Dear Parents and BGHS musicians,

Welcome to the Burwood Ensemble Program. I’m quite sure you are going to have a lot of fun being part of our music family here at BGHS!

The following information should cover most questions you might have. Of course if there are any others please don’t hesitate to contact me at genevieve.campbell6@det.nsw.edu.au or the BEP office on 9747 3355.

Office Staff for 2015:

Genevieve Campbell, Program Director (two days per week)
Jessica Hillier, Administration (two days per week)

BEP Office Hours:
Monday 10am – 4:30pm
Wednesday 11am – 5:30pm
Thursday 12 – 4pm

Please be aware that these positions are part-time and, while the BEP Office is generally open during the times above, we do sometimes switch days and times to accommodate the changing schedule of the Program. It is therefore best to contact us via the email above for important matters.

Ensemble directors:

Junior Concert Band, Concert Band: Yvonne Brown
Senior Concert Band: Genevieve Campbell
String Ensembles: Rachel Pogson

Fluteloops: Catherine Kinsella
Clarinet Ensemble: Greg Jones
Brass Ensemble: Elina Suuronen
Stage Band: Yvonne Brown
Musettes: Patricia Amphlett
ANZAC Day Drum Line (Term 1) Percussion Ensemble (Terms 2,3,4): Jeff Doukas
Marching drill (Term 1): Simon Bartlett
Rock Band/ Guitar group: David Groves

NOTE FOR RETURNING MUSICIANS YRS 8 – 12
As part of updating our records and accounts, ALL returning players and vocalists must also fill in and return the forms on pages 10 and 11 by the end of Week 2
Core Ensembles

Junior Concert Band (JCB)
This group is made up of any beginner players, most of whom are usually in year 7. In Term 1 you will rehearse for half an hour on Tuesdays 3:30 – 4:00, while your playing develops, in tandem with individual lessons, until you are ready to join Concert Band (usually sometime in term 2 or 3). This might change for individual students and we will encourage you to move up only if and when you are ready. While starting a new instrument can seem daunting, at this age you will be surprised how quickly you improve. The Junior Band therefore exists for as long as the students need it! The focus is on sharing the experience of being a beginner player with peers while learning ensemble-playing skills. For this reason it can welcome those players who have some experience but don’t feel confident enough to take on the challenges of Concert Band.

Concert Band (CB)
The Concert Band focuses on popular repertoire as well as symphonic wind ensemble repertoire. The focus is threefold, enjoying playing in a concert band; learning the skills and concepts necessary for mature ensemble playing; and marching. The community service of the CB is as a marching band, for the local Ashfield and Burwood ANZAC marches and the ANZAC day march in the city. The CB plays for the important Blue and Gold Assemblies and are hosts for visiting primary school band workshops. They have an annual three-day tour in Term 2. The Concert Band rehearses Wednesdays 3.30 – 5.00 pm. During Term 1 the first hour of rehearsal is Marching Practice. This is a very important skill for all band players and is compulsory for CB members. Those who play instruments too difficult to march with are given percussion or formation duties. Marching is fun, I promise!

Senior Concert Band (SCB)
The Senior Concert Band is our flagship ensemble whose members are the most senior students and/or most experienced musicians in the school. Members of Concert Band are invited to audition for a place in SCB early in Term 1. The SCB plays for the important school ceremonies such as Presentation Day and Year 12 Graduation and they also serve as a community band, joining CB at ANZAC Day marches, and playing for the Dawn Service at Croydon Park RSL as well as for other local community ceremonies, memorial services and festivals. The SCB focuses on the classic symphonic wind ensemble repertoire but also play music of all sorts depending upon the occasion. Every year the SCB tours for three days to various parts of regional NSW at the beginning of second term. The band rehearses Thursdays 3.30 – 5.30 pm.

Junior String Ensemble (JSE)
Our Junior String Ensemble, caters for players up to about 2nd Grade AMEB. Beginner players will be encouraged to join this group, with music adapted for their level as they develop. JSE will rehearse on Wednesdays 7.30 - 8.30am.

