Piano & Keyboard Handbook

Piano

- Weekly lesson
- Achievement goals are carefully noted, priorities are listed and learning strategies are suggested at each lesson
- Parents can encourage the learning process and understand the expected achievement between lessons
- The music diary is the communication tool between parents and teacher
- Recommended earliest starting grade is Prep

Electric Keyboard

- Weekly group lesson
- Keyboard instrument has black and white keys
- Should have at least 36 to 88 keys in size
- Some keyboards are louder when you strike the key with greater force
- Music is written, you play it and you learn songs from your book
- The songs are all different so you learn many things about playing the keyboard
- Practise for at least 10 minutes,
  5 times a week so you remember what you have learnt and it is easy to play!
- Enjoy yourself when you practice and never rush
- Recommended earliest starting grade is Prep

Individual Piano 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.
- Preparation towards A.M.E.B. exams can be covered in these lessons.
- Exam Class is a requirement for exam students. This class includes aural tests, general knowledge and sight-reading practice together with performance practice. (See section on Exam Class)

Individual45 Piano Lesson one student - 45 minutes

- Only for students who are preparing for grade 3 or beyond exams levels.

Group Keyboard Lesson - 30 minutes

The purpose of the group keyboard classes is to introduce children to the initial understandings of their instruments in a supportive environment. In these classes the children learn basic keyboard techniques and the early reading of musical notation as a precursor to beginning formal piano lessons.

Group Lesson 2 students

This style of lesson is designed for a student to learn on a keyboard using headphones. The lesson is conducted with limited group teaching time and significant individual student-teacher time.

Group Lesson 3-4 students

This style of lesson is designed for a student to learn on a keyboard using headphones. The lesson is conducted with a mix of group teaching and individual student-teacher time.

Beginner students

- learn how to read music
- learn music in a practical way
- establish a good foundation of music experience
- at this level can play many different pieces

Advanced students

- have been learning keyboard already or another instrument
- are encouraged to learn more
- are motivated to learn more challenging pieces to strengthen their technique

Lesson Calendar

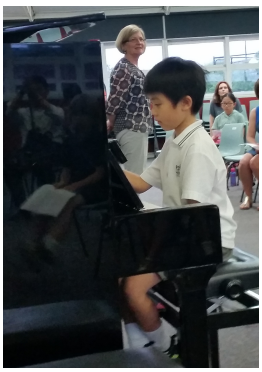
- Students receive 32 weeks tuition over the course of the year, divided into 3 Cycles.
- For specific dates, please see current Guidelines and Payment Schedule which is a separate document and can be found on the school Website.

Term 1	Term 2	Term 3	Term 4
Cycle 1 Mid Feb – Mid May	Cycle 2 Mid May – Mid Aug	Cycle 3 Mid Aug – Nov	Make-up Lessons Nov – Mid Dec
11 lessons	11 lessons	10 lessons	

- 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.

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.



Piano & Keyboard Concert – Terms 2 & 4

- Solos and/or duets.
- Students organize the concert; learn stage management and announcing of items.
- Prior to the performance, lessons may change time in order for students 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.

Australian Music Examinations Board

- The A.M.E.B. is the organization that delivers independent examination services.
- Exams are available for: Piano, Singing, Strings, Brass, Woodwind and Theory.
- The majority of exams are held at the AMEB studios, 259 Auburn Road, Hawthorn.

Exams for Piano

- An applicant must be approved by the Instrumental Teacher.
- It is a requirement of all students preparing for an exam to enroll in the Exam Class.
- It is expected that students preparing for a Grade 3 or above exam receive weekly 45 minute lessons.
- Students are required to have established a regular practice routine, independent learning skills and the listed technical standard before preparing for an exam.
- It is important a student be in command of the material presented at exams to make the most of the experience.

Exam Class

- A unique opportunity for participants to improve motivation and receive positive peer support whilst preparing for individual exams.
- Designed to cover additional exam requirements such as aural tests, general knowledge, and sight-reading.
- Performance practice is conducted parallel with preparation taught by the Instrumental Teacher.
- Exam Class is offered to students after approval from the Instrumental Teacher.

Information for Exam Class

- Classes commence the week beginning 22nd February and end 11th November.
- Classes may be streamed into levels and run before and/or after School.
- The maximum number of students per class is 5.
- Please mark all possible available times on the enrolment form found in the Exam Class Handbook or Theory Class Handbook.
- Make-up classes will not be provided.
- Written consent from a parent needs to be received to change to a different class time.

