

**POLICY: MUSIC DEPARTMENT POLICY**

**POLICY REF. NO. M3/08/2008 (Rev No. 0)**

**DATE: 6 AUGUST 2008**

- A. MUSIC STAFF
- B. MUSIC LESSONS
- C. MUSIC FEES
- D. EXTERNAL MUSIC EXAMS AND EISTEDDFODS
- E. MUSIC HOMEWORKBOOK
- F. ENSEMBLE/ CHOIR AND ORCHESTRA PRACTICES
- G. MISSED LESSONS
- H. TEACHING MATERIAL
- I. MUSIC BAGS
- J. MUSIC INSTRUMENTS
- K. THEORY TUTORIAL GROUPS
- L. SENIOR CHOIR

**A. MUSIC STAFF**

*PERMANENT STAFF:*

Mr Fernando De Nys	Violin, Piano
Mr Carl Kingsley	Cello, Recorder, Piano
Mrs Samantha Kriger	Piano, Recorder, Guitar
Mrs Juanita Atkinson	Piano, Keyboard, Recorder
Ms Jane Redfern	Brass, Piano, Recorder

**PERIPATETIC MUSIC STAFF**

Mr Devin Jones	Percussion
Ms Eleanor Mullins	Flute, Recorder
Ms Hestie Lourens	Clarinet
Mrs Mariken Dippenaar	Saxophone
Mr Gesant Adams	Classical Guitar
Mr Alex Fokkens	Senior Choir

**B. MUSIC LESSONS**

All boys placed with permanent staff will receive 2 x 30 min lessons per week on a two-week alternating timetable. All boys studying with peripatetic music staff receiving group lessons as an extra mural, or individual 2<sup>nd</sup> instrument tuition will receive 1 x 30 min lessons per week. We kindly request that if, for whatever reason, your son is unable to attend his music lesson you please inform the school of your son's absence and that you please inform the peripatetic staff personally, as they come to school only when they teach the boys.

**C. MUSIC FEES**

Rates:

Kindly note that fees are charged at a set rate per year divided into four equal installments over the four terms. Lessons are NOT billed according to an hourly rate. The fees include the time music teachers spend on teaching extra lessons, preparing boys for, and participating in, external exams, eisteddfods and competitions, and teaching ensemble playing through the various ensembles and orchestras.

## **RONDEBOSCH BOYS' PREPARATORY SCHOOL – SGB POLICIES**

All Music fees are payable directly to the school. Please do not send any money to the music teachers. Money / cheques should be in a clearly marked envelope, including name, music teacher, instrument, and sent directly to Mrs Little in the bursar's office. Instruments rented from RBPS will be reflected on your account.

### **D. EXTERNAL MUSIC EXAMS AND EISTEDDFODS**

Boys can only be entered for external music exams if the exam fees are paid before the set due date. You will receive an envelope stating for which exam he is entered with the exact amount indicated and the due date. No money may be sent to the music teacher but directly to Mrs Little. More advanced music students may be required to render the services of a professional accompanist for the exams and eisteddfods. This will be at the parent's expense.

Parents are to notify class teachers (at least a day in advance; in writing) when their child will be participating in the exams to ensure that class teachers are aware they will be missing class time. The same applies for sports coaches and sports practices. Parents will also be responsible to transport boys to and from the exams. Boys must be picked up from the front office.

### **E. MUSIC HOMEWORKBOOK**

All Music students will be issued with a formal music homework book. This will serve a dual purpose:

- 1) As a record system as to his lesson times; and
- 2) As a record of his continuous assessment marks. The homework book must be signed after every lesson. The music homework book will be provided to your son at a cost of R15.00. Please send the money in a clearly marked envelope to Mrs Stuart-Fox.

### **F. ENSEMBLE/ CHOIR AND ORCHESTRA PRACTICES**

- |                           |              |
|---------------------------|--------------|
| 1. FP Choir               | Mrs Kriger   |
| 2. FP Percussion Band     | Mrs Atkinson |
| 3. Recorder Ensemble      | Mrs Atkinson |
| 4. Junior String Ensemble | Mr Kingsley  |
| 5. School Orchestra       | Mr Kingsley  |
| 6. Wind Band              | Ms Redfern   |
| 7. SP Choir               | Mr Fokkens   |
| 8. Senior String Ensemble | Mr De Nys    |
| 9. School Rock Band       | Mrs Atkinson |
| 10. Brass Band            | Ms Redfern   |

In order to maintain the high standards of each of the many ensemble groups this year it is imperative that we receive some additional funding for sheet music, entry fees for competitions and eisteddfods, music stands, etc. We therefore require an annual levy of R40, 00 per student participating in these groups to assist with the rising costs of running these groups professionally. Money can be paid directly to Mrs Little (please indicate clearly on the envelope that the R40 is for the annual levy or if you make a direct deposit into the schools account, please send a breakdown of the amount to Mrs Little).

