



# Marshall Road State School



## Music Program Parent Handbook 2025



# Welcome to the Marshall Road State School Music Program

Welcome to the Marshall Road State School Music Program. Giving your child the opportunity to be a part of the music program here at Marshall Road State School is a great way of helping them to develop important lifelong skills. Research tells us that there are many benefits to being part of a music group.

These include:

- Creating new pathways in the brain
- Improving reading and comprehension skills
- Refining time management and organization skills
- Enhanced co-ordination
- Further development of social skills
- Developing emotional responses
- Teaches perseverance and discipline
- Relieve stress

*“Students who sing in a choir or play in an ensemble must simultaneously perform a complex set of operations that call on more aspects of the human being than any other activity they face in school.”* Walter Bitner, Composer and Educator

The Music Program at Marshall Road State School offers students many opportunities for personal development through The Arts and we encourage all students to be involved in some capacity.

The curriculum features instruction in Strings, Woodwind, Brass and Percussion. It also has a well-developed choral program directed by our classroom Music Specialist.

This handbook outlines the aims, expectations and details of the Marshall Road State School Music Program. The privilege of being part of the Music Program carries certain responsibilities which should be met to succeed in instrumental study so we ask that all parents read through the information provided carefully.

If you require any information that has not been addressed in this handbook, please contact the relevant specialist music teacher directly:

- **Strings** – To be confirmed – Ms Margaret Caley will be on Long Service Leave during 2025.
- **Woodwind, Brass & Percussion** (Band) – Toby Stockdale [tstoc2@eq.edu.au](mailto:tstoc2@eq.edu.au) (Instrumental Music specialist)
- **Choral program** – Amanda Just [amjus0@eq.edu.au](mailto:amjus0@eq.edu.au) (Music teacher and Choral Program coordinator)

Other questions can be directed to the Marshall Road Music Coordinator, Ms Amanda Just, via [instrumentalmusic@marshallroadss.eq.edu.au](mailto:instrumentalmusic@marshallroadss.eq.edu.au) or to the school office via [admin@marshallroadss.eq.edu.au](mailto:admin@marshallroadss.eq.edu.au)

## Performing Arts Captains

Two Performing Arts Captains will be appointed from our Year 6 students. Students are chosen for their reliability, responsibility and leadership skills. They must have shown commitment and involvement in the music program (Band, Choir or Strings) during their time at the school. Captains are elected at the end of the school year.

## Our Music Program

Education Queensland places a music specialist within each school to develop an understanding of the basic music elements and instill a love of music. Our music specialist provides thirty minutes of general music education to all students across the semester and offers students the opportunity to participate in choral singing.

Further to this Education Queensland also offers an Instrumental Music (IM) Program within our school. This program provides tuition during school hours on String, Woodwind, Brass and Percussion instruments. Students will be required to provide some items for lessons, please see ‘Pre-requisites section.’ Our school also runs a Student Resource Scheme which supports the Instrumental Music program (SRS IM).

Ensemble experience is provided through participating in String Ensembles and Concert Bands outside of school hours or during the lunch hour. Attendance at these groups is compulsory and an integral part of the Instrumental Program.



## Aims of our Music Program

The major focus of the Marshall Road State School Music program is to develop interest and encourage achievement. It is felt that this is best accomplished by striking a balance between 'performance' and 'competition' – thus providing children with the opportunity to experience both. The IM teachers are responsible for identifying suitable events and competitions for the various groups to perform and enter. Often these competitions occur outside of school hours.

Students are expected to participate in all the required performances. If a child is unable to attend a performance, a written explanation must be provided by his/her parents.

Overall, the Music Program aims to:

- provide opportunities for students to learn a musical instrument (including voice) via weekly group tuition and daily personal practice;
- provide opportunities for students to experience playing/singing music in large and small ensembles through weekly rehearsals;
- further develop musical and ensemble skills via performances at concerts, workshops and competitions;
- provide opportunities for students to develop their musical abilities while learning concentration, discipline, social skills, leadership, independence and responsibility as members of a band, orchestra or ensemble; and
- provide an enriching dimension to enhance the existing classroom curriculum.

