



URSULA FRAYNE
CATHOLIC COLLEGE



TUTOR HANDBOOK 2019

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Introduction

The Ursula Frayne Catholic College Music Department welcomes all tutors, new and returning, in 2019. We hope that your time at Frayne will be fulfilling and enjoyable. The Instrumental and Vocal Program at Ursula Frayne Catholic College offers a unique and exciting music experience, complimented by excellent teaching practices. We look forward to working with you throughout the year.

Staff

Karen Cassidy: Acting Learning Area Coordinator
The Arts
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P: 9470 0979

Music Administration

Teresa Jaksic: Coordinator
Peripatetic Music Tutors, Music Lessons and Fees
E: teresa.jaksic@ufcc.wa.edu.au
P: 9470 0924

Stephanie Yii: Coordinator
Instrumental Timetables
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Music Staff

Ashley Baker: Coordinator
Instrumental and Choral Program
E: ashley.baker@cewa.edu.au
P: 9470 0941

Christian Tang: Director
Choirs
E: christian.tang@ufcc.wa.edu.au
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Music Tutors

Kirsten Osborne	Flute	Christopher Sealey	Electric Guitar
Linda Charteris	Oboe, Bassoon, Clarinet (B)	Matthew Bartel	Electric Guitar
Ashley Baker	Clarinet (D)	Svetlana Zenkina	Piano (D)
Marc Osborne	Saxophone	John Pound	Piano (B)
Ingrid Waters	French Horn, Trumpet	Rachel Ossebaar	Piano (B)
Samuel Harris	Trombone, Euphonium, Tuba	Francis Fong	Piano, Violin (B)
Leah Van der Muelen	Double Bass, Electric Bass	Joel Bass	Percussion (D)
Olga Sergeyeva	Violin, Viola	Mercedes Slack-Smith	Percussion (B)
Joanna Wolny	Cello	Ben Clarke	Vocal

(B) Balmoral Campus – (D) Duncan Campus

Program Aims

The aim of the Instrumental Program at Ursula Frayne Catholic College is to develop the student's musical, social and personal awareness through learning instrumental music, participating in ensembles, rehearsals and performances.

Learning an instrument is not an end in itself. Rather, it is something that will add significantly to a student's quality of life both at school, and later in life. Students undertaking music tuition at the College are encouraged to participate in a wide variety of musical ensembles and musical activities to experience the pleasure of making music and to broaden their interest and understanding of music. All students studying Voice are required to be in at least one Choral Ensemble and all students studying an Orchestral Instrument must play in an authorised College Ensemble such as band or a string ensemble.

Learning a musical instrument and being able to make music with that instrument, individually and in a group context, is one of the longest established and fundamental basics of human experience. The College offers this opportunity to students with an expectation of a strong personal commitment in return.

Lesson Structure

Most lessons are 30-minutes in length and are conducted on a rotating basis. There are 60-minute extension lessons offered to students who are studying or plan to study music as an ATAR subject.

Students receive thirty-six (36) lessons over the year. This averages to nine (9) lessons per term. However, due to the differing lengths of each term, students may receive more or fewer than nine (9) lessons per term. Over the course of the year, we will make every attempt for the number of lessons to total thirty-six (36).

All lessons and tutor ensemble rehearsals commence in Week Two of Term One, and Week One of every other term. They end in the last week of Term Four.

Timetables

Timetables are to be completed using the template forwarded to you by the Coordinator of Peripatetic Music Tutors Mrs Teresa Jaksic. When timetables are completed please return them to Mrs Jaksic. She will then forward the timetable to Mrs Stephanie Yii for uploading to the Instrumental Lesson portal on SEQTA.

Lesson content

At the tutors' discretion, please ensure that an appropriate balance of the following work is covered during lessons:

- **Technical Work** – scales, technical studies etc.
- **Aural Perception** – interval recognition, call and response on the instrument, singing, recognising the lowest note of chords etc.
- **Theory** – on the relative instrument and general music theory.
- **Sight-reading** – extracts with or without accompaniment appropriate to students' level.
- **General Knowledge** – relative to the instrument, composer knowledge, musical period and style/genre knowledge.
- **Pieces** – ensemble pieces, set pieces and repertoire appropriate to students' level.

