Hornsby Girls’ High School

BAND AND ORCHESTRA HANDBOOK

2016

Dr. Justin Briggs, Principal
Ms. Lara Sholl, Conductor
Mrs. Emily McKnight, Conductor
Preface

This handbook has been written for Hornsby Girls’ High School Bands and Orchestra members and their parents/carers to assist with informing them of the various activities and policies of these organisations. All members and their parents are urged to read it carefully at the beginning of each year to ensure you are aware of the policies and rules stated herein.
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HORNSBY GIRLS’ HIGH SCHOOL BAND AND ORCHESTRA PROGRAM

The bands and orchestra form an integral part of life at Hornsby Girls’ High School and are recognised as whole school activities. They are some of the largest and most popular voluntary students’ organisations with their members forming active, cosmopolitan groups.

They are five primary objectives for the bands and orchestra:

1. **Cultural**: To continue the development of music appreciation and understanding through the study and performance of a wide range of styles.

2. **Educational**: To develop interested and discriminating listeners and provide a well-rounded musical background.

3. **Service**: To lend colour and atmosphere to school and community affairs, while promoting and enhancing the dignity and reputation of Hornsby Girls’ High School at all concert appearances.

4. **Recreational**: To provide all students at Hornsby Girls’ High School with an opportunity for worthy use of leisure, to learn a skill that can last a lifetime, to have an emotional outlet and to have good experiences.

5. **Social**: To nurture the development of corporate identity, responsibility and joy in making music together and to achieve a high standard of musical performance in a supportive, enjoyable environment.

CONDUCTORS

Hornsby Girls’ High School is privileged to have Ms. Lara Sholl as our Band and Orchestra conductor and Mrs. Emily McKnight as the conductor of our Flute Ensembles.

Ms. Lara Sholl has conducted a wide array of ensembles from beginner level to professionals. She studied conducting with Jerry Nowak at the ABODA NSW Summer Conducting School. Ms. Sholl also holds a Bachelor of Music (Music Education) from the Sydney Conservatorium and a Master of Education (Leadership, Policy and Change) from Monash University.

Mrs. Emily McKnight is a flute teacher with many years experience in both private tutoring and conducting flute ensembles. She has established a number of flute ensembles at schools across Sydney. Mrs. McKnight holds a Bachelor of Creative Arts and English from Macquarie University and an Advanced Diploma of acting from Actors Centre Australia.
**BAND AND ORCHESTRA MUSIC COMMITTEE**

The Band and Orchestra (B & O) Committee was established in 2001 and is comprised of interested parents/carers, who join with the conductors and a member of the school administration to discuss matters pertaining to the instrumental groups. The committee is a sub-committee of the Hornsby Girls' High School P&C.

All parents are encouraged to attend the meetings, which are held on scheduled Monday evenings. We are a friendly group and always welcome new members. The purpose of the committee is to assist the conductors and the student groups to achieve the five objectives of the band and orchestra program. It also provides assistance to help the conductors with administrative duties, running concerts, support at festivals and competitions and the organisation of all tours.

Positions on the Band and Orchestra Committee

Please see the current Bulletin for up to date names and contact details.

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>Junior Vice President</td>
</tr>
<tr>
<td>Treasurer</td>
</tr>
<tr>
<td>Secretary</td>
</tr>
<tr>
<td>Instrument Hire Co-ordinator</td>
</tr>
<tr>
<td>Concert Coordinators</td>
</tr>
<tr>
<td>Tour Co-ordinators (as required)</td>
</tr>
</tbody>
</table>

Any committee member can be contacted with questions or constructive comments. The best means of contact is either through the HGHS Band and Orchestra email address: hghsbando@gmail.com or via contact details available in the newsletters.

**UNIFORM AND BLAZERS**

For school performances during school time, such as Speech Day and Orientation Day, students are required to wear their full school uniform as required for the season. For concerts, competitions, tours and festivals, performance uniform is required. This uniform consists of the school uniform long sleeved white blouse, tailored black slacks (no jeans or track pants), black socks that cover the ankle, black shoes, and the navy school blazer. This blazer can be ordered at Lowes, Hornsby (HGHS school uniform supplier). There are provisions on adjudicators comment sheets for presentation of the group, so the appearance of the group is almost as important as the standard of music being performed.
REHEARSALS

All Band and Orchestra rehearsals will be held in Room 101 unless changed by the conductor. Flute ensemble rehearsal location will be announced.

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Jazz Band</td>
<td>Tuesdays</td>
<td>7:40am</td>
</tr>
<tr>
<td>String Orchestra</td>
<td>Wednesdays</td>
<td>7:25am</td>
</tr>
<tr>
<td>Symphonic Band</td>
<td>Thursdays</td>
<td>7:25am</td>
</tr>
<tr>
<td>Concert Band</td>
<td>Fridays</td>
<td>7:25am</td>
</tr>
<tr>
<td>Senior Flute Ensemble</td>
<td>Fridays</td>
<td>8:00 - 8:30 am</td>
</tr>
<tr>
<td>Junior Flute Ensemble</td>
<td>Tuesdays</td>
<td>3:15 - 4:00 pm</td>
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</tbody>
</table>

All students are requested to be at school 10 minutes prior to their rehearsal time to set up their stand, music and instrument, especially the percussion and keyboard players. Lateness disrupts rehearsals. The group loses valuable learning time while a late member sets up. Please always bring a pencil into rehearsal to mark parts.

