



# Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

## Instrumental Music

### PREAMBLE

Craigieburn Secondary College's Instrumental Music Program (IMP) is a central part of the College's vibrant co-curricular program and encompasses instrumental music lessons, membership of rock bands and ensembles and participation in music excursions, performance opportunities and special programs. The Instrumental Music Program links strongly with the classroom music curriculum, particularly from Year 9 upwards.

The Instrumental Music Program seeks to develop:

- A love and appreciation of music
- Instrumental skill in a range of performance contexts and styles
- Scope for students of various skill levels to access high quality performance opportunities
- A sense of connectedness and acceptance both within the IMP and the wider College community
- A rich understanding of the College values of Respect, Responsibility, Achievement and Community, and their relation to creating and performing music
- A culture of celebrating achievements of the students involved in the program, by providing opportunities for performance and recognition at College events such as assemblies, open evenings, awards nights and lunchtime concerts
- High expectations for every learner to ensure continual progression and development of skills.

### PURPOSE

The purpose of this policy is to outline to students, parents/carers and school staff Craigieburn Secondary College's expectations for students enrolled in the Instrumental Music Program.

### AIM

This policy aims to outline the process and steps of enrolment, and the expectations of this for students, parents and carers.

### SCOPE

This policy applies to all students who are enrolled in the Instrumental Music Program, their parents/carers, and all teaching and support staff of the College.

### POLICY

#### 1. Enrolments

- 1.1. Enrolment applications will open in Term 4 for the following academic year. Current students enrolled in the IMP will receive an email inviting them to re-enrol via Compass for the upcoming school year. New students wishing to enrol in the program must contact the Instrumental Music Coordinator (via email or in person) to access the online enrolment form, or fill out a paper form to return to the Instrumental Music Coordinator.

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- 1.2. Enrolment in the IMP has a cost of \$100 per semester for each student. This fee is to cover instrumental tuition fees, cost of materials and equipment, and subsidising of performance events and opportunities.
- 1.3. Enrolments are accepted for the full academic year. Should students wish to withdraw from the IMP at any time, written notice must be submitted to the Instrumental Music Coordinator and the Business Manager a minimum of 4 weeks prior to withdrawal date. No fees will be refunded for students withdrawing from the program in the middle of a semester.
- 1.4. In the event of high demand areas of the IMP, applications to be involved will be prioritised on the basis of the following criteria:
  - Students enrolled in VCE Music Performance
  - Students enrolled in Year 9 and 10 Classroom Music
  - Students who have made a significant contribution to the music program in the previous year
  - Previously enrolled students, in order of their Instrumental Music GPAAll remaining places in the program will be declared open and may be filled with new enrolments. Where possible, the College will make every effort to support student applications to pursue their musical interests.
- 1.5. Enrolments will remain open throughout the academic year for students wishing to join the IMP. These students will be allocated to the program if there is an opening in their preferred instrument, otherwise they will be added to the waitlist. Should a vacancy open throughout the semester, these students will be given priority in enrolling.

### 2. Fees

- 2.1. Enrolment fees will be added to the student's school account for Semester 1 at the time of enrolments being accepted and places being allocated. Semester 2 fees will be added at the end of Term 2.
- 2.2. Enrolment fees must be paid before lessons can commence.
- 2.3. Fees are due to be paid by the end of Term 1, Week 2 for Semester 1 tuition, and the end of Term 2 for Semester 2 tuition.
- 2.4. Students with outstanding fees after the due date will be unable to continue instrumental music lessons until accounts are settled.
- 2.5. Families are able to set up payment plans to support student enrolment in the IMP. Payment plans must be organised with the Business Manager prior to the fee due date and 50% of fees for the semester must be paid before the commencement of lessons.

### 3. Instruments

- 3.1. Students must have access to their selected instrument to practise their repertoire and technical work at home.

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- 3.2. Craigieburn Secondary College provides instrument hire for woodwind students (Flute, Clarinet and Saxophone) at an additional cost of \$100 per semester. This fee will be added to students school account along with the semester fees.
- 3.3. Instrumental Music staff are able to assist families in sourcing affordable and reliable instruments appropriate to student abilities. Please contact the Instrumental Music Coordinator for further information.
- 3.4. Any damage to hired instruments will be assessed and repair or replacement costs must be paid to the College before lessons or hire can continue.

