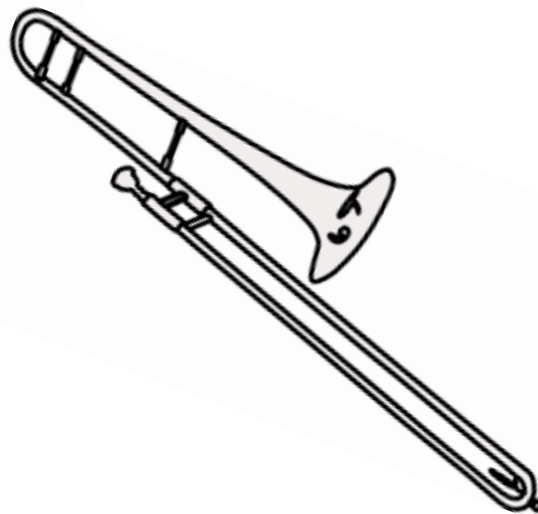


Chaffey – Burke  
Band  
Handbook



Name \_\_\_\_\_

Division \_\_\_\_\_



## Chaffey-Burke Band Handbook

Dear Band Families,

Your child is choosing to join the 2022 – 2023 Chaffey-Burke Grade 7 Band – welcome!

Learning to play a band instrument is a rewarding journey – and some challenges will be encountered along the way. I know your child will appreciate your enthusiasm, encouragement and support throughout the year – thank you in advance!

Please read the following information about this year's Band program expectations. I will post updates on my school blog as needed. If you have questions about the Band program at any time, please email me at [Carrie.Lee@burnabyschools.ca](mailto:Carrie.Lee@burnabyschools.ca)

I am looking forward to working with a great group of student musicians as we journey through a year of beginning Band together!

Ms. Lee, Band and Music Teacher



Student and staff safety remain a top priority for our 2022 – 2023 school year. **Band instruction will be adapted as needed** to meet all Health and Safety requirements issued by our Provincial Health Officer, Fraser Health Authority, the Ministry of Education, and the Burnaby School District.

**Thank you in advance!** Patience, kindness and flexibility are going to be essential in the months ahead. We will work together to create a wonderful musical journey and a great school year. 😊

- 🎵 Please read this booklet together with your child.
- 🎵 Please ask questions as needed.
- 🎵 Please keep this booklet in case you need to refer to it later in the year. 😊

**PLEASE NOTE** → Much of the information presented in this handbook is based on what would occur in a "normal" Band year – necessary changes will be made as needed to ensure safety protocols are met.

Dear Band Students,

You are making the commitment to join Grade 7 Band because you decided you wanted to →

- ♪ learn to play a new instrument.
- ♪ learn about being in a performing ensemble.
- ♪ start a musical journey that may last your entire lifetime.

The most important aspects of Band are →

- ♪ keeping a **positive attitude**,
- ♪ putting in your **best effort** at all times,
- ♪ **working hard**, and
- ♪ **having fun**.

Every choice you make in life is affected by your attitude and effort.

- ♪ You are responsible for your enjoyment and your success – when you are playing in the school Band, studying to be a doctor, playing a favourite sport, or deciding how to make the world a better place.

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## THINGS TO KNOW

“RULES” of Band class →

- ♪ Listen
- ♪ Try your best at all times
- ♪ Do the work
- ♪ Be responsible
  - bring your instrument, music and pencil to every class
  - do the work – playing and written – at your best effort level
  - ask for help when needed
  - hand stuff in – completed and on time!
- ♪ Use class time wisely
  - Band rehearses twice per week.
  - We need to be efficient in using all of the time to learn and play at our best levels.
  - Please work together to make our “team” successful.
- ♪ Have fun

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Our **BAND METHOD BOOK** is Essential Elements (Book 1)

- ♪ Band books are already at the school and will be handed out in class.
  - Essential Elements Interactive is an online component included with the method book and will be introduced and explained during class-time in more detail.

## INSTRUMENTATION in the Chaffey-Burke Band will include →

Brass	Woodwind
Trumpet	Flute
French Horn	Clarinet
Trombone	Bass Clarinet
Baritone	Alto Saxophone
	Tenor Saxophone

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## SCHEDULE → Band classes will most likely occur during school time on Tuesdays and Thursdays

- ♪ Times will be confirmed when the school Music and Band schedules are completed.
- ♪ Band may be divided into two groups, due to the large number of interested students.
- ♪ ALL students are responsible for setting up and taking down band equipment for each class.
  - Where appropriate, students may need to arrive a few minutes early / stay a few minutes after class to set up / down so that we can maximize our playing time during class.

