



**HORNSBY GIRLS' HIGH SCHOOL**

Excellence in Girls' Education

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## ***Co-Curricular Music Program Membership Handbook 2025***

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# ABOUT CCMP

The Co-Curricular Music Program (CCMP) is the largest co-curricular program in the school involving approximately 350 students from year 7-12. The CCMP strives for excellence in education by providing students the opportunity to participate in a wide variety of ensembles suitable to their abilities and preferences. Students are encouraged to participate in the CCMP regardless of their musical experience because learning music, especially in a group setting has great benefits.

“I would teach children music, physics, and philosophy; but most importantly music, for the patterns in music and all the arts are the keys to learning”

— Plato

The reason why we teach music to children is not so they all grow up to become professional musicians (although some do!) but to develop their brains so they can become better learners and better citizens. Research has shown that participating in a formal music education program correlates with development in language (such as literacy, comprehension and verbal memory) (McPherson, G, 2015; Hallam, S., & Council, M. W. 2015), executive function (such as improved working memory, inhibitory control, and cognitive flexibility) (Habibi, A. et al. 2018) and social skills (such as improved prosocial behaviour and psychological well being) (Schellenberg, E. G. et al. 2015). These three areas of development are key to the development and success of all students as learners and as citizens in the community.

## Conductors

Hornsby Girls' High School is privileged to have Mrs Lara Sholl and Ms Nadia McCarthy as our ensemble conductors.

**Mrs Lara Sholl** has conducted a wide array of ensembles from beginner level to professionals. Alongside her work at HGHS she has also conducted ensembles with the Department of Education's Arts Unit including the State Junior Wind Band and the Senior State Music Camp Lithgow Band. She has studied conducting with Jerry Nowak at the ABODA NSW Summer Conducting School and Luke Dollman through Symphony Services Australia. Mrs Sholl holds a Bachelor of Music (Music Education) from the Sydney Conservatorium and a Master of Education (Leadership, Policy and Change) from Monash University.

**Ms Nadia McCarthy** has conducted a variety of ensembles across Sydney of all ages and styles. She currently conducts the Beginner Band, Year 7 Singers, Junior Voices, Senior Choir, Percussion Ensemble, Minerva Orchestra and Hornsby Chorale. Ms McCarthy is a member, arranger, and vocal percussionist of the award-winning choral group Soulfood A Cappella. She holds a Bachelor of Performance (Music) from the Academy of Music and Performing Arts and a Master of Teaching from the University of New South Wales.

## **Ensembles**

### **BANDS AND ORCHESTRAS**

- Beginner Band  
*A training band for all beginner players of woodwind, string, brass and percussion*
- Minerva Orchestra  
*An ensemble for intermediate level woodwind, brass, percussion and string players.*
- Concert Band  
*An auditioned band for intermediate to advanced woodwind, brass & percussion*
- Symphonic Band  
*An auditioned band for advanced woodwind, brass & percussion*
- Jazz Band  
*A big band open to students in either Concert Band or Symphonic Band by audition/invitation only*
- Percussion Ensemble  
*An ensemble for percussionists of all levels*
- String Orchestra  
*An auditioned ensemble for experienced string players (years 7-12)*
- Symphony Orchestra  
*An occasional ensemble formed every second year for Speech Day. It includes players from the String Orchestra with auditioned woodwind, brass and percussion players.*

## CHOIRS

- Year 7 Singers  
*An open choir for all abilities (years 7). All CCMP members in year 7 are encouraged to join this ensemble*
- Junior Voices  
*An open choir for all abilities (years 8-9). All CCMP members in years 8-9 are encouraged to join this ensemble*
- Senior Choir  
*An open choir for all abilities (years 10-12). All CCMP members in years 10-12 are encouraged to join this ensemble*
- Hornsby Chorale  
*A small choir for the most accomplished singers in the school. All positions are auditioned*

## CHAMBER ENSEMBLES

The chamber ensembles are for the most advanced musicians in the program. Entry into these ensembles is by audition/invitation only. Our current chamber ensembles are:

- Chamber Brass
- Clarinet Quartet
- Flute Quintet
- Saxophone Quartet
- String Quartet
- Recorder Ensemble

# CCMP MEMBERSHIP TERMS AND CONDITIONS

## Eligibility

The CCMP is open to all students enrolled at HGHS. Students must be taking weekly individual lessons with a tutor on their chosen instrument in order to participate in an ensemble (this does not apply to the Choirs).

## Ensemble Selection

The conductors will select the appropriate ensemble(s) for each student in consultation with the student. Most ensembles require an audition, and consideration is given to providing opportunities for as many students as possible. Final say on membership for every ensemble falls to the conductors. For more information regarding the process for joining ensembles, see [Frequently Asked Questions](#).