Theory Exam

- A group class designed to prepare students for A.M.E.B. Music Craft or Theory of Music Exams (Theory Exams).
- A pass in Theory Exams is a pre-requisite for higher level instrumental exams and VCE Music Units 1-4. However, an earlier start is favoured at most schools.
- Knowledge of Theory supports a student's understanding of notation, including intervals, rhythm, pitch and musical language for their instrument.
- Students are expected to complete set theory exercises during and outside class time.

Purchase of a Piano

- A piano, either acoustic or digital, is the ideal instrument on which to progress
- If the above is not practical initially, then a touch-sensitive keyboard will suffice for the first year of learning.
- The names and details of recommended piano stores can be obtained from the teacher.
- The teacher can recommend a suitable keyboard model for you to purchase at an affordable price.

Purchase of a keyboard

- The purchase of a keyboard is highly recommended for each student.
- Keyboards range in cost and quality -
  - $300+ good quality,
  - $100-300 reasonable quality.
- Available at most music shops.
- Avoid buying a keyboard from a supermarket or toy shop.

What you need for the first lesson

Music Book

- 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.
- A display book with plastic inserts to hold pieces of music additional to the music in the tuition books.

Music Bag

- A bag used purely for your child's lessons is highly recommended to keep music books, scrapbook, ensemble folder and the Music Record Book together.
- The student's name should be written on the bag.
- Something similar to the picture below is recommended. However, any bag will work well.

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.
  - Students should place it near their **music** and read before each practice session, and complete the practice register on each page.
  - Parents are encouraged to sign the practice chart before each lesson.
  - 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.

Practice

- A student should be encouraged by parents to establish a regular practice routine
- A beginning student can manage 10 minutes per session
- A student should aim to practise between 5 to 7 days a week
- Practice should be in a room with:
    - limited distractions
    - Preferably not in a totally isolated environment

Helpful Hints

- A student should enquire at the Music Office when a Teacher cannot be located.
- The night before a lesson, a student should place their music and Music Record Book inside their school bag.
- A student may wear a watch or bring an alarm clock as a reminder to go to a lesson. Please do not bring mobile phones to school.
- Occasionally a student loses interest in learning their instrument. These may be momentary lapses of enjoyment and with the right encouragement a student can persevere through these times. If you are concerned, contact the Instrumental Teacher to talk over how best to support your child.
- A student's progress may slow for a short time because they are facing a difficult technique or concept that takes more effort to achieve. Extra support during these times will enable your child to overcome and work through these moments. Please contact the instrumental teacher for specific advice. Or the following points may help:
    - Make an agreement with your child about how many days a week they will practice.
    - For a regular practice routine, it's best to set a specific time of the day when one reminder from a parent should help.
    - A practice chart on a wall that your child can see often, using stickers or stars, and having short, medium and long term rewards.
    - Opening the instrument case and getting ready for "practice later" often inspires the "pick up the instrument and play straight away".

Instrumental Music Guidelines
Payment Structure and Schedule

In the parent portal on Compass in School Documentation, EHPS parents/guardians can access the current "Instrumental Update" which includes:

- Cycle dates
- Guidelines
- Payment structure and schedule

Enrolment for Piano/Keyboard Lessons

Student

Class

1 **Select your Instrument**

- ☐ Piano
- ☐ Keyboard Group 2

2 **Have you had lessons before?**

- ☐ No, go to question 5
- ☐ Yes, go to question 3

3 **How long have you been learning?**

- ☐ Years/terms

4 **Have you done an Exam on your instrument?**

- ☐ No, go to question 5
- ☐ Yes. Please complete an Exam history form.

5 **Select the Type of Piano Lesson**

- ☐ Individual (1 student, 30 minutes)
- ☐ Individual45 (only AMEB Gr3 or above)

6 **Do you have an instrument at home?**

- ☐ Yes, I have a piano
- ☐ No, I need information about purchasing a piano
- ☐ Yes, I have a keyboard
- ☐ No, I need information about purchasing a keyboard

8 **Special requests:**

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Parent/Guardian Authorization

1 I agree with the current Guidelines & Payment Schedule and conditions set out in the Piano & Keyboard 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	Scan	Notes	TT	MPSlip	Hire	Ensemble