Guitar Handbook

Acoustic Guitar
- Nylon string (also called classical guitar) recommended for beginners
- Steel string guitars also available - slightly more difficult to play but have a brighter tone which is more often used in modern music
- Very popular contemporary instrument
- Usually plays chords
- Can accompany many styles of music including Rock, Folk, Country and Blues
- Reads treble clef and guitar tablature
- Relatively inexpensive instrument
- Instrument sizes: ½, ¾, full size
- Recommended earliest starting grade is Year 3

Electric Guitar
- Main instrument in most rock bands
- Plays both chords and melodies
- Uses the same techniques learnt on the acoustic but requires more delicacy and finesse and, as such, it is preferable to start learning on an acoustic guitar
- Recommended earliest starting grade is Year 4

Individual Lesson one student - 30 minutes
- Standard format for instrumental lessons.
- Repertoire and rate of progress is specifically designed for each student.
- Care and attention is taken to establish sound musical and technical facility on the instrument.

Shared Lesson two students - 30 minutes
- This lesson is designed as an introduction to the instrument where beginning students learn the same material.
- Developing students often learn at a different pace and therefore may learn different material. In this case, the shared lesson is frequently divided into 2 x 15 minute sessions.
- The Teacher’s time is shared equally between both students. Their rate of progress will not be as fast as for students enrolled in individual lessons.
Lesson Calendar

- Students receive 32 weeks tuition over the course of the year, divided into 3 Cycles.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 1</td>
<td>Cycle 2</td>
<td>Cycle 3</td>
<td>Make-up</td>
</tr>
<tr>
<td>11 lessons</td>
<td>11 lessons</td>
<td>10 lessons</td>
<td>Maximum 6 lessons</td>
</tr>
</tbody>
</table>

- Lessons are timetabled throughout the School day.
- They are organized, whenever possible, not to clash with Specialist Class lessons.
- Initial commitment of at least one cycle.
- A student who attends lessons on time and comes fully equipped, benefits most during the total lesson time.
- Lessons may be grouped with other students prior to a performance, in order for small ensembles to rehearse together. These will be arranged at the discretion of the Teacher.

Guitar Ensemble

- Ensemble for guitar students are in groups according to level of progress.
- Weekly rehearsals.
- Length of rehearsals is governed by the number of students.
- Designed to reinforce technical grounding covered in lessons.
- Encourages students to play the same material together.
**Solo and Ensemble Performing**

- Concerts encourage and motivate a student to focus on a goal.
- The experience develops the student's ability to feel comfortable when performing.
- It highlights the progress of a student from year to year.
- Two major performances are arranged each year.

**Percussion Concert – Term 2**

- Solos and/or small group items.
- Larger ensembles.
- Students organize the concert; learn stage management and announcing of items.
- Prior to the performance, rehearsals may change time in order for ensembles to rehearse together. These will be arranged at the discretion of the Teacher.
- A notice is sent to students a few weeks before the concert.

**Showcase – Term 4**

- Whole school event which includes choirs, marimba groups and all large instrumental ensembles.
- A combined strings ensemble is rehearsed and prepared for this concert.
- Prior to the performance, rehearsals may change time in order for ensembles to rehearse together. These will be arranged at the discretion of the Teacher.

“I just wanted to say thanks for all the incredible work you and the Music staff put into Showcase last Friday night, the standard seems to be getting higher every year! I enjoyed the arrangement of ‘Trepak’ by Tchaikovsky and am glad that my daughter was able to be part of it. I really enjoyed the whole night; the kids were great!!”

Penny (Parent of a Year 6)
**Purchase of an instrument**

**Acoustic Guitars**
- Beginners guitars are quite inexpensive (approx $100) therefore all students are required to purchase their own guitar as the school does not hire them out.
- As a rough guide grades 3 and 4 should look at ¾ size and most grade 5 and 6 students should be able to manage full size guitars.
- Guitars should only be purchased from music stores.
- It is not recommended that guitars be purchased:
  - second hand as the cost savings will be minimal compared with a brand new one as they are often plagued with faults.
  - from online stores as they have little to no customer support if a problem arises.
  - from toy stores or supermarkets eg. Kmart, Target or Aldi as these are most likely a toy which is not designed to stay in tune for the time between lessons.
- An instrument should be identified with name and class, preferably with a key tag or directly onto the outside of the case.

**What you need for the first lesson**

**Music Book**
- An A4 display book, to hold solo pieces of music not found in the tuition books.
- When a music tutor book is required, the Teacher will advise the name and price of the book and music shops where it is available.

**Music Stand**
- A music stand for practice is highly recommended for each student.
- Compact fold-up metal stands, available at most music shops, cost $30-40.

**Music Record Book**
- Each student is required to use the Music Record Book supplied by the School at the first lesson, with a $10 charge per book on your School statement.
- Sometimes called a “Little Green Book” or “Music Diary”
- This is the main communication tool between teachers, parents and the student.
  - Teachers write weekly goals to be achieved, progressive lesson count and urgent messages.
  - It should kept with the student’s music books and be brought to each lesson.
- Replacement books can be requested from the Instrumental Teacher and will be charged on your School statement.
- When a student fails to bring their Music Record Book to 4 consecutive lessons, a new book will automatically be provided and charged on the School statement.

