



CHANCELLOR
STATE COLLEGE

The best we can be

2025

Instrumental Music Academy Handbook

CARE COURTESY COOPERATION COMMITMENT CHALLENGE

Updated: February 2025



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WELCOME

Music is a unique and integral part of life. It has the capacity to inspire all students' creativity and imagination, engage them in the art of expression, immerse them in a language and history that is rich in culture, provide them with opportunities beyond the classroom and excite them about life and learning.

The skills, concepts and attitudes that students acquire as a result of music education benefit them not only during their schooling but also in the years beyond, whatever their chosen career path.

To find out how playing an instrument positively affects and improves brain function, discipline, learning, problem solving, attention span, memory, social responsibility and much more head to the TED website. [TED Talk with Richard Gill](#)

The overarching purpose of the Instrumental Music Program is to provide students with the opportunity to become musicians and experience the expressive qualities of music through learning to play a band or orchestral instrument in group lessons and to participate in performance ensembles such as concert bands and orchestras.

FAMILY COMMITMENT

Before committing to a position in the program it is advisable to read this handbook and discuss the requirements with your child and family members. Commitment is required from both the student and the parent/guardian. Involvement in instrumental music affects the daily lifestyle of the whole family. Students require a suitable place for quality practice, a minimum of 5 times per week. There will also be outside school hours rehearsals on a weekly basis as well as performances commitments.

PARENT & STUDENT ENROLMENT AGREEMENT

Students are initially expected to give a commitment to the program for a minimum of one year with the expectation that they continue through to the end of their schooling.

Both Parents/Guardians and Students are asked to sign the Instrumental Music Enrolment Agreement (located at the back of this booklet). Please read carefully and discuss with your child.

INSTRUMENTAL PROGRAM

The Queensland State Schools Instrumental Music Program is a comprehensive tuition program in which students learn orchestral or band instruments. It provides an extra dimension to a school music program ensuring that educational outcomes are maximised for all students. It provides the opportunity for musical development of students through instrumental instruction on a group basis and ensemble and performance experience.

PRINCIPLES OF THE PROGRAM

- Group tuition on orchestral or band instruments following the Queensland Instrumental Music Curriculum
- Provision of ensemble participation and performance experience
- Students are to have at least two contact periods per week, one in a group instrumental lesson and at least one in a CORE ensemble rehearsal
- The duration of the lesson should be not less than 30 minutes. Timetabling and grouping is at the discretion of the IM teacher and Principal



SELECTION OF STUDENTS

Students in Grades 3 – 12 (woodwind, brass, percussion and strings) are eligible to be considered for enrolment into the instrumental program. Students are selected for entry into the program through the recruitment process commencing in the preceding year to the year students enter Grade 3.

This process includes:

- General music guidance survey (listening test)
- Responsibility, organisation, academic and behaviour ability as assessed by the class teachers
- Physical suitability for particular instruments
- A knowledge and acceptance of the expectations of the program and home support
- Instrument availability
- The need to recruit a balanced group of instruments
- Teacher time allocation

Students may make instrument choices based on:

- Seeing and hearing the instruments played
- Knowing the styles of music, the instrument plays
- Information provided around the challenges of each instrument including getting the instrument to and from school

IMPORTANT NOTE: In order to maximise equitable student access to the instrumental music program, it is recommended that children who have already participated in the program at this school or another, not be permitted to swap to another instrument except in the case of teacher recommendation. In extenuating circumstances, students may learn a second instrument at school. This is permitted only in situations where all stakeholders have been consulted and clear expectations are made and maintained by all parties.

LESSONS

- Group lessons run for 30/35 minutes (Primary/Secondary), once a week during class time on a **rotating** timetable. Student leave their regular class to attend these lessons. It is the students' responsibility to catch up on any class work they may have missed.
- Lesson timetables are displayed on the Music Room noticeboard, in regular classrooms and students are emailed/given a copy for their personal use.
- Instrumental music is a curriculum subject and attendance at every lesson is **compulsory**.
- Lessons follow the Queensland Instrumental Music Curriculum
- All students will be required to sit regular practical assessments and will receive a report at the end of each semester. Their assessments will be recorded as part of the Curriculum requirements for assessment.
- Where students need to change a lesson, they are expected to inform the Instrumental Music Teacher **before** the lesson. In most cases alternate lesson times can be arranged if suitable notice is given.
- Failure to attend lessons will affect the student being allowed to perform in ensembles and also affect their assessment results. Continued failure to attend may result in their exclusion from the program.
- Students/Parents/Guardians will be contacted via email when students miss a lesson without notification.



