



PIPES AND DRUMS APPLICATION FORM

SEPTEMBER 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:

<input type="checkbox"/> BAGPIPES	<input type="checkbox"/> SNARE DRUM NO NEW ENROLMENTS	<input type="checkbox"/> TENOR DRUM NO NEW ENROLMENTS	<input type="checkbox"/> BASS DRUM NO NEW ENROLMENTS
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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

<input type="checkbox"/> NO	<input type="checkbox"/> YES
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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 Pipes and Drums members are subject to the Pipes and Drums Protocols.
- 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 from Pipes and Drums.

If accepted, Pipes and Drums administration will:

- Allocate the new 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.
- During the term, charge the lesson fees to your School account. See the section '*Fees and Other Charges*'.

Pipes and Drums Portal

Resources for students and their parents such as lesson schedules, the first and last weeks of lesson in each term (this may be different to the first and last week of the term itself), upcoming performances and competitions 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/or Prep School/Pipes and Drums.



Location of Lessons

Senior School: Senior School lessons are held in the Pipes and Drums Band Room located in the John Williams/Music Centre Building – half of this building is known as the John Williams Memorial Hall, the other half is known as the Music Centre. The Pipe Band Room It is on the same level as the Francis Auditorium in the Music Centre. Entry to the Pipe Band Room, however, is via the stairs adjacent to the Year 12 locker area in the John Williams Memorial Hall.

Prep School: Prep School lessons are held in the Pipe Band Cottage.

Lessons

Lessons are 30 minutes long during school hours and conducted in small groups. Lessons are allocated on a rotating timetable every week to minimise impacting any one period (ie class/subject).

Students are allocated to the same tutor and the same lesson group for the duration of a term (although new drummers may be reallocated to be matched with other students at their learning level once their skill and speed of learning has been assessed).

Senior School Lessons: as lessons are shorter than periods, Years 7-12 students must attend the beginning or end of the period their lesson dovetails on. For new students, until they adjust to their new routine, it is helpful to remind them the morning of their lesson, of their lesson time and that they will need to come out of or return to their class. Senior School students must report to their SAO after their lesson before going back to class/into their next class.

Prep School Lessons: if boys do not turn up to lessons (younger boys can often forget their lesson), the tutor will collect them from class.

Lesson schedules are posted to the portal.

First Lesson

Students do not need to bring anything to their first lesson. They will be provided with the equipment they need as follows. The student will sign a 'Student Invoice Form' to confirm receiving the equipment and this will be added to their School account.

- 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.

New Students at the Senior School: if you cannot find the Pipe Band Room, please go to Room 19 and your SAO (Student Administration Officer) will help you.

New students at the Prep School: if you cannot find the Prep Pipe Band Cottage, please see a staff member on Prep Reception.

Lessons Missed

Lessons missed by teacher absence will be made up. Lessons missed by students 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, students have 3 weeks (including the week his original lesson was scheduled in) to attend a makeup lesson or it is forfeited.

Notice Regarding Absence and Makeup Lessons

If unable to make a lesson due to clashes with other school events such as exams, in class assessments, excursions and camps, students must provide notice to and obtain a makeup lesson time from their tutor directly. Students are asked to see their tutor at the previous week's lesson (lesson schedules are posted several weeks in advance and so can be reviewed early for clashes); or before the start of school on the day of the lesson/before the lesson itself.

If unable to make a lesson due to being sick on the lesson day, the parent must email panddlessons@knox.nsw.edu.au and when back at School the student should see their tutor directly for a makeup lesson time.

Students have 3 weeks (including the week they are unable to make) to attend a makeup lesson before it is forfeited.

Notice Regarding Leave

If a student 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.

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 students who move into Year 7 at Knox. Note: Application forms are included in the information packs given to all Year 6 students attending the Year 6 into Year 7 Orientation Day. No need to submit if already a Pipes and Drums student. Also, students are enrolled at the Senior School for the instrument they were learning in Prep. If they would like to change, please advise via email at the conclusion of their Prep year. Also, all students from the Prep are rolled over into the Senior School as Learners so if they were in the Prep Pipe Band they do not automatically roll over into the Senior School Pipe Band, Occasionally, a student may be enrolled at Developmental level (which is when they start attending one of the Senior School's band practices in preparation for matriculating to the Senior School Pipe Band), however, you will be notified via email if this is the case for your son.

If a Student Wishes to Stop Taking Lessons

- 1) Parents must notify the Pipe Band Master in writing c/ – panddlessons@knox.nsw.edu.au. Must notify before the start of the following term or the next term's fees will be charged. There is no pro-rata of fees.
- 2) Students must return any School instruments issued. (No need to return items purchased at first lesson.)
- 3) If at Highland or Ceremonial level, students must 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

During the term, fees for that term's lessons will be added to your School account. Fees take into account that some weeks may have no lessons due to School wide or year group events. There is no pro-rata of fees. Following the student's first lesson, charges for equipment provided at this first lesson will be added to their School account.

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

A reminder: as students are automatically rolled over into lessons for the following year, you must email panddlessons@knox.nsw.edu.au prior to the start of the new year if not continuing.

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