Instrumental Music Student and Parent Handbook 2024

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Contents

Music at Siena College 3
- Curricular Classroom Music 3
- Cocurricular Music 3
- Expectations of Students 3

Program Overview 4
- Junior Music Program 4
- Private Tuition 4

Timetables 5

Discontinuing Lessons 5

Ensembles 6
- Core Ensembles 6
- Extension Ensembles 6

Concerts and Events 6
- Music Retreat 7
- School Musical 7
- Excursions and EdSmart 7
- Uniform 7

Attendance and Absence 8
- Music Lessons 8
  - Signing Out 8
  - Absences from Music Lessons 8
  - Extended Absences and Holidays 8
  - Extended Illness and Injuries 8
- Ensemble Rehearsals 9
  - Absences from Ensemble Rehearsals 9
- Online Learning 9

Assessment 10
- Instrumental Music Assessment 10
- Australian Music Examinations Board (AMEB) Exams 10
- Music Theory Classes 10

Awards and Prizes 11
- Music and Performing Arts Colours 11
- Ensemble Certificates 11
- Siena Jazz Prize 11

Instruments 11
- Storage 11
- Instrument Hire 11
- Instrument Purchase 11

Facilities, Resources and Equipment 12
- Sheet Music and Resources 12
- Purchasing through the Music Office 12

Communication and Child Safe Standards 12

Finance Information 13
- Instrumental Music Fees 13
- Lesson Quotas, Billing and Adjustments 13

Siena College Music Staff 14

Music at Siena College

The study of music at school can be one of the most enjoyable educational experiences for today's students. Studies consistently conclude that the impact of a full and rich music program during primary and secondary years of education not only contributes to a student's capacity to learn, but to their wellbeing, self esteem and confidence. At Siena College, our Music Program begins at Year 7 and continues through to Year 12. Classroom music, ensemble participation and private lessons are designed to work together. Our program ensures that all students can learn at their own pace, be involved in our comprehensive ensemble program and have a wide range of performance opportunities.

This handbook outlines Siena College's expectations and policies regarding **Cocurricular Music** and should be referred to alongside regular communication between College staff, students and parents to achieve best outcomes. We welcome any opportunity to speak with parents, guardians and students.

Curricular Classroom Music

All students at Siena College study music in Years 7 and 8 as part of the core curriculum. Elective music units are offered to students thereafter in Year 9 through to VCE. Our Classroom Music Program supports and extends students who take instrumental lessons. Students are taught music history and appreciation, aural skills, theory, composition and performance skills in a sequential curriculum from Year 7 to VCE. In Years 9 and 10, students may build upon this foundation and begin preparation for VCE Music by learning about performance, musicianship, and formal compositional processes. This allows students to apply their knowledge in creative and authentic contexts.

Cocurricular Music

The Cocurricular Music Program at Siena College comprises instrumental tuition and ensemble participation, and is open to all students regardless of their previous experience. Instrumental lessons are offered on all brass, woodwind and string instruments, as well as piano, guitar, drum kit and voice. Specialist Instrumental Teachers tailor lessons for each student and are guided by the broader instrumental curriculum which includes:

- Performance skills
- Scales and technical work
- Aural training and sight reading
- Music theory and general knowledge
- Musicianship and ensemble skills

Instrumental Teachers assess their students progressively and give regular constructive feedback. A formal assessment period occurs at the end of each semester when specific assessment tasks are graded and recorded on Siena Central for students and parents to access.

Expectations of Students

The Cocurricular Music program at Siena College is of a very high standard. As part of this program, the following expectations are stipulated:

- All students undertaking instrumental tuition must participate in an appropriate ensemble
- Students must punctually attend instrumental lessons and ensemble rehearsals, allowing adequate time for warm up and tuning as required
- Students must maintain attendance and adhere to absence procedures (see *Attendance and Absence*)
- Students are responsible for maintaining regular home practice, including learning ensemble parts
- Students are expected to participate in all department events, such as extra rehearsals and workshops, performances, retreats and excursions, and eucharist celebrations as required
- Students must check emails regularly and respond to communications from Instrumental Teachers

Program Overview

Junior Music Program

The Junior Music Program provides an enjoyable and supportive way for Year 7 students to begin learning an instrument, offering weekly specialist instrumental tuition in a small group combined with experience rehearsing and performing in a large ensemble.

