



Pine Rivers  
State High School

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Pine Rivers State High School RTO 30423

*By different ways to excellence*

22<sup>nd</sup> November, 2023

## 2024 Instrumental Music Program

### Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- obtain consent for the named child/student to participate in the named off-site activity;
- help coordinate the off-site activity;
- respond to any injury or medical condition that may arise during or as a result of the off-site activity; and
- update school records where necessary.

Where applicable, the information is being collected in accordance with section 102 of the Education and Care Services National Regulations and the Education and Care Services Regulation 2013 (Qld).

The information will only be accessed by authorised departmental staff and stored securely. The information will be dealt with in accordance with the confidentiality requirements of, as applicable, section 426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cth). The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Dear Parents/Guardians,

Your child has expressed an interest in joining, or continuing, in Pine Rivers State High School's Instrumental Music program in 2024.

### COMMITMENT

To continue building our first-rate program, students are expected to maintain high attendance at weekly lessons, and very high attendance at all ensemble rehearsals and performances. Details of lessons and ensemble rehearsals are outlined in the **2024 Instrumental Music Handbook** and in the **Instrumental Music Attendance Policy**. Attendance is tracked through Compass and in 2024 we will be continuing to implement and develop a recognition program for students who meet attendance expectations, but also following up further on students who demonstrate declining attendance. Instrumental Music is reported on in the usual reporting junctures, with both achievement, effort and behaviour recorded. Students who are seeking to discontinue in the program will be required to complete and submit an **Intention to Withdraw** form.

Participation in the Instrumental Music Program has been determined to be a **medium risk activity**, due to the nature of music rehearsal and performance, and use of equipment and staging. The risk management has been addressed through consideration of venues, the length of time spent rehearsing with breaks included, adequate qualifications of staff and necessary equipment requirements met. Further risk assessments and staff to student ratios will be provided for specific events as they arise.

Students involved in instrumental music at Pine Rivers SHS will meet school expectations of positive behaviour. Students will also meet all expectations as communicated in this letter, the program handbook and any further correspondence issued throughout the year. If you wish for your child/student to participate in the activity, please complete this consent form and return all pages (including this page) to the Pine Rivers SHS Music Block by **Monday 29th January**. If there are any further queries, please contact the Music Department at Pine Rivers State High School on Ph 3881 4761 or via email [rjago1@eq.edu.au](mailto:rjago1@eq.edu.au)

Regards,

Rhonda Jago  
Instrumental Music Coordinator

Doug Watson  
Principal

## **COST**

The extra-curricular Instrumental Music program involves operating costs relating to the purchase and hire of sheet music, provision of band folders, photocopying, competition entry fees, music stands, and banners. To assist in covering these costs, parents of students involved in the extra-curricular program are asked to pay an **annual levy of \$50** towards the total program's operating expenditure.

If your child requires the **loan** of a school instrument this can be arranged subject to availability and payment of an **additional \$50**. This fee contributes to the servicing and upkeep of the instrument and replacement when the instrument is at its end of life. Further information on this scheme will be provided to those students requiring a loan instrument.

Students are also required to purchase a music polo shirt, with order details to be issued via an additional form. The 2024 cost is **\$34**.

2024 will be a **camp year**, with details and consent to be issued as finalised in early 2024. Camp will be held on Wednesday 28<sup>th</sup> February until Thursday 29<sup>th</sup> February, and it is expected the cost will be approximately \$200.

It is expected that students will have paid their Instrumental Music fees before they will be invoiced for camps and tours, or will have contacted the Music Coordinator and school Cashier to discuss a payment plan.

Students are responsible for the security, insurance and maintenance of their personal musical instruments and accessories. This includes taking care of and securing the instrument and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a privately-owned instrument at home, in transit, at school or at external sites belongs to the student. Advice should be sought from insurance providers in relation to inclusion in home and contents insurance policy.