String Ensemble (SE)
More advanced students form the String Ensemble, playing classical and popular arrangements and works which explore challenging and interesting string techniques. We also hope to form a small chamber orchestra comprising senior string and wind players from SE and SCB. Senior String Ensemble rehearsal time is Tuesdays 7.30 – 8.30 am.
The Core Ensembles (Concert Bands and String Ensembles) do a regional three-day tour and perform at community and school events throughout the year. As well as these we have the following smaller ensembles.

**Small Ensembles**

**Stage Band**
The Stage Band comprises saxophone, trumpet and trombone and a rhythm section of bass, drums and piano. Players are invited to join after showing commitment and technical skill within their larger ensemble. The repertoire is classic big band music and members are encouraged in the adventure of learning to improvise. Stage Band rehearsal time is to be advised early in 2016.

**Musettes**
The Musettes are the program’s “acapella” vocal ensemble and they focus on 20th and 21st century jazz and popular music repertoire. Members of the Musettes sing for local community services (ANZAC Day etc), festivals and in school events. They are directed by Patricia Amphlett and rehearse on **Fridays at lunchtime**. Entry into the Musettes is by audition, and presumes either enrolment in individual voice tuition with Ms Amphlett or previous experience in a small vocal ensemble.

**The Clarinet Ensemble, Brass Ensemble and Fluteloops**
These groups provide the chance to work on music specifically arranged for your instrument. Playing in a focused instrumental group also helps build the rich sound a clarinet, brass and flute section can then achieve when added to the larger bands. Small Ensembles work towards performing without a conductor (as a professional chamber group does) and so specific players are selected to take leadership responsibilities. These ensembles have a busy schedule playing at Rotary, RSL and Council functions and services, aged-care centres and pre-schools and community festivals.

**Percussion Ensemble/Drum Line**
All percussion players and drummers are invited to join the percussion ensemble which focuses on repertoire written for percussion instruments in their own right and enables percussionists to come out of the back row of the concert band and the rhythm sections of the jazz and rock bands and be the centre of attention. Pianists who aren’t members of a concert band may also apply to be a member of the percussion ensemble. Selected drummers from JCB, CB and SCB form the Drum Line for the marching band. Our focus for Term 1 is therefore preparation for ANZAC Day. Drum Line will also be required to attend marching practice on Wednesdays 3:30-4:15pm during term 1. After ANZAC Day we will develop repertoire that includes tuned percussion and also incorporate sectional tutorials on the Concert Band music where necessary.

**Rock Groups**
The rock groups are formed each year after auditions held early in Term 1. Groups are encouraged to play covers and their own songs and are formed considering a combination of factors – age, experience, musical taste and friendships. This means that admission isn’t automatic, but we do try to include everyone who’s keen and willing to work in a team. Rehearsal times are worked out once the groups are formed, but it is usually lunchtimes.
Invitations to join the Small Ensembles will be announced early in 2016, so keep an eye out for roll-call notices and the BEP noticeboard. Rehearsal times will be advised once groups are formed, to suit players and tutors.

Other Chamber Groups
Chamber groups form on an “as needed” basis for school functions, local council functions and ceremonies and Education Department festivities. All students are encouraged to form their own small groups for performance opportunities at school. As well as string quartets, wind quintets, trios etc, any combination of instruments can create a great chamber group, and we can arrange music to suit you. These usually rehearse a few times before a specific concert, at a time that suits you. If you have an idea for any small group (guitar, recorder, trombone, violin, sax, ukulele, flute, cello combo.. anything!) come and let me know and we’ll take it from there.

All of these groups perform at our two major concerts of the year.

The Big Night Out: This is our main fund-raiser – a showcase of the talents of all the girls in the program. BEP tutors donate their time to perform for you and then join the girls to present a night of chamber music, jazz and everything in between. Cabaret-style seating and BYO nibbles and drinks make this a fun night out for all.

A Little (Christmas) Night Music: Our end-of-year concert brings together all the ensembles to present the very best of what we have achieved through the year. With a sprinkling of Christmas cheer, a charity Christmas tree and some caroling, this is a relaxed and enjoyable way to round off our year of music-making.

