



Cherrybrook Technology High School

Creative and Performing Arts Department

Music Ensembles Policies 2023










The contents of this booklet will provide students, parents, Directors and Supervising Teachers with information about CTHS Music Ensembles, school procedures, expectations, fees and hire of instruments. A copy of this booklet is located on the school website [CTHS Music Ensembles Program](#).

8 February 2023

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Music Ensembles Directors

	Name	Role
	Alice Lai	Music Ensembles Supervisor
	Anthony Felton	Big Band Director
	Virginia Harrison	Choir Director
	Katrina Wu	Concert Band Director
	Manuel Diewald	Guitar Ensemble Director
	Freya Steele	Percussion Ensemble Director
	Vov Dylan	String Ensemble Director

Music Ensembles Program

A vital and integral part of life at Cherrybrook Technology High School

Aim

The Music Ensembles Program is a diverse extracurricular program, which aims to provide the opportunity for CTHS students of mixed musical abilities, to enhance their music skills while developing and encouraging a love of music amongst their peers.

Goals

- Achieve success within the ensembles by developing student dedication.
- Encourage students to seek assistance and support from their Directors/Supervisors.
- Increase the profile of music within the CTHS community.
- Provide performance opportunities for all ensemble groups.
- Identify appropriate events for public performances, internally and externally.
- Organise ensemble workshops.
- Develop all roles within the ensemble groups so that extracurricular music may flourish at CTHS.
- Fundraise when required to support all of the above.

Contacts

Supervising Teachers can be contacted during school hours on 9484 2144.

- Miss Alice Lai, Ensembles Supervisor: alice.lai2@det.nsw.edu.au
- Mr Anthony Felton, Big Band Director: anthony.felton@det.nsw.edu.au
- Ms Kerrie Knox, Ensembles Administrator: kerrie.knox1@det.nsw.edu.au

Registration / Membership Agreement

- Students wishing to participate in a Music Ensemble group, must first **register** prior to attending any rehearsals or performances.
- If your child's name is **not** printed on the roll for a particular group they have not registered.
- This contract outlines the student's, as well as parent's/carer's commitments and expectations. **Students must read it carefully.** If a student fails to follow the guidelines listed in the contract they may be asked to leave the Music Ensembles Program.
- If you would like your child to participate in the Music Ensembles Program, please email kerrie.knox1@det.nsw.edu.au for a link to the Google form Membership Agreement.

Rehearsals

- Rehearsals are held before and after school. Students must be punctual and ready to commence playing by the scheduled time. **This means arriving ten to fifteen minutes prior to rehearsal commencement time.** This ensures a smooth and productive session, without the disruption of late arrivals.
- If you are unable to attend a rehearsal or performance, please **text** your Ensemble Director by 7am, either on the day or prior to the day, if you know in advance. Your Director's mobile number will be emailed to you.
- **Unexplained lateness may result in a lunchtime detention.** If you have a genuine reason for arriving late to rehearsal, you must provide a signed note from your parent/carer.
- Morning rehearsals conclude approximately five minutes before the roll call bell and afternoon rehearsals last between 60 and 90 minutes.
- Students must cooperate and be attentive during rehearsals and come equipped with their instrument and music. At the conclusion, the room must be tidy and equipment and stands returned to the appropriate rooms.

Rehearsal Times

Ensemble	Day	Time
Concert Band 2 (Junior Concert Band)	Mondays	7.20am - 8.20am
Choir	Tuesdays	7.20am - 8.20am
Percussion Ensemble	Tuesdays	7.20am - 8.20am
Big Band (by audition only)	Wednesdays	3.00pm - 4.30pm
Guitar Ensemble	Thursdays	7.20am - 8.20am
String Ensemble	Fridays	7.20am - 8.20am
Concert Band 1 (Senior Concert Band)	Fridays	7.20am - 8.20am

- Students are required to be a member of an appropriate core ensemble to be eligible to participate in an extension ensemble. Exceptions may be made, under extenuating circumstances, only after a written explanation has been submitted to and agreed upon by Miss Lai, Ensembles Supervisor.
- **NB: Big Band is an extension ensemble and participation is by audition only.**

