

# Saturday Music 2018 Handbook



**50 Years of Music Education**

**[www.saturdaymusic.org.nz](http://www.saturdaymusic.org.nz)**

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**027 825 6927**

# SATURDAY MUSIC HANDBOOK

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## ADMINISTRATION

Saturday Music PN Charitable Trust is a registered charity (# CC29243) and is supported by the Primary School Out-of-Hours Music Scheme of the Ministry of Education. It is administered by a supervisory committee and is hosted by Palmerston North Intermediate Normal School, operating under the regulations of the Ministry of Education.

### **Saturday Music Board of Trustees (as at the time of publication)**

Members of the Saturday Music Board of Trustees are:

Nigel Tongs .....	Director
Keiko Uchidate .....	Assistant Director
(Vacant) .....	Chairperson
Andrew Griffiths .....	Secretary
Annika McBrearty .....	Treasurer
Tim Carroll .....	Parent representative

Mary Kriechbaum .....	Tutor representative
Barry Jones .....	PNINS Liaison

### **Aims**

The aims of Saturday Music are to:

- provide an opportunity for children from 4 years of age until the end of school year 8 to explore and develop their creative musical potential.
- provide tuition in practical, basic music skills.
- provide opportunities for musical performance.
- maintain a supportive and affordable community music environment.

Saturday Music requires the parents/caregivers of all students to pay an annual subscription to help provide essential services.

Acceptance into some classes is dependent on a child's physical and/or musical development. If you have a child with special needs, please contact the Director on **027 825 6927** in the first instance.

### **Board of Trustees**

Parents are invited to contribute to the governance of Saturday Music Charitable trust by serving as an appointed Trustee or as a co-opted Parent Representative. Parent Representatives must have a child enrolled in Saturday Music as a condition of acting in this role. Both roles are necessary for the continuing function of the Board.

The Board meets four times a year, or as needed, to sustain and oversee the operations of the Saturday Music programme.

## CLASSES OFFERED

### Music Basics (for children aged 4-6)

- **Music Basics 1 (for children aged 4-5)**

A basic music course for young children. This course provides a thorough grounding in the fundamental skills of music making before students start more formal tuition on their chosen instrument. Students learn about rhythm, beat, pitch, tempo, volume and instrument recognition through movement and song, using percussion instruments.

- **Music Basics 2 (for children aged 5-6)**

This course builds on the Music Basics 1 course. This class is for children who have completed Music Basics 1, and for children aged 5-6 who have not attended Music Basics 1.

- **Music Basics 3 (for children aged 6 and over)**

This course is mainly for children who have completed Music Basics 1 and 2. The children will gain experience in playing instruments in addition to extending the skills gained in Music Basics 1 and 2.

### Instrument classes for children aged 7 and over

Students may choose from the following instrumental classes:

- **Cello**

Students are taught the basic bowing and fingering techniques, while learning to read music written in the bass clef. Required: Students will need to have their own chromatic tuner.

- **Drums**

Students are introduced to the drum kit and its various components. Good hand and foot coordination is an advantage. A drum kit is provided for class use but students will need their own drumsticks and practice pad. Students need to be at least 125 cm tall.

- **Guitar**

A structured course to develop guitar playing ability in chords, strumming, and classical and acoustic picking, with students being able to play songs relatively quickly. Required: Students will need their own guitar and chromatic tuner.

- **Junior flute (fife)**

The fife is half the size of a flute, and is manageable by younger children. Like the recorder, it provides a good introduction to wind instrument techniques. Students may choose to play the fife only, or as a recorder/fife combination.

- **Keyboard**

Students are taught piano fingering techniques with an introduction to primary chords. Previous musical experience (e.g. Music Basics) is desirable for young beginners. For home practice, students should have access to a piano or keyboard that has at least five octaves (36 white keys) of standard-sized keys (preferably touch-sensitive) to enable both hands to be played together.

- **Recorder**

This provides an excellent introduction to wind instrument techniques. Students may choose to play the recorder only, or as a recorder/fife combination.

- **Violin**

Students gain a good understanding of posture, technique and note-reading on the violin, and can progress to a moderately advanced level both individually and as part of a group. Required: Students will need to have their own chromatic tuner.

- **Ukelele**

A new ensemble this year. Students will focus on music knowledge, versatility and a range of music styles.

### **Instrument classes for children aged 9 and over**

All instrument classes for children aged 7 and over are available to children aged 9 and over. In addition, the following instrument classes are available (for these instruments, previous musical experience is desirable but not essential):

- **Clarinet, flute and saxophone**

The physical ability to comfortably reach and cover the lower keys of the instrument with the fingers is a prerequisite.

- **Trombone and trumpet**

Even front teeth formation is desirable when playing the trumpet. To play the trombone, students will need to be physically capable of reaching all the slide positions with the arm.

- **French Horn**

Even front teeth formation is desirable when playing the trumpet. Students will need to be the height of at least an average intermediate-aged child.

### **Second instrument**

It is Saturday Music policy that first year pupils may be enrolled in only one class (except Orchestra or Choir). More experienced students may, at the discretion of the Director, enrol to learn a second instrument.

