

**PINEHURST PRIMARY SCHOOL**

**MUSIC DEPARTMENT POLICY**

**2025**



**DISCIMUS UT SERVIAMUS**

## OVERVIEW

- Music plays an important role in the holistic development of every child. The advantages of participation in music activities are many and we would therefore like to invite all learners at Pinehurst Primary School to become part of our school's vibrant 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 the following **courses**: an Introductory Course to Music, recorder, voice, piano, electronic keyboard (see pt 12.1), classical guitar, electric guitar, acoustic guitar, bass guitar, ukulele, violin, fife, flute, clarinet, saxophone, trumpet, trombone, French horn, baritone, percussion, marimba, voice 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 After reading this Music Department Policy in full, parents may complete an [Application for Music Tuition form](#) per instrument per learner for tuition in any of the above-mentioned courses.

1.2 Once an application form is received the learner may be required to do a music aptitude test and instrument suitability. Parents will be informed of the outcome. There is sometimes a waiting list for certain instruments.

1.3 Learners wishing to continue with music tuition need to submit a completed Application for Music Tuition form at the end of each year.

## 2. LESSONS

2.1 A learner is allowed tuition in **two instruments**, provided that space is available.

2.2 Learners taking one instrument will receive **one half hour lesson per week**. However, learners who are at Grade 2 level of Trinity, Royal Schools or UNISA should apply to receive **two half hour lessons per week**.

2.3 Learners taking two instruments receive one half hour lesson per week on each instrument, except when point 2.2 applies. In this case, after-school lessons may be necessary in order to minimise academic time missed.

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

2.5 Learners receive a minimum of **eight lessons on average per instrument per term**. Please note, the music teacher cannot be expected to reschedule lessons that were missed due to public holidays, absenteeism, school outings, or school functions.

2.6 In the case of **academic assessments** learners *must be excused in writing from their music lessons well in advance* in order that an alternative arrangement can be considered. Otherwise, the lesson will be marked as a missed lesson which cannot be made up.

2.7 Learners are encouraged to arrive **punctually** and to develop a **sense of responsibility** to attend their scheduled lessons. Foundation Phase (FP) learners will be collected by their music teachers until they are familiar with their music lesson routine.

2.8 **Academic work** missed in class due to a music lesson needs to be **updated** by the learner.

2.9 **Small group tuition** is provided at a reduced cost. Sometimes, when starting an instrument, learners find it hard to play their instruments for 30 minutes at a time. In small group tuition, learners benefit from interacting with fellow young musicians, as it also provides a sense of security. Small group tuition is available to Foundation Phase learners in the recorder, violin, fife, Nuvo flute, percussion and the Introductory Course to Music, and to Grades 4-7 learners in marimba.

2.10 **The Introductory Course to Music** is taught in small groups. This is a very helpful course when learners are not yet sure of which instrument to play, or if a desired instrument is not yet rented or owned. The lessons are taught in a child-friendly manner based on the Orff method.

The course covers:

- a. playing on xylophones and other percussion instruments with the correct mallet technique
- b. kinesthetic movement
- c. the use of the voice
- d. aural training
- e. learning about basic rhythmic and pitch reading
- f. ensemble play
- g. an introduction to all the instruments taught at Pinehurst

2.11 Parents are required to purchase **music books** for their children. The use of original copies is the norm. Printed copies may be issued by exception.

2.12 A **digital music diary** is in use for learners and copied to their parents' email addresses.

### **3. THEORY OF MUSIC**

3.1 Theory of music is incorporated in practical lessons for all beginner learners.

3.2 **Weekly theory group lessons** are applicable to **Grade 5, 6 and 7 learners**. Lessons may take place before the school day.

3.3 Learners will need to purchase a Theory textbook relevant to the Grade level.

3.4 Personal stationery is required at each lesson.

### **4. 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, learners will be **invited to join** an ensemble lesson. Ensembles are confirmed by the beginning of each year. Currently string-, wind-, brass-, flute-, and percussion ensemble lessons are offered.

## 5. ORCHESTRA

5.1 New orchestra members are recommended at their music teacher's discretion and are accepted by the conductor on an audition. Playing in the school orchestra is an extension of, and an integral part of learners' practical instrument skills development.

5.2 Learners taking music lessons outside of school are also welcome to audition for the orchestra.

5.3 All rehearsals, orchestra weekend workshops and performances are obligatory.

## 6. CHOIR

6.1 Should a child wish to join a choir, the choir conductor may be approached for an **audition**. Participation is subject to this suitability assessment.

6.2 Senior and Junior Choir auditions for 2025 will take place at the end of Term 4 (2024) and in the first week of Term 1 (2025).