Fees

- Fees are invoiced by the **term** and payments are due by **Week 6** of each term.
- Fees must be settled as above to enable us to employ Directors for the various ensembles.
- Payments can be made via the School Bytes Student Finance system.
- Alternatively, payments can be made via cash, credit card or EFTPOS at the student window. Place cash payments in an envelope, with your child's full name and year printed clearly on the front.
- **Music Ensembles is an extracurricular program, therefore, failure to pay fees will result in your child being excluded from the Music Ensembles Program.**
- Membership in more than one Music Ensemble will entitle a student to a 20% discount for the second and subsequent ensembles.
- **If a student leaves a Music Ensemble during a term without written parent/carer notification by emailing kerrie.knox1@det.nsw.edu.au, they will be invoiced for the entire term.**

Ensemble	Fees
Concert Band 1 (Yrs 9, 10, 11 & 12)	\$100 per Term
Concert Band 2 (Yrs 7 & 8)	\$100 per Term
Choir	\$100 per Term
Guitar Ensemble	\$100 per Term
Percussion Ensemble	\$100 per Term
String Ensemble	\$100 per Term
Big Band (by audition only)	\$100 per Term
Instrument Hire	\$200 per year + bond

Membership Resignation

- If students wish to discontinue their membership in an ensemble, we require **written** parent/carer notification by emailing kerrie.knox1@det.nsw.edu.au.

Members' Responsibilities and Attendance

- Attendance at rehearsals and performances is essential so all sections of the ensemble are complete. Without 100% attendance rehearsals and performances are compromised.
- Year 11 and 12 students are required to attend all rehearsals, workshops, performances etc, during their assessment exam periods (AP), unless they have an exam on the day of the event.
- Students must be courteous, patient, attentive, cooperative, reliable, suitably attired, enthusiastic and keen to learn, at all times.
- Achieving a successful ensemble requires personal commitment and team effort. Section and Ensemble Leaders are elected to assist some groups.
- Ensure all ensemble fees are paid by the required date (payment plans, when necessary, can be organised by phoning the school).
- Seek assistance/clarification with any difficulties which may arise. Speak to your relevant Section Leader first.
- Students are expected to attend ensemble performances at community events, competitions, eisteddfods, festivals and tours (inside and outside of school hours).
- The Director is solely in charge of the group therefore, students must be respectful of all instructions.
- Students are expected to set-up and dismantle their own equipment and to help transport general equipment to and from performances.
- Students are to be available to play with sufficient notice.
- Students will be responsible for the care and supervision of hired school instruments at all times.
- Students must be equally committed to each ensemble. It is therefore advisable to participate in no more than three ensembles at a time.
- All ensemble members are required to read music.

Absentees

- If you are unable to attend a rehearsal or performance, please **text** your Ensemble Director by 7am, either on the day or prior to the day, if you know in advance. Your Director's mobile number will be emailed to you.
- A monitoring system for absences is in place. If a student is absent from rehearsal for three weeks in a row, they will be asked to provide an explanation to Miss Lai.
- Being absent does **NOT** constitute a reduction in fees.
- School excursions which run on the same day, but not during the rehearsal time of an ensemble, **do not** count as a valid reason **not** to attend. All rehearsals will be held unless notified by email (including excursions, athletics/swimming carnivals).

Performance Attire

- Students must wear full school uniform for all performances unless otherwise specified. However, Big Band's attire is as follows: Black shirt and pants with a red tie, black socks and black leather school shoes.

Supervising Teachers

- Supervising teachers are members of the CTHS Creative Arts staff and will liaise with the Ensemble Director.
- Supervising teachers will attend rehearsals periodically and monitor the use and purchase of music and equipment.
- Supervising teachers will ensure school procedure/documentation for excursions is followed.
- All teachers must comply with the NSW Department of Education's regulations regarding child protection.