Students may select from the following instruments:

Bass Guitar, Bassoon, Cello, Clarinet, Double Bass, Drums/Percussion, Euphonium, Flute, French Horn, Guitar, Oboe, Piano*, Saxophone, Trombone, Trumpet, Viola, Violin, Voice

The program has two components:

- A weekly 40-minute group instrumental lesson with a specialist teacher
- A weekly ensemble rehearsal with all other beginning students

**Piano tuition is available on a private basis only. Beginning students enrol in weekly private 30-minute lessons*

Students learning concert band instruments (brass, woodwind, bass guitar, drums/percussion) are allocated to Junior Band. Students learning stringed instruments (violin, viola, cello, double bass) participate in Junior String Ensemble. All vocal students join Junior Choir, and all guitar students join Junior Guitar Ensemble. Piano students are encouraged to participate in Junior Choir or as pitched/mallet percussionists in Junior Band.

The Junior Music Program concludes at the end of Year 7. After this time, students move into private lessons to extend and refine their skills and continue their involvement in ensembles. Students with instrumental music experience may enrol in Years 9 and 10 classroom music electives and go on to VCE Music.

Enrolment in the Junior Music Program is for a minimum of one semester (see *Discontinuing Lessons*).

Private Tuition

Students in Years 8 to 12, or Year 7 students with prior experience on their instrument, enrol in private instrumental lessons with a specialist teacher. Relevant core ensemble participation is compulsory for students learning an instrument at Siena. All instruments on offer in the Junior Music Program are available for private tuition.

Students enrol in one of the following lesson formats based on their approximate Australian Music Examinations Board (AMEB) level and the advice of their instrumental teacher:

- Private 30 minute lesson
- Private 40 minute lesson (recommended for AMEB Grade 4 and above)
- Private 60 minute lesson (recommended for AMEB Grade 6 and above)

Students may extend their musical skills through one or more of the following:

- Auditioning for more advanced bands and choirs
- Enrolling in Years 9 and 10 Music electives or studying VCE Music
- Undertaking external AMEB examinations
- Performing at Lunchtime Soirees each term
- Working towards Siena Ensemble Certificates and Music Colours
- Participating in the College Musical

Timetables

All students are given a timetable at the start of each term, outlining the date and time of each instrumental lesson. Lesson times are visible in each student's calendar on Siena Central, and visible to parents on the Siena Central app under the 'Cocurricular' tile. It is each student's responsibility to check their lesson time each week and attend promptly.

Lessons for students in Years 7 to 10 take place throughout the school day, and times rotate each week to minimise impact on their classes. Siena College supports students who come out of the classroom for instrumental tuition. Classroom teachers regularly update class pages on Siena Central with lesson overviews and home learning, and most instrumental lessons are shorter than the duration of an academic period, meaning that students usually have an opportunity to speak to their teacher before or after their instrumental lesson. In taking active responsibility for their own learning, students are encouraged to keep up to date with classroom learning on Siena Central.

If there are any concerns with missing particular classes, students should advise their instrumental teacher before the start of each term. Where possible, this will be taken into account when timetables are being written.

For students in Years 11 and 12, instrumental teachers endeavour to schedule lessons outside of class time, including before and after school, during recess and lunch, or during study periods. Please be aware that instrumental teachers are onsite for a limited time each week and this will affect the flexibility of their timetable.

All timetables are uploaded to the Cocurricular Music page on Siena Central.

Discontinuing Lessons

Instrumental tuition continues each term, and all enrolments are automatically rolled over to the following year unless otherwise notified.

Please note that enrolment in the Year 7 Junior Music Program is for a minimum of one semester.

