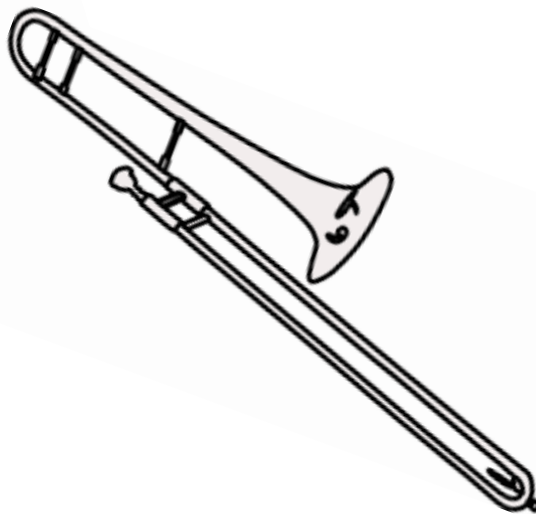




Chaffey – Burke  
Band  
Handbook



Name \_\_\_\_\_

Division \_\_\_\_\_



## Chaffey-Burke Band Handbook

Dear Band Families,

Your child is choosing to join the 2024 – 2025 Chaffey-Burke Grade 7 Band – welcome!

Learning to play a band instrument is a rewarding journey – 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 an excellent group of student musicians as we journey through a year of beginning Band together!

Sincerely,

Ms. Lee, Band and Music Teacher



I know several families are still concerned about Covid safety. Students are welcome to wear masks when not actively playing their instrument. Doors / windows will be left open for better air exchange and circulation, and we will try to space out as much as possible in the rehearsal space.

Please speak to me if you have questions or concerns and we will work to find solutions. Thank you!

- ♪ 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. ☺

Dear Band Students,

You are making the commitment to join Grade 7 Band because you decided you want 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 to learn and improve**, 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 in any activity – playing in the Band, playing a favourite sport, mastering a video game, studying, or working to improve the world!

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## THINGS TO KNOW

Expectations for Band class ... also known as the “RULES” →

**Joining Band means you are ...**

- ♪ Listening
- ♪ Being respectful
- ♪ Trying your best at all times
- ♪ Being responsible
  - bringing your instrument, music and pencil to every class
  - doing the work – playing and written – at your best effort level
  - practicing at home – regularly!!!
  - asking for help when needed
  - handing assignments and practice records in – completed and on time!
- ♪ Using class time wisely
  - We need to be efficient in using all of the time to learn and play at our best levels.
    - Band rehearses twice per week.
    - We need to work together to make our “team” successful.
- ♪ Having fun!

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Our **BAND METHOD BOOK** will be available during the first week of Band.

- ♪ Band books are ordered by the school and will be handed out in class.
- ♪ Information about band book payment is on the last page of this handbook.

## 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 are held on Tuesdays and Thursdays (*45-minute blocks of instruction.*)

- ♪ This year's times will be confirmed and communicated once school-wide Music, Band and PE schedules are set.
- ♪ 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 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 and adjust your music stand to the correct height.
    - You should be able to see your music while sitting tall and looking straight ahead.
  - ♪ Open your band book, and get materials organized (*including a pencil*).
  - ♪ Set-up your instrument (*carefully*).
  - ♪ Start practicing. 😊
- 

## PRACTICING SAFELY →

- ♪ Practice wisely and carefully – especially during the first couple of months. Your **embouchure** (*mouth muscles*) needs 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.
- 

## EXPLORING YOUR SOUND →

- ♪ Your goal is to create a big, beautiful, full, pure sound by filling your instrument with warm, steady air.
  - ♪ 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. Squeaks and squawks are NORMAL ... *It can even happen to the professional players!!*
  - ♪ Spend time exploring and experimenting with your instrument so until you understand how it works – especially how much air to needed to create a beautiful sound.
    - Remember to be patient – it takes 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.
  - ♪ 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.
  - ♪ Practice times should be broken up during the week – short, regular practices are more effective than one marathon practice!
-

## WARMING 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 = **T**ogether **E**veryone **A**ccomplishes **M**usic

## "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.*

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:**

Thursday 3	Friday 4	Saturday 5	Sunday 6	Monday 7	Tuesday 8	Wednesday 9

Total minutes practiced = \_\_\_\_\_ Family adult's signature \_\_\_\_\_

## CONCERTS and PERFORMANCES

Here are the proposed dates for our Chaffey-Burke Band performances. Dates will be confirmed as we finalize our school calendar. If changes are necessary, I will give as much advance notice as possible.

Please add our Chaffey-Burke Band Concerts to your calendar!

♪ Tuesday, **December 17** → first concert (*\*evening\**)

♪ Wednesday, **December 18** → school assembly (~ 9:15 am)

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

♪ Tuesday, **June 10** → final concert (*\*evening\**)

♪ Wednesday, **June 11** → school assembly (~ 9:15 am)

\* Usual times for 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 (*preferred*)

## 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.
    - Parents / Guardians – please send an email to inform Ms. Lee as early as possible if your child will miss a performance.
- 

## 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 send Ms. Lee an email message.

### ... I forget my instrument →

- ♪ Please don't! You miss valuable class time, and the band sounds different without you.
- ♪ Assessment happens EVERY class – and no instrument makes this impossible.
- ♪ Ms. Lee will ask to you phone home to see if someone is able to 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 →

- ♪ Carefully bring your instrument to school and ask Ms. Lee if she can fix it.
  - Please do not try to fix it at home – your tools may cause more damage (*e.g., pliers or hammers*).
  - Ms. Lee has minor repair experience along with a few specialized repair tools – she 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 as soon as possible.
    - Always 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 got braces (or Invisalign) ... put on / tightened / adjusted ... → Please talk to Ms. Lee about your concerns. (*Ms. Lee wore braces – she understands!*)
- ♪ I'm injured ... → There are still many ways to participate in Band. Speak to Ms. Lee about solutions and bring your instrument so we can modify if needed.
- ♪ I'm sick → If you are at school, then you are "healthy enough" to try playing and are expected to do the best work possible under the circumstance.
  - Too sick to play your instrument during class? Please stay home until you are healthy – no one wants you to share 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 family adult's signature.

### ... I lose my music / book →

- ♪ 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 are fragile ... and they break, which 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 → and then 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 → and sooner is better than later!
- ♪ We will set up a time for a quick help session.
  - Often, 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 Ms. Lee!!!



## Last Notes from Ms. Lee

I wish you a wonderful year of learning and creating music together with your classmates.

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 or make a sound.
- ♪ There will be challenging moments – beginning steps take time, practice and patience.
- ♪ THEN → you make SO much progress as you gain more playing experience!
- ♪ AND → 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 will 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 bring great joy, happiness and satisfaction.
- ♪ I currently play in the New Westminster Royal City Concert Band each week – which makes my heart happy – and 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 **OCTOBER 1, 2024.**

Thank you!

## CHAFFEY-BAND CONTACT INFORMATION

Please complete and RETURN this page \* to Ms. Lee by October 1, 2024

\* Please keep the rest of the handbook 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 phone number to reach you at 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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**Band Fees** - Please use School Cash Online to pay Band Fees.

★ It will take a few days for Mrs. Sanders to set up all information to access School Cash Online.

→ If you don't see a Band entry immediately, please check again later. Thanks for your patience!

**Book & supplies = \$18.00**

Band book fee was paid online → date \_\_\_\_\_ SCO 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 the Office / District set up the information online. Thank you for your patience!