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Dare to grow in faith, hope and love.

# Instrumental Music Handbook



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# 2026



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## Welcome

Welcome to the St Eugene College Instrumental Music Program. Giving your student the opportunity to learn an instrument here at the College is a great way of helping your student develop important lifelong skills which they will use every day for the rest of their life. Research tells us that there are many benefits to learning an instrument. These include:

### Cognitive

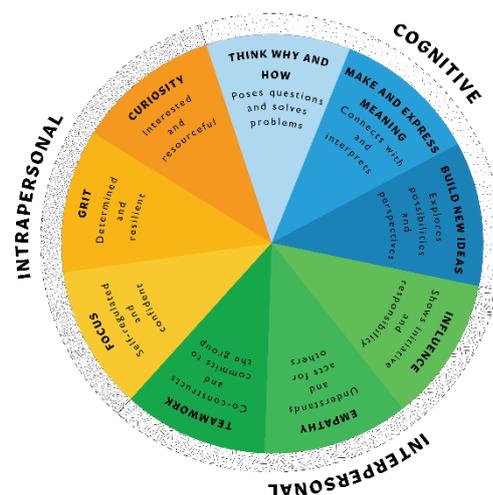
- Creating new pathways in the brain
- Improving reading and comprehension skills

### Interpersonal

- Refining time management and organisation skills
- Enhanced co-ordination
- Relieves stress
- Teaches perseverance and discipline

### Interpersonal

- Further develops social skills
- Develops emotional response



4cs Transformative Learning Disposition Wheel

**“Students who sing in a choir or play in an ensemble must simultaneously perform a complex set of operations that call on more aspects of the human being than any other activity they face in school”**  
– Walter Bitner, Composer and Educator.

Music is a significant part of St Eugene College life, not just for the students who participate in the music program, but for the entire school. All students are encouraged to sing and participate fully at our College Masses and music often features during our College assemblies. We also have a strong academic music program with students electing to study music and music extension in their senior years.

Over the years, St Eugene students have been members of ensembles such as the Moreton Bay Symphony Youth Orchestra, the Griffith University Young Conservatorium and the State Honours Ensemble Program. Students have also gone on to study at TAFE, the Queensland Conservatorium of Music and the Jazz Music Institute.

This handbook outlines the aims, expectations and details of the St Eugene College Instrumental Music Program and should be read by parents before enrolling their student. If you require further information than what is listed in this handbook, then please contact the Music Department directly.

**Mrs Simone Fry**  
**Instrumental Music Co-ordinator**



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## ***Aims of the Instrumental Music Program***

### ***Ensemble Based Program***

The St Eugene College Instrumental Music Program is an ensemble-based program and membership of an appropriate level of ensemble is a compulsory condition of enrolment. Our ensembles are not just an additional activity; they form the essential second half of our weekly music lessons. They play a crucial role in helping students develop key skills, musicianship, and ensemble awareness.

Students have a range of opportunities depending on the instruments they learn. In some cases, a new student may need a few focused lessons before attending their first ensemble rehearsal however, this is always at the discretion of the Instrumental Music Co-ordinator. It is our aim to have all new students in an ensemble as soon as possible following their enrolment. An exception to this, is the Keyboard program where ensemble participation is unavailable at this time.

### ***Expectations***

To get the most out of the St Eugene College Instrumental Music Program students, parents, instrumental music and classroom teachers must work in collaboration. School life is often busy, and students will need to navigate all their commitments ensuring that expectations are met. The responsibility lies with all to ensure that communication is clear and timely, and all interactions are positive and constructive.

Students are expected to:

1. Attend their weekly lesson;
2. Practise regularly, as directed by their teacher;
3. Attend ALL of their scheduled ensemble rehearsals and performances;
4. Demonstrate continual improvement; and,
5. Accept responsibility for proactively solving scheduling conflicts.

Parents are expected to:

1. Provide an appropriate place and time for practice in the home;
2. Guide their student through time management planning processes surrounding practice, study, work and other activities;
3. Give their student positive and constructive feedback regarding their progress;
4. Assist their student in attending all rehearsals and performances punctually;
5. Support their student in developing the skills needed to negotiate positively with their teachers and conductors;
6. Support their student by attending their concerts and other performances.

Instrumental Music Teachers are expected to:

1. Prepare lessons, rehearsals and materials that are suitable to the students' age and stage of development;
2. Plan for the musical development of each student for the short, medium and long term;
3. Communicate clearly, positively and in a timely manner any concerns regarding the students' attendance or progress with parents and the Instrumental Music Co-ordinator;
4. Engage with all staff, students and parents in a positive manner with the goal of working proactively and collectively towards the holistic development of the student.



