

**PINEHURST PRIMARY SCHOOL**

**MUSIC DEPARTMENT POLICY**

**2023**



**DISCEMUS UT SERVEMUS**

# MUSIC DEPARTMENT POLICY

- Music plays an important role in the holistic development of every child at Pinehurst Primary School. The advantages of participation in music activities are many and we would therefore like to invite all pupils to become part of our school's vibrant and expanding Music Department.
- Pinehurst boasts a wide and varied music offering, taught by a team of internal and external music teachers. Internal music teachers are permanently employed by the school and external music teachers are contracted by the school to provide music tuition in particular instruments.
- Music tuition at Pinehurst includes an Introductory Course to Music, recorder, voice, piano, electronic keyboard, classical guitar, electric guitar, acoustic guitar, bass guitar, violin, flute, clarinet, saxophone, trumpet, trombone, French horn, baritone, percussion, marimba and theory of music.
- We also offer participation in our school choirs (Junior and Senior) and orchestra at no additional cost to the parent.
- Evening concerts, competitions and other after hour events are sensibly scheduled and communicated to parents well in advance.

## 1. ENROLMENT

1.1 Should a child wish to join a choir, the choir conductor may be approached. Participation is subject to a suitability assessment.

1.2 For tuition in a particular instrument, parents need to complete an Application for Music Tuition form per pupil and return it to the Head of Music.

1.3 Once an application form is received the pupil may be required to do an aptitude test for musical ability, including age and instrument suitability. Parents will be informed of the outcome. There is sometimes a waiting list for certain instruments.

1.4 Pupils wishing to continue with music tuition at the end of the academic year need to submit a completed Continuation of Music Tuition Google form at the end of each year. That Google form also includes the Music Application form.

## 2. LESSONS

2.1 A pupil is allowed tuition in only two instruments, provided that space is available.

2.2 Pupils taking one instrument will receive one half hour lesson per week. However, pupils who are at Grade 2 level of Trinity, Royal Schools or UNISA may apply to receive two half hour lessons per week at double the cost.

2.3 Pupils taking two instruments will receive one half hour lesson per week on each instrument, except when point 2.2 applies.

2.4 Should there be no immediate spaces available for lessons on a specific instrument, a pupil's name will be placed on the waiting list.

2.5 Pupils will receive an average minimum of eight lessons per instrument per term. However, the teacher cannot be expected to reschedule lessons that were missed due to public holidays, absenteeism, school outings, or school functions. In the case of academic assessments pupils must *excuse themselves well in advance* from their music lessons in order that an alternative arrangement can be considered.

2.6 Pupils are encouraged to arrive punctually and to develop a sense of responsibility to attend their scheduled lessons. Foundation Phase (FP) pupils will initially be collected until they are familiar with their music lesson routine.

2.7 In exceptional circumstances (like the past national lockdown periods), music lessons will be taught via online platforms. This ensures that tuition continues to take place and that pupils' progress is not hampered.

2.8 Academic work missed in class due to a face-to-face music lesson needs to be updated by the pupil.

2.9 We provide small group tuition with no more than four pupils in a group, and at a reduced cost. Sometimes, when starting an instrument, pupils find it hard to play their instruments for 30 minutes at a time. In small group tuition, pupils benefit from the interaction with fellow musicians, as it also provides a sense of security for the more introverted child. Small group tuition is available to FP pupils taking the Introductory Course to Music, recorder, violin, Nuvo flute, percussion and to other pupils in higher grades taking marimba lessons.

Parents who wish their children to receive only individual tuition, must indicate as such on the application form.

2.10 The Introductory Course to Music Course is taught in small groups. This is a very helpful course when pupils are not yet sure of which instrument to play, or if a desired instrument is not yet owned. The lessons are taught in a child-friendly manner based on the Orff method. The course covers playing on xylophones and other percussion instruments, kinesthetic movement, the use of the voice, aural training, learning about basic rhythm and pitch reading, ensemble play, correct mallet technique and an introduction to all the instruments taught at Pinehurst.

2.11 Parents are required to purchase music books for their children. See further details at point 11.3. The use of original copies is the norm. Printed copies may be issued by exception.

2.12 A music diary will be provided to your child at a minimal cost.

2.13 Parents may attend their child's music lessons by making prior arrangements with the music teacher.

### **3. ENSEMBLE**

Since the nature of playing in an ensemble relies on interdependence, it is an important part of music making which encourages children to play or sing with greater accuracy. Depending on their music developmental level, pupils will be invited to join an ensemble, which constitutes a lesson (see cost details below). We currently offer Wind Ensemble, Brass Ensemble, String Ensemble, Flute Ensemble, Percussion Ensemble and Vocal Ensemble.

### **4. ORCHESTRA**

4.1 New orchestra members are recommended at their music teacher's discretion and will be accepted by the conductor on audition. Playing in the school orchestra is an extension of, and an integral part of pupils' music lessons and development. Pupils taking music lessons outside of school are also welcome to audition for the orchestra.

4.2 All rehearsals and performances are obligatory.

### **5. THEORY OF MUSIC**

5.1 Theory of music will be incorporated in practical lessons for all beginner pupils receiving tuition in music.

5.2 Theory group lessons are applicable to Grade 5, 6 and 7 pupils. Lessons may take place before or after the school day. See costs involved below.