## Instruments available to learn

Tuition is provided by Education Queensland for the following instruments:

<b>Strings</b>	Violin, Viola, Cello, and Double Bass
<b>Woodwind</b>	Flute, Clarinet, Bass Clarinet, Alto and Tenor Saxophone
<b>Brass</b>	Trumpet, Trombone, French Horn, Euphonium, Tuba
<b>Percussion</b>	Mallets, Drums, Timpani and auxiliary percussion (including Xylophone, Glockenspiel, Snare Drums, Tom Tom Drums, Bass Drum, Cymbals, Triangles, Tambourines Temple Blocks etc.).



## Choral Program

Students who wish to participate in the choral program can do so at the beginning of each year. There is no formal audition process. Students wishing to take part in the Senior Choir do not sit a formal audition process but may be asked to sing a selected song to determine alto or soprano voices. This helps to maintain a balance when learning songs with various parts.

It is expected that once children have chosen to be in the choral program they adhere to the rehearsal schedule, turning up to all rehearsals where possible. We ask that you provide a note for student absences. Students who continually miss rehearsals will be notified and may miss out on performances.



Our Choirs	
<b>Junior Choir</b>	Year 2 and 3 students
<b>Senior Choir</b>	Year 4, 5 and 6 students

Choirs may be given opportunities to perform at community events, competitions and school-based events. Choirs may be required to practice either before school or during the playtime, usually once a week. Depending on availability rehearsals are either in the Music room or Performing Arts Centre (PAC).

# Instrumental Music Program

The Instrumental Music program offers **extension music** lessons for selected students in Years 3-6.

Students are selected for the program according to various criteria – the student's keenness to learn, the student's ability to cope with missed work from the general classroom, musical aptitude, classroom music knowledge and skills, physical characteristics pertinent to a particular instrument, available vacancies for a balanced ensemble, commitment of student and parent to daily practice and to regular attendance at lessons, rehearsals and performances.



At Marshall Road State School, tuition is provided on string, brass, woodwind and percussion instruments.

Selected students can join **either**:

Recruitment occurs in Term 4 of Year 2	Recruitment occurs in Term 4 of Year 3
<b>Strings</b> Year 3 to 6	<b>Band (Woodwind, Brass &amp; Percussion)</b> Year 4 to 6

Students enter the program in either Year 3 (Strings) or Year 4 (Band) and are **expected to continue on their chosen instrument until the end of Year 6**.

Instruction takes place as a group lesson of one-half hour per week in school time. Students are expected to make up missed class work in their own time or balance their learning tasks across the course of the school day.

**Important:** If your child accepts place in the Strings program in year 3, they are then ineligible to join the Band Program in year 4. They are not able to withdraw from the strings program to later join the band program.

## Instrumental Music Student Resource Scheme (IM SRS)

All students are required to pay an IM SRS Levy of \$50.00 in 2025 to cover the cost of running the Instrumental Program (photocopying to substitute workbooks, sheet music and general equipment).

The loan of school instruments incurs an additional IM SRS Instrumental Hire Levy of \$140.00 in 2025. The Instrumental Hire Levy contributes to the cost of service and repair of school instruments. The instrument remains the property of the school. **The total of the IM SRS Levy and Instrument Hire Levy is \$190.00 in 2025.**

If your child has their own instrument, they do not pay the \$140.00 hire levy **but will still be required to pay the IM SRS Levy of \$50.00.**

Invoices are issued to students prior to the start of the new school year and students are not able to take the instrument home until the IM SRS Levy and/or Instrument Hire Levy is paid. Students will not continue in the IM program beyond Term 1 unless SRS is paid or a payment plan organized with the Business Manager.

**Please note, a cleaning fee \$50.00 will be incurred if students do not continue in the IM program or are exited due to non-payment of IM SRS fees.**

Please contact the Business Manager via email [admin@marshallroadss.eq.edu.au](mailto:admin@marshallroadss.eq.edu.au) to discuss any payment plans required with the Instrumental Music SRS.