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## **Tuition**

Students (from Year One) can elect to learn a musical instrument (fees apply).

Lessons are conducted during school time on a rotating timetable that has minimal impact on students' academic subjects. These lessons are offered as small group lessons or individual (private) lessons if available.

The St Eugene College Instrumental Music Program offers tuition on the following:

<b>Flute</b>	<b>French Horn</b>	<b>Violin</b>	<b>Guitar</b>
<b>Oboe*</b>	<b>Trumpet</b>	<b>Viola</b>	<b>Electric Bass</b>
<b>Bassoon*</b>	<b>Trombone</b>	<b>Cello</b>	
<b>Clarinet</b>	<b>Baritone Horn</b>	<b>Double Bass</b>	<b>Percussion</b>
<b>Bass Clarinet*</b>	<b>Euphonium</b>		
<b>Alto Saxophone</b>	<b>Tuba*</b>		<b>Keyboard</b>
<b>Tenor Saxophone</b>			
<b>Baritone Saxophone*</b>			

\* with conditions. Please contact the Instrumental Music Coordinator for further information.

## **Enrolment**

To enrol your student in the program, an application to enrol must be submitted. This is an electronic form and is available by clicking [this link](#) or via the QR code below. The Enrolment Form is an agreement between you, the parents, and the College with regards to the Music Program and is an agreement that you will follow the guidelines in this document and agree to pay the relevant fees.

All enrolments must be approved by the College Principal. A confirmation will be sent to you once your application has been approved.

Submission of the enrolment form does not guarantee a place in the Music Program. Some instruments have a waiting list due to popular demand. Continued enrolment in the program requires a new enrolment form each calendar year.



Instrumental Music  
Enrolment Form

## **Cancellation**

Enrolment is for a full year. Enrolment can only be changed at the end of a term and following an interview with the Instrumental Music Coordinator. There will be no refund for lessons if changed after the beginning of each Term.



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## ***Lesson Structure***

Students will participate in one lesson per week with a specialist teacher on their given instrument. Lessons are 30 minutes in duration and are scheduled during school time. Instrumental lesson times are on a rotating timetable which ensures that students do not miss out on the same classroom lessons each week.

## ***What to bring to your lesson?***

Students are required to bring to every music lesson their instrument, textbook, black music folder (containing Ensemble music) and any other equipment required by the teacher. Keyboard students do not need to bring their keyboard to school, they use College keyboards for lessons. Percussion students are to bring their own drumsticks to lessons.

Due to copyright laws, all sheet music distributed to the student throughout the year must be kept in the music folder and returned in good condition to the College at the end of the year.

## ***Rescheduling and Non-Attendance***

If a student is unable to attend a lesson, an email notification to the music teacher is essential. In most cases an alternative lesson time can be arranged if enough notice is given. However, if the student (or parent) does not notify us in advance, or simply forgets to come to the lesson, a rescheduled lesson cannot occur. Even if a student is absent on official College excursions, year-level camps, or because of assessment, a rescheduled lesson cannot occur without prior knowledge from the student or parent. Please note, Instrumental music teachers do not receive notification when the college is messaged that a student is absent due to illness. Parents will be contacted by email with regards to students' absences from lessons or rehearsals, without notification.

More information is contained under the heading ABSENCES.

## ***Timetables***

Timetables will be emailed to parents and students from the IM teacher via Optimo. Students are expected to know their lesson time each week. Younger students will be supported by the Instrumental Music and Classroom teachers to get to lessons on time.

If changes to the timetable are required due to changes of College routine, these will be notified via email to the parents and students.



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## **Absences**

Please adhere to the following guidelines with regards to absence from lessons:

Notice of absence must be provided directly to the Instrumental Teacher or Music Department ([pbuymusic@bne.catholic.edu.au](mailto:pbuymusic@bne.catholic.edu.au)) at least 24 hours prior to the scheduled lesson, or by 7.30am on the day in case of illness. Contacting the Main Office is unfortunately not sufficient as the message will not be relayed to the Instrumental Teacher.

Explained absences will be marked on the instrumental roll if a student is away on camp, at an excursion or is sitting an exam, providing enough notice is given to the Instrumental Teacher to reschedule their lessons for the day.

Unexplained absences will be marked on the instrumental roll if a student does not attend a scheduled lesson without the Instrumental Teacher being notified by 7.30am giving them time to re-schedule. In this case the lesson is forfeited. Notification will be sent to parents when an Unexplained Absence is recorded on the instrumental roll.

If a student is away sick, a call or email to the Instrumental Music Teacher before 7.30am is appreciated to inform the teacher so they are not wasting class time trying to locate the student during the day.

