br>Eastwood  |
| Sarah Cachia *   | 0432 628 471 | Sarah-cachia2011@hotmail.com  |

|  |              |  |
|--|--------------|--|
| Lachlan Campbell<br><br>woodwind<br>(flute/sax/clarinet)<br>brass<br>(trumpet/eupho/french<br>horn)<br>bass/guitar/drums |              | <a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a><br><br><a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br><br>*preferably, please contact Lachlan through the<br>website* |
| Carlingford School of Music  | 02 9873 4242 |  |
| <b>SAXOPHONE</b>   |              |  |
| Sean Coffin<br>(Beecroft Studio)   | 0401 305 836 | scoffed@gmail.com  |
| Roy Li<br>B.Mus.Perf   | 0411723525   | Roy.li0909@gmail.com<br><br>Epping   |
| Robyn Smart<br>NESA Proficient teacher<br>accreditation  | 0425 349 400 | robyn.smart@outlook.com.au<br><br>Eastwood   |
| Lily Gosbell<br>(Saturday Epping studio)   | 0498 981 313 | lilygosbell@hotmail.com  |
| Lachlan Campbell<br>(Beecroft studio)  |              | <a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br><br>*preferably, please contact Lachlan through the<br>website*<br><br><a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a> |
| Amber Thatcher   | 0403 657 892 | amberjade@me.com   |

|   |              |  |
|---|--------------|--|
| Jo Carey<br>M.Mus, B.Mus(Hons),<br>L.Mus.A, A.Mus.A |              | missjocarey@gmail.com<br>Wahroonga           |
| Deb Muir  | 0412099907   | Semitonemusiclessons@gmail.com<br>Thornleigh |
| Joshua Goddard                                      | 0468 468 791 | josh.goddard24@gmail.com                     |
| Liam Sherman  | 0434441091   | Westleigh                                    |
| Carlingford School of Music                         | 02 9873 4242 |  |

| CLARINET  |                           |  |
|---|---------------------------|--|
| Roy Li<br>B.Mus.Perf                                    | 0411723525                | Roy.li0909@gmail.com<br><br>Epping   |
| Gigie Tam *   | 9446 2974<br>0404 369 615 | <a href="mailto:gigie.tam@gmail.com">gigie.tam@gmail.com</a>   |
| Lorraine Chai   | 0432 501 952              | musiccreator@gmail.com   |
| Sean Coffin<br>(Beecroft Studio)                        | 0401 305 836              | scoffed@gmail.com  |
| Jo Carey<br>M.Mus, B.Mus(Hons),<br>L.Mus.A, A.Mus.A     |                           | missjocarey@gmail.com<br><br>Wahroonga   |
| Robyn Smart<br>NESA Proficient teacher<br>accreditation | 0425 349 400              | robyn.smart@outlook.com.au<br><br>Eastwood   |
| Lachlan Campbell<br>(Beecroft studio)                   |                           | <a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br><br><i>*preferably, please contact Lachlan through the website*</i><br><br><a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a> |
| Deb Muir  | 0412099907                | Semitonemusiclessons@gmail.com<br><br>Thornleigh   |
| Carlingford School of Music                             | 02 9873 4242              |  |
| TRUMPET   |                           |  |



|                                       |              |  |
|---------------------------------------|--------------|--|
| Tim Ferrier *<br>BPS Band Conductor   | 0402 842 410 | timferrier@yahoo.com.au  |
| David Sismey *<br>BPS Band Conductor  | 0403 200 998 | <a href="mailto:dsismey@hotmail.com">dsismey@hotmail.com</a>   |
| Lachlan Campbell<br>(Beecroft studio) |              | <a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br><i>*preferably, please contact Lachlan through the website*</i><br><a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a> |
| Christian Brasche                     | 0410727908   | cbraschework@hotmail.com<br>Epping   |
| Carlingford School of Music           | 02 9873 4242 |  |