## **Ensemble Progression**

Auditions are held at the end of Term 3 each year and the next year's ensembles are commenced in Term 4. This is due to the Year 12s leaving at the end of Term 3.

## **Becoming a CCMP Member**

To join the CCMP:

- 1) complete the online registration form (see [Registration](#)) and
- 2) pay the annual membership fee (see [Fee Structure](#)).

## **CCMP Uniform**

CCMP uniform is school (navy blue) pants with school initials and white winter shirt with school crest (senior shirt). While blazers are not worn during performances, students are encouraged to wear these to and from performance venues when the weather is cold. Presentation is an important part of any performance and for that reason all students are expected to wear this uniform for every performance they participate in. The school pants and senior winter shirt are available for purchase from the uniform shop.

Please note that on occasions where the CCMP is officially representing the school, or performing in Speech Day, school assemblies etc, CCMP members may be requested to wear full school uniform.

The CCMP is the flagship co-curricular activity at the school and as such is a very visible public face of Hornsby Girls High School. The appropriate uniform must be worn at all performances.

## **Code of Conduct**

CCMP members are expected to follow the School Code of Conduct at all CCMP rehearsals and functions. Please see the school website for details of this code. In addition the following behaviour is expected:

- respect and courtesy for all students, staff, and visitors;
- following the directions and instructions of the ensemble conductors;
- attendance at all rehearsals and performances. Where an absence is unavoidable, the regular conductor of the ensemble should be notified in advance by email;
- professional behaviour, including punctuality, practise of music between rehearsals, appropriate maintenance of instruments, correct uniform for performances, etc

Students who do not adhere to the Code of Conduct or the expectations above may be suspended from the CCMP or removed from a particular ensemble. In the case of a suspension, students may not be permitted to perform as part of the CCMP until the suspension is concluded. In general, two warnings will be given before suspending a student's involvement or removing them from an ensemble. These warnings will be recorded by the CCMP Coordinator/s in the school Sentral system. Any contravention

may also affect students' involvement in other Department of Education activities, such as The Arts Unit.

## **Attendance expectations during assessment periods**

Year 7-10: All students in the CCMP in Years 7-10 are required to attend rehearsals and performances during and around official assessment periods and individual subject assessment tasks. This includes before school rehearsals on the day an assessment is due or taking place during class.

Year 11-12: Students in years 11-12 in the CCMP are highly encouraged but not required to attend rehearsals during official assessment periods (such as yearly exam blocks or HSC trial exam block). However they are required to attend rehearsals and performances leading up to official assessment periods and on the day an assessment is due or taking place during class.

As a member of the CCMP each student is a vital part of their ensemble. Without all students present at all rehearsals and performances the ensemble is greatly disadvantaged and it cannot function to its full potential. Students in the CCMP are expected to make rehearsals and performances a priority in their schedule to gain the greatest benefit from it.

## **Termination of CCMP membership**

Students from Year 7-11 join the CCMP for the entire school year. To assist with the planning and management of ensembles, termination of CCMP membership must be given to the CCMP Co-ordinator in writing. Membership fees are non-refundable if a student terminates their membership after the payment due date.

Year 12 CCMP members graduate at the end of Term 3 but are welcome to continue attending rehearsals until the end of the year.

## **Parent and Student Declaration**

All parents and students agree to the following when signing up for the CCMP:

### **STUDENT DECLARATION**

I AGREE TO:

- participate for the whole of this year.
- practise music between rehearsals.
- carry out the directions and instructions of my conductor as well as the music directors
- attend all rehearsals and engagements on time.
- conduct myself in a manner consistent with the school's Code of Conduct that will bring favourable comments to the school.
- wear CCMP uniform (school navy blue pants, senior long sleeved shirt) to all engagements and performances.
- provide email explanation to Ms Nadia McCarthy if unable to attend part or all of rehearsals prior to the rehearsal/performance.

### **PARENT DECLARATION**

- I agree to my child becoming a member of the Co-Curricular Music Program as per the CCMP Terms and Conditions
- I agree to help the effective running of the CCMP by paying my child's fees promptly.
- I understand that if my child leaves the CCMP they will not be permitted to continue tutorials at school and that hired instruments must be returned.
- I understand that if my child leaves the CCMP I must notify Ms Nadia McCarthy in writing.
- I understand that if notification of my child leaving is not given by Week 4 in Term 4 (Years 8-12) or Week 5 Term 1 (Year 7) I will be liable for CCMP fees for the year (apart from in exceptional circumstances).
- I agree to the CCMP terms of the parental permission and consent for the use of contact details and photo/audio/video.