**Storage of Instruments at School**
- All instruments are to be stored in the classroom. A student needs to talk to the class teacher to negotiate a safe place out of the way of regular traffic.
- Please do **not** leave your instrument above lockers outside the classroom.
Accessories

Acoustic Guitar
- Each student will require several picks (also called plectrums) which are available at any music store
- Guitar bag/case marked with name of student
- A spare set of strings will be handy

Electric Guitar
- Students who bring in electric guitars will be able to use the school amplifiers but will have to remember their own lead and strap

Practice
- Parents should encourage their child to establish a regular practice routine
- Practice should be in a room with limited distractions, and in an area where a music stand can remain assembled.
- A student should aim to practise between 5 to 7 days a week, with an increase in time as the student progresses.
General Information

1.1 Enrolments are ongoing until the School receives a withdrawal in writing
1.2 Please complete a new enrolment form if you want to adjust your current enrolment or start a new instrument/ensemble.
1.3 Enrolment forms are the final page in each Handbook
1.4 Handbooks can be found on the school website:
1.5 Please hand completed forms to the office or email the Instrumental Co-ordinator - kennedy.alyssa.a@edumail.vic.gov.au

Missed Lessons

2.1 When your child is unable to attend a lesson, in order to receive a make-up lesson you must notify the Instrumental Co-ordinator before 8:30am on the day of the lesson, either by:
   o Email: kennedy.alyssa.a@edumail.vic.gov.au
   • Text Message: 0418 572 621
2.2 A make-up lesson will only be granted for:
   • Illness
   • School Organized Events,
   • Industrial Action,
   • Public Holidays.
2.3 Two (2) makeup lessons are permitted each cycle.
2.4 Students are not permitted to request a make-up lesson.
2.5 The student is to attend the make-up lesson or it will be forfeited.
2.6 When a Teacher is absent, the lesson will automatically be replaced.
2.7 Should you be travelling overseas for more than two weeks, please notify the Instrumental Co-ordinator a minimum of 3 weeks before departure. The instrumental teacher will work with the Co-ordinator to see if lessons are to be replaced or another solution found.
2.8 The Teacher will provide make-up lessons at the regular scheduled time at the end of the school year unless otherwise negotiated by the Teacher.
2.9 Replacement lessons for a student enrolled in a shared or group lesson may be given as an individual lesson which will count as two shared lessons. This will be arranged at the discretion of the Teacher.

Withdrawal from Lessons

3.1 After discussion with the Instrumental Teacher, should you wish to withdraw from lessons, written or email notification must be received by; the end of Term 1, for not continuing into Cycle 2 or the end of Term 2, for not continuing into Cycle 3
3.2 When a student discontinues lessons before the end of the year, all make-up lessons due are forfeited.

Additional outside lessons or when seeking a second opinion

4.1 Please gain the Instrumental teacher’s approval before proceeding with additional outside lessons or seeking outside advice.
4.2 When seeking a second opinion from an outside teacher on your child’s abilities, please discuss this with the instrumental teacher who will provide information and advice on who to approach.
Payment Structure and Schedule

Guitar & Ensembles

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Individual Lesson &amp; Ensemble</th>
<th>Shared Lesson &amp; Ensemble</th>
<th>Payment in full must be received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 1</td>
<td>$506</td>
<td>$352</td>
<td>End of Term 1 - 24th March</td>
</tr>
<tr>
<td>Cycle 2</td>
<td>$506</td>
<td>$352</td>
<td>End of Term 2 – 24th June</td>
</tr>
<tr>
<td>Cycle 3</td>
<td>$464</td>
<td>$324</td>
<td>End of Term 3 – 16th Sept</td>
</tr>
<tr>
<td>Total</td>
<td>$1476</td>
<td>$1028</td>
<td></td>
</tr>
</tbody>
</table>

2016 Figures

Accounts
- Charges for lessons and ensemble will be included in the school financial statement.
- This is an additional program outside the school’s curriculum and therefore prompt payment of fees is essential in order to maintain the financial management of the program and our commitment to the Instrumental Teachers.
- Lessons will be suspended if payment is not received by the due date.

Example of how it will appear on your Account:

<table>
<thead>
<tr>
<th>What you enrolled for:</th>
<th>1st Instrument Individual lesson 2017 – Cycle 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual lesson &amp; Ensemble</td>
<td></td>
</tr>
<tr>
<td>Shared lesson &amp; Ensemble</td>
<td></td>
</tr>
</tbody>
</table>
Enrolment for Guitar Lessons

1  Select your Instrument
   ✓  Guitar

2  Have you had lessons before?
   No, go to question 4
   Yes, go to question 3

3  How long have you been learning?
   Years/terms

4  Select the Type of Lesson
   Individual (1 student, 30 minutes)
   Shared (2 students, 30 minutes)
   ✓  Enrolment in Guitar Ensemble

5  Special requests:

Parent/Guardian Authorization

1  I agree with the Instrumental Music Policy and conditions set out in the Guitar Handbook.

2  I have discussed the conditions with my child and the responsibilities are understood.

3  The enrolment is ongoing until the School receives a withdrawal in writing or my child leaves the school.

4  I agree to my contact details being available to the Instrumental Teacher.

Name

Phone
Home:  Work:

Mobile

Email

Signature  /  /20

Office Use  Date received  MM