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## INSTRUMENT SAFETY →

- ♪ Be careful with your instrument – it is a very delicate, specialized “machine” that can be very expensive to repair. Please take care of it!
- ♪ When you are not playing your instrument, put it away in the case properly – and be sure to close the latches securely.
- ♪ Others should not touch or play your instrument. (*It is like licking a spoon and sharing the spoon – ick!*)

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## ASSESSMENT, EVALUATION and REPORTING →

- ♪ Band is a class – and is part of the regular school report cards. Reporting is based on:
  - Playing ability and progress
  - Playing and written tests + assignments + homework + practice records + self-assessment
  - Performing in-class and at concerts
  - Being prepared for Band
    - bringing required materials for class (*instrument, music, pencil*)
    - handing completed work in on time (*including all practice records*)

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## PRACTICING: WHY? HOW? WHAT?

### PRACTICING is important because →

- ♪ The ultimate goal of Band is to learn how to play your instrument at the best level possible.
- ♪ New skills and improvements happen when you PRACTICE properly and regularly.
- ♪ Ms. Lee can teach you the information, answer questions, and provide some assistance when needed, but the only person who really helps to improve your playing skills is you!

## GET READY TO PLAY / SET-UP →

- ♪ Find a location in your home where you can sit properly – on a real chair.
  - ♪ Set up your music stand and book – make sure you can easily see your music while sitting tall and looking straight ahead.
  - ♪ Get materials organized (*including a pencil*).
  - ♪ Set-up your instrument (*carefully*).
  - ♪ Start practicing.
- 

## PRACTICING SAFELY →

- ♪ Please practice wisely and carefully – especially during the first couple of months. Your mouth muscles, or *embouchure*, need to develop gradually.
    - After playing sounds for 15-20 minutes, stop and congratulate yourself. 😊
      - After a short break, if you want to continue, then go for it! Be careful that you do not overdo it. *Ms. Lee does not expect you to be a “pro” in one day!*
    - Playing your instrument should not hurt – if it does, please check with Ms. Lee to see if she can offer any suggestions.
    - Record the number of minutes practiced on your practice record.
      - *Completing / handing in practice records are part of the expectations for report cards.*
- 

## EXPLORE →

- ♪ Your goal is to fill the instrument with warm, steady air to create a big, beautiful, full, pure sound. You will need to experiment with your embouchure and air support to find the best instrument placement and position.
  - ♪ It is okay – and expected – to make some strange noises when you start.
  - ♪ Some squeaks and squawks are NORMAL ... *It can even happen to the professional players!!*
  - ♪ Spend time exploring your instrument so you can understand how it works, how much air to use and how to get a beautiful sound.
  - ♪ You need to experiment, like a scientist, and take time to figure out what sounds the best.
- 

## AMOUNT OF PRACTICE →

- ♪ The best amount of practice time is approximately 15 - 20 minutes per day, for at least 5 or 6 days a week to average 100 minutes per week.
  - ♪ Practice times should be broken up during the week – short, regular practices are more effective than one marathon practice!
  - ♪ Make regular practice time part of your weekly routine. Keeping track of your times on your practice sheets will help monitor how you are doing.
-

The **WARM-UP** → helps musicians avoid injury when playing

- ♪ Begin by playing long, sustained notes in the middle of your range.
    - If the sound is “less-than-beautiful” → stop the sound, breathe, reset, and try again.
  - ♪ Next, work on warm-up patterns or scale taught in class.
  - ♪ Concentrate on playing the most beautiful sound you can make at all times.
    - Remember to stop the note as soon as it is no longer sounding beautiful.
- 

## WHAT SHOULD I PRACTICE? →

- ♪ As we learn new music in class, keep adding pieces to your practice list.
    - It is also a really good idea to review previous pages or music to make sure you really ‘get it’.
  - ♪ You can work ahead in the book, play band pieces from class or other music you already know, download sheet music, or play by ear to figure out music you like.
  - ♪ Get together with your friends and play your songs together.
  - ♪ Play your pieces for your family and friends.
    - These “performances” count as practice time too.
- 

## NOTE READING and FINGERINGS / SLIDE POSITIONS →

- ♪ Memorize the fingerings / slide positions for each note NOW.
    - You will be more successful if you start this habit immediately.
    - It is MUCH easier to learn one or two notes at a time, rather than waiting until Term 3 to cram in all of the year’s learning of the note names or fingerings in panic-mode.
  - ♪ Writing note names or fingerings in your music seems helpful at first, but actually makes your overall playing progress much slower if you are depending on it all of the time.
  - ♪ When learning to read notes
    - Say the names of the notes out loud (*or think them in your head*).
    - Say the note names while showing the fingering / slide position on your instrument.
    - Play the notes on your instrument while naming each note inside your head.
- 

## “THEORY” is →

- ♪ the “language” of music.
  - ♪ Learning music language happens as you learn to play your instrument and music.
  - ♪ You will have at least one written theory assignment and / or test per term.
- 

## REGULAR PRACTICE = IMPROVEMENT = A better sounding band.

- ♪ Every person in the group contributes to the sound of the band – so make every single sound the best one possible!
- ♪ Please help build the band by doing your work ...