Dress Standards

Neat, professional dress standards are required at all times. We ask that jeans and sneakers are not worn. All shirts must have a collar and female staff should consider the modesty of their attire. Tutors are expected to wear their name badge at all times whilst on the College grounds.

Professional Standards

It is an expectation of all tutors that they arrive for their lessons prepared and on time. If, for any reason, you are sick on a tuition day, **verbal contact** *must* be made with Mrs Teresa Jaksic on 9470 0924 **before 7.30am** on the day. Your students will be notified during Form Class and a notice placed on your teaching studio. Please do not send your apologies via email.

If you need to be absent from classes for longer than a week, you will need to find a replacement tutor who can deputise for you. This tutor is required to have a valid Working with Children clearance and will have to be interviewed before being allowed to teach at Ursula Frayne Catholic College. Please inform the Coordinator of the Instrumental and Choral program on 9470 0941 if this is to occur.

When you arrive at the Balmoral or Duncan Street Campus **you must sign in at the Front Reception**. Please wear your name badge. Tutors are expected to submit all documentation (i.e. reports, programs) on time. Please adhere to the timeline given to you for reporting.

Ensembles

It is imperative that students arrive at all rehearsals on-time, prepared and focused. Please choose any ensemble music carefully and ensure that all rehearsals are run efficiently and effectively.

Ensemble Attendance Folders are given to the relevant tutors at the beginning of the year. Please ensure that you take the student roll carefully at the beginning of each rehearsal and then pass the folder to Student Services for absentee recordings. Absentee codes are located at the bottom of the attendance sheet.

Photocopying

The photocopying room is located opposite the Canteen on the Duncan Street Campus. Tutors may use the photocopier for teaching purposes. A code is required which is **(2222)**. Please be aware that there are confidential materials (e.g. exam papers and reports) in the photocopying room, therefore no student is allowed to go into the photocopying room.

Budget Requests

Items such as stationery, music or instruments/equipment that will further the learning of the students under your tuition may be requested for purchase by contacting the Coordinator of the Instrumental and Choral program.

“Music Park” is our provider of such material. Please place your authorised orders to the store as early as possible to ensure you have the material on time. You will need to obtain a Purchase Order Number from the Coordinator of the Instrumental and Choral program before ordering.

Evaluation and Reporting

Music reporting is undertaken at the end of each semester, with Tutors being required to submit grades through SEQTA. Following the School Curriculum and Standards Authority guidelines, there is no academic grade given by the tutor on these reports. As there is no requirement for comment when reporting it is encouraged that tutors be in communication with parents and use the Music Practice Journal as documentary support for the marks given.

Music Practice Journal

A hard copy of the practice journal will be made available to you at the beginning of the term. The journal will focus on what a student is practising rather than the time the student has practised for and allows tutors and students to set clear goals and practice expectations. This journal is essential for the tutor in setting out what work needs to be done, practice expectations, lesson times and other communication with parents. Parents are asked to initial the journal each week and check it as a form of communication between the tutor and the parent.

Students should approach all their practice in a considered way, mapping out and planning with goals in mind. Included at the beginning of the practice journal is a practice mapping template and effort rubric to assist them in planning out their practice sessions.

Students will only receive one Practice Journal for the entire year. If it is lost, then students will need to replace it with an ordinary lined exercise book.

Behaviour Management Procedure

Tutors are reminded that the most effective way to manage students is usually through positive reinforcement. Acknowledging positive efforts and behaviours should underline all behaviour management practices.

Students are usually very well behaved and these students should be acknowledged. One of the ways that this can be done is through the use of the College diary. Notes of commendation are well received by students as well as verbal praise.

In circumstances whereby a student is unwilling to conform, please follow these guidelines as a way of supporting the student to address their behaviour:

- **Student behaves in an inappropriate manner which conflicts with expectations.** Tutor speaks with student and tries to resolve the issue.
- **Student chooses to continue misbehaving.** Tutor writes a note of concern in the student's College diary.
- **Student chooses to continue misbehaving.** Tutor informs the Coordinator of the Instrumental and Choral program who determines the appropriate response.

Students are expected to carry their College diary at all times.

Lesson Absences

Catch-up lessons are **only** to be given for the following reasons:

- Major College Calendar commitments e.g. Swim Carnivals, Parent-Teacher afternoons.
- Public Holidays or Staff PD days where students are absent.
- In the event that a tutor is sick or absent.