ATTENDANCE

All students are expected to attend every rehearsal unless absent from school the same day for reasons of illness or personal matters. If a student is extremely ill on the day of a concert or competition that is not a school day, please phone your group parent co-ordinator and send an email to hghsbando@gmail.com so that the message can be passed on the conductor immediately. Rehearsals are held even if exams or excursions are on, unless official notification is given by the conductor. One missed rehearsal means that a student misses being part of the whole for 2 weeks, which is not good for the overall standard of the group. After two unexplained absences, a note will be sent home requesting an explanation. If a student is going to be absent for an extended period, please inform the conductor well in advance in writing.

Absences can be handled 3 ways and must be given to the conductor by the rehearsal following an absence.

<table>
<thead>
<tr>
<th>To contact</th>
<th>Bands &amp; Orchestra</th>
<th>Flute Ensembles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Ms. Sholl</td>
<td>Mrs. McKnight</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lara.sholl@det.nsw.edu.au">lara.sholl@det.nsw.edu.au</a></td>
<td><a href="mailto:esj.mcknight@gmail.com">esj.mcknight@gmail.com</a></td>
</tr>
<tr>
<td>Phone HGHS</td>
<td>Ext: 263</td>
<td>N/A</td>
</tr>
<tr>
<td>9476 5711</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>Hand written note handed to the conductor or placed in the box on the ledge opposite the music staff room</td>
<td></td>
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</tbody>
</table>
FEES

Fees are invoiced as part of the annual school fees and cover payment of the conductor and tutors, entry fees for all competitions and festivals, the purchase of music for concerts and festivals and some miscellaneous expenses such as bus fares. All fees are due on receipt of the invoice. A $25 discount is given on fees (for the first group) if paid by the end of term 1. Any student experiencing genuine difficulty with fee payment should contact Dr. Justin Briggs, Principal, Hornsby Girls' High School.

Current annual fees (2012):

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Fee</th>
<th>Discounted Fee</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7-11 – Membership Fee for First Group</td>
<td>$415</td>
<td>$390</td>
<td>Discount of $25 if full payment is received by end of Term 1</td>
</tr>
<tr>
<td>Year 12 - Membership Fee for First Group</td>
<td>$365</td>
<td>$340</td>
<td></td>
</tr>
<tr>
<td>Membership Fee for Second group</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Fees for Flute Ensemble only</td>
<td>$125</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Percussionists’ fee</td>
<td>$45</td>
<td></td>
<td></td>
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INSTRUMENT HIRE

Most instruments are available for hire through the school. A deposit of $200 must be paid when the instrument is first rented and will be refunded if the instrument is returned in the same condition that it was when first hired. All brass and woodwind instruments need to be serviced and the receipt shown to Ms. Sholl before any refund will be given. Any damage will incur a deduction of the amount needed for repair. The school will only pay for faults found in the instrument within the first month of hire. Students are responsible for any faults found after that date. All repairs must have an authority from the conductor before being carried out, if the student wishes the school to pay for the repairs. Reputable repairers can be recommended, if necessary.

The annual Instrument hire fee for 2016 is $230, which includes insurance. This fee is payable before the instrument is given to a new hirer or before Term 1 week 4 for those students continuing to hire from the previous year.

<table>
<thead>
<tr>
<th>Instrument Hire</th>
<th>$230</th>
<th>Plus $200 Instrument Hire Deposit (held in trust for return of properly maintained &amp; serviced instrument).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Instrument (not including 2nd Tuba etc)</td>
<td>$115</td>
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</tr>
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</table>
INSTRUMENT TRANSPORATION/SET UP ASSISTANCE

It is the responsibility of each musician to organise transportation of her instrument to concerts and festivals outside of the school, except for Speech Day when a truck is hired to take large instruments. For any difficulties with transportation, it would be necessary to contact your group co-ordinator as early as possible. However, the committee always requires assistance to transport larger items, so if you can assist, please contact your group co-ordinator.

BULLETINS AND INFORMATION

Information is relayed to members via these methods:

♫ A Bulletin, which is prepared about once a month, states all upcoming dates for performances, committee matters etc. This is sent out via email to both students DET emails and Parent/carer emails. A few hard copies are kept in the distribution box opposite the music staff room. The Bulletin is also posted on the bulletin board next to room 101.

♫ Daily notices are read in roll call and are posted around the school. Please read these every day to check for reminders and last minute changes to events.