At these and other BEP events, we welcome parent involvement and support. Please let me know if you have any particular skills or contacts that would be helpful towards our logistics or fund-raising and I will add you to our list of “parent helpers”.

Tours:

In 2016 there will be two major touring excursions. Senior Concert Band and Senior Strings will tour early in Term 2 (itinerary TBA) while Concert Band and Junior Strings will take part in the Bellingen Music Festival in September. More information about these will be forthcoming in 2016.

JOINING the BEP

WHY?

Playing a musical instrument and being part of an ensemble can offer some of the most rewarding experiences in life. The cognitive, expressive and interpretive rewards are self-evident to those who play, and the links between learning instrumental music and high achievement in other studies have been well documented by academics. Being part of such refined teamwork is an amazing feeling, and offers social benefits and skills that transfer across disciplines. To be able to make music, rather than simply listen to it, is empowering emotionally, physically and intellectually. Playing for friends and family, school assemblies and functions and community events such as festivals, memorials and marches makes the important role of music palpable, where it could
otherwise seem rather abstract and confined to the sphere of entertainment. Most importantly, making music is fun. Those who have been part of this very busy (sometimes a bit chaotic!) and demanding program have, at the very least, emerged with friends for life and a passion for something that they are skilled at doing.

Please read this handbook before you sign up. Please also find attached performance permission note and membership and fees and instrument hire form.

When you learn an instrument you need to practise regularly, as you need to train your body to take on some refined skills and these must become a kind of second nature for you to enjoy your music making. Ensembles rehearse weekly because we have a busy performance schedule. Attendance at rehearsals is essential, as is commitment to the concert we are preparing for. If you don’t show up you are letting others down. Keep the BEP Calendar in your practice folder and parents please always check for updates. Great opportunities often come up at short notice, so keep an eye on the noticeboard, the updates on the school website and announcements via email and at roll call. It’s all quite manageable, but you have to commit to being organized. Permission and information notes will always be sent home both in paper and email form as well as being on the website. It is your responsibility as students and musicians to be prepared and informed of what your ensemble is doing. You cannot simply turn up on a performance day expecting to play if you haven’t been at rehearsals. It is not just your part that matters, it is how your part combines with everyone else’s.

Lastly - the more practice you do, the better you’ll be at your instrument and the more fun it will be – honestly!

I look forward to working with all of you in what is shaping up to be a busy and rewarding year.

**Genevieve Campbell**
BGHS Ensemble Program Director
Burwood Ensemble Program: Conditions of Ensemble Membership

Please read and consider these conditions carefully. These ensembles thrive with the commitment of every member.

Attendance at Rehearsals and Performances

1. Attendance at all rehearsals and performances is compulsory. We cannot commit to performance invitations unless we can be sure of having a full contingent of players.

2. We try to give girls as much notice as possible of upcoming performances, competitions and tour dates and ask that members try not to make other commitments on these occasions. In instances where no other alternatives are possible, we ask that the student contacts the conductor and parents contact the director of the program. As regular rehearsal times are also known well in advance we ask that girls do their best to avoid making appointments (medical, orthodontic or otherwise) and other arrangements during these times. Communication between BEP conductors and staff and girls and their parents, is via permission/ information notes handed out in rehearsals and information published on our webpage, updated weekly.

3. If girls know in advance that they will be unable to attend a rehearsal or performance, they must inform their conductor as soon as possible and explain why they are unable to attend. In most cases, disruptions by exams, excursions and other school commitments will be known well in advance, and it is important that members inform their conductors in plenty of time.

4. Notification of any absence, for any reason, for rehearsal or performance, should be made verbally to your conductor and also via a letter or email from a parent or guardian handed to BEP staff. Only in the case of unexpected illness may this be handed in after the event. Important: We are legally responsible for your child’s safety and supervision during rehearsal times. If she does not attend, and we have no notification, we have no way of knowing whether something has gone wrong.

5. If a girl misses 3 rehearsals in one term or 1 performance in one term without having sought permission from their conductor or without reasonable explanation after the fact, she may be excluded from that ensemble for the rest of the year and this may also jeopardize her participation in future years.