# REGISTRATION

To register for CCMP membership please fill in the [online registration form](#).

This form link is also available from the CCMP Page of the school website.

Places for students wishing to learn a new instrument are allocated on a first-come first served basis and the needs of the program. The CCMP Coordinator or Administrator will respond to your registration via email in early 2025.

# ENSEMBLE REHEARSAL SCHEDULE AND REHEARSAL POLICY

## Routine ensemble rehearsals

Ensembles rehearse at the same scheduled times each week. These rehearsals are conducted by the ensemble director. Students are expected to arrive punctually, ready to play by the rehearsal start time.

	Location	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7:15am arrival for a 7:25am start	CLC	Beginner Band <i>Nadia McCarthy</i>	Jazz Band <i>Lara Sholl</i>	String Orchestra <i>Lara Sholl</i>	Symphonic Band <i>Lara Sholl</i>	Concert Band <i>Lara Sholl</i>
	Room 101		Junior Voices <i>Nadia McCarthy</i>		Minerva Orchestra <i>Nadia McCarthy</i>	Senior Choir <i>Nadia McCarthy</i>
Lunch	Room 101		String Quartet <i>Lara Sholl</i>	Recorder Ensemble <i>Lara Sholl</i>		
	Room 206	Saxophone Quartet <i>Lara Sholl</i>	Flute Quartet <i>Lara Sholl</i>		Clarinet Quartet <i>Lara Sholl</i>	Brass Quartet <i>Lara Sholl</i>
After School	CLC	Hornsby Chorale 3:00pm-4:15pm <i>Nadia McCarthy</i>	Year 7 Singers 3:00pm-4:15pm <i>Nadia McCarthy</i>		Percussion Ensemble <i>Nadia McCarthy</i>	

## Attendance Marking

Conductors will mark the role for each ensemble at the commencement time of each ensemble. Students are expected to arrive by 7.15am for morning rehearsals and 3.00pm for afternoon rehearsals. If a student is marked absent or arrives late for two rehearsals, an email will be sent to parents asking for an explanation.

## Absence from rehearsals

It is your responsibility to inform the CCMP Administrator (Ms Nadia McCarthy) via email of any absence from an ensemble. Ensemble attendance is tracked, and non-attendance without a valid reason is not acceptable. In the case of absence due to a school based activity e.g. an excursion, an email from the student is sufficient. In the case where a student is absent for any other reason, the email should be sent from a parent/guardian.

## Late cancellation of after-school ensemble rehearsals

The school has a duty of care to provide supervision to all students during school hours. When co-curricular activities take place after school, a DET-approved adult is responsible for supervising students (such as ensemble directors during CCMP ensemble rehearsals).

If an ensemble rehearsal is canceled at short notice a replacement supervisor will be sought and if possible, rehearsals will continue as planned.

## FEES

### 2025 CCMP Membership Fees

The CCMP receives no external funding as it is a co-curricular activity. Membership fees are essential to pay for the salaries of staff, such as conductors, along with the purchase of music scores, instruments and insurance as well as entry fees for all competitions and festivals. Membership fees, however, do **not** include tour fees, instrument hire or tutor fees. Membership fees will generally rise each year in line with CPI.

Students are charged in line with the CCMP year i.e. Term 4 to Term 3. New students to the school entering the program at the beginning of a school year will be charged 75% of the normal fee.

CCMP ANNUAL FEES		
	Annual Fee	Year 7 Fees (3 terms only)
First Instrumental Ensemble	\$500 <i>The equivalent of \$12.50 per rehearsal</i>	\$375

First Choir	\$300 <i>The equivalent of \$7.50 per rehearsal</i>	\$225
Any additional ensemble/s	\$100 <i>The equivalent of \$2.50 per rehearsal or less if you're in more ensembles. Only one additional ensemble fee will be charged regardless of how many additional ensembles students are involved in.</i>	\$75
Chamber Ensembles	Free of charge	Free of charge

Students who play guitar, bass, keyboard or percussion will be charged a \$50 hire fee as they are using school equipment which has to be fixed regularly.

**Fees are paid annually as a lump sum online and are due by the end of Week 4 of Term 4.** New students to the school being charged in Term 1 should pay by the end of Week 5. Please wait until you have received an invoice from the school with the amount owing before you pay your fees.

To remain in the CCMP students must pay membership fees by the due date OR request fee assistance by the same date (See *Fee Assistance*). If fees are not paid or if fee assistance is not requested by the deadlines above, students will not be eligible to continue participating in ensembles, attend camp/tour, or take instrumental lessons in school.

### How CCMP membership fees are collected

Step 1: You will receive an invoice from the school. You must pay your fees via the [online payment](#) portal. Do not give your membership fees to your conductor.