♫ The TORCH is the school’s newsletter. Information is entered into the TORCH by the teachers and administration as reminders of events and important dates. It also contains reports of the achievements of our groups. Currently, it is printed bi-weekly and also available on the Hornsby Girls’ High School website, www.hornsbygir-h.schools.nsw.edu.au

♫ Email is the main method of rapid communication to both students and parents/carers. Please ensure your email address is current and that both parents and students check email for important updates. If you are not receiving emails, please send your email address information to hghsbando@gmail.com

UPDATING CONTACT DETAILS

Please send an email to hghsbando@gmail.com if you move or change your telephone number or email. This helps us to ensure that you are informed of any upcoming events and performances.
CONCERTS AND COMPETITIONS

It is of the utmost importance that all members attend all scheduled concerts and competitions. To belong to a group is to give a commitment to all activities. Do not think that you will not be missed, or that there are enough instruments in your section to cover your part. Our groups need to be balanced in all sections to obtain good results at competitions and festivals and to sound their best at school concerts.

Car pooling is available for most functions when buses are not provided and for details you should contact your group co-ordinator.

At the Awards Concert, all students are presented with a certificate of participation for the year. Students who have completed their first year in a group are also given a badge to wear on their school uniform, which signifies their contribution to the school. Any student who does not attend this concert will not receive these items. Students must have all fees paid in full to receive their awards.

SPEECH DAY GROUPS

Either the Symphonic Band or the Full Orchestra performs at Speech Day. The full Orchestra consists of the String Orchestra and selected woodwind, percussion and brass players mainly drawn from the Symphonic Band. These groups are supplemented by Concert Band members, where the music requires a larger group. Not all members will perform each year.

AUDITIONS

As a general rule, only students new to the school will be auditioned. They will then be seated according to their ability. Students returning to a group do not need to be re-auditioned. Movement into the Symphonic Band will depend on vacancies occurring as Year 12 students leave the School. Those vacancies will be filled with the most capable students in their section from the Concert Band. Strings may move around to balance sections at each concert.

CHALLENGING

If a student has improved during the year and wishes to pass another student in her section, she may challenge that student. She needs to see the conductor who will organise a challenge consisting of a short performance by both students in front of the conductor. The conductor will choose passages from the group’s repertoire for the challenge. Both students will have one
week to prepare for the challenge and will perform at an agreed time. Challenges may not be done less than 4 weeks before a major performance

**MUSIC**

The conductor is always open to suggestions regarding the choice of music for each group. Please write down any songs that you would like to play and hand them the conductor. Not all songs are published for band, but she will try her best to satisfy your suggestions.

Some competitions and festivals require the groups to play specific pieces, so there may not be a huge choice in these cases.

Each group plays pieces by Australian composers. The groups also are invited in rehearsal to discuss the pieces that they are playing as to difficulty and suitability.

**PRACTICE PARTS**

Practice parts for some music will be given to students to rehearse at home. Please go over any difficult sections with your private teacher as rehearsal time is meant to put the group together as a whole, not to teach individual parts. That part of rehearsal is extremely boring for others in your group. Your part is your responsibility. No one else can do it for you.

**FOLDERS**

No folders containing original parts are to leave the rehearsal room, except for performances. If an original part is lost, it can ruin the entire set of the music to be performed as some sets only have one part per set, especially full orchestra music. With the high costs of purchasing music, this is a most serious matter.

**TOURING**

Since its formation, the Band and Orchestra Committee has organised tours to many places for the students.

Tours have included:-

- **Local destinations**: Jenolan Caves, New England Region, Port Stephens tour, the Gold Coast, South Coast
- **International destinations**: 2006 China, 2009 Vienna, Munich, Prague and Salzburg, 2012 USA: LA - San Diego and 2015 Japan

The cost of all tours is in addition to annual fees and varies.
PRIVATE LESSONS

It is highly recommended that all students take private lessons on their instrument in order to improve. To successfully play A grade level in competitions, higher woodwind, brass and strings should be a minimum 6th Grade AMEB standard. Lower instruments should be a minimum 5th Grade AMEB. It is not a requirement that AMEB exams need to be done to participate in our groups.

Private lessons are not generally taught at the school due to lack of space. A few tutors come to the school, but all lessons must be done outside of school hours. Please contact Ms. Sholl or email hghsbando@gmail.com if you need a tutor in your area or look on the website of the Australian Music Teachers Association for qualified teachers in your area – www.musicnsw.com.au

WORKSHOPS

Workshops are scheduled throughout the year for the various groups with tutors in their instrument area to enable them to prepare their pieces for competitions and festivals. In Term 4, extra rehearsals are held in school time to prepare for Speech Day.

DUKE OF EDINBURGH AWARDS

Students may use their performance activities as part of their Duke of Edinburgh awards in the areas of service or skill. Students must personally request the conductor to be their assessor and have no unexplained absences before they can be signed off for an award.

FUNDRAISING

We rely on fundraising to purchase new instruments. The Band and Orchestra Committee have organised various fundraising events including the sales of Entertainment books and many raffles. We are most grateful for your support with all fundraising, as instruments are very expensive items.