



PIPES AND DRUMS APPLICATION FORM

PREP STUDENTS - JANUARY 2016

Please complete this form in full and scan and email to panddlessons@knox.nsw.edu.au.

PLEASE PRINT WHEN COMPLETING ALL FIELDS

Please enroll my son for lessons for:

BAGPIPES

SNARE DRUM

TENOR/BASS DRUM

I understand that lesson fees will be charged to my school account each term, unless the Pipe Band Master is notified in writing.

STUDENT'S SURNAME

STUDENT'S GIVEN NAME

STUDENT'S YEAR GROUP

BOARDER

YES

PARENT'S SURNAME

PARENT'S GIVEN NAME

PARENT'S EMAIL ADDRESS

PARENT'S PHONE NUMBER (MOBILE)

PARENT'S SIGNATURE

DATE

If accepted for enrolment:

- 1) All Bandsmen are subject to the Pipes and Drums Protocols. See attachment 1 for key excerpts relating to enrolments.
- 2) Please add panddlessons@knox.nsw.edu.au and panddperformances@knox.nsw.edu.au to your safe sender's list to ensure you receive all communications.

Pipes and Drums Administration T: +61 2 9487 0420 E: panddlessons@knox.nsw.edu.au

ATTACHMENT 1

Applications and Enrolment

Pipes and Drums do not require applicants to have musical knowledge or experience, although for Senior School applicants some understanding of musical practice and theory would be advantageous to them.

Enrolments occur during the entire School year (applicants may submit a form at any time).

To apply, complete a Pipes and Drums application form in full and scan and email to panddlessons@knox.nsw.edu.au.

Acceptance of the application form, ie enrolment of the student, is at the discretion of the Pipe Band Manager.

Applicants will be advised of enrolment or otherwise via email.

If accepted, please add panddlessons@knox.nsw.edu.au and panddperformances@knox.nsw.edu.au to your safe sender's list to ensure you receive all communications about the band.

If accepted, Pipes and Drums administration will:

- Allocate the enrollee to a lesson group, starting the week following the application's acceptance. This may change once musical skill is ascertained after their first few lessons.
- Issue a 'Student Invoice' form for equipment. See the section *Fees and Other Charges – Price List*.
- At the end of each term, charge the lesson fees to your School account. See the section *Fees and Other Charges – Price List*.

Pipes and Drums Portal

Resources for Bandsmen and their parents such as music sheets and recordings, lesson schedules, upcoming performances and competitions throughout the Pipes and Drums calendar year as well as other items are posted to the Pipes and Drums Portal.

<http://www.knox.nsw.edu.au/community/parent-resources/knox-portal> - Senior School/Pipes and Drums and Prep School/Pipes and Drums.

Lessons

Lessons are 30 minutes long during school hours and conducted in small groups.

Bandsmen leave class for lessons scheduled during class time.

Lessons are allocated on a rotating timetable every week to minimise impacting any one period (ie class/subject).

Note: at the Senior School, as lessons are shorter than periods, Years 7-12 Bandsmen must attend the beginning or end of the period their lesson dovetails on.

Senior School lessons are held in the Pipes and Drums Band Room located in the John William Music Building and Prep School lessons are held in the Prep School Pipe Band Cottage.

Lesson Schedules

Lesson schedules are emailed to parents and posted to the portal at the end of each term for the following term.

Please review the schedule as early as possible in advance and advise Pipes and Drums of any lessons that require rescheduling due to other School commitments, eg exams, excursions and other year group or class commitments. For more information, see the section *Notice Regarding Absence*.

Note: as there is a mixture of years in Pipes and Drums lesson groups, it is not possible to schedule around each Bandsman's other School commitments at the time of preparing the term's lesson schedules. These are rescheduled individually at the time the notice is given.

First Lesson

Bandsmen do not need to bring anything to their first lesson. They will be provided with the equipment they need as follows:

- Pipers: Bagpipe Practice Chanter and Bagpipe Music Book.
- Snare Drummers: Snare Drum Pad, Snare Drum Sticks and Drum Music Book.
- Tenor Drummers: Tenor Drum Sticks and Drum Music Book.

The student will sign a 'Student Invoice Form' to confirm receiving the equipment and this will be added to your School account.

Lessons Missed

Lessons missed by teacher absence will be made up.

Lessons missed by Bandsmen being absent or on leave will be forfeited unless **PRIOR** notice is received as per 'Notice Regarding Absence' and 'Notice Regarding Leave'.

Where notice is received, Bandsmen have 3 weeks (including the week his original lesson was scheduled in) to attend a makeup lesson or it is forfeited.

Notice Regarding Absence

If a Bandsman is unable to attend his scheduled lesson for any reason, the parent or Bandsman must email Administration via panddlessons@knox.nsw.edu.au and cc the tutor. If the Bandsman is emailing Administration they must also cc their parents/guardians. Please provide the reason. This email is required to qualify the Bandsman for a makeup lesson.

Administration will allocate a make up lesson time.

In the case of sudden illness/non availability, ie the day of your son's lesson, please phone the band room immediately. (9487 0420)

Notice Regarding Leave

If a Bandsman will be on leave from School for an extended period of time, ie 3 weeks or more, the parent must email Administration via panddlessons@knox.nsw.edu.au and cc the tutor. Please provide the reason, the date of leave and the date of return to School.

Your son's name will still appear on the lesson schedules, with L after his name for 'Leave' and, due to our current database and email system, you will continue to receive communications from [panddlessons](mailto:panddlessons@knox.nsw.edu.au) and [panddperformances](mailto:panddperformances@knox.nsw.edu.au) mailboxes, however, you will not be charged for lessons.

Automatic Roll Over of Student into Following Year

At the end of the School year, all students are automatically rolled over into lessons for the following year. A new Application form is not required.

This includes Year 6 Bandsmen who move into Year 7 at Knox. Note: Application forms are included in the information packs given to all Year 6 students enrolling into Year 7. These are for students wishing to enrol for the first time. No need to submit if already a Bandsman.

If a Student Wishes to Stop Taking Lessons

- 1) Notify the Pipe Band Master in writing c/ – panddlessons@knox.nsw.edu.au.
Must notify by the last day of the term or the next term's fees will be charged.
There is no pro-rata of fees.
- 2) Return any School instruments issued. (No need to return items purchased at first lesson.)
- 3) If at Highland, Ceremonial or Competition level, also return Uniforms.
Note: the Highland White Shirt and Red Flashers purchased by the student do not need to be returned.
Note: As Pipes and Drums do not have sufficient stock for Bandsmen to keep uniform items as souvenirs, we ask that parents ensure all items are returned. Lost/unreturned uniform items will be added to your School account.

Fees and Other Charges

Following the student's first lesson, charges for equipment provided at this first lesson will be added to your School account.

At the end of each term, fees for lessons will be added to your School account. It will not be necessary to fill out a form each year.

Other equipment to be purchased if/when necessary by filling in a 'Student Invoice' form.

Price List

Lesson Fees \$150/term

Equipment

Bagpipe Practice Chanter	\$100
Chanter Reed	\$15
Bagpipe Music Book	\$45
Snare Drum Pad	\$50
Snare Drum Sticks	\$30
Tenor Drum Sticks	\$85
Drum Music Book	\$0