Punctuality

1. All girls are expected to be at rehearsals 15 minutes before they start in order to assist with setting up the ensemble.

2. If a girl is late to a rehearsal, she must have a note from her parent or guardian. If no note is produced, she will be marked late on the roll.

Music Folders and Pigeon-holes

Each student is given a plastic sleeve folder for practice copies of Ensemble music. It is your responsibility to take this with you to lessons and rehearsals. Each student also has a pigeon-hole in which you can store your folder and any other music. General notes and copies of music on request are distributed into these pigeon-holes, and it is your responsibility to check it regularly. Following copyright law, we own or hire original copies of all music we perform. We are allowed to make a finite number of photocopies only. You are responsible for those copies that you are provided with and tutors and/or conductors will not be making copies simply because you left it at home.
Uniform

All members of Band and String Ensemble are required to own the official Black BEP polo shirt, black pants and hat (all available at the Uniform shop). We also have a black Band jacket that is good for cold days on tour or outdoor/winter performances. For most performances at school within school times, school uniform will be worn (unless otherwise advised). For all other performances (outside of school times, on tour or during the day but away from school) we wear the Black BEP polo shirt and black pants, black socks and polished school shoes. This uniform is an important part of our performance presentation and we are representing the school so we do require black tailored pants/trousers (ie not jeans or leggings). For some informal occasions or on very hot days girls may wear black skirts – but only when advised.

Fees

The Ensemble Program relies upon parent fees, support from the P&C and community donations to cover its expenses. These include employing conductors for the Core Ensembles and directors of the smaller groups, BEP Office staff, maintenance of teaching/practice rooms, purchasing of instruments and music repertoire, office equipment, repair and maintenance of instruments (including pianos, amps and percussion) as well as ongoing extras such as music stands, piano tuning, folders, stationery, printing etc.

Full Membership. All girls who play a Band or String instrument are required to commit to one of the Core Ensembles (Concert Bands or String Ensembles). They can then also be part of any of the other small groups. Full Membership covers participation in any of the ensembles you wish.

Part Program Membership is for piano players, singers, guitarists or drummers who are ONLY involved in one small group (such as Rock band or Musettes).

1. A $50 deposit is paid by new students to secure their place in the program. All membership fees are due by the end of Term 1. As fees cover budgeted annual costs, they are non-refundable.
2. Students will not be able to participate in tours/camps/public performances if fees are outstanding and/or permission forms are not returned.
3. Membership of the BEP is an annual fee, distinct from the weekly private instrumental lessons invoiced by the tutor directly.
4. Separate fees apply if you require instrument hire. Hiring fees are to be paid in advance and an instrument hire agreement must be completed.
5. Parents should notify the BEP if their contact or payment details change.

Fees are to be paid to the BGHS Front Office, in person, by phone or online.

Full Ensemble membership (Includes Core Ensemble and any other groups.).......................... $450 p/a
Part Program Membership (non-band/strings, one group only)................................................. $200 p/a

2016 Instrument related costs
Instrument Hire (if applicable) ......................................................................................... $200 p/a

2016 Ongoing Costs
Private instrumental/voice weekly lessons (30 minutes) (To tutor)....$37 per lesson (+GST, if required)

Occasional Fees (subject to change – this is only an estimate for your information)
Ensembles Tour (Term 2; 3 days over 2 nights)......................................................... $300 approx.

* For exceptional cases, parents or guardians may apply to the Principal and the Program Director in writing to apply for a payment plan.
Private Instrumental Lessons Information

As part of being a productive member of the program, and a developing musician, it is expected that all members of the program will be having weekly private lessons, either at BGHS or from an outside teacher.

When you begin an instrument you’ll find that your progress happens in leaps and bounds, then plateaus at times and has thresholds of difficulty that all musicians must persevere through. These are at different stages on each instrument. We therefore encourage anyone who signs up for a new instrument to commit to a year on that instrument.