ENSEMBLES

- Students must be part of a CORE ensemble, Concert Band or String Ensemble
- These rehearsals occur outside of school hours as indicated below
- Students must be having lessons on their instrument to participate in the ensembles
- Students' successful participation in their ensemble is part of their assessment
- Failure to attend rehearsals will affect the students' performance, results and can ultimately lead to exclusion from the program.
- Students/Parents/Guardians will be contacted via email when students miss a rehearsal without notification.
- If a student is going to be absent from or late to an outside school hour's rehearsal or performance it is important for the safety of the student that parents inform the Ensemble Conductor as soon as possible. This can be done via email directly to the specific teacher/conductor.

PRIMARY CAMPUS



2025

Primary Campus Instrumental Music Lesson and Rehearsal Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Brass/WW/Perc Instrument Lessons Ms Luthersonne Module 2	Strings Lessons Ms Risky-Jones Module 2	WW/Perc Instrument Lessons Mr Lehmann Module 2	Brass/WW Instrument Lessons Ms Luthersonne Module 2	Strings Lessons Ms Risky-Jones Module 2
Beginner Band 7:30-8:30am Module 2 (Start Term 4) Ms Luthersonne	Primo Orchestra 7:30-8:30am Module 2 Ms Risky-Jones	Concert Band 7:30-8:30am Module 2 Mr Lehmann	Wind Ensemble 7:30-8:30am Module 2 Ms Luthersonne	Perc Strings 7:30-8:30am Module 2 Ms Risky-Jones

SECONDARY CAMPUS



2025

Secondary Campus Music Lesson and Rehearsal Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Strings Lessons Ms Risky-Jones 3:00	Br/WW Instrument Lessons Ms Luthersonne PK – Upper Office	Br/WW Instrument Lessons & Coordination Ms Luthersonne PK – Upper Office	WW/Perc Instrument Lessons Mr Lehmann 3:00	Instrumental Music Coordination Ms Luthersonne PK – Upper Office
	WW/Perc Instrument Lessons Mr Lehmann 3:00	Strings Lessons Ms Risky-Jones 3:00		
Secondary String Orchestra 7:00-8:30am PK Ms Risky-Jones	Wind Symphony 7:00-8:30am PK Ms Luthersonne	Secondary Concert Band 7:00-8:30am PK Ms Luthersonne	Big Band 7:00-8:30am PK Mr Lehmann	Concert Orchestra 7:00-8:30am PK Ms Luthersonne
		Upper Strings 7:00-8:30am 3:00 Ms Risky-Jones		
	Upper Band 2:40-4:30pm PK Mr Lehmann	Performer Ensemble Faculty 4 3:00 Ms Luthersonne		



PERFORMANCES/CAMPS/TOURS

- Ensembles will be given the opportunity to performance at least once per term, this may occur outside of school hours
- Attendance at all performances is compulsory as part of their commitment to the program
- In most cases it is the responsibility of the parents/guardians to provide transport etc. so that the student can participate
- Primary regional and cluster camps are run on a regular basis and students are encouraged to attend these events. Any cost associated with these events is generally the responsibility of the Parents/Guardians
- Primary and Secondary Music Tours are being considered. Primary and Secondary Campus musicians will be invited to attend. Any cost associated with these events is generally the responsibility of the Parents/Guardians

PERFORMANCE UNIFORM

PRIMARY CAMPUS

Primary Junior Ensembles (Beginners & Junior Groups)

- CSC Primary polo shirt (not sport)
- Navy school shorts, skort or skirt
- White ankle socks and all black school shoes
- All long hair to be tied back with school coloured accessories

Primary Wind Ensemble, Concert Band, Poco & Primo Orchestra

- Checked school dress (supplied) or checked school shirt (supplied) and navy school shorts (Alternate option of the checked girls' blouse and navy skort/skirt to be worn if desired – not supplied)
- White ankle socks and all black school shoes
- All long hair to be tied back with school coloured accessories

SECONDARY CAMPUS

All Secondary Performing Ensembles

- White long sleeve business shirt and school tie (supplied) with black dress pants (own or supplied). Black belt to be worn with trousers. Black dress socks (not ankle socks) and all black dress shoes
- Navy formal performance skirt (supplied) with senior blouse and school tie (own or supplied). Black stockings or knee-highs and all black dress shoes (can be school shoes or court style shoe). (Alternate option would allow for formal school dress pants to be worn – this option not supplied)
- All long hair to be tied back with school-coloured accessories
- Students are expected to adhere to the dress code for all performances