### 4. Lessons and Attendance

- 4.1. Lessons are 35 minutes in length and are scheduled on a rotating basis to ensure students are not missing the same subject each week. Every attempt is made to schedule VCE students during their study periods.
- 4.2. It is the responsibility of the student to catch up on any work missed from regular classes due to instrumental lessons. Students will not be granted extensions or excused from classwork for any reason resulting from attending their lesson.
- 4.3. Student absences from school on the day of their scheduled lesson, or absences due to alternative school programs (eg. assemblies, city experience, camps) will result in forfeiture of the instrumental lesson for that week. Instrumental Music staff may reschedule missed lessons on another day within the same week, dependent on staff availability and upcoming events.
- 4.4. Students are able to request their lesson is rescheduled if they have a clash with an assessment task or SAC. In this instance, it is the responsibility of the student to contact their Instrumental Music teacher (via email or in person) prior to the day of their scheduled lesson. Lessons will only be rescheduled if the teacher has appropriate availabilities within their timetable.
- 4.5. It is the responsibility of the student to attend their scheduled lessons on time. Lessons are scheduled via Compass, and are also distributed to students on their teacher's Instrumental Music timetable each term.
- 4.6. If students miss their lesson in two weeks in a row without making contact with their Instrumental Music teacher or the Instrumental Music Coordinator, the College reserves the right to suspend Instrumental Music lessons until a conversation has been held with the student and teacher to review the expectations of this Policy.
- 4.7. Further failure to attend lessons will result in parent contact, referral to a review panel and in extreme cases, withdrawal from the Instrumental Music Program. The College will make every effort to support students to adhere to the expectations outlined in this Policy.

### 5. Practice

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5.1. Daily home practise of at least 15 minutes is expected of all students enrolled in the Instrumental Music Program. Practise must be regular and consistent to take full benefit of Instrumental Music tuition. All music staff ask for parental support to establish and maintain an effective practise routine.

### 6. Ensemble Rehearsals

6.1. Students are able to participate in ensembles such as rock bands, choir and instrumental groups. Places in these ensembles are dependent on timetabling availability with staff, student ability on their instrument and work ethic, as measured by the GPA cycles throughout the semester.

6.2. If students are a member of an ensemble, they are expected to attend all ensemble rehearsals as well as their weekly Instrumental Music Lesson. Continued absence of ensemble rehearsal may result in the forfeiture of their position in the ensemble, or temporary suspension of weekly lessons, at the discretion of the Instrumental Music Coordinator.

6.3. If students are unable to make an ensemble rehearsal, the same process should be followed as outlined in clause 4.4.

### 7. Performances

7.1. All students enrolled in the Instrumental Music Program must partake in a minimum of one performance per semester. This is to ensure ongoing skill development in all areas, including performance skills, and to contribute to the growing IMP by showcasing work undertaken with the College community.

### 8. GPA Review

8.1. Throughout the semester, Instrumental Music Teachers will complete GPA reports for each student enrolled in the IMP. These report on knowledge and understanding, work ethic and ability. The Instrumental Music Program utilises GPA results to support and ensure the success of the program.

8.2. Should a student's Instrumental Music GPA fall below 2.5, a review of their place in the Instrumental Music Program will commence, following the steps below:

- I. The Instrumental Music Teacher will communicate the result with the student in their first lesson after the GPA cycle, and discuss the behaviours that have informed this result.
- II. Together, the Instrumental Music Teacher and the student will develop a goal to improve their GPA for the following cycle. This goal will list specific strategies to be implemented by the student and teacher in order to provide the best support possible.
- III. The goal is communicated with parents/carers and the Instrumental Music Coordinator.
- IV. After the subsequent GPA cycle, if the result remains below 2.5, the matter will be referred to the Instrumental Music panel, consisting of the Instrumental Music teacher, Instrumental Music Coordinator and Performing Arts Learning Specialist. The panel will make a recommendation about how best to support the student in adhering to the Instrumental Music Policy, and communicate this to the student, parents/carers and relevant staff.

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- V. If the third GPA result is below 2.5, a parent meeting will occur to discuss the support available for the student to adhere to the Instrumental Music Policy, and agreed actions moving forward.
- VI. In the case of subsequent GPA results below 2.5, the student’s enrolment in the Instrumental Music Program may be withdrawn.

### 9. Withdrawal

- 9.1. Students are the ambassadors of the Instrumental Music Program, and as such participation is a commitment by both the student and the family to support the program. Participation of the program can be achieved by adhering the Instrumental Music Policy, attending performances and events and promoting a positive attitude to the IMP.
- 9.2. Students are expected to be leaders in the school community by acting in the spirit of the College values or Respect, Responsibility, Achievement and Community at all times.
- 9.3. Failure to adhere to the Instrumental Music Policy will result in parent contact regarding the viability of the student’s place in the Instrumental Music Program, and in extreme cases, may result in withdrawal from the program.
- 9.4. In the event of withdrawal from the IMP prior to the end of semester, no fees will be refunded, as outlined in clause 1.3.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at staff briefings/meetings
- Discussed at information nights/sessions
- Reminders in our school newsletter
- Hard copy available at school administration upon request.

### REVIEW CYCLE AND EVALUATION

Policy last reviewed	02/12/22
Consultation	Principal
Approved by	Principal
Next scheduled review date	October 2024

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