If a rehearsal cannot be attended for whatever reason, the teacher in charge must please be notified in advance in writing. The following disciplinary measures will be applied in the case of regular defaulters:

- 1. Late for a rehearsal 1 stamp
- 2. Arriving without music/file/instrument 1 stamp
- 3. Forgetting a rehearsal or performance 1 stamp
- 4. ALL PERFORMANCES ARE COMPULSORY.

If deemed necessary the teacher will issue stamps after one written warning has been given.

## **RONDEBOSCH BOYS' PREPARATORY SCHOOL – SGB POLICIES**

### **G. MISSED LESSONS**

Grade 4-7 boys are expected to attend their lessons without being called. This saves a lot of time and therefore leads to more efficient teaching time. New music boys will be assisted at the start of this year (by their music teacher and class teacher) but will be expected to be responsible for their lesson by the end of February. Lessons missed because of boys not arriving will not be made up by music teachers. Music staff will attempt to make up every second lesson missed by learners due to illness alone.

Grade 2 and 3 music boys are encouraged by their music teacher to arrive for their lessons unassisted, but will be supported throughout the year in this regard.

If a music teacher is absent, a stand-in will be arranged. If this is not possible, the music lessons will be made up during the term. Unfortunately, lessons missed because of school activities e.g. sport trials, outings and camps are logistically impossible to make up as this impacts on the boys' academic time.

### **H. TEACHING MATERIAL**

All Music books e.g. Tutor books, UNISA, TRINITY, ABRSM examination books must be bought by the parents. Copyright laws do not allow boys to play from photocopies. Copies of the documents pertaining to copyright, stating the legal implications, can be provided on request. Note that the school can be fined if we do not adhere to this law. Please note that the music teachers will not be receiving any money for music books that were bought from music shops. The accounts have to be settled with the provider directly.

### **I. MUSIC BAGS**

Boys are encouraged to make use of the school's music bags, available at the clothing exchange. This ensures that the books stay neat, and since the bags are waterproof, it assists in keeping everything dry during the winter months.

### **J. MUSIC INSTRUMENTS**

All violins must be locked up in a locker during and after school hours. Please provide your son with a padlock at the start of the year. A spare key must be handed in to Ms Redfern for safekeeping.

Cellos must be stored in Mr Kingsley's classroom during and after school hours. Clarinets must be stored in the Wind instrument room. Brass instruments or saxophones can be handed to Ms Redfern. Boys whose instruments are found lying around at lines or instruments found in places other than those specified (i.e. Sports field: playground etc.) will be issued with demerits. These measures are to ensure the safety of the instruments. It will also assist in installing a sense of responsibility in the Rondebosch music boys.

Boys may rent a music instrument (if available) from the school, but are expected to buy their own instruments if they are to continue after the first year. This is to also provide instruments for beginners at the start of each year until they are sure that they will continue with their instrument of choice.

Boys who are renting an instrument through the school must please take note that a new application must be filled in each year within the first two weeks and returned to Miss Redfern. It is essential that you are aware that the instrument is your responsibility in the event of damage, loss or theft. We therefore advise that you insure the instrument and that the boys make use of the lockers available for instruments for a fee of R50 per year which can also be arranged through Miss Redfern.

## RONDEBOSCH BOYS' PREPARATORY SCHOOL – SGB POLICIES

### K. THEORY TUTORIAL GROUPS

This year we will be continuing our Theory Tutorial Group programme for all individual music learners taking theory at either a Grade 1, 2, or 3 level. All boys are expected to attend at least one **half-hour** theory tutorial per week. We will work from the Lina Ng Grade 1, 2 and 3 theory workbooks and there will be a test at the end of each term which will go toward your son's continuous assessment theory mark.

Ms Redfern	Grade 1
Mr Kingsley	Grade 2
Mr De Nys	Grade 3
Mrs Kriger	All learners writing external UNISA Theory exams

### L. SENIOR CHOIR

To become a member of the Senior Choir, learners need to be auditioned by the choir director. Auditions are held at the beginning and end of every year. Learners that are already members of the choir do not need to be re-auditioned each year. Discipline in the choir will be maintained using the established "stamp" system. Should a learner receive two stamps from the choir director, accompanist or substitute director in the space of one term, a letter will be sent to the parents, informing them that their son is on probation. Should the learner receive another stamp in the term, he will be asked to permanently leave the choir.

REPLY SLIP

MUSIC POLICY DOCUMENT

Please return to your son's music teacher by Friday 8 February.

I, \_\_\_\_\_ parent/ guardian of \_\_\_\_\_ in Grade \_\_\_\_\_,

Acknowledge receipt of Music Policy Document for 2008.

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**SIGNED:**

\_\_\_\_\_  
Chairman RBPS Governing Body