Recurring absences without explanation or consultation with the Instrumental Music Teacher, could result in the student's exclusion from an ensemble, an upcoming concert or in some cases, the Instrumental Music program.

Missed lessons will be made-up for the following reasons:

- Students' attendance at another College event (eg. Camps/excursions) if the music teacher has been advised (see above)
- Instrumental Music teacher absence

Missed lessons will NOT be made-up for:

- Student absence due to illness
- Student absence due to family holidays/days off
- Student forgetfulness

## **Fees 2026**

Music Fees are as follows:

Group Lessons \$170.00 per term.

Private lessons \$340.00 per term.

Fees are invoiced separately to school fees each term by the College. These must be paid in full and cannot be added to any payment plans you may have in place.



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## ***Instrument Hire***

The College has a very limited number of instruments available for hire. Please contact the Instrumental Music Coordinator for further information.

Before hiring an instrument, parents and students must acknowledge that the instrument remains the property of the College and is issued on loan to the student subject to the following conditions:

1. The instrument is to be used by the student to whom it is loaned & by no other person.
2. Every care and attention must be given to the instrument during the period of loan.
3. The instrument is returnable upon demand at any time for inspection or repair.
4. The instrument must be returned promptly for any repair that may be required through normal wear and tear.
5. In the event of accidental loss or damage, the circumstances must be immediately reported to the Music Department Office.
6. In the event of deliberate damage to a College instrument, the cost of repairs will be charged to the family.
7. A rental fee will be charged for all instruments.

Students are required to look after their instrument. If a problem arises with the instrument, you must advise your music teacher or Instrumental Music Co-ordinator as soon as possible. The instrument may need to be sent off for service/repair.

An Instrument Hire Agreement form will need to be submitted once hire of an instrument has been arranged.

## ***Storage of Instruments***

Students in Years 2-6 should keep their instruments in their classrooms on lesson or ensemble days. Students in Years 7 – 12 are able to store their instruments in the music 'cage' behind student services. Instruments must not be left in the cage overnight for security reasons.

It is expected your student's instrument is to be taken home every night, over the weekend and during the holidays to practice.



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## **Practice**

A crucial part of a student's success of learning an instrument is regular home practice. It is advisable that all students are given a suitable place to practice and that this becomes part of their daily homework routine. It is very important that parents are supportive of the practice routine and encourage their students to stick to the routine.

It is advised that all students do a minimum of 10 – 15 minutes, 4 times per week. As students advance, the amount of practice time will increase over time. Teachers will advise students what is appropriate for their level. Regular practice is more effective than one long practice.

## **Ensembles**

The College runs multiple ensembles from beginner through to advanced, offering students a wide range of musical experiences which is integral to the work they undertake in instrumental music lessons. There are no additional costs associated with membership of these ensembles as it is part of the Instrumental Music lesson fees. Instrumental Music Ensembles run for the duration of the school year and students are expected to attend weekly rehearsals. Please advise the Ensemble Conductor of any absences as you would for missed lessons.

### **Concert Bands**

The College has three concert bands: Senior Concert Band, Intermediate Concert Band and Junior Concert Band. These large ensembles cater for students who play woodwind, brass and percussion instruments. Rehearsals take place weekly for the duration of the year.

### **Percussion Ensemble**

Percussion students who play in a concert band may be invited to play in the Percussion Ensemble where students will further develop their skills in a variety of instruments and contemporary genres. Rehearsals take place weekly for the duration of the year.

### **String Ensembles**

The College has two String Ensembles: Senior String Ensemble and Junior String Ensemble. These ensembles perform a variety of music including folk, classical and contemporary. Rehearsals take place weekly for the duration of the year.

### **Guitar Ensemble**

In the College Guitar Ensemble, students develop their reading skills and explore a variety of styles such as contemporary, jazz, classical and folk. Rehearsals take place weekly for the duration of the year.

### **Vocal Ensembles**

The College has four vocal ensembles: Year 2/3 Choir, Year 4/5/6 Choir and the Year 7-12 Show Choir and Chorale. All members of the Instrumental Music program are encouraged to participate in a vocal ensemble which supports and enhances their instrumental lessons.



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## ***Student Ensemble Obligations***

### **Core Ensembles**

Students involved in the Instrumental Music program are required to perform in the core ensemble that is appropriate to their instrument. Ensemble placement is decided by conductors and instrumental teachers in consultation with the Instrumental Music Co-ordinator. There aren't currently any ensembles available to Keyboard students.