## Performance Uniforms

The music uniform is needed for **all** performances and is required by students for their first performance in Term 2:

- Music shirt (available from the Uniform Shop)
- Long black trousers
- Black socks
- Black shoes
- Bottle green hair accessories

## Selection of students into the IM Program

Unfortunately, not all students who may wish to participate in this program can be accommodated. It is necessary therefore, to operate a selection process for admission to the program. This in turn, ensures balance to each ensemble.

Based on the size of the school, Education Queensland allocates time for instrumental music instruction. Allocation is as follows:

Strings	1 day per week
Band (Woodwind/Brass/Percussion)	1 day per week

Places available for recruitment each year will also depend on a number of other factors including:

- space available within IM teacher's teaching quote;
- suitable students at the school as deemed by aptitude testing and teacher feedback;
- instrument selection which ensures the formation of a balanced ensemble;
- the ability to accommodate students with their own instrument and desire to take lessons.

Selection of new instrumental music program participants occurs in Term 4 of Years 2 and 3. To maintain a cohesive group, children are not started at other times during the year or at other year levels, except under special circumstances. (Refer to section '*Policy for Students New to the School*')

The selection procedure is as follows:

- Completion of a music aptitude test for all students in year 2 and 3 in Term 4;
- Expression of Interest (EOI) submitted for the IM program;
- Student profiles created in collaboration with class teachers. This involves the student's ability to cope with missed work from the general classroom;
- Classroom music results: results of student learning and behavior during classroom music lessons is considered;
- Physical suitability testing completed by the Instrumental Music Teachers.
  - Physical characteristics pertinent to a particular instrument – students are assessed on a range of attributes including physical build, preference for high- or low-pitched instruments, fine and gross motor ability, hand/eye co-ordination and embouchure;
- Instruments allocated based on all data and first round of offers sent to parents.
  - First round of offers include preference, acceptance into the program and details about a Recruitment Information Session sent home.
- Second round of offers is compiled and parents contacted, only if a position exists;
- Attendance at Recruitment Information Session by parent and child;
- Contract of Commitment, Loan Form and payment of IM SRS returned to school by due date. All positions confirmed and recruitment completed.

Under Education Queensland's policy, children who have already successfully gained a place in the Strings Program commencing in Year 3 **cannot** be offered a place in the Band Program. Therefore, should a child be particularly keen to play a Band instrument (from Year 4), but has been offered a place in the Strings Program (from Year 3), there may be merit in making the choice to forego entry into the Strings Program, thus greatly increasing their chances of an offer into the Band Program. However, please note that a declined offer of a Strings placement does not guarantee an automatic placement into the Band Program. The student will need to undergo the same testing procedure for the Band Program in Grade 3 before a place is potentially offered.

### Policy for New Students to the School

Any student coming to Marshall Road State School midyear, who has not had the opportunity to learn an instrument before will be tested in the Year 2 (Strings) and Year 3 (Band) intake. Year 4 and above students will be eligible for Band instruments, whereas Year 3 students will be eligible for String instruments. Note that this procedure applies to first round offers which are held at the end of the year (Term 4) and only if the child is new to the school.

Any student enrolling at Marshall Road State School from another state school who has already been in an Instrumental Music Program will be allowed to enter the program, provided there is a suitable instrument (in applicable) and position available in the program for their instrumental level.



Any student enrolling at Marshall Road State School after offers have been distributed and would like to join the program, will have to do the above-mentioned music aptitude test. This will only be carried out if places are still available.

A student who declined a first-round offer for Strings because they would prefer to learn a Band instrument (Woodwind, Brass or Percussion) will be tested again in Year 3.

Unless there are exceptional circumstances, students will remain in the music group that is appropriate to their year level. A change in tuition level is at the discretion of the instrumental music teacher.

