



# KIRWAN STATE HIGH SCHOOL



## CREATIVE ARTS ACADEMY INSTRUMENTAL MUSIC PROGRAM HANDBOOK

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This information booklet has been designed to assist parents and students in understanding how the Instrumental Music Program operates at Kirwan State High School in the Creative Arts Academy.

Kirwan SHS Creative Arts Academy encompasses the following arts disciplines: Instrumental Music, Dance, Drama, Music, and Visual Art. These programs have been designed to develop the creative people of tomorrow, focusing on the necessary skills to become a well-rounded creative artist.

The Instrumental Music Program aims for musical excellence, quality ensembles, and for students to experience the expressive qualities of music. The program provides students with opportunities to develop and refine their ability on their chosen instrument in lesson and ensemble settings.

Students will receive weekly lessons with their specialist teacher and participate in weekly ensemble rehearsals before or after school, as well as host public performances throughout the calendar year. We urge students to grasp every opportunity with both hands.



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# MUSIC STAFF

At Kirwan High, we have a range of experienced staff and coaches.

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# INSTRUMENTAL LESSONS

The Instrumental Music Program provides group lessons for students to undertake tuition in String, Woodwind, Brass and Percussion instruments, as well as Vocal, Keyboard and Guitar.

At the beginning of the year, students will be placed in a rotating timetable for their particular instrument. Lesson timetables are displayed on the noticeboard in the music block hallway.

It is each student's responsibility to check the timetable regularly so that they remember to attend their instrumental lessons as scheduled.

## ***How lessons fit into normal schooling***

The instrumental music timetable is a rotating timetable. Each week, students miss half a period of their regular classes and attend their Instrumental Music lesson.

The Instrumental Music lessons are designed to align with the school's existing line structure. For example; if a student attends an instrumental music lesson during English, they will not miss a period of English class for another 2 - 6 weeks, depending on the time and days allocated to their teacher. This structure will reduce the occurrence of students leaving the same subject for their instrumental music lessons in consecutive weeks.

## ***Learning multiple instruments***

Students who wish to learn more than one instrument may do so after consultation with the instrumental teachers and the Creative Arts Coach.

Students cannot learn more than 3 instruments or be part of more than 3 ensembles.

## Fees

Fees are payable to the School Office at the beginning of the school year. Once students have signed up to their chosen instrument/s invoices will be sent out via QParents. All invoices are due by the end of term 1, non-payment after this deadline will lead to removal from the program.

The Fees are:

- An Annual Support Fee of \$200 per year to assist with purchase of new music, maintenance, purchase of larger musical instruments, some administration costs, music equipment and costs associated with performances and guest conductors.
- Students who are wishing to loan an instrument will be required to pay an Instrument Loan Fee of \$100 per year to assist with instrument cleaning and maintenance.
- Students wishing to hire an instrument must organise this through their Instrumental Music teacher and ensure any necessary paperwork is completed before the instrument can be collected. All instruments must be returned at the end of the year and cannot be lent to students over the Christmas holidays.



# INSTRUMENTAL ENSEMBLES

Kirwan State High School's Instrumental Music Program has a wide range of ensembles for all instruments. The Instrumental Music Curriculum stipulates that any student who undertakes instrumental lessons through the Instrumental Music Program must also participate in a school-based ensemble.

## ***Why are ensembles integral to a musical education?***

While not compulsory, participating in an ensemble gives students the opportunity to engage, alongside their peers in a collaborative team environment and learn the fundamental performance skills for being a musician. During rehearsals students learn to hone skills such as awareness of blend and balance, intonation, rhythm, and most importantly musical communication with one another and expression of ideas. Students also develop important qualities such as resilience, responsibility, and teamwork. Beyond these benefits though, participating in a musical ensemble can be fun and provide students with a sense of belonging at the school.

## ***How rehearsals fit into normal schooling***

Rehearsals for all ensembles run before or after timetabled class hours. Students will receive an ensemble rehearsals timetable towards the start of the year. This timetable is subject to change throughout the year.

## ***Performances and other events***

Kirwan SHS Music Ensembles are provided a wide range of opportunities to play throughout the year. Communication will happen well before each event, and includes Fanfare, Townsville Eisteddfod, school concerts and events and awards ceremonies. It is an expectation that students make themselves available for their performances. Students may also be nominated towards other external programs; including the State Honours Ensemble Program, MOST, or Creative Generation.

# ENSEMBLES

Ensembles are integral to any school music program and consist of students of varying skill level. All Ensembles perform regularly throughout the year.

The following primary ensembles currently operate at our school:

- Concert Band
- Keyboard Ensemble
- Vivace Strings
- Percussion Ensemble
- Kirwan High Choir
- Guitar Ensemble
- Enigma Strings
- Rock Band
- Wind Symphony

Concert Band is our school's intermediate band. All students studying a Woodwind, Brass & Percussion instrument are required to be part of this ensemble.

