Instrumental Music Program
HANDBOOK
Instrumental Music Program

As part of The Arts Learning Area, the Music Department at Corpus Christi College runs a successful Instrumental Music Program. Students enrolled in the program receive a weekly lesson from an experienced and qualified music tutor and are provided with a range of ensemble and performance opportunities.

Tuition is available in the following:

- Flute
- Clarinet
- Saxophone
- Trumpet
- Trombone
- French Horn
- Low Brass (Euphonium or Tuba)
- Violin
- Cello
- Double Bass
- Drum kit (including other percussion)
- Classical Guitar
- Contemporary/Electric Guitar
- Bass Guitar
- Voice
- Piano

Music Department: Contact Us

**Head of Music**  
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**Arts Administrator**  
Ms Cath Runyon  
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**Instrumental Music Program**

Students will have one 30-minute lesson per week with the expectation that they will remain enrolled in the program for the whole year. Lessons are scheduled during school hours on a rotational basis to ensure the same school subject is not missed each week. It is the student’s responsibility to check lesson times in advance and attend the lesson on the scheduled day and time.

Lesson timetables are posted on the Instrumental Music Program Portal (online) and outside the Arts Office at least one week in advance. Students are expected to record the information and attend lessons.

**Attending lessons**

It is the student’s responsibility to attend their lesson.

Students must have their School Diary signed by their class teacher before their lesson. If the music lesson starts during recess or lunch there is no need for a teacher’s signature. The instrumental tutor must also sign before the student returns to class.

Students are required to advise their subject teacher that they will be leaving the class to attend a music lesson during that period. Students should excuse themselves from class five minutes before their music lesson is scheduled to start and go directly to the Music Department, collect their instrument, and report to their tutor in the Music Suites. At the conclusion of the lesson, instruments should be returned to the storeroom and the student should return directly to class.

Students may come out of assemblies to attend music lessons provided they are not taking an active role in the assembly. Students should notify their class teacher of their lesson time before the commencement of the assembly to allow them to be seated near an exit.

Students will not be allowed to attend music lessons during assessments, incursions, masses or liturgies. Students should notify their tutor or Ms Runyon (Arts Administrator) in advance (at least 24 hours) to allow the lesson to be rescheduled.
Absences

Advance notice must be given in order to reschedule a lesson. Ms Runyon (Arts Administrator) or the tutor must be advised of the upcoming absence. Parents will be notified if a lesson is missed without the appropriate notification.

School excursions, assessments and liturgies
In the case of school excursions, subject assessments and College liturgies the tutor or Ms Runyon must receive at least 24 hours notice in order to reschedule the lesson.

Illness or unexpected absence from school
The tutor and/or Ms Runyon should be notified as soon as possible. Notification must be made directly to a Music Department staff member before 8.30am on the day of the absence. The absentee hotline will not notify the Music Department of your absence.

Planned absence from school
Lessons missed due to absences deemed invalid (i.e. family holiday during term) by the College will not be made up nor credits issued.

Tutor absence
A notice will be posted in the Music Department and/or the Tutor will contact you directly.

If the correct notification is given in all of the above circumstances, the Tutor will schedule a makeup lesson. Where this is not possible, a credit will be given.

Absence without prior notice
These lessons will not be made up and no credit will be given for the missed lesson.

Practice Record Book

Each student enrolled in the Instrumental Music Program will be issued with a Practice Record Book at their first lesson. The Practice Record Book is an important document as it is a means of communication between students, parents and music staff.

For students
This is your record of progress and will show lesson notes, practice items, new work and suggestions for improvement. You should refer to your Practice Record Book at every practice session and record your practice time.

For parents
This is a way for the tutor to communicate regularly with you. We ask that you check and sign the Practice Record Book each week. This is also your record of your child’s attendance at lessons.
Co-curricular Ensembles

All students undertaking instrumental or vocal lessons at the College are expected to become involved in one of our bands, ensembles or choirs. There is no cost associated with being involved. It is compulsory for all students taking lessons at the College to be in an instrumental or vocal ensemble, with the exception of piano and electric guitar students. Beginners will be invited to join ensembles once they have a certain level of proficiency on their instrument.

Ensemble Rehearsals
Rehearsal sessions are conducted once a week and are scheduled out of class time. In some cases students are required to pass an audition. All music students are strongly encouraged to participate in numerous co-curricular music activities (e.g. a vocal ensemble and an instrumental ensemble).

Performances
The Music Department offers a range of opportunities throughout the year for ensembles to perform within the College and the wider community at various festivals, eisteddfods and events. Participation at these events is an expectation of each member of the particular ensemble.

Mixed Instrumental Ensembles
- Concert Band
- Jazz Band
- Contemporary Band

Vocal Ensembles
- College Choir
- Girls’ Barbershop
- Boys Who Sing

Other Instrumental Ensembles
- Classical Guitar “Segovia” Ensemble (advanced)
- Classical Guitar “Williams” Ensemble (intermediate)
- Classical Guitar Quartet
- Senior Flute Choir
- Junior Flute Choir
- Clarinet Choir
- Brass Ensemble
- String Ensemble
Instruments

Instruments
Instruments should be stored in the Music Department storeroom on the day of the music lesson. Instruments must be clearly marked with the student’s name and contact details. All instruments should be collected from the storeroom by 4.00pm each day.

The College will not accept any liability for instruments left in the music storeroom for extended periods.

For hire

Instruments are available for hire from the College at a cost of $60 per term. Instruments available for hire are Flute, Piccolo, Clarinet, Saxophone, French Horn, Trumpet, Trombone, Euphonium, and Tuba. Students hiring instruments will be issued with an instrument at their first lesson. Each instrument has a tag showing the brand name and serial number. **This tag is not to be removed.** Please attach a separate tag with the student’s name, address and phone number.

In the event of loss, damage or malfunction, this must be reported to Ms Runyon or the relevant tutor as soon as possible. In the event of damage to an instrument outside Corpus Christi College premises, this is the parents’ responsibility.

Privately owned

All instruments brought to the College must be properly labelled with the student’s name, address and phone number. All students are responsible for the security of their own instrument. Parents are advised to keep a record of the brand name and serial number of the instrument to aid identification in the case of loss or theft. The College does not hold records of this information for privately owned instruments.

*An instrument should never be left in a locker or unattended in any other part of the school.*
Accounts

Fees for music will be charged as a separate account and will be charged by semester, in advance. Accounts will be issued in January for Semester One and June for Semester Two. Accounts are due within 14 days and must be paid prior to the commencement of lessons each semester. Failure to pay music fees by the due date may result in the student being suspended from the program. The right to participate and remain within the music program is conditional on the College fees being up to date.

Deposit

A $100 deposit is required before lessons can commence. This deposit is not deducted from your music tuition account. It is held by the College until such time as you exit the music program. If you continue with lessons into the next school year, your deposit will be rolled over for the following year. If you choose not to continue with lessons at the end of a school year, your deposit will be returned to you.

Hire instruments will also require a separate $100 refundable deposit.

Fees

Music lesson fees are $64 per hour. Most lessons are of 30 minutes duration, each at a cost of $32. The hire instrument fee is $60 per term.

Fees correct as at January 2015.

Withdrawal from lessons

Enrolment in the music program is per semester. Should a student wish to withdraw from lessons at the conclusion of Semester One, Ms Runyon must be notified in writing by Week Seven of Term Two. If sufficient notice is not given, the lesson fees which have been paid in advance for the semester, and the $100 music deposit, will be forfeited.