If there are any concerns, or if a student is losing interest or motivation in instrumental lessons, parents must first contact the Instrumental Teacher or the Director of Music to discuss potential solutions. Similarly, if the instrumental teacher has any concerns regarding the student, parents will be contacted as soon as possible to discuss whether there is a problem with home learning.

If, after this preliminary conversation has occurred, the student wishes to cease lessons, notice must be given in writing to the Director of Music no later than four weeks prior to the end of term. This notice period is essential to allow forward planning for staffing and timetabling, and to fulfil all remaining lessons.

In 2024, the following notification deadlines apply:

- Friday 1 March to discontinue tuition at the conclusion of Term 1
- Friday 31 May to discontinue tuition at the conclusion of Term 2
- Friday 23 August to discontinue tuition at the conclusion of Term 3

The student's enrolment will then be discontinued as of the last day of school for that term. Please note that due to the extensive scheduling and planning required for instrumental timetables each term, it is not possible to discontinue enrolments during term time.

During Term 4, all families will be given an opportunity to modify instrumental enrolments for the following year (by changing lesson format or instrument) or to discontinue at the end of that year. An EdSmart form will be distributed, and all responses must be received by the advertised closing date. If no response is received, the enrolment will be automatically rolled over to the following year and billed ahead of Term 1.

Ensembles

Siena College has a range of ensembles of varying levels, ensuring that all students can participate in an appropriate ensemble for their instrument, skill level and interests. All students enrolled in instrumental music lessons are required to participate in a core ensemble. Students in Year 8 and above may also choose to join extension ensembles to gain additional performance experience in a wide range of styles and instrumental formats, such as jazz or chamber music. Some extension ensembles run throughout the year, while others are seasonal and may involve preparation for a particular performance opportunity. Students who learn an instrument outside of school are also invited to join our ensemble program.

Our choirs, bands and ensembles are an important part of school life. They give students an invaluable opportunity to reinforce and extend their musical skills as well as providing a wonderful way to develop confidence and creative thinking within a team.

Each September, following the Annual Concert, ensemble positions are reviewed and some students might be invited to move up to a more senior ensemble in Term 4. Extension ensemble auditions take place at this time.

There is an annual $80 fee for participation in the ensemble program, which covers the purchase of materials and music. This fee is charged once per student regardless of how many ensembles they participate in (see *Instrumental Music Fees*).

In 2024, the following ensembles are offered:

Core Ensembles

Junior Band	Concert Band	Symphonic Band
Wind Orchestra	Junior Choir	Senior Choir
Junior String Ensemble	St Cecilia Strings	Senior String Ensemble
Junior Guitar Ensemble	Guitar Ensemble	

Extension Ensembles

Canti Dolci	Folkus	Galway Flutes
Groove Train	Sisters of Swing	Stage Band
Saxophone Ensemble	Percussion Ensemble	Brass Ensemble

The weekly ensemble rehearsal schedule is published on Siena Central via the Cocurricular Music page.

Concerts and Events

Siena College provides many opportunities for students to gain performance experience throughout the year. The Annual Concert and the Autumn Concert both showcase the breadth of the ensemble program. Siena's Night of Jazz features soloists and ensembles in our jazz program, often performing with a guest artist. Cabaret Night highlights vocalists and students performing contemporary music, often in student-led collaborations. The Rising Stars Concert celebrates the achievements of participants in the Junior Music Program at the conclusion of their first year of instrumental tuition.

Additional solo performance opportunities are offered through our Lunchtime Soirees each term, as well as recital evenings and other workshops. In recent years, Siena College musicians have performed at the Victorian School Music Festival, the All-State Jazz Festival, toured to Generations in Jazz, and participated in combined performances with De La Salle College and Whitefriars College. Each year, the Director of Music curates an exciting and varied schedule of opportunities for our students. A list of music department events and dates is published on Siena Central via the Cocurricular Music page at the start of each year.

Music Retreat

Each year, instrumental students embark on an immersive offsite program of ensemble rehearsals and workshops in preparation for the Annual Concert in Term 3. Music Retreat is a calendar highlight for students and an opportunity to strengthen friendships, build confidence and extend musical skills. Participant information is sent out in Term 2.

