



FRENCHS FOREST PUBLIC SCHOOL BAND HANDBOOK

1. WELCOME

Congratulations on joining the Frenchs Forest Public School Band program. The band program at FFPS provides a fun social setting for students to learn a musical instrument and to build on musical concepts learnt in class. The band is a team in which every member has the opportunity to achieve at his or her level and build self-esteem. In addition to acquiring an appreciation for music your child will also develop other important skills including aural skills, social skills, coordination, concentration, analytical skills, respiratory strength and control and self-discipline. The band is a team and members should always be trying to achieve the highest standards in attitude, behaviour and musicianship.

2. FFPS BAND COMMITTEE

The Band Committee is a sub-committee of the Frenchs Forest Public School P&C Association. It consists of a group of volunteer parents who help coordinate the program. Tasks for the committee include collection of fees, organisation of equipment for performances, payment for new equipment and music, organisation for the band weekend and liaison with the School Principal and staff to promote music within the school. The Band Committee employs the Band Director.

Please direct any enquiries to the Band Director after rehearsal times or via the committee.

- Band Director: Peter Squire ffpsbanddirector@gmail.com
- Band Convenor: Chris Walsh ffpsbandcband@gmail.com

3. PARENTAL SUPPORT

Parental support is a vital component of the band program. Parents demonstrate their support by attending performances, encouraging home practise, volunteering for band set up and pack down at concerts, assisting to move equipment for concerts, supervision at the band weekend, and involvement in the Band Committee. All parents are encouraged to participate in any way they can.

4. REHEARSALS

The band program at Frenchs Forest consists of two bands - Training Band and Concert Band. Students are required to arrive five minutes before the designated rehearsal time to set up. Each band member is required to bring their instrument, all band music, water, and a pencil to each rehearsal.

Rehearsal Timetable for 2024

	MON	TUE	WED	THUR	FRI
Arrive 7.55am for 8am-9am	Concert Band	-	Training Band	Concert Band	Training Band

If a lock down occurs due to government-imposed restrictions, rehearsals will change to online Zoom band sessions. A zoom session time will be communicated by your Band Convenor, and it will most likely be based on instruments, rather than by band. For this session, you'll need your instrument, music, music stand and pencil. Please try and position yourself and your instrument in the shot - not just your face.

5. ATTENDANCE

Students are required to attend all rehearsals and performances. If your child is ill or unable to attend, please email the Band Director at ffpsbanddirector@gmail.com.



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6. BAND FEES PAYMENT POLICY

Invoices are issued in two instalments (at the beginning of Term 1 and 3) by email. All band member fees are to be paid on time via EFT or brand deposit, unless a prior arrangement has been made with the Band Convenor and P&C Treasurer. The Band Weekend fees will be invoiced separated at the end of Term 1. Payment for any excursions including the band weekend fees must be received in full prior to the event. Failure to pay fees by the due date will incur a late fee of \$20 per member.

7. CREATIVE KIDS VOUCHER

The Creative Kids voucher can now be used as part payment towards Frenchs Forest Band Program semester fees. Parents and carers can apply for a voucher and claim the full amount per student enrolled in school, per calendar year.

Frenchs Forest Public School P & C Association is a registered activity provider for Music.

To apply for a voucher, go to: <https://www.service.nsw.gov.au/transaction/apply-for-a-creative-kids-voucher>

- 1) Click Apply for a Voucher,
- 2) Log in and
- 3) Complete application

Please pay band semester fees less your Creative Kids voucher into Frenchs Forest P&C Account as per the details on your invoice. Your voucher must be emailed to ffpspandcband@gmail.com including students name, voucher number and date of birth.

Please contact the Band Convenor if you have any queries or if this requires further explanation.

8. PRIVATE TUITION

Students are required to have weekly 30-minute private tuition in addition to attending band rehearsals. The tutor list provided has been carefully created by the Band Director and includes excellent professional tutors and student tutors in the area. You should expect to pay between \$35-\$40 for a 30-minute tuition and student tutors will have lower rates.

It is recommended for your child's learning experience that you engage with a professional tutor; a high school student tutor may also be OK however they will lack experience. If this is your selected tutor, the Band Director will guide you as the term progresses. It is expected that your child works on repertoire, scales, and technique work specific to their instrument with their tutor, in addition to band music.

Note: Tutors over 18 years of age are required by law to have a current Working With Children Check in order to work with children. The Band Committee does not request a 'Certificate for Self-Employed People in Child Related Employment' from Tutors on the Tutor List provided. It is the responsibility of parents and guardians to make their own judgement when engaging a Tutor.

Tutors attending the Band Weekend are required to provide the necessary paperwork to FFPS and the Committee. Please do not hesitate to contact the Band Director should you have any queries relating to private tuition.