5.3 Theory book and stationery requirements: pupils will need to purchase a Theory textbook relevant to the Grade level.

## **6. HIRING OF INSTRUMENTS**

6.1 Pupils must provide their own instruments for instruction. Except for recorders, classical guitars, pianos, *Yamaha* electronic keyboards, drum kits and marimbas, the school has a few instruments at their disposal for hire, e.g.: violins, electric guitars, bass guitars, flutes, Nuvo flutes, clarinets, saxophones, a J-sax, trumpets, French horns, trombones and baritones.

6.2 Subject to availability, instruments may be hired from the school for a period of one year. Renewals may be considered once the hiring period has expired.

6.3 The annual hiring fee will be deducted via debit order on a monthly basis over 10 months. *Please note:* the hiring fees do not include insurance cover. Parents are strongly advised to make their own insurance arrangements.

6.4 Hiring forms will be issued and must be signed by the parent of any pupil hiring an instrument before the instrument may be entrusted to the pupil. Hired instruments that are returned are subject to an assessment of the condition and a sign-off.

6.5 It is the responsibility of the pupils to take care of their instruments as per their teachers' instructions. Parents will be held liable for any loss or damages.

## **7. LOCKERS**

Lockers are available for the safekeeping of music equipment used at school. Pupils who use school hired instruments will be issued with a designated locker. Other available lockers may be issued to pupils who use their own instruments.

## **8. MUSIC FEES**

8.1 Music fees reflect a full year's tuition and are not monthly or hourly fees. Music fees will be deducted via monthly debit order for internal music staff over ten months, from February to November. External music staff may require payment over 10 - 12 months or termly, with the totals in line with the annual music fees.

**8.2 The 2022 fees are detailed below.**

*Please note: the 2023 music fees will be in line with the annual school fee increase and confirmed after the annual Parent Budget Meeting to be held in November 2022.*

	<b>2022 Fees over 10 months</b>	<b>2022 Annual Fees</b>
One individual lesson per week	R710	R7 100
Two individual lessons per week	R1 420	R14 200
One group lesson per week	R415	R4 150
Introduction to Music Course	R415	R4 150
One ensemble lesson per week	R140	R1 400
One theory group lesson per week	R140	R1 400
Instrument Hiring fee: violins, Nuvo flutes and J-sax	R170	R1 700
Instrument Hiring fee: brass, wind, bass- and electric guitars	R245	R2 450
<b>Other fees</b>		
School Music Diary	R50 per diary	
Violin strings	R120 per string	
Violin shoulder pads, Clarinet- and Saxophone reeds	R70 each	

8.3 **One calendar month's notice** is required in writing from parents who wish their child to discontinue lessons. This notice period enables music teachers to find replacements, which avoids loss of income. If a parent or guardian notifies the music teacher by the 7th calendar day of the month in writing of their wish to stop music, it will be actioned by the school in that same month. If notification is received after the 7th, it will be actioned at the end of the following calendar month. Please note, non-compliance will result in a full notice period being charged.

8.4 As per our School Fee Policy, no pupil will be accepted for any music activity or lesson that carries a cost, if the school fee account is not in good standing.

## **9. ACCOMPANISTS**

Pupils are expected to provide their own accompanists at examinations, Eisteddfods and concerts. These arrangements should be made well in advance. Should the accompanying services of a teacher in the Pinehurst Music Department be required, it will be on a private basis and the parents should negotiate fees and rehearsal times directly with the teacher concerned.

## **10. MUSIC EXAMINATIONS**

10.1 School Music Reports are issued at the end of Term 2 and Term 4. Parents are required to make an appointment with their child's music teacher at the parent-teacher interviews in order to discuss their children's progress.

10.2 Pupils wishing to participate in external music examinations may do so at the music teacher's discretion and with the parents' consent.

10.3 Parents are welcome to peruse the contents of the external music exam syllabus. Please arrange this with your child's music teacher.

## **11. GENERAL**

11.1 We recommend a *Yamaha* electronic keyboard since the settings are compatible with Trinity music examinations. In the long run, this is a cost saver to parents, should their child be entered for such an examination.

11.2 The music diary must be signed after every practice session.

11.3 Pupils should have the following items at every music lesson: music diary, music books/files, music instrument where applicable, as well as a pencil and eraser. In addition to this, a 20 page pocket file for extra worksheets may be requested by the teacher. Music books can be ordered from an independent supplier via your child's music teacher.

11.4 Home practice is a good habit to ensure progress and it is therefore essential that music pupils practise daily.

11.5 Pupils who do not make sufficient progress, will not be allowed to continue lessons. In such a case the following procedure will be followed:

- Parents will be contacted to be made aware that there is a concern of their child's lack of progress
- Unless significant progress is made after contact and discussion, written notice to discontinue music tuition will be given and the applicable notice period applies

## **12. MUSIC CONCERTS/PUBLIC PERFORMANCES**

All concerts and public performances are subject to the rules regarding gatherings relevant at such time.

Pupils taking music at school are eligible to perform at all the relevant school music concerts.

Pupils taking music at or outside of school may be invited to perform at assemblies and other cultural events of the school. The performance piece must be of at least Grade 1 standard. Should there be too many music items for a specific function, preference will be given to pupils taking music lessons at Pinehurst.

To showcase the year's work for all pupils taking music lessons at school, they perform at annual phase concerts to celebrate their dedication and to share their music with friends and family.