## Loans - String Instruments

A limited number of school instruments are available for loan. Parents enter into a loan agreement with the school to borrow a school instrument. Please see below for who is eligible and the length of time that students are able to loan a school instrument.

- **Violin and Viola** (one-year loan): Available for loan while the student is in Year 3. Parents must supply their own instrument from Year 4.
- **Cello** (two-year loan): Available for loan while the student is in Years 3 and 4. Parents must supply their own instrument from Year 5.
- **Double Bass** (annual loan): Available for loan each year from the school.

If you are purchasing or acquiring your own instrument, please speak with Strings Instrumental Music teacher before you buy a second-hand instrument.



## Loans - Band Instruments

A limited number of school instruments are available for loan. Parents and caregivers enter into a loan agreement with the school to borrow a school instrument for band. Please see below for who is eligible and the length of time that students are able to loan a school instrument.

- **Woodwind** (one-year loan): The following instrumentals are available for loan agreement for **only the first year** of learning – **clarinet, flute, trumpet, trombone or percussion**. Parents and caregivers are expected to purchase or acquire their own instrument before the beginning of the second year of learning (Year 5).

If you are purchasing or acquiring your own instrument, please speak with Band Instrumental Music teacher before you buy a second-hand instrument. Toby Stockdale can be contacted by email at [tstoc2@eq.edu.au](mailto:tstoc2@eq.edu.au)

- **Woodwind** (annual loan): The following instrumentals are available for loan each year while in year 4 to 6 – **bass clarinet, alto saxophone, tenor saxophone, baritone saxophone**.
- **Brass** (annual loan): The following instrumentals are available for loan each year while in year 4 to 6 – **French horn, baritone, euphonium, tuba**.
- **Percussion**: Students use Marshall Road State School instruments while at school, but must also purchase some practice equipment for home e.g. glockenspiel mallets, drum sticks, practice pad.

## Damaged or Lost Instruments

School loan instruments are not covered by insurance. In the event that a school instrument is damaged, lost or stolen, parents and caregivers are liable for the cost of repair or replacement.

**If an instrument is damaged do not attempt to repair it.**

Take the instrument to your instrumental music teacher and they will assess what repairs are needed. Any repairs will be performed by the Marshall Road State School's preferred repairer.

Personal instruments are also not covered by a school insurance policy. Personal instruments are the responsibility of students and parents or caregivers. Marshall Road State School holds no responsibility for damage or loss occurred in relation to personal instruments. They should be clearly marked with the student's name and contact details. **It is recommended that parents consider listing instruments on their own home and contents insurance policy.**

## Ensembles and Rehearsal Times

All Instrumental Music students are expected to participate in ensemble when they are ready for this next level of learning. Instrumental Music teachers will invite students to join the appropriate ensemble when applicable.

Ensemble experience is provided through the formation of concert bands, orchestras and other ensembles. Rehearsals times for ensembles will be provided by the Instrumental Music teachers and advertised in the school newsletter.

Marshall Road State School's ensembles are:

Strings	Band
<b>Senior Strings</b> All Year 5 & 6 students, and Year 4 students from Semester 2	<b>Concert Band</b> for Band students in Years 5 & 6, and Year 4 students from Semester 2

## Communication

Communication between students, parents and teaching staff is vital to successful learning and music-making. All string and band students have a practice book and tutor book in which they record daily practice and information from lessons.

Parents are asked to provide their email address at the start of the year as this will be the primary method in which the Instrumental Music teachers communicate with parents regarding rehearsals, absences, upcoming concerts and other important events.

All excursions require medical and permission forms to be signed and invoices are issued for all financial transactions. Reminders will be sent via email from our Instrumental Music teachers or Choral Program Coordinator.

Your first point of contact for queries about the Marshall Road State School Music Program is your child's Instrumental Music teacher or the Choral Program Coordinator. Maintaining communication between students, parents/caregivers and staff is vital to your child's music success.

### End of Semester Reporting

Reporting for Instrumental Music occurs each semester in student report cards. If you have any questions or concerns between these two formal reporting times, please contact your child's Instrumental Music teacher.