Core ensembles are as follows:

<b>Brass</b>	Junior, Intermediate or Senior Concert Band, as designated by the Instrumental Music Co-ordinator
<b>Woodwind</b>	Junior, Intermediate or Senior Concert Band, as designated by the Instrumental Music Co-ordinator
<b>Percussion</b>	Junior, Intermediate or Senior Concert Band, as designated by the Instrumental Music Co-ordinator
<b>Strings</b>	Junior or Senior String Ensemble as designated by the Instrumental Music Co-ordinator
<b>Guitar/Bass</b>	Guitar Ensemble as designated by the Instrumental Music Co-ordinator

### ***Performances and Music Concerts***

There are a variety of performances throughout the year that your student will be involved with. Many are listed in the College calendar however, there will also be other performances that arise throughout the year. As we get closer to the performances, more details will be provided to you via Parent Slips and emails.

It is an expectation of the College that students will play at all scheduled performances. Any date conflicts that arise must be discussed with the Ensemble conductor or the Instrumental Music Co-ordinator as soon as possible. The rehearsals that precede a concert are as important as the concert itself therefore any rehearsal conflicts must also be discussed with the conductor or Instrumental Music Co-ordinator as soon as possible.

Attendance at all performances is expected. If any issues arise or for further clarification, please contact the Instrumental Music Co-ordinator.



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## ***Performance Uniform***

All performing ensembles wear the College Music Performance Uniform: black music polo, long black dress pants, black socks and black shoes (those worn with the College formal uniform). Black hair ties are to be worn if required.

Music shirts and black pants are provided by the College. Other items (shoes, black socks and black hair ties) are to be provided by parents/caregivers. The College jewellery and hair policy applies while wearing the Music Performance Uniform.

## ***Concert Notification***

If your student is involved in a concert or performance, we will email these details and send a Parent Slip. These will outline all the information regarding the upcoming event.

Parents are required to RSVP via return email/Parent Slip acceptance by the due date to acknowledge the student's participation in the event. Please ensure that the College has your current email address on file.

## ***Workshops***

Each year we plan to offer opportunities for additional workshops. Selected ensembles are invited to attend these events, during which times ensembles participate in music rehearsals and activities.

All relevant workshop information will be emailed home as necessary.

## ***Ensemble Rehearsals***

Ensemble rehearsals are held during, before and after school. Students involved in ensembles are required to attend every rehearsal. If your student is absent from their rehearsal, an email notification is required to explain their absence.

In the event a clash arises between ensemble rehearsals and other College events, students are to advise the relevant teacher and conductor in a timely manner so that College staff can negotiate a resolution.

## ***Parent Volunteers***

From time to time, the opportunity arises for parents to support our Music Teachers with the delivery of the Instrumental Music program. Examples of this can include assisting with uniforms, helping on photo day or performance nights and accompanying ensembles on piano. If you are able to help, please contact the Instrumental Music Co-ordinator.



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## **Communication**

The easiest way to communicate with the Music Department staff is via email. Using the College Music Department email ([pbuymusic@bne.catholic.edu.au](mailto:pbuymusic@bne.catholic.edu.au)) will ensure that all music staff receive your message. You can also contact teachers directly via email.

The Music Department has adopted Optimo, an electronic system for managing students, teachers and ensembles, and timetabling music lessons. Communications for lesson scheduling, attendance and other updates, will be sent through the Optimo system to parents, staff and students.

## **Music Department Staff**

Instrumental Music Co-ordinator, P-6 Classroom Music Specialist

Mrs Simone Fry [sjfry@bne.catholic.edu.au](mailto:sjfry@bne.catholic.edu.au)

Brass Specialist

Miss Megan Barber [megan.barber@bne.catholic.edu.au](mailto:megan.barber@bne.catholic.edu.au)

Percussion Specialist

Mr Macaulay Merrett [mmerrett@bne.catholic.edu.au](mailto:mmerrett@bne.catholic.edu.au)

String Specialist

Mrs Emilia Bourke [ejarvela@bne.catholic.edu.au](mailto:ejarvela@bne.catholic.edu.au)

Keyboard Specialist

Ms Jillian Amghar [jamghar@bne.catholic.edu.au](mailto:jamghar@bne.catholic.edu.au)

Woodwind and Keyboard Specialist

Mr Matthew Ventura [mventura@bne.catholic.edu.au](mailto:mventura@bne.catholic.edu.au)

Guitar Specialist

Mr Ben Mckinlay [benjamin.mckinlay@bne.catholic.edu.au](mailto:benjamin.mckinlay@bne.catholic.edu.au)

## **Contact us:**

St Eugene College Music Department

Email: [pbuymusic@bne.catholic.edu.au](mailto:pbuymusic@bne.catholic.edu.au)

Phone: 3491 4600 (via College office)