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9. HOME PRACTISE

It is important that your child is supported in their practise at home. They are required to pick up their instrument at home. It's encouraged Training Band members practice their instrument at least 20 minutes per day, 3 times per week, and Concert Band members at least 20 minutes per day, 4 times per week. There are many ways to engage your child in their practice and it is important they follow their tutor's guidance. They will need a music stand and access to a metronome to help their practice.

10. BAND WEEKEND

The Band Tutorial Weekend, which is known as "Jammin' in the Forest" is held annually. Students receive small group tutorials with experienced tutors, attend several band rehearsals and participate in a number of other activities. These two days (one day for Training Band) enable band members to capitalise on their developing skills at an accelerated rate. We appreciate that many children are involved in weekend activities, but all members are requested to attend.

11. TRAINING BAND

Training Band instrument handout will take place at the end of Term 4 at Frenchs Forest Public School. Students will receive their instruments and their band starter pack. This will be followed by a tutorial on setting up and cleaning their instrument. Parents are invited to stay for the tutorial, so they can help at home.

12. INSTRUMENT HIRE

The Band Committee can hire instruments to students. Please check your home and contents insurance to ensure instruments are covered. If you are hiring an instrument from school, you must complete and return the Instrument Hire Agreement form which will accompany your instrument. You will be required to pay for any malicious damage or loss.

For additional information regarding instrument hire, please contact the Band Convenor or the Band Instrument Registrar at ffpsbandbandinstrumentreg@gmail.com.

13. INSTRUMENT CARE

Instruments should be cleaned inside and outside each time they are played. It is your child's responsibility to ensure they take the best care possible with their instrument. Tutors or the Band Director can assist with cleaning procedures. A brief instrument care sheet is available from the band room for most instruments. Never let anyone else blow your instrument - germs will be spread. Respect instrument cases, keep them labelled and check latches and hinges regularly. Please ensure you have collected the correct instrument when going home.

14. INSTRUMENT DAMAGE AND REPAIRS

All damage, no matter how minor must be reported to the Band Director immediately. Parents are asked not to attempt instrument repairs themselves. The Band Director will recommend a repairer and the cost of the repair will depend on whether the damage was caused through negligence or general wear and tear. The Hire Fee will cover the cost of wear and tear maintenance; however, negligence will need to be paid for by parents. The Band Director, Band Convenor and repairer will discuss the nature of the damage caused. DO NOT attempt to remove jammed mouth pieces yourself, please bring to the Band Director's attention as we have a special device for this!



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15. BAND ROOM RULES

Band members should always show respect to the Band Director. Talking or lack of attention during rehearsal will result in disciplinary action being taken. As the Band is an activity for students of FFPS, the behavioural expectations of the school apply to all gatherings of its students. Therefore, students must strive to be Respectful, Responsible Learners at all times and in all venues. The following expectations apply to all band members:

- 1) Respect the Band Director and other band members
- 2) Follow directions given by the Band Director
- 3) Respect other student's instruments and belongings

16. BAND UNIFORM

Band members are required to purchase a band shirt from the FFPS uniform shop. This shirt is to be worn for all performances and events unless told otherwise. We ask that all band members take pride in their appearance and aim to look their best for each performance.

Accompanying the band shirt:

- Long black trousers (**NOT** black jeans, tights, or leggings)
- Black socks or stockings
- Black leather school shoes

17. OTHER EQUIPMENT

Parents are required to purchase the appropriate tools for playing their instrument, ie. reeds, valve oil etc. These will need to be replaced as appropriate and regular application of valve oil is the students' responsibility.

18. PERCUSSIONISTS

Percussionists are required to purchase a pre-organised mallet pack from Optimum Percussion in Burwood. The pack includes medium and soft mallets, drum sticks, triangle beater and green mallet bag and costs approx. \$120 (subject to change).

Call and quote Frenchs Forest Public School for the correct bag. Optimum Percussion ([02\) 9744 1829](tel:0297441829)

19. INTERVIEWS

If you wish to discuss your child's progress or conduct, please email the Band Director to arrange a suitable time.

20. INFORMATION FORM

It is essential that we gather current details from all band members. For Training Band members, please fill in the 'Letter of Offer' and return it to the silver letter box by the due date.

If your address or phone number/s change throughout the year, please email the updated details to the Band Convenor, or login to the Band Forte Portal – link can be found in the footer of all email communications.

21. RESIGNATIONS

Students are encouraged to commit to the whole year. Resignations in writing are required. Hired instruments need to be returned, and all outstanding invoices need to be settled. Please contact the Band Director &/or Band Convenor if extenuating circumstances occur.