In the case of student tests, assessments etc., it is the responsibility of the student to arrange to swap their lesson time for that week with another student where possible. Any change of lesson is to be reported to Student Services, at least 48 hours prior to the lesson day.

Lessons will not be rescheduled or made-up if a lesson is simply forgotten; the student neglects to inform the teacher prior to missing their lesson; or the student does not attend the rescheduled makeup lesson without prior notice.

When a student misses lessons without prior explanation please inform the Coordinator of the Instrumental and Choral program as soon as possible and a notification will be sent home to their parents the following day. Tutors are not expected to collect students from their academic class in the case where they have forgotten to attend their lesson.

****Students at the Balmoral campus need to be collected from their classes because of their younger age. Similarly, in Term One, students in Year 7 should be collected for their first lessons.***

Due to the College Absentee System, Tutors are not to move students for any reason without prior notice and direct contact with Student Services. Where a student is absent from school due to illness, other students are not to be moved into their timeslot.

Ensemble Absences

The only acceptable reason for non-attendance at an Ensemble rehearsal, apart from an absence from school, is to attend a commitment that cannot be attended at any other time. Scheduling appointments, such as the doctor or dentist during rehearsal times, should be avoided by parents of students.

As per the absentee codes, 'U' indicates that the student is absent, and a note has not been received by the tutor or Music Department. 'A' indicates that a student is absent from school or has given written notification. This applies to all recess and lunchtime rehearsals as well as before and after school rehearsals.

Practice Rooms - Balmoral Street Campus

The following is a list of rooms and the equipment provided in these rooms, if any:

- Drama Room (D) - small, packed with costumes and props; for violin and/or guitar when needed
- Chopin Room (C) - upright Piano
- Gershwin Room (G) - Yamaha Electronic Piano
- Lennon Room (L) - full Electronic Drum set
- Sculthorpe Room (S) - Electronic Piano

Practice Rooms - Duncan Street Campus

Physically, the Music Department consists of the Music Room (G19), an Ensemble Room (G20) and five studios. An audio system is present in every studio. The following is a list of rooms and the equipment provided in these rooms, if any:

- Music Room (G19) - Digital Upright
- Holland Room - store room for instruments including Keyboards and large Percussion Instruments
- Sculthorpe Room - Kawai upright Piano
- Mozart Room
- Haydn Room
- Grainger Room - Digital Piano, Compactus system and other music related resources

It is requested that all studios be left in a tidy state and all equipment returned to its proper storage area after you have finished teaching and before leaving the College.

Staff Facilities

If you are teaching on the Duncan Street Campus, please feel free to help yourself to coffee or tea in the Arts Kitchen or Staffroom. If you are on the Balmoral Street Campus, please go to the Staff Room to make yourself a coffee or tea. Please wash and return all cups to the kitchen areas.

On both campuses please use the staff toilets only. Each campus has its own canteen from which you are able to purchase food.

Instrumental Hire

The College encourages students to buy their own instruments. Students need to fill in an Instrumental Loan Application to hire an instrument. This form is available at <http://web.ufcc.wa.edu.au/publications/forms>. Filling in the Instrumental Lesson Application form does not give the students automatic instrumental loan. Under no circumstances are tutors to issue students an instrument from the storeroom without prior permission from the Coordinator of the Instrumental and Choral program.

The Instrumental Loan Agreement is valid until students opt out of the Hire Agreement or the prescribed amount of time limit for the hire has been reached.

Before the first lesson of the year, the tutor should check if the student already has an instrument to begin lessons. There are restrictions to long-term hire of some cheaper instruments. Please see separate information on Instrumental Hire.

Parking

Parking at the Duncan Street campus is available at the front entry to the College via Duncan Street, and at the back of the College via Teague Street in the St. Joachim church car park. It is recommended that you park at the back for its close proximity to the Music Department. Please do not park in the Visitors' Bays at the front College entry. You will need an Ursula Frayne windscreen sticker for your car. Please request a parking sticker from the Coordinator of the Instrumental and Choral program.

Parking at the Balmoral Street campus is available on Balmoral Street or around Fraser Park (public parking). Please ensure you adhere to all signposted parking restrictions.

Pay

Tutors are required to electronically send claim forms to the Coordinator of Music Tutors, Mrs Teresa Jaksic, in a timely manner. Tutor payments should be received within 7 – 10 working days.