School Musical

Siena College has a strong Performing Arts program and a history of successful collaborations with other schools. Students from Years 8 to 12 are invited to audition for the cast and orchestra for musicals, or to participate in backstage and technical crews during production week. Information regarding the audition process and rehearsal schedule is communicated to students ahead of the audition and production seasons. In 2023, Siena College and St Kevin's College collaborated to present Chicago: High School Edition. The next musical production will be staged in 2025.

Excursions and EdSmart

Throughout the year, families will receive notification of student attendance at concerts and cocurricular activities via EdSmart. EdSmart online forms are sent by the Music Administrator to the families of required students. The form will include important information such as the date of event, location, drop off and collection times, and any applicable fees. The information in this form is also sent directly to participating students via email.

Parents are kindly asked to log in and respond promptly to these permission forms when they are received, even if a student cannot attend an event. If a student is unable to attend, an explanation is to be provided in the 'notes' box above the signature box.

It is important that your daughter's health and medical information remains up to date at all times.

Uniform

Siena College music students usually perform in their summer uniform (Terms 1 and 4) or winter uniform (Terms 2 and 3). Exceptions apply for specific concerts and major events, where specific clothing or costumes may be required. Dress requirements for any College event will always be communicated to students and parents via the relevant EdSmart permission form, and discussed in rehearsals.

For further information about Siena College's uniform expectations, please refer to the Uniform tile on Siena Central.

Attendance and Absence

Music Lessons

Lessons are scheduled according to each Instrumental Teacher's individual timetable, which is distributed at the start of every term and can be found on Siena Central via the teacher tiles on the Cocurricular Music page. Students are required to check their lesson times to ensure that they arrive punctually and prepared for each lesson. Instrumental Teachers keep attendance records for all lessons.

Signing Out

It is a College requirement that students sign out from their class immediately prior to attending a music lesson, and sign back into class after their music lesson has concluded. Students are to use the sign out terminal located at the Music Office window.

Absences from Music Lessons

Once the instrumental timetable has been published each term, students are responsible for checking and anticipating clashes with excursions, classroom tests and assessments, and any other school or external commitments. If a clash is detected, the student must directly notify their Instrumental Teacher by email.

It is important to understand that instrumental lessons constitute appointments with specialist sessional teachers, who are contracted to fulfil each students' lesson quota. Therefore, the following notification guidelines strictly apply:

- If at least 24 hours' notice is provided to the Instrumental Teacher, the lesson will be rescheduled
- If less than 24 hours' notice is provided to the Instrumental Teacher, or the student does not attend their scheduled lesson, the lesson will not be rescheduled, and the lesson will be forfeited
- In cases where a student participates in Group 40-minute lessons, the lesson will either be rescheduled for both students, or split into Private 20-minute lessons at the discretion of the Instrumental Teacher
- Students are entitled to a maximum of *one* rescheduled lesson per semester for any external reason (such as extended family holidays, offsite appointments and clashes with any activities not facilitated by Siena College)
- If it is impractical to reschedule before the end of term, any lessons owed automatically roll over to the following term within the given year

In cases of illness, Parents need to contact the Instrumental Teacher or the Music Office as soon as possible when it becomes clear that their daughter will not be attending school on the day of their scheduled lesson.

- If a student is unwell and absent from school on the day of their instrumental lesson, the Instrumental Teacher or Music Office must be directly notified prior to 8.30am in order for the lesson to be rescheduled
- If no notification is received by 8.30am, the lesson will not be rescheduled
- This notification is separate from, and in addition to, any other school absence procedures

Extended Absences and Holidays

If a student undertakes an extended period of absence during term time, such as a family holiday which overlaps the beginning or end of a term by more than one week, the above guidelines apply regarding external absences. We encourage families to contact the Music Office well in advance when planning for extended absences. If notification is received prior to the previous term's discontinuation deadline (see *Discontinuing Lessons*) the lesson quota will be adjusted for the term in question, and students will not be billed for lessons scheduled during their planned absence. The Music Office must be directly notified in this instance.