| <b>TROMBONE</b>                              |              |   |
|--|--------------|---|
| Joshua Hughes                                | 0424 333 262 | Hornsby   |
| Pius Choi<br>(Thursday afternoons)           | 0452550104   | <a href="mailto:pius.choi93@gmail.com">pius.choi93@gmail.com</a>  |
| Hugh Smart                                   | 0457853804   | Hugh.z.smart@gmail.com<br>Eastwood / Castle Hill  |
| Frances Campese                              | 0403869133   | campesf@gmail.com<br>Epping   |
| <b>BASS GUITAR</b>                           |              |   |
| Jeff Camilleri                               | 0412 342 880 | <a href="mailto:Jeff.cam66@gmail.com">Jeff.cam66@gmail.com</a>  |
| Kei Araoka                                   | 0432 718 953 | <a href="mailto:Kei.araoka@gmail.com">Kei.araoka@gmail.com</a>  |
| <b>LOW BRASS (EUPHONIUM, BARITONE, TUBA)</b> |              |   |
| Tim Ferrier *<br>BPS Band Conductor          | 0402 842 410 | timferrier@yahoo.com.au   |
| David Sismey *<br>BPS Band Conductor         | 0403 200 998 | dsismey@hotmail.com   |
| Lachlan Campbell<br>(Beecroft studio)        |              | <a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a><br><a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br>*preferably, please contact Lachlan through the website* |
| Joshua Hughes                                | 0424 333 262 | Hornsby   |

|                 |            |                             |
|-----------------|------------|-----------------------------|
| Frances Campese | 0403869133 | campesf@gmail.com<br>Epping |
|-----------------|------------|-----------------------------|

| <b>FRENCH HORN</b>                             |              |  |
|--|--------------|--|
| Paul Stiles<br>Epping and Ermington            | 0419 285 300 | stilespm@optusnet.com.au   |
| Tim Ferrier *<br>BPS Band Conductor            | 0402 842 410 | timferrier@yahoo.com.au  |
| Lachlan Campbell<br>(Beecroft studio)          |              | <a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br><i>*preferably, please contact Lachlan through the website*</i><br><a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a> |
| <b>PERCUSSION</b>                              |              |  |
| Tessa Gutierrez *                              | 0404 331 646 | drumfill2000@yahoo.com.au  |
| Ruby Savos                                     |              | rubysavos@gmail.com  |
| <b>OBOE</b>                                    |              |  |
| Jillian Taylor (Beecroft Studio)               | 0428 760 442 | jillianesther@icloud.com   |
| <b>BASS, GUITAR, DRUMS</b><br>Lachlan Campbell |              | <a href="https://www.sasquatchstudiobeecroft.com/tuition">https://www.sasquatchstudiobeecroft.com/tuition</a><br>Beecroft Studio - near railway station<br><i>*preferably, please contact Lachlan through the website*</i><br><a href="mailto:lachlan@sasquatchstudiobeecroft.com">lachlan@sasquatchstudiobeecroft.com</a> |