EXPECTATIONS AND PROCEDURES

- Students must attend all lessons and ensemble rehearsals. Punctuality is vital.
- Attendance at all performances, both within the school and in the community are mandatory for all students involved in ensembles.
- Students who miss performances without probable cause, will have their position in the program reviewed by the Principal.
- Unavoidable absence must be explained by email to the relevant Instrumental Music Teacher/s. Please email teachers. **Please do not text or call to teachers unless it is an emergent situation.**
- Students are required to practise at home
- **Students must commit to the full school calendar year. Bands and ensembles depend heavily on the participation of every member, every time.**
- Students/Parents/Guardians will be contacted via email if a student misses a lesson or rehearsal without appropriate notification
- The Principal, in conjunction with the Instrumental Teacher, may exclude students from tuition if they do not make steady progress either through lack of practice, attendance or aptitude or they do not attend ensemble practices and functions.

This discipline, we believe, will contribute not only to a student's musical development, but to their personal development as well.

COST OF PARTICIPATION

An annual subject levy (Student Resource Scheme) of \$100 will be invoiced for all participating students. In addition, a loan fee of \$80 will be charged to students using a school loan instrument. Percussion students will be asked to pay a \$50 maintenance levy to help cover the upkeep of the professional quality instruments, and requisite specialist mallets provided to students on both campuses. This will be billed once instrumental allocations are finalised.

Included in the levy is instrument maintenance for general wear and tear of school owned instruments, most transport costs to and from performance events and a school music folder per student

Each instrument has specific needs/costs associate with it when commencement of learning occurs. This includes disposable items such as reeds, oil, rosin, tutor books, neck straps and folding music stand etc

The school will invoice each student once all the required paperwork (IM Enrolment Agreement, EQ11 Loan Agreement form etc) has been sign and received.

INSTRUMENTS

A number of school instruments are available for use by beginners. At the end of a 12-month loan period, these instruments are recalled and parents/caregivers are advised to purchase an instrument for their son/daughter. (This does not apply to the more 'exotic' larger instruments such as Tuba, Euphonium, Bass Clarinet, double bass & French horn, where the loan period may be extended.) Percussion students are required to purchase equipment in their second year of instruction.

- Beginning students will be assigned a school instrument by the Instrumental Music Teacher with regard to the student's previous music experience, aptitude, the program needs, availability of instruments and teacher time.
- A loan agreement must be signed by the parents and returned to the school office BEFORE the instrument is issued to the student.
- In the event where demand exceeds the number of instruments available for hire, large instruments will be allocated from the earliest date on enrolment forms. If no school instruments are available from the school, parents may need to source an external provider to hire instruments.



- Percussionists use school equipment and are required to contribute to the maintenance each year. The Maintenance Levy is \$50.00 per year.
- Having your own instrument does not guarantee your child a position in the program. Please see Selection of Students for details.

CONDITIONS FOR THE LOAN OF A SCHOOL INSTRUMENT

1. The instrument is to be used **ONLY** by the student to whom it is loaned
2. Every care and attention will be given to the instrument during the period of the loan
3. The instrument is returnable upon demand at any time for inspection, repair and adjustment or for any other reason.
4. In the event of accidental loss or damage the circumstances will be immediately reported to the school
5. If, in the opinion of the instrumental music teacher, a student is not carrying out due responsibility, is not practicing or committing to the program's requirements, the period of the loan will be terminated and the instrument promptly returned.
6. The student/parent/guardian will be financially responsible for any wilful or negligent damage to the instrument. The school will cover the costs of the general servicing of the instrument.
7. It is recommended that school and personal instruments be covered by personal/come contents insurance.

PURCHASING YOUR OWN INSTRUMENT

Instruments are made available by the school for beginner students to experience the instrument before parents invest in their own.

Students continuing after the first year are required to purchase an instrument (or hire externally) with the exception of the larger more expensive instruments. Please see the Instrument section above to more details.

Once the loan period on the school instrument has expired, you will need to purchase (or hire externally) a suitable and good quality instrument for your child to use in the program. The exception is the larger, more exotic instruments that can be re-loaned through the school. You will be notified by Term 4 of the preceding year that your child will need an instrument. The instrumental teacher will also provide further information at his point regarding the sizing and brand recommendations.