Extended Illness and Injuries

If a student experiences a prolonged period of school absence due to illness (greater than one week), the Director of Music can temporarily suspend lessons upon request. A medical certificate will need to be provided. In this instance, lesson quotas and billing will be adjusted.

If a student experiences a physical or sports injury of any kind, and is medically advised to cease playing their instrument for a period of time, instrumental lessons will automatically shift to a focus on theory and musicianship, and will continue as scheduled. If the recovery period extends beyond two weeks, the family may request to have lessons suspended until medically cleared. A medical certificate will need to be provided, and lesson quotas and billing will be adjusted.

In both these instances, the above absence notification guidelines apply until another arrangement is agreed by the Director of Music, Parents or Guardians, and Instrumental Teacher.

Ensemble Rehearsals

Students are expected to arrive at least five minutes before ensemble rehearsals commence to set up, warm up and tune their instruments. Students are required to arrive at school promptly at 7.30am for morning rehearsals. Lunchtime rehearsals commence at 12:55pm, allowing students enough time to collect food on the way. On modified bell days, as a rule, lunchtime rehearsals will always commence five minutes after the beginning of lunch.

Consistent ensemble attendance is essential for achieving a high performance standard and is an assessment criterion for the Ensemble Assessment task. It is also a criterion for Music Ensemble Certificates and Music Colours.

Absences from Ensemble Rehearsals

Siena College's duty of care extends to the safety of all students involved in before and after school activities, and any absences will be followed up. It is a requirement that Parents or Guardians notify the Music Department if their daughter will be absent for any reason. The easiest way to do this is to email music@siena.vic.edu, or alternatively, contact the relevant Ensemble Director (see *Siena College Music Staff*).

Where appropriate notification has been received, a student will be excused from the rehearsal. If no notification is received prior to the rehearsal, the student will be marked 'absent'. Absences impact a student's eligibility to earn points towards Music Colours, and multiple absences may result in the student's position in an ensemble being reviewed.

Siena College discourages families from booking external appointments which clash with scheduled rehearsals.

Online Learning

In the case of any future school closures, or in response to public health guidelines, the Siena College Music Department is well prepared to make a seamless transition to online instrumental tuition and ensemble rehearsals. All sessions will be conducted remotely using Microsoft Teams in conjunction with the College's Online Learning policies and procedures.

Assessment

Instrumental Music Assessment

Instrumental Music Assessment takes place before the end of each Semester and measures students' progress on their instruments. Instrumental Music Reports are issued at the end of each Semester. All students enrolled in instrumental tuition are assessed in their lessons and ensembles.

Instrumental Teachers plan and set assessment criteria for each student at the beginning of each Semester. An assessment sheet, including a rubric, is given to students during the term in preparation for completing the tasks.

Assessment	**Assessment Period**
Semester 1	Term 2: Weeks 7 and 8
Semester 2	Term 4: Weeks 5, 6 and 7

The breakdown of assessment tasks for each semester is as follows:

Semester 1	**Semester 2**
Performance (40%)	Performance (50%)
Technique (40%)	Technique (50%)
Ensemble (20%)	

Australian Music Examinations Board (AMEB) Exams

Students can sit practical and theory examinations through the AMEB, which provide opportunities to gain solo performance experience, measure progress and achievement, and receive external feedback. Instrumental Teachers will assess student preparedness and recommend the level and timeframe to complete an examination. Parents or Guardians will be notified by the Music Administrator regarding this opportunity. An entry form, fee details (of exam entry and accompanist, if applicable) and relevant dates will be provided via EdSmart.

AMEB enrolment fees are payable through the EdSmart permission form. Piano accompanist fees (if applicable) will be billed to student accounts at the conclusion of the exam. The AMEB will schedule exams and notify the school of the dates and times for each student. Enrolments managed by Siena College must abide by the AMEB's scheduling and cancellation policies, and enrolment fees are non-refundable.