Wind Symphony is Kirwan SHS's premiere concert band. The repertoire performed by the Wind Symphony is of an advanced standard, and its members display the highest levels of commitment and dedication. Entry is gained through selection by the conductor based upon consultation with individual instrumental teachers and the students' developing standard.

Vivace Strings is our main Strings ensemble. All students studying a Strings instrument are required to be part of this ensemble.

The Kirwan High Choir is the school's vocal ensemble. Choristers have the opportunity to extend their vocal literacy, technique and performance skills in a large group, and perform at multiple events throughout the year. All students studying vocals are required to be part of this ensemble.

Keyboard Ensemble caters for keyboard students who are developing their technical and expressive skills. Students have the opportunity to showcase their skills at a variety of events throughout the year.

Percussion Ensemble caters for Percussion students and develops their rhythmic skills. Students have the opportunity to showcase their skills at a variety of events throughout the year.

Enigma Strings is Kirwan High's advanced performance Strings group. Entry into their ensemble will be at the invitation of the Strings teacher.

Guitar Ensemble caters for Guitar students with various skill levels across Acoustic, Electric and Bass Guitar. Guitar Ensemble will perform at various events across the school year.

Rock Band caters to students who have well developed skills on their instruments and who are keen to further develop these skills in a contemporary music setting. Instruments in this ensemble include electric guitar, bass guitar, drumkit, keyboard, auxiliary percussion, alto and tenor saxophone, trombone, trumpet and vocals. Entry into this ensemble will be by audition at the beginning of the year.

Big Band is our performance Jazz band. Entry into this ensemble will be by audition at the beginning of the year.



# CREATIVE ARTS ACADEMY CONCERT DRESS

Students are expected to purchase and wear the full concert dress, which can be purchased from The School Locker. This includes:

- Vest
- Bow tie (girls), dress tie (boys)
- White shirt
- Black trousers, with school logo
- Black, leather shoes
- Black socks
- Black Polo (Rock Band only)

There are no loan uniforms, therefore students are required to purchase their own and maintain their uniform by Week 8, Term 1 in preparation for their first performance.



# INSTRUMENTAL MUSIC FOR QUEENSLAND CERTIFICATE OF EDUCATION POINTS

## ***Years 11 to 12 Students***

The Department of Education's Instrumental Music (IM) Curriculum is a Recognised Study approved by the Queensland Curriculum and Assessment Authority (QCAA). This allows Years 11 to 12 students to obtain a QCE point when completing each of Levels 7 to 10 of the IM Curriculum. It is wonderful that their study of their instrument/s at these high levels may be formally acknowledged on their QCE.

## ***Enrolment***

Students and/or parents are encouraged to discuss the opportunity to gain QCE points with their IM Teacher. Teachers then implement the curriculum and assessment at the appropriate level and report on student enrolment and completion via an IM QCE secure portal.

## ***QCE - benefits***

Within our current Senior Schooling and QCE System, it is imperative for students to accrue QCE points. IM is a wonderful way of ensuring students have QCE credits banked prior to the external examination period.

## ***Attendance***

Students enrolled in IM QCE study will be required to attend all lessons and ensemble rehearsals to complete the minimum required weekly contact time. Each student will have one year to complete their nominated IM Curriculum Level, as guided by their teacher.

## ***Expectations***

All students interested in obtaining a IM QCE point are accountable for tracking their own IM QCE progress. This includes being responsible for attending lessons and ensemble rehearsals, practicing assigned QCE music, completion of assessment and will ensure clear communication of their progress with their teacher through the year.

# ATTENDANCE

We have high expectations and expect all students to be responsible for their attendance at lessons and ensemble rehearsals. Classroom teachers are aware of the importance and value of the Instrumental Music Program in our school. Students are expected to catch up on work that they have missed while attending their instrumental lesson.

Students who accumulate three unexplained absences from either instrumental lessons or ensemble rehearsals will be issued a 'show cause' notice by the Head of Department. This process provides the student with an opportunity to explain their absences and demonstrate their commitment to the program. Failure to respond satisfactorily may result in the student being removed from the program without a refund of fees.



# ATTENDANCE CONT.

## ***Attendance at Lessons***

In exam periods, students are expected to communicate with their Instrumental Music teachers to re-arrange their lesson time if needed. Students in block exams are not expected to attend lessons or ensemble, however, can choose to participate. Your instrumental music teacher will accommodate changes for lessons as best as possible.