### **Choir**

This is open to all students aged between 7 and 12/13 (end of school year 8). The Choir will take place on Saturday afternoons between 12.15 pm – 1.00 pm.

### **Orchestra**

**(for students learning an Orchestral instrument, including saxophone)**

Students may, on the recommendation of their instrumental tutor, apply to join the Manawatu Training Orchestra. Starting towards the end of term one, the Orchestra meets on Friday afternoons between 4.00 pm and 5.15 pm and focuses on learning the skills of ensemble playing. Students must be reasonably competent on their instrument and be able to read music. Specific prerequisite technical requirements for any instrument may be obtained from the Director.

The Orchestra is another class offered by Saturday Music, and the usual conditions and fees apply. Enrolment forms will be available from the student's tutor on the first day of Saturday Music, and on the website.

<h2><b>CLASS DATES</b></h2>
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### **Class dates for 2018 (including Choir)**

Classes are held between 8.30 am and 11.45 am at Palmerston North Intermediate Normal School, South Street. The Choir takes place between 12.15 pm and 1.00 pm. Classes are held on the following Saturdays:

Term 1	March	3, 10, 17, 24
	April	7
Term 2	May	5, 12, 19, 26
	June	9, 16, 23, 30
	July	1
Term 3	July	28
	August	4, 11, 18, 25
	September	1 (open day), 8, 15, 22
Term 4	October	27
	November	3, 10 (keyboard concerts), 17 (end-of-year concerts)

The end-of-year concerts are on Saturday 17 November. Class concerts are held at 9:30am and 11:30am. The choir class will also be involved in an evening concert at 7:00pm, with the orchestra.

#### **Orchestra dates for 2018**

Term 1	March	23
	April	6
Term 2	May	4, 11, 18, 25
	June	1, 8, 15, 22, 29
	July	6
Term 3	July	27
	August	3, 10, 17, 24, 31
	September	7, 14, 21
Term 4	October	26
	November	2, 9, 16, 17 (end-of-year concerts)

The end-of-year concerts are on Saturday 17 November. The Orchestra and Choir concert is held at 7:00pm, and the orchestra is involved in the two morning concerts (briefly).

#### **Class sizes**

The Ministry of Education has laid down minimum roll numbers for each type of class. Any class whose roll falls below the stipulated minimum number may have to be restructured. Saturday Music will do everything possible to prevent the closure of any class by amalgamating it with another class where possible, or by some other suitable action.

## Concerts

Each student will conclude his/her class for the year by playing in a short public concert. Parents/caregivers are asked to show courtesy by staying for the duration of their child's concert. Some tutors may hold small 'class concerts' at other times during the year.

## Tutor books

Students are expected to purchase their own music tutor books as specified by the class tutor. Details of the title and the cost of any book may be obtained from the class tutor.

## Tutors (as at the time of publication)

Cello	Steffan Fuller
Choir	Nigel Tongs
Clarinet / Saxophone	Caitlin Freidrichs
Drums	Sarah Forsyth and Elisha Masoe
Fife / Flute / Recorder	Caitlin Freidrichs
Guitar	Barry Cawood, Deborah Middleton and Nico Lieffering
Keyboard	Kath Fuller, Hui Min Tai, Maria Aitken and Wen Lim
Music Basics	Sarah Steer, Grace Barron and Mary Kreichbaum
Orchestra	Nigel Tongs
Trombone / Trumpet	Sarah Forsyth
Violin	Simon Lennard

Saturday Music will consider setting up classes for the teaching of other instruments should there be sufficient demand. Enquiries should be made to the Director.

<b>ENROLMENT</b>
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Enrolment forms may be obtained:

- by visiting the Saturday Music website [www.saturdaymusic.org.nz](http://www.saturdaymusic.org.nz) (we prefer enrolments are made online)
- by telephoning or texting **027 825 6927**. Paper enrolment forms can be mailed by request

Enrolment for 2018 is open between the 2017 open day (2<sup>nd</sup> September 2017) and the final enrolment day (17 February 2018). Please complete the enrolment form online and follow the instructions for presenting the form and subscription. Enrolments cannot be accepted after 17 February 2018. ***Please note that enrolment numbers for some classes are limited.***

### Subscriptions

Each subscription \* ..... \$115.00

\* A \$5.00 discount on each subscription will apply if paid by 25 November 2017. ***Enrolments will be processed once subscriptions have been paid in full.*** Parents/caregivers must contact the Director if they need to make special payment arrangements.

### Other costs

Other costs may include a tutor book, instrument hire or purchase, and a chromatic tuner for cellos, guitars and violins (smartphone apps are available on-line). Choir workshops and collaborations may incur a small cost for venue hireage (\$5 - \$10).

### Administration charges for withdrawals and changes of time

A student withdrawing from a class on or before 18 March 2018 is entitled to receive a refund of the subscription fee less an administration charge of \$20.00. After this date, no refunds will be made. A parent/caregiver requesting a change of class time for his/her child on or before 18 March 2018 may do so at no cost. After this date, an administration charge of \$5.00 will apply.