## Discontinuation in the IM Program

At the first sign of disengagement, we ask that you contact your child's Instrumental Music teacher. In many instances there are quick resolutions to engagement if they are dealt with promptly. Your Instrumental Music teacher is your first point of contact. Please make a time to speak to them or send them an email with any queries.

In the event that a student wishes to leave the program, we ask that parents and student attend an interview with the Instrumental Music Teacher and a member of the Leadership Team. At this meeting, a plan of action is developed to assist the student in re-engaging with the program. This plan is usually implemented over a term, then at the end of the term the student, parent, Instrumental teacher and a member of the Leadership Team may meet again, if necessary. A verbal or written note advising of withdrawal will not be accepted. **Discontinuance of a student is a decision only the Principal can make.**

## Hints for Successful Practice

Follow the hints to make your practice time more enjoyable and more successful.

1. Find a place to play where you won't be disturbed.
2. Place your music on a music stand or in a position where you can play comfortably.
3. Start with something you can play well and enjoy.
4. Practice some exercises for a few minutes.
5. Now work on the new piece or the difficult piece from your last lesson.
  - a) Play the piece right through slowly.
  - b) Start at the beginning again. When you come to a difficult bit: STOP - decide which notes are giving you trouble and play them slowly over and over again. Don't play them faster until you can do them easily.
  - c) Do the same with any other difficult bits in the piece.
  - d) Play the whole piece through again quite slowly.
  - e) Play the whole piece through at the proper speed or at a speed you can manage.
6. Now work on a piece you know quite well but would like to know better. Listen critically to the sound you are making and try to play as beautifully as possible.
7. Reward yourself for your good work by ending with your favourite piece.
8. Fill in the practice record for the day.

### IF YOU ARE HAVING TROUBLE

Are you sure you know the notes? Check the back of your book.

Do you understand the timing? Take time to work these things out and if you still don't understand, ask for help at your next lesson.



# Instrumental Music Commitment

Please see below for expectations in relation to entering the Music Program.

## Student Agreement

### I will:

- attend all lessons, ensemble rehearsals and performances on time;
- practice regularly (approximately 10-15 minutes x 4 days per week);
- care and maintain my instrument and replace accessories;
- bring method book, pencil, folder and instrument to all lessons, ensemble rehearsals and performances; and
- assist with the setting up and packing up of ensemble equipment.
- fully understand that my place in the program is an honour and I will fulfil my commitment.

## Parent/Caregiver Agreement

### I will:

- support my child in his/her regular home practice;
- support my child in honouring this agreement;
- support my child in attending all performances and events;
- ensure my child attends rehearsals on time each week; and
- advise the Instrumental Teacher of child absence prior to lessons, rehearsals and performances.

## Marshall Road State School Agreement

### The school agrees to:

- provide tuition for the duration of the school year.
- review the student's continuation in the program at the end of each school year.
- parent requests for termination of tuition may be made at the end of a school year in extenuating circumstances.
- provide leadership opportunities to senior students.

In exceptional circumstances, the Principal, after consultation with the Instrumental Music teachers and/or Choral Program Coordinator, may exclude students from tuition if they do not make steady progress either through lack of practice, attendance or commitment, including not attending rehearsals and performances.

All rehearsals take place in Performing Arts Centre (PAC). Instrument cases and school bags should be left in an orderly fashion along the wall outside the doors to the hall. Leaving instruments inside the PAC hallway creates a workplace health and safety problem.

Students are expected to help set up and pack away equipment and parent help before or after rehearsal is greatly appreciated. Please be aware that it is not appropriate for younger siblings not in the Instrumental Music Program to be dropped at early morning rehearsals. The Instrumental Music teacher is not responsible for their supervision and they should be booked into Kidzone, where appropriate.

# Strings Pre-requisites

All string students will require the following for their first music lesson.