BEP Tutors for 2016:

Violin, Viola: Nan Heo, Nicole Forsyth, Andrea Ng  
Cello: Rachel Pogson, Luda Tees  
Flute: Catherine Kinsella  
Oboe, Bassoon: Scott Marshall, Sarah Young  
Clarinet: Greg Jones  
Saxophone: Sophie Unsen  
Trumpet: Yvonne Brown  
Horn: Genevieve Campbell  
Guitar: Zane Banks  
Bass Guitar: David Groves  
Piano, Double bass: Marie-Louise Bethune  
Voice: Patricia Amphlett  
Trombone, Euphonium: Elina Suuronen  
Drums, Orchestral Percussion: Jeff Doukakis

All our tutors are professional musicians and teachers. While they are committed to the School Ensemble Program, and their teaching supports your involvement in the ensembles, they are not employed by the school, but invoice directly to you. All communication regarding lesson times, logistics and tuition fees should be between you and your daughter’s tutor. If, however, you have any concerns at any stage with your daughter’s tuition please feel free to contact me.

Diary & Timetables

1. Every tutor will put his or her timetable of lessons on the notice board in the music corridor outside room 24. Any deviation (for the tutor’s or the student’s convenience) from the printed timetable will be organised by phone or email before the day of the lesson and must be acknowledged by the student, their parent and the tutor to qualify as a pre-arranged lesson change. Lesson times cannot be changed on the day, unless the student sees the tutor in person.

2. Instrumental lessons may be between 7.45 am and 5.30 pm depending upon the tutor’s availability at the school but not between 8.45 – 9 am, which is roll call. Lessons will rotate fortnightly so that no student misses the same school class regularly in any term. It is the tutor’s responsibility to ensure the lesson times for all students are rotated regularly. It is the student’s responsibility to ensure the tutor is aware if they are in danger of missing the same school class too often. There is no guarantee of a fixed lunch/ recess or out of school lesson time, but this may be negotiated with a tutor if that is possible for them.

3. Every lesson should be written in the student’s school diary and initialed by the tutor. If the lesson has been changed, the student’s parent or the tutor should write the new lesson time in the diary and initial that change. The diary is the student’s ‘passport’ out of class and if the lesson is not in the diary, the classroom teacher need not let the student out of class.
Daily Practice
Every student should practise regularly (at least 4 times) every week and this practice should be a mix of technical work, pieces and ensemble music, as directed by the tutor. Even just a small amount of daily practice is better than one big chunk the night before a lesson! All students should expect to perform as part of their ensemble, a smaller group and/or solo at least once during the year at one of our concerts. All larger ensembles play at least once per year at Assembly, as well as numerous other events. Your tutor will keep you informed of upcoming performance opportunities and will help you prepare.

Attendance at lessons
1. **Every student should have at least 8 lessons with their tutor each term.** Things always come up - excursions, absences, exams etc, but we aim for 8 lessons as the optimal number of lessons to ensure your daughter's successful progress.
2. **If a tutor cannot attend a lesson,** you will be notified by phone or email with as much notice as possible. The lesson will either be made up at a later date in that term or the fee will be credited to your account or refunded. While a regular weekly timetable is preferred, there might be occasions when the tutor needs to change a lesson day, due to illness or to accommodate a school activity or another important commitment. Notice of any such changes must be given by the tutor to your preferred email and/or phone contact and posted on the noticeboard. Tutors will always request confirmation that you have received word of any change. It is then your responsibility to make sure your daughter knows about it.
3. **If a student cannot attend a lesson** they should notify their tutor by phone or email with at least 24 hours notice. Notification with less than 24 hours or a lack of notification (for any reason, including illness, forgetfulness or school event) results in that lesson being forfeited and the usual fee incurred. Proper notification (more than 24 hours in advance) will result in the lesson being made up at a later date if convenient, or the fee credited to next term.
4. **SMS communication is not recommended once the school day has begun** as girls and teachers may not check their text messages in lessons.
5. **Any whole-school events or exams/assessment tasks that are on the school calendar should be discussed with your tutor in advance.** Students are excused from Assembly to attend lessons and it is always the student’s responsibility to tell their classroom teacher that they need to go to their music lesson. All classroom teachers are supportive of your daughter’s attendance at music lessons and they will always release a student to attend a scheduled lesson.