Standing Offer Arrangement (SOA)

Education Qld has a supplier arrangement with selected music stores that allows you to access the Retail Customer pricing for Musical Instruments and Stands under DETSOA-62455. All students who are identified as needing to purchase an instrument will receive a retail customer identification letter (usually by Term 4) which you will need to take to the appropriate store to access the pricing used under this scheme. This process ensures that you are purchasing a good quality instrument.

Second-hand Instruments

When investing your time and money into a second-hand instrument please do so in consultation with your child's instrumental music teacher. Do not purchase instruments sight-unseen from the internet or purchase the first instrument handed to you at a music store. Please contact your teacher before you hand over your hard-earned money.

Ensure that the instrument is easy to play, plays in tune and will not have mechanical difficulties. Cheap models are often made of inferior materials and while you may save on the initial outlay, the repair costs overtime will outweigh the savings. Many instrument repairers will also not attempt repairing lower quality instruments as they are unable to guarantee them. Also, be aware that the internet is full of 'fake' instruments with respected brands on them. It is recommended that you purchase instruments through a reputable music store as they will have warranties attached to them. Higher quality instruments also have a good resale value if your child needs to upgrade in the future.



NOTE FOR STRINGS: It is strongly recommended that string instruments be purchased through a string specialist rather than a generic music shop. Each string instrument, new or second hand, is required to have a correct 'set-up'. This involved making sure the bridge and the strings are going to produce the best sound for your student and that the shoulder rest is appropriate to the size of the instrument.

INSTRUMENTAL MUSIC CURRICULUM AND QCE POINTS FOR YEAR 11 & 12

2019 saw the full implementation of the Qld Instrumental Music Curriculum. This curriculum has 10 levels of study and students should expect to achieve one level between 8 months to one year of instruction. Students will be required to attend all lessons and complete a number of practical informal and formal assessments in each term. Reporting will remain as each semester. Students in year 11 & 12, who are studying level 7 or higher in the curriculum are eligible for 1 QCE each level point towards their Qld Certificate of Education. They must successfully fulfil stringent requirements of assessment and 55 hours of contact (weekly lesson + rehearsal). Speak to your Instrumental Teacher for extra information or see the Instrumental Music Academy Coordinator.

PLAYING TWO INSTRUMENTS (mostly for high school level students)

- Some students may wish to learn two instruments. This will be negotiated on an individual basis and be reliant on instrument availability, program needs and teacher time.
- It is a requirement that students reach a minimum of curriculum level 7 on their first instrument **before** they consider taking on the workload of a second instrument.

CLASS RESOURCES & EQUIPMENT

All students will require addition resources and equipment for their lessons and home practice. For beginner students there is a detailed list at the back of this handbook outlining equipment that will be required **BEFORE** their first lesson. Some of this equipment will need to be replaced as they are consumable and/or run out. Students will also need to upgrade their class text/method books as they progress.

COMMUNICATION

Timely and clear communication between all parties is a very important factor in the success of your child. If there are any circumstances that affect your child's participation and progress in the program, or you have any queries, please let the Instrumental staff know. We in turn are committed to the timely communication with you.

The IM teacher will notify parents of any unexplained lesson or rehearsal absences or lateness, lack of organisation, poor progress or a decline in attitude towards the program. This is done with the view of working together with the family to address any issues that may have arisen and together find a solution that will ensure the child can move forward successfully.

METHODS OF COMMUNICATION

Email

- Email is the best mode of communication, please ensure that your **child's name** and **school** is in the subject heading.
- Staff will communicate regularly via email to parents and students.
- If your email address changes, please let the IM teacher know directly so that their database can be changed and you will continue to get the relevant information.

Notice Board

- All lesson timetables, notices etc will be posted on the instrumental music room notice board and/or window on both Primary and Secondary Campus'



STAFF DETAILS & CONTACTS

Academy Staff 2025:

Ms Jodie Lutherborrow: *Coordinator Instrumental Music Academy*, Instrumental Music/Brass Specialist
Chancellor State College: Monday -Friday
Email: jluth5@eq.edu.au



Mr Alex Lehmann: Instrumental Music/Woodwind/Percussion Specialist
Chancellor State College: Tuesday, Wednesday, Thursday
Email: alehm3@eq.edu.au



Ms Andrea Risby-Jones: Instrumental Music/Strings Specialist
Chancellor State College: Monday, Tuesday, Wednesday, Friday
Email: arisb2@eq.edu.au



More information about Academy teaching staff can be found on our College Website
<https://chancellorsc.eq.edu.au/curriculum/instrumental-music>

TEACHER ABSENCE

From time to time the IM teacher may be absent. If this due to a planned event, such as a regional activity students and parents will be notified via email. If it is due to illness to another unplanned event, parents may receive an email (if possible) before school however if this is not possible, students are asked to go to the school office for supervision or to make alternative transport arrangements etc.