... because as a TEAM = Together Everyone Accomplishes Music

## "PRACTICE RECORDS" →

Practice records are part of reporting expectations – including handing work in on time, and number of minutes practiced.

♪ Please write down your daily practice minutes. Add the total number of minutes for the week, get your paper signed, and hand it in to Ms. Lee.

→ An adult family member must sign each record, acknowledging your home practice.

- While they may not hear every minute of practice, they must agree that you recorded the correct amount of time.

→ *"Uhm ... I couldn't / didn't practice during the week."*

- Record "0 minutes", state the reason for not practicing, get it signed, and hand it in.

- Please be truthful – it is quite easy to tell when regular home practice is not happening.
- False records may require a meeting with Ms. Lee, Mr. Cornell and your family to problem-solve.

Sample Practice Record →

NAME \_\_\_\_\_ INSTRUMENT \_\_\_\_\_ DIVISION \_\_\_\_\_

♪ Please record the number of minutes you have practiced this week. Get it signed by a parent / guardian.

♪ Your goal is 100 minutes / week. {Please note: Practice time is the time you are making sound!}

♪ Your practice record is due next THURSDAY when you arrive at Band.

**October** **THIS WEEK, I AM WORKING ON:**

Tuesday 6	Wednesday 7	Thursday 8	Friday 9	Saturday 10	Sunday 11	Monday 12

Total minutes practiced = \_\_\_\_\_ Parent signature \_\_\_\_\_

## CONCERTS and PERFORMANCES

We were able to have a live, in-person June concert for our Chaffey-Burke Community – which was incredibly exciting after pandemic restrictions in the previous years. I sincerely hope we will continue to have in-person performance opportunities this year. Updates will be shared as we progress through the school year.

♪ If able to return to in-person concerts, our tentative concert schedule would be →

♪ Week of December 13 – 17<sup>th</sup> → first concert (\*evening\*)

→ school assembly (~ 9:15 am following evening concert)

♪ May → SD41 Festival of Beginning Bands (during school time)

♪ One evening during the weeks of June 5 – 9 or June 12 – 16 → final concert (\*evening\*)

→ school assembly (~ 9:15 am following evening concert)

\* Evening concerts → 6:30 – call time / gym doors open; 7:00 – concert starts, ~ 7:50 – concert ends

## Concert dress is →

- ♪ White shirt (*plain*) and black pants (*skirts and black tights are fine too*)
- ♪ Black socks and shoes (*if possible*)

**Concert attendance** is especially important ... because concerts are your time to shine!

Students are expected to attend all concerts.

- ♪ REMEMBER: We are a team, and we all depend on each other. We need you to play your part and the group sounds quite different when people are absent.
    - I will give you as much notice as possible of date or time changes and will send home reminders before our events. Please mark the tentative dates in your calendar NOW.
    - A written note from your parent / guardian is needed if you must be absent from a performance. Please let Ms. Lee know as early as possible if you will be away.
- 

## WHAT IF ...

### ... I miss a band class →

- ♪ It is YOUR responsibility to catch up on any work assigned. Please check with other students or Ms. Lee to find out what you missed in class.
  - If you know you will miss several classes in a row, please tell Ms. Lee in writing.

### ... I forget my instrument →

- ♪ Please don't! You miss valuable class time, and the band sounds different without you.
- ♪ Ms. Lee will ask to you phone home to see if someone can bring it to you.
- ♪ You may be given a written assignment to complete and hand in for marks.
- ♪ Missed playing tests will be required at the next possible opportunity.

### ... My instrument is broken or damaged →

- ♪ Please do not try to fix it at home.
  - Household tools may cause more damage (*e.g., pliers or hammers*).
- ♪ Carefully bring your instrument to school and ask Ms. Lee if she can fix it.
  - Ms. Lee has several specialized repair tools and may be able to solve the problem.
- ♪ If Ms. Lee cannot fix the instrument →
  - You will need to take the instrument to a music store for repair.
    - Instruments may need to 'isolate' for a few days before repairs will be made.
    - Get the instrument fixed as soon as possible.
    - Ask if there is a replacement instrument available if the shop needs to keep it longer than a few days.
  - You are responsible for any cost of repairs to the instrument.