Payment for lessons
1. Parents will be invoiced by the instrumental tutor directly for (on average) 8 thirty-minute lessons per term. There is usually one lesson per week of every term, so there might be more than 8 lessons. With mutual agreement between parents and tutors, two lessons may be given in a week, if necessary, in order to catch up on missed tuition.
2. Lesson fees are charged according to the Australian Music Teachers’ Association recommended rate for each year. This year, that rate is $37 per half-hour lesson. (Some teachers may have a slightly higher rate or be obliged to charge GST.) Payment can be on a weekly basis or for the whole term, in advance. Please respect our tutors’ professional status by paying invoices promptly and ensuring your daughter understands her responsibilities in terms of attendance at lessons and commitment to her tutor’s teaching program
3. While we understand that it is not productive to force a child to learn an instrument if she is really disliking it, we do expect a degree of commitment and perseverance. Tutors have made a contractual commitment to (and are entitled to be able to rely upon) a certain number of hours work at BGHS and have timetabled these to fit with other teaching and performance work for their year. Discontinuation of lessons therefore requires at least 4 weeks notice and will only be accepted after discussion with parents, the tutor and myself.
Burwood Girls High School Ensemble Program Performance Permission Note

As part of the Burwood Ensemble Program, all ensembles perform sometimes out of school hours, either within or outside the grounds of Burwood Girls High School. Under these circumstances the girls are under the supervision of their conductor. When performances are away from school, BEP office staff or the Director of the BEP may also be present. DEC Teachers from BGHS are not always present. Unless otherwise stated on the permission slip for a performance, girls need to make their own arrangements for travel to and from the activities. In the interests of safety, it is important that parents supervise their daughter’s transport arrangements.

For each performance or event, notes outlining the details of times and venues are given out to the girls at rehearsals and/or distributed into the students’ pigeon-holes. Copies are also available from the band office, and on the school website. It is your daughter’s responsibility to ensure these notes are taken home. Parents also can keep up to date by checking the BEP page on the BGHS website and through emails from the Program.

No girl is permitted to attend or participate in any performance unless this permission note is returned to the BEP office signed by a parent or guardian. No exceptions can be made. Please feel free to contact me at any stage with respect to this matter.

I therefore ask that you sign the form below, tear/cut it off, and return it with the other membership form.

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BEP OUTSIDE ACTIVITIES GENERAL PERFORMANCE NOTE

Music activities organized through the BGHS Ensemble Program frequently take place outside of school and/or school hours. Often, no DEC teacher from the school is present. Unless otherwise stated, your daughter is expected to make her own way to and from these activities. In the interests of her safety it is important that you supervise transport arrangements.

Please return this permission form signed if you agree to your daughter taking part in BGHS Ensemble Program activities

My daughter ______________________________________________________ of roll class _______________
has my permission to take part in activities in 2016 arranged by the BGHS Ensemble Program. I understand that the ensemble conductor rather than a BGHS supervising teacher will be involved. I agree to be responsible for her transport to and from the venues unless otherwise arranged. I understand that details will be given out as notes at rehearsals prior to these activities and will also be available from the Band Office and on the Ensemble Program page of the school website.

Name of Parent/Guardian: _____________________________________________________

Signature: __________________________________________________________________

Date: ________________________________
BEP Membership Form

Student name ___________________________________________________ Year _______

I would like to join the Burwood Girls High School Ensemble program. I/we have read the accompanying information and agree to the conditions and commitments of membership.

Instrument ___________________ Ensemble ______________________________

Please indicate full or part membership below.

☐ $450 for Full Ensemble Program membership (Core ensemble and any other groups)
or

☐ $200 Part Program Membership (1 vocal or rock group only)

I understand that lesson fees are payable directly to the instrumental tutor.

Student Signature: _______________________________________________________

Parent Signature: ___________________________ Date: ______________________

Director only: ☐ Teacher assigned, contacted, agreed and roll adjusted.