

PINEHURST PRIMARY SCHOOL
MUSIC DEPARTMENT POLICY
2020



DISCEMUS UT SERVEMUS

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Music plays an important role in the cultural 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 music department.

Our dynamic team offers music tuition in recorder, piano, guitar, violin, flute, clarinet, saxophone, trumpet, trombone, French horn, baritone, drum kit, percussion and voice. Please note that tuition in certain instruments is subject to an aptitude test and that there is a waiting list for some instruments.

We also offer participation in our school choirs (Junior and Senior) at no additional cost to the parent. This may be subject to a suitability assessment. Junior Choir rehearsals are during school hours. Senior Choir rehearsals are on Wednesdays from 13:00 until 14:30. Evening concerts, competitions and other after hour events are sensibly scheduled, in order to ensure participation does not interrupt academic timetables.

1. ENROLMENT

- 1.1 Should a child wish to join the choir, they need to speak to the Head of Music.
- 1.2 For tuition in a particular instrument, parents need to complete an Application for Music Tuition form per instrument of choice and return it to the Head of Music.
- 1.3 Once an application form is received the pupil may be tested for musical ability, including age suitability. Parents will be informed of the outcome.
- 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 form to the Head of Music at the end of each year.

2. MUSIC STAFF

The Music Department comprises a combination of permanent and part-time music staff members.

3. LESSONS

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

3.2 Pupils taking one instrument will receive one half hour lesson per week. However, pupils who have passed the Grade 1 examination of Trinity, Royal Schools or UNISA may apply to receive two half hour lessons per week (at double the cost).

3.3 Pupils taking two instruments will receive one half hour lesson per week on each instrument.

3.4 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.

3.5 Parents may attend their child's music lessons by prior arrangement with the music teacher.

3.6 Pupils are to arrive punctually. It is their own responsibility to remember their lessons and to arrive on time. In the case of a test/outing etc. pupils must excuse themselves as soon as possible, and in advance, from their lessons.

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

3.8 In order to accommodate as many pupils as possible, we provide tuition in small groups (no more than 3 pupils in a group, and at a reduced cost). This is available to Gr 1 – 3 pupils taking recorder, violin, flute, percussion or guitar. When starting an instrument, pupils sometimes find it hard to play their instruments for 30 minutes at a time. In the group the pupil will benefit from the interaction with fellow musicians, as it also provides a sense of security for the more introverted child. However, parents who wish their children to receive only individual tuition must please indicate their decision on the application form. In all cases, if there are no immediate

spaces available for lessons on a specific instrument, the pupil's name will be placed on the waiting list.

3.9 Parents are required to purchase music books for their children. The use of original copies is norm. Printed copies will be issued by exception.

4. ENSEMBLE

Since the nature of playing in an ensemble relies on interdependence, it is an important part of music making which encourages the children to play or sing with greater accuracy. Depending on their music developmental level, pupils will be invited to join an ensemble. Ensemble work e.g. Wind Ensemble, Brass Ensemble, String Ensemble, Flute Ensemble, Percussion Ensemble and Vocal Ensemble also constitutes a lesson. The applicable cost is detailed elsewhere in this policy.

5. ORCHESTRA

5.1 New orchestra members are proposed at the 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 progression. Pupils taking music lessons outside of school are also welcome to audition for the orchestra.

5.2 All rehearsals and performances are obligatory.

5.3 Regular orchestra rehearsals are scheduled before school on Mondays and Fridays from 07:15 until 08:15.

6. THEORY OF MUSIC

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

6.2 From Grade 1 Theory of Music level, music pupils are obliged to join a theory group at the cost stipulated in the fees section of this document. These lessons are scheduled before school from 07:15 until 07:45.

6.3 Theory stationery requirements: Pupils will need to purchase a Theory textbook relevant to the grade they are in. These books can be ordered through the school. The prices of the textbooks will be communicated to parents via their child's music

diary. Please ensure that the workbook is clearly labelled with the pupil's name and grade. Pupils will also need a sharp pencil and eraser.

7. HIRING OF INSTRUMENTS

7.1 Pupils must provide their own instruments for instruction. Except for acoustic guitars and pianos, the school has a few instruments at their disposal for hire.

7.2 Subject to availability, instruments may be hired from the school for a period of one year. This may be renewed once the hiring period has expired.

7.3 The monthly hiring fee will be deducted via debit order on a monthly basis over 11 months. The hiring fees do not include insurance cover. Parents are strongly advised to make their own insurance arrangements.

7.4 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 and on return of the instrument.

8. LOCKERS

Lockers are available for the safe keeping of personal music equipment used at school. An annual fee applies and will be deducted via debit order at the start of the year. Application forms for lockers are available from the Head of Music.

9. MUSIC FEES

9.1 Music fees will be deducted via debit order. Where a monthly fee applies, it will be debited over eleven months, from January to November.

9.2 Below are the 2020 music fees:

Monthly fees (11 months)	2020 Fees
One individual lesson per week	R590
Two individual lessons per week	R1 180
One group lesson per week	R345
One ensemble lesson per week	R115
One theory group lesson per week	R115
Instrument Hiring fee: violins and electric guitars	R140
Instrument hiring fee: brass and wind instruments	R205
Other fees	
School Music Diary	R50 per diary
Locker hiring fee	Annual levy of R55 per locker

9.3 **Three calendar months' 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. Please note, non-compliance will result in a full notice period being charged.

9.4 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 in arrears or if the account has been approved for exemption.

10. ACCOMPANISTS

Pupils are expected to provide their own accompanists at examinations 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.

11. MUSIC EXAMINATIONS

11.1 School Music Reports are issued 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 at the beginning of the third term in order to discuss their children's progress.

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

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

12. GENERAL

12.1 All music students will be issued with a formal music diary. The music diary must be signed after every practice session. The music diary will be provided to your child at a minimal cost which will be added to the school account, to be charged via debit order.

12.2 Pupils are to have the following items at every music lesson:

 Music diary	 Music books	Music instrument, where applicable 
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12.3 Music pupils are expected to **practise daily**. Please arrange a time with your child to practise daily.

12.4 Pupils who do not practise regularly and therefore 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 and made aware that there is a concern and notified of their child's lack of progress;
- unless significant progress is made, written notice to discontinue music tuition will be given to the parent and the applicable notice period applies.

12.5 It is the responsibility of the pupils to take care of their instruments as per their teachers' instructions. The school will not be held liable for any loss or damages. Parents may choose to insure the instruments at their own expense.

13. MUSIC CONCERTS/PUBLIC PERFORMANCES

All pupils taking music at school are eligible to perform at the relevant 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 piece must be of at least Grade 1 standard. However, if it seems that there are too many music items for a specific function, preference will be given to pupils taking music at Pinehurst.