STUDENT WITHDRAWAL

An Agreement of Commitment and participation is signed by all parties at the commencement of the program. The expectation is that all students will continue in the IM program for a minimum of one school year with the view to continuing through to the end of their schooling. Enrolment may be discontinued by the Principal if attendance, practice, progress or aptitude are inadequate.

In the event that a student wishes to leave the program, the parents and students must attend an interview with the instrumental music teacher and music line manager. At this meeting a plan of action is developed to assist the student in re-engaging with the program. This plan is usually implemented over a term, then at the end of that term, the students, parent and IM teacher may meet again, if necessary. **A verbal or written note advising of withdrawal will not be accepted. Discontinuance of a students is a decision only the Campus Principal can make.**



KEY DATES FOR 2025

2025 Calendar of Events @ February 2, 2025								
Term	Week	Date	Day	Time	Event	Campus	Ensemble	
1	4	18-Feb	Tuesday	9.00am	Investiture Ceremony	Primary	Wind Ensemble	
		21-Feb	Friday	AM	Investiture Ceremony	Secondary	Wind Symphony	
	10	TBC	2 days	All day	Regional MS String Workshop	Secondary	Nomination required	
		4-Apr	Friday	All day	Regional Jazz Workshop	Secondary	Nomination required	
2	1	24-Apr	Thursday	Period 3	ANZAC Day School Ceremony	Secondary	Wind Symphony	
		25-Apr	Friday	8.00am	Buderim ANZAC March	Secondary	Wind Symphony	
	2	2-4 May	Weekend	All days	SHEP Sunshine Coast	Secondary	Nomination required	
	8	13-15 June	Weekend	All days	SHEP Bundaberg	Primary/Secondary	Nomination required	
	9	17-Jun	Tuesday	6-8.30pm	IM Mid Year Concerts	Primary/Secondary	All Secondary + Primo + Wind Ensemble	
	10	23 June - 3 July	10 Days	All days	MOST	Secondary	Audition required	
	3		10-12 July	Thurs-Sat	All days	SHEP SEQ	Secondary	Nomination required
		1	14-19 July	Mon-Sat	All days	CGEN Show Week	Secondary	Audition required
		3	1-3 August	Fri-Sun	AM/PM	SCJE	Primary/Secondary	Nominated Ensembles
		4	4-10 August	Mon-Sun	AM/PM	SCJE	Primary/Secondary	Nominated Ensembles
7		25-28 August	Mon-Thurs	All days	SCIMEP (Int x 2 & Adv)	Primary	Audition required	
9		10-12 September	Wed-Fri	All days	Proposed Primary Music Tour	Primary	Nomination required	
		1-4 October	Wed-Sat	All days	AHEP	Secondary	Audition required	
		2-5 October	Thurs-Sun	All days	SHEP Qld	Secondary	Nomination required	
4		1	10-12 October	Fri-Sun	All days	SHEP Maryborough	Primary/Secondary	Nomination required
		2	16-Oct	Thursday	5.00-7.00pm	IM Gala and Awards Night	Primary/Secondary	All Secondary + Primo + Wind Ensemble
	3	22-Oct	Wednesday	PM	Celebration of Excellence	Secondary	Senior Strings/Wind Symphony	
	4	Everyday	Mon-Fri	7.30am	Education Week Open Rehearsals	Primary	All Core Ensembles	
	5		Mon/Tues/Wed		Secondary Open Transition Rehearsals	Secondary	Secondary Core Ensembles	
	7	20-Nov	Thursday	5.00-6.30pm	Primary CI Gala	Primary	All Primary Ensembles	
		21-Nov	Friday	AM	Grade 12 Graduation	Secondary	Stage Band/Big Band	
	9	4-Dec	Thursday	All day	Regional Jazz Workshop	Secondary	Nomination required	
	5-Dec	Friday	AM	Grade 6 Graduation	Primary	TBC		

Still to be confirmed - Secondary Campus Music Tour, additional workshops and performance opportunities.

DOCUMENTS APPENDIX

Equipment List – Strings, Brass, Woodwind, Percussion
 Instrumental Music Academy Enrolment Agreement
 EQ 11 Instrumental Loan Agreement Form