... I can't play because ... → I just got my braces (adjusted) / I'm injured / I'm sick →

- ♪ Braces → talk to Ms. Lee about your concerns. (*Ms. Lee wore braces – she understands!*)
- ♪ Injured → There are ways to participate in Band – even when you are dealing with injuries. Please speak to Ms. Lee about solutions – bring your instrument so we can modify if needed.
- ♪ Sick → '... uhm ... I don't feel so good ...'
  - If you are "healthy" enough to be at school, bring your instrument → You are healthy enough to try playing and do the best work possible under the circumstances.
  - Too sick to play your instrument in class? → Please stay home until you are healthy.
    - No one else wants your germs – thank you!
      - *Reminder: Clean your mouthpiece if you have been ill.*

... I lose my practice record →

- ♪ Make your own calendar, add your minutes, and hand it in.
  - Be sure to include your name, division, and parent signature.

... I lose my music / book →

- ♪ Please inform Ms. Lee. You must replace it – bringing your music is your responsibility.
  - In the meantime, try to share music with someone who plays the same instrument, or ask Ms. Lee if she has a spare copy. (\* but making extra copies harms trees – so find your music please!)
- ♪ Each student needs to bring their own music to class, even if sharing a music stand. We often add reminders and make changes in pieces that everyone needs to know.

... All of my reeds are broken (*clarinets, bass clarinets, saxophones*) →

- ♪ Reeds will break – they are very fragile. It is a normal part of playing a woodwind instrument.
- ♪ Reeds with cracks, chips or missing chunks – of any size – are garbage!
  - Yes – it is often still possible to make a sound on a damaged reed – but you are making yourself work harder than normal to play the instrument.
  - Please make sure you have a few extras ready at all times.
- ♪ Purchase more reeds – either the next time you go to the music store, or order online and have them shipped to you. Ask Ms. Lee if you're not sure what to purchase.
- ♪ Ask another student if you can borrow a brand-new reed. Return a brand-new reed to them during the next class.

... My instrument sounds weird / I'm having trouble with \_\_\_\_\_ →

- PLEASE come and ask for help – sooner is better than later!
- ♪ We can set up a time before or after school, or during recess or lunch for a quick help session.
    - A quick question-answer conversation about the issue + a playing sample from you + a slight instrument adjustment or repair (*if needed*) will often solve a concern in less than 10 minutes! Please come and ask!



## Last Notes from Ms. Lee

I wish you enormous success in your first year of Band.

- ♪ The first year of learning to play a new instrument is incredibly rewarding.
  - You will start the year not knowing how to hold the instrument properly.
  - There will be challenging moments – the beginning steps take time, practice and patience.
  - You will make SO much progress on your instrument as you gain more playing experience!
  - If you do the work, you will be successful as you end the year playing Concert Band music with the students from your Band class.

I hope you find Band as exciting and enjoyable as I did, and still do.

- ♪ When you continue playing in high school (and beyond), you will find that Band can open up fantastic opportunities for you. A few examples = playing in jazz and concert bands, going on band trips, creating fabulous music with other musicians, playing in small groups for fun, and having a feeling of belonging and making close friendships that often last a lifetime!
- ♪ Being able to create music with other people can great joy, happiness and satisfaction.
- ♪ I currently play in the Royal City Concert Band each week – which helps me become a better teacher, musician, and human being – yay!

Here's to you – may Grade 7 Band be the beginning of a lifetime of music-making!

Good luck! Let's have a great year! Have fun! ☺



More questions?

Please email Ms. Lee == [Carrie.Lee@burnabyschools.ca](mailto:Carrie.Lee@burnabyschools.ca)

Check Ms. Lee's blog for updates == <https://sd41blogs.ca/leec/>

\*There is also a link to the blog on the Chaffey-Burke homepage through the staff list

Please complete and **return** the next page to Ms. Lee by **SEPTEMBER 29, 2022**.

Thank you!

# CHAFFEY-BAND CONTACT INFORMATION

Please complete and RETURN to Ms. Lee by September 29, 2022.

\* Return the **last page only**. Please keep the booklet information for future reference. \*

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Please PRINT clearly.

Student Name: \_\_\_\_\_ Division \_\_\_\_\_

Parent / Guardian Name(s): \_\_\_\_\_

Parent / Guardian email = \_\_\_\_\_  
*(updates and information will be sent to this email)*

Parent / Guardian phone = \_\_\_\_\_  
*(best number to reach you between 8:30 am – 5:00 pm)*

YES, I have read this entire booklet and I understand my responsibilities for Band.

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

Thank you!

Ms. Lee ☺

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## Reminders = Band Fees

Please use School Cash Online to pay Band Fees.

- ★ Please be patient while information is being added to School Cash Online. Mrs. Sanders / Mrs. da Palma are processing everything as fast as possible!

**Book & supplies = \$16.00**

**\$16** Band fee was paid online → date \_\_\_\_\_ reference number \_\_\_\_\_

**District Instruments** = where applicable

- ★ Students who are **borrowing district band instruments** for the school year will be able to pay the user fee on "School Cash Online" once all instruments are finalized and district and school office have a moment to add the information. Thank you!