Parents or Guardians are responsible for ensuring that students have transport to and from the exam venue located at 259 Auburn Road, Hawthorn and that the student arrives with enough time to warm up before the exam begins. It is recommended students arrive twenty minutes prior to their exam.

Music Theory Classes

Students who are preparing for AMEB examinations from intermediate to higher levels and VCE Music are strongly encouraged to enrol in lunchtime Music Theory classes to further their knowledge and understanding of written music. Students will work through the Theory Grade Book in a group class and are assisted with preparation for online AMEB Theory Examinations.

Participation in Music Theory Classes costs $42 per term, and an enrolment form can be requested by contacting the Music Administrator.

Awards and Prizes

Music and Performing Arts Colours

Music Colours are awarded based on long-term ensemble participation and outstanding contribution to the musical life of the College through concerts, events and rehearsals. Music Colours are awarded annually, and students are recognised with Black, Silver or Full Colours based on years of involvement, taking into account attendance and level of contribution.

Performing Arts Colours are awarded to students who participate in the College musical and/or play, either as a cast, crew or orchestra member, to recognise their talents and commitment to the production. Students are expected to demonstrate excellence and commitment to the Performing Arts event in order to be considered for Performing Arts Colours. Black, Silver and Full Colours are available and are awarded based on number of production involvements.

Ensemble Certificates

Ensemble Certificates are awarded to students who show a high level of ongoing commitment and attendance in rehearsals and performances. These are awarded at the end of every ensemble year, which runs from October (Term 4) to September (Term 3), concluding with the Annual Concert.

Siena Jazz Prize

The Siena Jazz Prize is awarded annually to two students (one intermediate student and one senior student) who have demonstrated outstanding commitment to the development of their musicianship and jazz skills. The prize is awarded at Siena's Night of Jazz.

Instruments

Storage

All instruments, whether hired or privately owned, are to be neatly stored in designated areas in the Music Department basement near the Ensemble Room. All instrument cases must be clearly marked with the student's name and a contact phone number. Having a colourful ribbon or name tag also helps to distinguish the instrument from many others with similar cases. Instruments owned or hired by Siena College will have a Siena College luggage tag, which must remain affixed to the case as a condition of hire.

Instrument Hire

Siena College has a range of instruments available for students to hire. If students are hiring an instrument, please note that the fee is $380 and hire is for the full year only. An Instrumental Hire Agreement (EdSmart form) needs to be signed by a Parent or Guardian before the instrument is loaned to the student.

If a hired instrument requires repairs, please contact the Music Administrator. Repairs are to be coordinated by the Music Department. The instrument remains the responsibility of the student and appropriate care must be taken at all times.

Instrument Purchase

Parents or Guardians are strongly advised to speak to their daughter's Instrumental Teacher if they wish to purchase an instrument, to ensure that the quality of the instrument is suitable, and that it is a worthy investment.

It is expected that families will consider purchasing an instrument once students progress to Year 8 and above. Often, the cost of a quality second-hand or student-model instrument is less than the total hire fees payable across many years of schooling. If maintained and cared for, instruments retain significant resale value.

Parents or Guardians should keep a record of the make, model, and serial number of the instrument as well as a photograph, in case the instrument goes missing or is stolen.

Facilities, Resources and Equipment

The Music Department is located in the Performing Arts West Wing building (W Building). There are six tuition rooms of various sizes, an ensemble room and a music classroom. Rooms may be booked by students for sectionals and private practice if available. Bookings can be made by contacting the Music Administrator.

No food or drink is to be consumed in tuition rooms or ensemble spaces unless a music staff member has given permission. Rooms and equipment are to be left in a neat and tidy condition. If students notice damage to equipment or resources, they are to inform the Music Administrator or Director of Music immediately.

Sheet Music and Resources

Instrumental Teachers will recommend for families to purchase particular tutor books, repertoire or online sheet music resources for use in lessons and home learning, and may recommend physical or online retailers. Students should obtain their own copies of any resources used consistently in their lessons.