Ensemble Directors

- Ensemble Directors are experienced musicians who instruct and conduct music to their designated ensemble(s).
- Ensemble Directors instruct/guide students in the chosen score(s).
- Ensemble Directors incorporate new ideas, thus ensuring rehearsals are a positive learning experience.
- Ensemble Directors ensure students practise and meet their commitments to their group.
- Ensemble Directors maintain student rolls, which are kept in the main staffroom. All absentees will be followed up by Miss Lai.
- Ensemble Directors identify performance opportunities throughout the year, ranging from school assemblies to public venues and festivals.
- Ensemble Directors assist with the annual Showcase and MADD Concerts, as well as Awards Ceremonies, which take place in the MPC. It is typical for all ensembles to perform at these events, along with a selection of HSC performances at Showcase.
- All Ensemble Directors must comply with the NSW Department of Education's regulations regarding child protection.

Meetings

- Music Ensemble meetings will be held biannually. Details of these meetings will be emailed to you.
- The agenda for these evenings will include reports from all Music Ensemble Directors, as well as discussions regarding future directions and performance opportunities.

Excursions

- Excursions must be approved by the CTHS Executive.
- Directors must provide the Supervising Teacher with full details of the excursion which includes transportation, costs, performance attire, lunch and morning tea requirements, number attending, time/date/location and contact numbers in event of emergency.
- Excursions require the issuing of a note which must be completed, signed by a parent/carer and returned to school by the required date.
- Excursions will not be allowed to go ahead without the correct documentation being completed by teachers, Directors and students.

Instrument Security

- Instruments may be stored at school in the Music storeroom or lockable cupboard on days when ensemble rehearsals take place. They **must** be collected at the end of that day, **no later than 3.15pm**. Any queries, please see Ms Knox in the front office.
- No responsibility is taken for private instruments that are damaged whilst stored at school.

Private Instrument Tuition

- All instrumental ensemble members are expected to receive external instrumental tuition.
- **It is not the role of the Director or Supervising Teacher to teach students how to play or tune their instruments.**
- The Music staff can recommend tutors if necessary.
- Some tutors may visit your home to tutor your child, whereas others may tutor at their studio or a hired venue. This is to be negotiated between the parent and tutor.
- Those students who have difficulty reading music are to seek help from a tutor to improve their reading skills.

Instrument Hire and Servicing

- CTHS provides some hire instruments to students participating in extracurricular ensembles. These instruments can be hired for an annual fee plus an allocated bond.
- The borrower must pay for any repairs necessary due to damage caused through the borrower's negligence.
- The borrower is responsible for servicing the instrument, including all costs, which must be done once during any twelve-month period prior to the return of the instrument. **The borrower must produce a receipt showing proof of a complete service.** A list of recommended instrument servicers/repairers are included below.
- **All hired school instruments must be serviced and returned to Miss Lai by the end of Term 4 each year or on withdrawal from the Music Ensembles Program, at which time the bond will be refunded.** The bond will be forfeited if instruments are not returned by the due date. Instruments may be retained during the Christmas holidays by special arrangement with Miss Lai.
- If a student wishes to travel with a school instrument, a Permission to Travel with School Instrument form must first be completed.
- **Please note, prior to instrument collection:**
 - i. The Hired School Instrument Agreement must be completed and returned to Ms Knox, with **proof** of the **annual fee** and **bond payment**
 - ii. The instrument **MUST** be labelled with a **“Hired Instrument” tag** (organised by Miss Lai).

Instrument Hire Bond

Category	Instrument Value	Bond Required
A - Flutes, Clarinets, Bass Guitars	Up to \$1,000	\$120
B - Saxophones, Bass Clarinets, Trombones, Trumpets, Euphoniums, French Horns	Between \$1,000 & \$4,000	\$250
C - Baritone Saxophones, Double Basses, Tubas	Above \$4,000	\$400

Recommended Instrument Servicers or Repairers

Company	Contact	Phone	Address
The Music Score	Steven O'Brien (CTHS Band Director)	0438 564 902	Cherrybrook Technology High School
Dural Music Centre	-	9651 7333	32/288 New Line Rd, Dural NSW 2158
Tom Sparkes Instrument Repairs	Tom Sparkes	9477 7133	6/103 Hunter St, Hornsby NSW 2077