- 🎵 Tutor book – **Essential Elements 2000** Book 1 for applicable instrument.
- 🎵 Rosin for applicable instrument
- 🎵 Rockstop for the end pin (cello and bass students only)
- 🎵 Pencil and eraser
- 🎵 Music bag / folder for all books and sheet music to be stored in
- 🎵 Soft, lint free cloth to be used for cleaning
- 🎵 Music stand (for home practice)

Please purchase the items for your child's instrument.

<b>Violin</b>	1 soft, lint free cloth to be used for cleaning 1 violin rosin spare strings (purchased as required)
<b>Cello</b>	1 soft, lint free cloth to be used for cleaning 1 cello rosin 1 cello rock stop (for the endpin) spare strings (purchased as required)
<b>Double Bass</b>	1 soft, lint free cloth to be used for cleaning 1 double bass rosin 1 double bass rock stop (for the endpin)

# Band Pre-requisites

All Band Students will require the following for their first music lesson.

- 🎵 Tutor book – **Accent on Achievement** Book 1 for applicable instrument.
- 🎵 Value oil or cork grease for applicable instrument
- 🎵 Pencil and eraser
- 🎵 Music bag / folder for all books and sheet music to be stored in
- 🎵 Soft, lint free cloth to be used for cleaning
- 🎵 Music stand (for home practice)

Please purchase the items for your child's instrument.

Flute	1 large handkerchief (from home) to be used for cleaning
Clarinet & Bass Clarinet	4 x size 2 reeds 1 Reed guard (to hold 4 reeds) Cork grease
Saxophone (Alto & Tenor)	4 x Size 2 reeds 1 Reed guard (to hold 4 reeds) Cork grease
Trumpet	1 bottle valve oil
French Horn	1 bottle rotary valve oil
Trombone	1 tube slide cream 1 very small spray bottle (from home)
Baritone, Euphonium & Tuba	1 bottle valve oil
Percussion	(Accent on Achievement: <i>Combined</i> Percussion Book 1) Percussion pack which includes one set of drumsticks (size 5A), practice pad, glockenspiel mallets

# Workshops

## Band

Beginner Band students in Year 4 are invited to attend the Southside Junior Workshop at the end of Term One. All Band students in Year 6 have the opportunity to attend the Southside Seniors Workshop at the end of Term Three. Selection is by nomination through Instrumental Music teachers and the offer of a position is determined by the regional Music Resource Centre.

## Strings

All strings students in Year 4 are invited to attend the Southside Beginner Strings Workshop at the end of Term Two. All Strings students in Year 6 have the opportunity to attend the Southside Seniors Workshop at the end of Term Three. Selection is by nomination through Instrumental Music teachers and the offer of a position is determined by the regional Music Resource Centre.

Medical and permission forms, detailed information and invoices are sent home prior to each event. Attendance is during school hours each day. To keep camp costs to a minimum, parents are asked to arrange transport for students and provide lunch each day. Camps always end with a free group concert – family and friends are welcome to attend.

# Concerts and Performance

Music is a performance art and one of the aims of the Instrumental Music program is to perform. **All members of the ensembles are expected to attend all rehearsals and be available for all performances.** A successful performance relies on the expertise of each student – you must be able to play your part. Attendance at performances is mandatory – the group's performance relies on a balanced ensemble and every student is required.

Details regarding performances will be advised via Instrumental Music teachers or Choral Program Coordinator. For performances outside the school, permission will be requested from parents/carers.

In lessons, students learn how to play on their instrument; in rehearsals, students practise their ensemble music. At home, students prepare for performances by:

- practising how to play their instrument – reading notation, producing the best sound
- practising their music for ensemble. This music is not learnt during rehearsal – rehearsal is for the ensemble to learn how to perform the repertoire for an audience
- maintaining their music uniform – a clean, neat music shirt, long black trousers in good condition, black socks and shoes, and selecting appropriate colours for hair bands (green, white or black)

Family and friends are encouraged to attend as many performances as possible. Our students appreciate your interest and support. In return, our performances are the way we acknowledge you and the way we share this love and language of music.