The College will provide all parts and scores for music used in ensemble rehearsals and performances. Where original copies are provided, students are responsible for keeping sheet music in good condition and returning it upon request.

Purchasing through the Music Office

The Music Office has limited stock available of reeds, valve oil, slide oil and various other small instrument accessories. These items can only be paid for in cash. Prices are as follows:

- Reeds (for clarinets and saxophones, all sizes) $7 each
- Reeds (for bassoons and oboes) $22 each
- Cork Grease (for clarinets, saxophones, oboes) $8 per tube
- Valve Oil (for trumpets and French horns) $10 per bottle
- Slide Grease (for trumpets and French horns) $14 per container
- Slide Oil (for trombones) $15 per bottle

Students and parents are highly encouraged to purchase their own supplies of reeds, valve oil, slide grease, disinfectant spray and pull-through cleaners (as appropriate for their instrument) from any recommended music retailer. Instrumental Teachers can recommend retailers for various items.

Communication and Child Safe Standards

Siena College is committed to providing a safe physical, virtual and emotional environment where all of our students are respected and treated with dignity in an appropriate professional and caring manner where the risk of child abuse is minimised and a safe and supportive child safe environment is maintained.

The Music Department appreciates students and parents ensuring all communication with Instrumental Teachers takes place through their Siena College email account, via the school phone number or through the Music Administrator. Students and staff members are not to exchange personal phone numbers or email addresses in accordance with Child Safety Policy, Ministerial Order 1359.

Finance Information

Instrumental Music lessons are invoiced and payable prior to the commencement of each school term. Tuition rates as well as the fee and payment schedule are outlined below. It is important that Instrumental Music tuition charges are settled by the due date specified on your finance statement, as students will not be able to continue with lessons in cases where payment is overdue. Additionally, it is College policy that all School Fees must be up to date for students to participate in Cocurricular Music activities.

Instrumental Music Fees

The total amount billed per term will depend on the number of lessons reasonably available to students, after taking into consideration any public holidays, non-teaching days and special events each term.

Lesson Type	Fee per lesson	Maximum fee per term
40 minute Group Lessons	$34.50	$276
30 minute Private Lessons	$47.50	$380
40 minute Private Lessons	$61.75	$494
60 minute Private Lessons	$92.00	$736

Additional Fees (where applicable)	Fee
Lunchtime Music Theory Class	$42 per term
Ensemble Resources Fee	$80 per annum
Instrument Hire	$380 per annum
Accompaniment Fee (AMEB or VCE Exams)	$89 per hour

Please note that the Ensemble Resources Fee applies to all students participating in a Siena College Ensemble (including all bands, choirs and chamber groups) but is payable only once per student (per annum), regardless of how many ensembles they participate in.

Fee Schedule

Term 1 Tuition Fees	due February 2024
Term 2 Tuition Fees / Instrument Hire Fees	due April 2024
Term 3 Tuition Fees / Ensemble Resources Fees	due July 2024
Term 4 Tuition Fees	due October 2024

Lesson Quotas, Billing and Adjustments

Lessons are billed each term, but the overall lesson count is tallied across the whole year. This allows adequate time to catch up lessons owing due to illness, excursions, or which have been rescheduled for any other valid reason (see *Attendance and Absence*). All efforts are made to fulfil the lesson quota across the school year. Any lessons which remain outstanding will be credited back to the relevant student account at the conclusion of Term 4. Teachers may also recommend for students to have extra lessons, should the annual quota be completed early. If this occurs, a form will be sent to parents for authorisation prior to any extra lessons being scheduled. This is common in instances where students are preparing for VCE performance exams, or for AMEB performance exams.

The table below outlines the standard enrolment quota for students in each year level in 2024, and a breakdown of the number of lessons due to be billed each term:

Year Level	Annual Quota	Term 1	Term 2	Term 3	Term 4
Years 7-10	30 lessons	7	8	8	7
Year 11	27 lessons	7	8	8	4
Year 12	25 lessons	7	8	8	2

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