Care of Music and Ensemble Folders

- Students are sometimes given original copies of ensemble charts. These charts may cost in excess of \$100 each. Therefore, they must be treated with great care and stored correctly.
- Lost charts are virtually impossible to replace and individual parts cannot be reordered. If students lose music, they will be billed accordingly for the replacement of the score or individual parts.
- Ensemble folders are provided to all students. These folders must be put away and stored in the Music room filing cabinet at the end of each rehearsal. Students can access these folders during the week if necessary, but must firstly seek permission from a Music staff member.
- Charts must be returned and stored in a locked cabinet as soon as the student has finished with them. Section Leaders are responsible for the collection of their section's music.

School Productions

- Whenever the school coordinates a major production, an ensemble or orchestra may be formed to accompany the performance. These groups require extra time and commitment. It is, therefore, essential to consider this when accepting positions.
- The orchestra is usually formed using CTHS ensemble members. Students will be given the opportunity to work with new instrumentalists.
- Orchestras used for the school musicals play from hired scores which must be treated with extreme care at all times. These scores must be free of pencil marks when returned.
- Only selected ensemble members will be invited to participate in these special projects. Players must have excellent attendance records, be proficient, musically competent, cooperative and a proven team member. Above all, they must be reliable. Inclusion in the group is not guaranteed.

Specialist Groups

- Specialist groups may be formed using Music students, for example quartets or trios.
- Rehearsals will be arranged and studios booked for these small ensembles. However, a Supervising Teacher or Director may not be involved.
- These groups must be directed by a responsible ensemble member and only ensemble students or elective Music students will be allowed to participate.

Fundraising

- Fundraising does not often occur, but when it does it should be undertaken with the same commitment shown during all other ensemble activities. It may be essential to off-set any operational costs and should be a team effort.
- Fundraising takes place for a specific event and students will be asked to assist.
- Activities may include selling chocolates, sausages sizzles, paid performances, busking, etc.
- Students must be responsible when handling money and all funds collected must be returned to the Supervising Teacher immediately after the event.
- Items taken out of school for sale become the responsibility of the individual student and/or family. Students should be discreet when selling items and not be forceful or persuasive towards teachers, family and friends.

Evaluation and Feedback

- It is essential to evaluate each performance and look at what was successful and what required improvement.
- Communication in all ensembles is direct and problem areas must be addressed by the Director and not overlooked.
- If there are areas of concern, parents should contact the Ensembles Supervisor, Miss Lai.
- Performances will be noted in school publications.

Awards Scheme

There are two systems within the Music Ensembles Awards Scheme:

Students with a minimum of 95% attendance at rehearsals and 100% attendance at performances will be eligible for the following awards, to be presented at our Presentation Night or Day Assemblies.

1. Bronze Two years participation in one ensemble
 Silver Four years participation in one ensemble
 Gold Six years participation in one ensemble
2. The School Awards Scheme, which includes the following:

Merit	Awarded for undertaking good work
KLA	Three merit awards are required
Stage	Awarded by Stage Head Teachers for a range of tasks or musical performances

Bronze, Silver and Gold

School or Community Service hours are counted towards these awards

NOTE: Students *must* keep a record of their performances by completing the forms included in this booklet and obtain approval from Miss Lai (or Mr Felton for Big Band).

Record of School or Community Service Hours

Membership service record for:			
Ensemble/Performance participated in: eg Sydney Eisteddfod			
Term 1 fees paid	Yes / No	Receipt sighted by Supervising Teacher	
Term 2 fees paid	Yes / No	Receipt sighted by Supervising Teacher	
Term 3 fees paid	Yes / No	Receipt sighted by Supervising Teacher	
Term 4 fees paid	Yes / No	Receipt sighted by Supervising Teacher	

Punctuality															
Diligence															
Active Involvement															
Total Hours of Attendance															
Date															
Authorised Initial															
Overall Grade															

Record of Performances for KLA or Stage Awards

Performances	Signature of Supervising Teacher	Type of Award Achieved
eg Sydney Royal Easter Show	Miss A Lai	(KLA or Stage Award)