## INSTRUMENTS

Fifes are provided for students in the fife class, and percussion instruments are provided in the Music Basics classes. Keyboards are provided for use during the lesson only for Keyboard students, but students need their own keyboard or piano for home practice. Students need to provide their own recorders, ukuleles, guitars and drumsticks with practice pad.

### Instrument purchase

'Hire-to-buy' schemes for the purchase of instruments are available from various sources and any one of these schemes could prove suitable.

### Instrument hireage via the Manawatu Music for Youth Charitable Trust (Inc)

The Manawatu Music-for-Youth Charitable Trust (Inc) is the custodian of instruments available for hire by students of Saturday Music (PN). Students may hire an instrument for the duration of the Saturday Music (PN) teaching year (March to late November) and also over the end-of-year holiday period. The following instruments are available for hire: cellos (all sizes), clarinets, flutes, French horns, saxophones, trombones, trumpets and violins (all sizes).

Students should arrive 30 minutes early on the first day of lessons to collect their instruments. A hire agreement for each instrument will need to be filled out at this time, therefore a parent/caregiver (who must be 18 years old or over) for each student will need to be present. The hireage fees need to be paid before the instruments are collected, and are as follows:

Per instrument over the teaching year .....	<b>\$85.00</b>
Per instrument over the end-of-year holiday period	<b>\$30.00</b>

Please fill out the coloured form in the centre of this handbook if you wish to apply to hire an instrument from the MMFYT (Inc), or visit our website.

# EXPECTATIONS

## Students' attendance at lessons

### Progress

In order to make satisfactory progress, students are expected to attend all lessons and to participate in any concert performances for that class.

### Absences

The Ministry of Education states that the name of any student who is absent for more than two weeks with no prior explanation must be struck off the class roll. Parents/caregivers are asked to ensure that absences are communicated promptly to the class tutor. Alternatively, an apology may be texted to the Director on **027 825 6927**. Be sure to state the student's name, instrument and class time.

### Ethics

It is unethical for students attending Saturday Music lessons to also have private lessons on the same instrument. If this is likely to become an issue, parents/caregivers should discuss this matter with the Director.

### Publicity

Saturday Music may occasionally photograph students. Photographs may be used for display on the Saturday Music website and other publicity purposes. Students will not be individually named except with parental permission.

### Photography and recording by parents/caregivers

Any parent/caregiver wishing to take a photograph or a recording during his/her child's music lesson must ask the permission of the Director.

## **Conduct inside and outside of the classroom**

### **Entry into classrooms**

Students should only enter classrooms if their tutors are present. Students are required to remove their shoes and leave them on the racks outside the classroom doors before entering the classrooms.

### **Tutors' breaks**

Please do not enter the classrooms during the tutors' break time.

### **Disruptive students**

Classes function as group learning experiences, and disruptive students may be asked to leave the class.

### **Disruptive parents/caregivers/siblings**

Parents/caregivers and siblings are generally welcome to observe class lessons. However, such attendance is permitted only at the discretion of the class tutor, and on the understanding that parents/caregivers/siblings must not distract the students who are attending the class lesson.

### **Cellphones**

Cellphones should be switched to silent mode, and calls must be taken outside the classroom.

### **Food and drink**

**No food or drink may be taken into the classrooms.**

### **School property**

Students and parents/caregivers/siblings are reminded that they are guests in the Palmerston North Intermediate Normal School and they must not touch or interfere with anything in the classrooms.

### **Safety**

Children must walk (not run) when in the classrooms and the corridors. Children may use the play equipment in the school quadrangle provided they are supervised by a parent/caregiver at the time. The challenge course is not to be used. Please report any accidents while on school grounds to the Director.

### Concerns and Complaints

Any concerns or complaints must be directed to the Director or Assistant Director as soon as possible, in order for the issue to be addressed as soon as possible.

## LESSONS AND PRACTICE

It is essential that any child learning an instrument has full parental/caregiver support and that he/she is encouraged to practice systematically what has been learned in the lessons. The most important practice session is immediately after any Saturday Music lesson, where the material taught at that lesson is revised. Shorter practices on a frequent basis are better than only one long practice.

## CAR PARKING

Parents/caregivers bringing children to classes by car must enter the Palmerston North Intermediate Normal School grounds through the **South Street entrance** where there is room for parking (please do not park in the grounds in front of the school). When parking your car, please allow plenty of room for other people to get out. Drivers are asked to be watchful for children who are going to and from lessons. **PLEASE KEEP YOUR SPEED DOWN!** Children must be collected promptly at the conclusion of their lesson. Saturday Music accepts no responsibility for children outside their lesson time.

## EMERGENCY PROCEDURES

In the event of an emergency, all students, parents/caregivers and siblings must follow the instructions of the class tutors. In the event that the school must be evacuated, the meeting point for everybody is the field beyond the car park.

**The information in this handbook was accurate as at August 2017.**

# MAP OF PALMERSTON NORTH INTERMEDIATE NORMAL SCHOOL