## **EVENTS**

Students in the Pine Rivers Instrumental Music program participate in various events, competitions and performances throughout the year. To streamline processes and recognise the ongoing commitment to the program that students have, we have combined most of our events into this consent form. Please peruse the events attached. **By signing this consent form, you are giving consent to the events attached.**

More detailed information about each event will be communicated closer to each individual date, including required band uniform, exact times and other essential details. Any changes to events will be communicated as needed.

The risk management has been addressed through consideration of venues, adequate qualifications of staff and necessary equipment requirements met. Detailed risk assessments are available to view if required.

## 2024 Instrumental Music: Events Calendar

Wednesday 31 <sup>st</sup> January	Welcome BBQ	All Instrumental Music students
Meet and greet afternoon with teambuilding for all Instrumental Music students, followed by a BBQ run by PRIMA. Venue: Pine Rivers SHS		Low risk activity Expected ratio: 1:20
Friday 8 <sup>th</sup> March	Primary School Immersion Day	All Instrumental Music students
Intensive Arts workshops with feeder primary schools, and an afternoon showcase event. Venue: Pine Rivers SHS and local primary schools		Medium risk activity Expected ratio: 1:25
Friday 7 <sup>th</sup> June	Primary Schools Tour	Concert Band, Stage Band, String Ensemble, Percussion Ensemble
Performing Arts Tour via a chartered bus to local feeder primary schools, performing in ensembles. Venue: Departs from and returns to Pine Rivers SHS		Medium risk activity Expected ratio: 1:20
Wednesday 12 <sup>th</sup> June	Pine Music Celebration	All Instrumental Music students
End of Semester 1 concert evening, celebrating music at the Pine. Venue: Pine Rivers SHS		Medium risk activity Expected ratio: 1:15
Thursday 12 <sup>th</sup> Sept	High School Reading Day	Middle School Band students
Repertoire and capacity building day with feeder primary schools, and an afternoon performance. Venue: Pine Rivers SHS		Medium risk activity Expected ratio: 1:25
Tuesday 15 <sup>th</sup> October	Gala End of Year Concert	All Instrumental Music students
End of Year concert evening, celebrating music at the Pine. Venue: Pine Rivers SHS		Medium risk activity Expected ratio: 1:15
Friday 6 <sup>th</sup> December	Breakup Pool Party	All Instrumental Music students
End of year swim and lunch at the school pool, with Dance Squad members. Venue: Pine Rivers SHS		Medium risk activity Expected ratio: 1:25

**Other Events:** These events will have their own consent form

- Instrumental Music Camp (28th - 29th February)
- Fanfare (May)
- Competitions and other events as they arise

## CONSENT TO PARTICIPATE IN INSTRUMENTAL MUSIC – 2024

### Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

### Consent

By signing this form, I agree to all the following statements:

- I have read all of the information contained in this form in relation to the activity (including any attached material)
- I am aware that the department does not have personal accident insurance cover for students.
- I give consent for the named child/student, \_\_\_\_\_ <insert child's name> to participate in the activity.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the activity.
- I agree to and understand the refund policy as it applies to this excursion (see Activity costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration /enrolment and where relevant have updated this information.
- I give consent for student contact information to be shared in relation to this activity in compliance with relevant [Queensland Chief Health Officer's Directions](#).

**Use of Privately-Owned Equipment:** By signing this form I give consent for my child to use their own privately-owned instrument and I have in place required insurance cover to protect this asset in the result of theft or damage.

Parent/Carer/Student*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:

- I am interested in attending PRIMA meetings and/or helping with fundraising events**

**Comment:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional medical information**

The school collected medical information about your child at registration/enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

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**You may also wish to update/provide the following optional information\*\*:**

Name of child's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
\_\_\_\_\_ Medicare No.: \_\_\_\_\_  
Private Health Insurance Company (if applicable): \_\_\_\_\_ Membership No.: \_\_\_\_\_

\*\*If a registration/enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.

I would like this additional information about my child's medical information to be recorded in OneSchool records.

**\*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.**