## Strings Instrument Local Tutor List 2024

| Instrument   | Teacher Name                         | Address            | Contact   | Teaching Method  |
|--------------|--------------------------------------|--------------------|---|--|
| Violin       | Katrina Papallo                      | Macquarie Park     | 0413 550 821  | BPS String Ensemble conductor<br>Traditional method  |
| Violin/Viola | Lorraine Chai                        | Beecroft           | 0432 501 952  | BPS String Ensemble conductor<br>Traditional method  |
| Violin       | Naomi Pearl-Warr                     | Ryde               | 0406 238 976  | Traditional method<br>Weekend lessons only   |
| Violin/Viola | Michelle Urquhart                    | Hornsby            | 0405 357 849  | Traditional method   |
| Violin/Viola | Lucy Macourt                         | West Pennant Hills | 0435 266 442  | Traditional method   |
| Violin       | Vincent Allen                        | Thornleigh         | 0433 554 738  | Suzuki method  |
| Violin       | James Gastineau-Hills                | Pennant Hills      | 0403 809 531  | Suzuki method  |
| Violin/Cello | Suzuki Institute Thornleigh          | Thornleigh         | 9484 9611   | Suzuki method  |
| Violin/Cello | Con Brio School of Music Castle Hill | Castle Hill        | 9651 3582<br><a href="mailto:music@conbrio.com.au">music@conbrio.com.au</a> | Traditional method<br>Website:<br><a href="http://www.conbrio.com.au">www.conbrio.com.au</a> |
| Cello        | Fiona Cheng                          | Beecroft           | 0424 778 586  | Traditional method   |
| Cello        | Leanne Knight                        | Beecroft           | 0402 274 287  | Traditional method   |
| Cello        | Nigel Parry                          | Epping             | 0412 002 908  | Traditional method   |
| Cello        | Jo Constantino                       | Epping             | 02 9874 6029  | Traditional method   |
| Cello        | Eleanor Betts                        | Pennant Hills      | 0416 015 418  | Suzuki method  |
| Cello        | Michaela Cannon                      | Wahroonga          | 0439 881 362  | Suzuki method  |
| Cello        | Takao Mizushima                      |                    | 0425 204 746  | Suzuki method  |

**\*These names of local instrument tutors are provided for your convenience only. Parents are free to choose qualified tutors not listed above.**

Please note that it is most helpful to the student if they are learning to read notation in a methodical way, in order for them to effectively participate and progress in the ensembles. Do make a point of requesting this when signing up with your chosen teacher.

**Suggested Method Books:** (these can be used alongside your teacher's preferred book too, and will assist in alignment with the ensemble music)

Stepping Stones series (4 ascending books in total)

Stringtime Series – Blackwells

Fiddletime Scales - Blackwells

## Appendix 8: Choosing a Strings Tutor

### What to know before choosing a String Teacher

Learning a string instrument takes commitment – regular home practice to ensure sufficient progress is made. It teaches a child perseverance and self-discipline. Parents would expect to pay the cost of weekly lessons, the cost of instrument, and other additional cost such as joining an ensemble and concert attendance. Every teacher incorporates his/her personality and style in teaching, it is important that your chosen teacher is able to cater to your child's learning needs and can impart the love of playing a string instrument. Please keep in mind that our goal is to have your child enjoying their music; at all times making steady progress, and feeling confident to be part of our wonderful string ensembles.

There are currently two major approaches in string teaching; the “traditional” and the Suzuki approach. No matter which way you decide to go for your child's learning, daily practice and commitment is required in order to be successful. Below is a summary of the two approaches:

|  | <b>Traditional</b>  | <b>Suzuki</b>   |
|--|---|---|
| Recommended starting age                     | From 5 years old  | From 3 years old  |
| Teaching Approach                            | Early introduction of musical notation. Reading music from lesson one. Theory of music studied and includes auditory training | Emphasis on aural development in the early stages, learning music in the same way they learn language.  |
| Teaching material                            | A method book is usually chosen by the teacher.   | Prescribed Suzuki books.  |
| Parental involvement                         | Encouraged, particularly in the early stages, though it varies between teachers.  | Mandatory. Parent education is provided by the Suzuki Association: a parent is expected to accompany student to lessons and assist with home practice. Daily listening to Suzuki CD expected. |
| Group Activities                             | Varies between teaching studios of the individual teachers.   | Attendance at weekend Suzuki workshops, group lessons, festivals organised by the Suzuki Association is encouraged.   |
| Assessments                                  | External – AMEB examinations or Trinity College London, or Royal School of Music London, or equivalent                        | Internal – Suzuki Graduation process  |
| Organisations that support teacher & parents | Australian String Associations (AUSTA)<br><a href="http://www.austa.asn.au">www.austa.asn.au</a>                              | Suzuki Talent Education of Australia (STEAA)<br><a href="http://www.suzukimusic.com.au">www.suzukimusic.com.au</a> . *Mandatory annual membership required                                    |