6.3 Rehearsal times currently:

- Junior Choir : Tuesdays from 07h50 until 08h20
- Senior Choir : Wednesdays from 13h00 until 14h30

6.4 Due to the nature of the voice and choral development, choir membership is valid for a full year, and for which period choir members are expected to remain committed.

## 7. HIRING OF INSTRUMENTS

7.1 **In general**, learners must provide their **own instruments** for instruction.

7.2 Except for recorders, classical guitars, pianos, PSR EW-425 Yamaha Digital Keyboard (see pt 12.1), drum kits and marimbas, the school has a **selection of instruments** at their disposal **for hire**, e.g.: violins, electric guitars, bass guitars, flutes, Nuvo flutes, clarinets, saxophones, J-sax, trumpets, French horns, trombones and baritones.

7.3 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.

7.4 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.

7.5 **Hiring forms** will be issued and must be signed by the parent of any learner hiring an instrument before the instrument is entrusted to the learner. Instruments are serviced before issue.

7.6 Hired instruments that are **returned** are subject to an **assessment** of the condition and a **sign-off**.

7.7 It is the responsibility of each learner to take care of their instruments as per their teachers' instructions. Music instruments are expensive. NO repairs may be done, unless the music teacher refers to a qualified instrument repair specialist.

7.8 **Parents will be held liable for any loss or damages.**

## **8. LOCKERS**

Lockers are available for the safekeeping of music instruments used at school, whether school hired instruments, or their own.

## **9. MUSIC FEES**

9.1 Music fees reflect **a full year's tuition** and are not monthly or hourly fees.

9.2 Music fees will be deducted via **monthly debit order** for **internal** music staff over ten months, from February to November.

9.3 **External** music staff may request and arrange payments over 10, 11 or 12 months, termly or annually, with the tuition fees' grand total equivalent to the annual PHPS music fees.

9.4 Since music teachers' incomes are reliant on music fees, please note that music fees are expected to be paid regularly and in full.

9.5 **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 in turn, avoids loss of income.

Should a parent or guardian notify the music teacher by the 7th calendar day of the month in writing of their wish to stop music, it will be actioned in that same month. If notification is received after the 7th, it will be actioned at the end of the following calendar month.

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

9.7 **The 2025 fees are detailed below.**

<b>2025 Fees</b>	<b>Debit order over 10 months (Feb - Nov)</b>	<b>2025 Annual Fees</b>
One individual lesson per week	R860	R8 600
Two individual lessons per week	R1 720	R17 200
One group lesson per week	R500	R5 000
Introduction to Music Course	R500	R5 000
One ensemble lesson per week	R170	R1 700
One theory group lesson per week	R170	R1 700
Instrument Hiring fee: violins, Nuvo flutes and J-sax	R200	R2 000
Instrument Hiring fee: brass, wind, bass- and electric guitars	R300	R3 000
<b>Other costs*</b>		
Violin strings	R120 per string	
Violin shoulder pads, Clarinet- and Saxophone reeds	R100 each	
Cork grease	R100 each	

\*Costs are subject to change, based on supplier prices at the time.

## 10. ACCOMPANISTS

10.1 Learners are expected to provide their **own accompanists** at examinations, Eisteddfods and concerts. These arrangements should be made well in advance.

10.2 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.

## 11. MUSIC EXAMINATIONS AND EISTEDDFOD

11.1 School music reports are issued at the end of Term 2 and Term 4.

11.2 Parents are required to make an appointment with their child's music teacher at the parent-teacher interviews in the third term in order to discuss their children's progress.

11.3 Learners wishing to participate in external music examinations or Eisteddfod may do so at the music teacher's discretion and with the parents' consent.

## 12. GENERAL

12.1 We recommend a PSR EW-425 Yamaha Digital Keyboard (76 keys), since the settings are compatible with Trinity music examinations.

12.2 The online music diary must be checked after every music lesson. **Daily home practice** is a good habit to ensure progress and it is therefore essential that music learners practise daily from lesson to lesson.

12.3 Learners should have the following items at every music lesson: music books/files, music instrument where applicable, as well as a pencil and eraser. In addition to this, a flip file for extra worksheets may be requested by the music teacher. **Music books** are ordered from an independent supplier via your child's music teacher. The supplier emails the invoice directly to parents and delivers orders to school.

12.4 Learners who unfortunately **lack sufficient progress** will be advised to discontinue lessons. In such a case the following procedure is followed:



- Parents are 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 relevant notice period applies.

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

Learners who take music lessons at school are eligible to perform at any and all the relevant school music concerts.

Learners taking music at or outside of school may be invited to perform at school assemblies. The performance piece must be of at least Grade 1 standard and preference will be given to learners taking music lessons at Pinehurst.

To showcase the year's work for all learners who take music lessons at school, they perform at annual phase **concerts** to **celebrate** their dedication and achievements with friends, family and educators.