It is important that if a student needs to miss an instrumental music lesson or ensemble rehearsal for any reason, students are to discuss this with their instrumental music teacher prior to the lesson/ensemble rehearsal and arrange a new time for their lesson. Contact can be made in person, via email or through parent contact.

90% attendance is not only a school expectation but also an Instrumental Music Program expectation. As per the school attendance policy, attendance is calculated by students' attendance in lesson time. Students who do not meet this expectation may, at the discretion of the instrumental teacher and in consultation with the Creative Arts Coach, be required to show cause for their position in the Instrumental Music Program.

## ***Attendance at Performances***

Being part of a music ensemble is a team effort. Therefore, attendance at all scheduled performances is compulsory.

If an unforeseen circumstance occurs, please contact the ensemble director or telephone the school Music staffroom on (07) 4773 8158 or Performing Arts staffroom on (07) 4773 8161.

# REPORTING PROCEDURE

In line with the whole-school reporting procedure, Instrumental Music reports are included on all student academic reports.

Due to the travelling/itinerant nature of their job, Instrumental Music teachers are not available during the parent-teacher reporting sessions, however, they are available via email should you have any questions regarding your student's progress. Alternatively, an in-person appointment can be made at any point in the year. We do encourage parents to contact instrumental music teachers to discuss any questions or concerns.

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# CREATIVE ARTS SUPPORT GROUP

The Creative Arts Support Group is a sub-committee of the Parents & Citizens Association that support the ongoing needs of the Creative Arts Department. Meetings are usually held on the second Monday of each month from 5:30pm in the Music Block at which members:

- Liaise with teachers and instructors about extra-curricular programs, including the Instrumental Music Program .
- Fundraise for the purchase of Creative Arts items (including instruments, music and equipment for the Instrumental Music program).
- Promote KSHS Creative Arts Academy as a highly respected program producing quality creative artists by encouraging future development.

## ***Fundraising***

Ongoing costs such as additional music scores, tours, equipment and instruments are met by fundraising throughout the year. We look forward to your involvement in this area throughout the year. No matter how big or small, your contribution is always greatly appreciated.



# 2026 CREATIVE ARTS ACADEMY INSTRUMENTAL MUSIC CONTRACT

By enrolling in the Creative Arts Academy (CAA) Instrumental Music Program, I agree to the following commitments:

I agree to:

- Commit to participation in the program for a minimum of one full year.
- Be an active member of the primary ensemble for my instrument. Primary ensembles include: Concert Band, Wind Symphony, Vivace & Enigma Strings, Percussion Ensemble, Keyboard Ensemble, Choir, and Guitar Ensemble.
- Attend all scheduled instrumental lessons and ensemble rehearsals, arriving on time and prepared with the appropriate equipment.
  - Please note: After three unexplained absences from lessons or ensemble rehearsals, a Show Cause notice will be issued by the Head of Department prior to removal from the program without a refund of program fees.
- Actively and positively participate in all lessons and rehearsals.
- Notify my Instrumental Music Teacher at least one day in advance, via email or in person, if I am unable to attend a scheduled lesson, in order to arrange an alternative lesson time.
- Demonstrate commitment to skill development by practising for a minimum of 30 minutes, at least four days per week.
- Wear full Creative Arts Academy Concert Dress with pride at all performances and concerts.
- Attend all required performances, concerts, dress rehearsals, and sound checks, both on and off school grounds.
- Provide a note from my parent/carer if my participation in lessons or rehearsals is limited due to illness or injury. Teachers will plan learning activities in line with the limitations provided.
- Provide a medical certificate if non-participation due to illness or injury extends over a prolonged period.

# 2026 CREATIVE ARTS ACADEMY INSTRUMENTAL MUSIC CONTRACT CONT.

I agree to follow all Kirwan State High School rules, including:

- We are Respectful – I will be courteous to teachers, students, and members of the public, including when representing the school off campus.
- We are Safe – I will follow all teacher instructions related to safety, care for equipment, and use school facilities appropriately.
- We are Responsible – I will:
  - Participate fully in lessons, rehearsals, and performances
  - Maintain attendance above 90%
  - Contribute positively to the performance and development of others
  - Work collaboratively to achieve ensemble goals
  - Give 110% effort at all times

I understand that I am required to consistently demonstrate a high standard of effort, behaviour, and commitment, and to actively work to improve my performance where required. Failure to meet these expectations may place my enrolment in the Instrumental Music Program at risk.

I acknowledge that failure to comply with the conditions of this contract may result in the following actions:

1. Phone call to parent/carer from the Instrumental Music Teacher
  2. Interview with the Head of Department and issue of a Show Cause letter
- Cancellation of enrolment in the Instrumental Music Program without refund of fees





KIRWAN STATE HIGH SCHOOL  
**CREATIVE ARTS  
ACADEMY**