



Artane School of Music

Artane Band & Ensembles - Code of Behaviour



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Mission Statement

The Artane School of Music provides education in music and musicianship, leadership skills and character formation. Members develop their skills and talents in a caring and disciplined environment which enables and facilitates their development to mature adulthood.

Note

This policy is intended to complement the Artane School of Music Child Protection Policy and should be read in conjunction with it.



General

1.1

Student discipline is the responsibility of the conductor/tutor in the first instance and shall be overseen by the Manager/Acting Director.

1.2

The conductors/tutors shall have responsibility for the bands/ensembles in their care and, therefore, have the authority to arrange and position band members in all bands/ ensembles.

Guidelines for Rehearsal

2.1

Each band member should be in his/her assigned seat with his/her instrument, music and pencil no later than 5 minutes before the start of rehearsal.

2.2

Each band member is responsible for ensuring that he/she is well prepared for the rehearsal session by regularly and frequently practising at home the exercises prescribed by the Director of Music, Sectional Tutor or Individual Tutor. This will ensure that the band can progress on a weekly basis. A student's standard will affect his/her progression.



Punctuality

3.1

A roll call will be taken at the official starting time of rehearsal. An 'absent' mark may be changed, at the end of the rehearsal, to a 'late' mark at the request of the student. (P indicates present, Ex indicates an explained absence, U indicates an unexplained absence, L indicates late).

3.2

For permission to leave a rehearsal early, a student must provide, in writing, a request from a parent/guardian, (date to be specified) to the Manager/Acting Director/Tutor.

3.3

Students must sign out when leaving the rehearsal room early or, if on a temporary basis, sign in also on their return.



Attendance

4.1

Each band member is expected to attend all rehearsals and sectionals as indicated on the timetable.

4.2

Attendance records will be kept. If a band member is unable to attend a rehearsal, parents/guardians should email the Acting Director/Conductor or present a written note signed by the parent/guardian at the next rehearsal.

4.3

To the greatest possible extent, the Artane School of Music will endeavour to assist families in making membership and attendance feasible. Staff members will take note of mitigating circumstances. However parents/guardians should understand/note that good attendance is a key factor in progression and engagement selection. Notice of engagements is published well in advance and all band members are expected to be available to attend. Non-availability, for a good reason, must be explained in advance by parents/guardians. Regular non-attendance, whether by arrangement or otherwise, will be taken into account when selecting band members for progression and/or engagements.

4.4

As required by the Child protection Policy, all band members will be in the care of two staff members at all engagements. It is each band member's responsibility to ensure that he/she has all the equipment necessary to take part in the engagement and to bring it with him/her to the venue.

4.5

All attendance will be reviewed by the Manager/Acting Director on a monthly basis. Regular non-attendance and/or poor punctuality will be notified to parents. Advance notification of absence due to holidays must be given in writing.



Theory Classes

5.1

Theory classes are considered to be a core part of the curriculum in the Artane School of Music. Band members are required to attend these classes. Non-attendance may affect advancement within the band system except where band practice takes priority over theory classes.

Annual Report

6.1

A report will be made to parents/guardians annually. This will include Musical progress, Theory progress, Attendance, Punctuality and any relevant comment.



Care of Instruments

7.1

Use of instruments will be allowed subject to the completion of an instrument loan form signed by a parent/guardian.

7.2

Instruments should be cleaned and polished to an acceptable standard.

7.3

Instruments should be packed away carefully and marked with the serial number and band member's name.

7.4

Band members are responsible for their own equipment i.e. march books, march lyres, reeds and other miscellaneous items.

7.5

Parents must agree to cover the cost of repair to instruments which are damaged while in their care. They will not held responsible for ordinary wear and tear.

7.6

Under no circumstances should a band member, parent or anybody else attempt to repair an instrument. Damage should be brought to the attention of the band conductor prior to or at the end of rehearsal.

Care of Uniforms

8.1

Uniforms shall be kept on the premises except when being worn, on tour or for cleaning purposes. Instructions for the care and maintenance of uniforms will be issued annually.



Facilities

9.1

Band members should carry out their activities in a manner which shows respect for the facilities and equipment provided by Artane School of Music. Waste should be taken home or disposed of properly.

General Guidelines/Regulations

10.1

For certain trips/outings, the Manager/Acting Director will develop specific guidelines/regulations which will cover particular circumstances. Parents will be made aware of these in advance and be required to sign a form agreeing to them.

10.2

Any breach of the code/guidelines/regulations will be deemed an offence and may incur reprimand/penalty/suspension/expulsion.



Serious Misbehaviour

11.1

In the case of a serious incident of inappropriate behaviour, the band member will be returned to his/her family as soon as possible. The decision to do this will be made by the Manager/Acting Director or by his/her designate.

11.2

The Manager/Acting Director (or designate) shall, within three working days, invite the member and parents/guardians to a hearing of the Disciplinary Committee. Having heard the case, the Disciplinary Committee shall make a finding and recommend possible sanctions/penalties, if any. The Disciplinary Committee shall notify the Manager/Acting Director of its finding/recommendation. The Manager/Acting Director shall notify the parents/guardians of the student involved.

11.3

The Manager/Acting Director shall have the power to suspend a band member until the Disciplinary Committee has made a judgement.

11.4

If parents/guardians do not accept the decision of the Disciplinary Committee, they have the right to appeal the findings to the Board of Management and to request a hearing. Such appeal must be lodged within fourteen days of the receipt of the notification. The Board of Management shall refer the matter to the Appeals Committee. The Appeals Committee, having heard the appeal, shall report to the Manager/Acting Director who will inform the parents, in writing, of the outcome.

11.5

If, within fourteen days, no appeal is requested the Manager/Acting Director or shall inform the Chairman of the Board of Management that the matter has been resolved.

11.6

The decision of the Appeals Committee shall be final.

11.7

Where necessary, certain conduct, including criminal acts, will be reported to An Garda Síochána.



Composition of Disciplinary & Appeals Committee

12.1

The Disciplinary Committee Panel shall be comprised of the Chairpersons of the four permanent committees and three members of the teaching staff. The Chairman of the Board of Management shall appoint three persons from this list to form the Disciplinary Committee.

12.2

Parents/guardians whose children attend the school or any individual involved in an incident shall not be appointed to this panel. This panel shall act on behalf of the Board of Management. It will report and make a recommendation to the Manager/Acting Director.

12.3

In the event of an appeal against the decision of the Disciplinary Committee, an Appeals Committee shall be appointed by the Chairman of the Board of Management from among the members of the Board of Management. No person shall serve on both committees.

12.4

This code will be reviewed at the end of the academic year 2017/2018 and every three years thereafter.