Step 2: If you have not paid the fees by the specified date and you have not requested fee assistance, you will receive a reminder notice with your school fees account reminder.

Step 3: If the fees remain unpaid, the Deputy Principal & CCMP Coordinator will contact you about your child's continued participation in the program. Any outstanding fees will remain on your school statement until paid, and may prevent your child from signing out of school at the end of Year 12 if not paid.

### Payment methods

Payments should be made online, please use the school [Online Payments](#) portal.

If you have more than one child in the program, you should pay for each child separately to avoid confusion.

## **Fee Assistance for CCMP Membership (CCMP Bursary)**

The CCMP provides fee assistance for a small number of students per year. This is funded from the CCMP budget and/or School Discretionary Funding. The CCMP Coordinator requests support from the above sources via the Principal.

We want to provide the opportunity for all interested students to participate in the CCMP and encourage families who genuinely require assistance to apply.

Only the CCMP Coordinators, the Principal and the Head Teacher, Creative and Performing Arts will know the identity of students applying for fee assistance. No other Hornsby Girls High School staff members, parents, or foundation officers are given identifying information about students who apply for, or receive, fee assistance.

To enquire about fee assistance, you should contact Lara Sholl in writing at [lara.sholl@det.nsw.edu.au](mailto:lara.sholl@det.nsw.edu.au)

The CCMP Coordinator or Head Teacher, Creative and Performing Arts will ask for some information regarding the student's current situation, for example number of dependent children in the family and whether any family members are receiving Centrelink or other assistance. This information is kept by the CCMP Coordinators only, and is held in strictest confidence.

In some cases a payment plan can be negotiated with the school office for CCMP fees, but the CCMP does not oversee administration of this. If you are experiencing difficulty paying, the time to ask for help is before the due date in Week 3 of Term 4 (or Week 5 of Term 1 for new students to the school).

### **Things to remember**

- Fee assistance must be requested by Week 3 of Term 4.
- Requests for fee assistance are treated with complete confidentiality
- Only the CCMP Coordinators, the Principal and the Head Teacher Creative and Performing Arts will know the identities of students applying for fee assistance

## **INFORMATION FOR INSTRUMENTALISTS**

### **Tutors and Instrumental Lessons**

All CCMP members are expected to have weekly lessons on their instrument in order to be a member of a CCMP ensemble (this does not apply to Choirs). To successfully play A grade level in competitions, higher woodwind, brass and strings should be a minimum

6th Grade AMEB standard. Lower instruments should be a minimum 5th Grade AMEB. It is not a requirement that AMEB exams need to be done to participate in our groups.

Private lessons are not held at the school. A list of known music tutors in the area has been collated and can be found [here](#). This list is only updated as new information comes to us. If you find there are tutors on the list who are no longer teaching or have moved, please let us know. Likewise, if you know of a good tutor who is not on the list and would like to be added, please inform Nadia McCarthy. For more information about private instrumental lessons please contact Nadia McCarthy or look in the [Directory of Accredited Music Teachers](#) published by the Australian Music Teachers Association for qualified teachers in your area.

## Instrument Storage

Large instruments such as double basses, tubas, baritone saxophones etc may be kept in the CLC storeroom. It is suggested that flutes, clarinets etc are kept in students' lockers. Other large instruments must be kept on the shelves in the Room 101 store room, and for health and safety reasons may not be kept on the floor.

## Instrument Hire

Some instruments are available for hire through the school. A deposit of \$300 must be paid when the instrument is first hired and will be refunded if the instrument is returned serviced and with a copy of the receipt. Ms McCarthy will need to view the instrument's condition and the receipt before any refund will be given. Any damage will incur a deduction of the amount needed for repair. The school will only pay for faults found in the instrument within the first month of hire. Students are responsible for any faults found after that date. If the student wishes the school to pay for the repairs in the first month, an authority from the conductor before being carried out.

The annual Instrument hire fee for 2025 is \$250, which includes insurance. This fee is payable before the instrument is given to a new hirer or before Term 1 week 7 for those students continuing to hire from the previous year. There is a \$50 fee for percussionists and keyboard players to cover the costs of instruments used at school.

Instrument Hire	\$250	Plus \$300 Instrument Hire Deposit (held in trust for return of properly maintained & serviced instrument).
Percussion	\$50	N/A

In order to be eligible to hire an instrument you must be an active member of the CCMP, participating in at least one ensemble on that instrument.

[CLICK HERE](#) for a list of suggested instrument repairers.

For more information please refer to the [instrument hire form](#).

## **Instrument Transportation**

It is the responsibility of each musician to organise transportation of her instrument to concerts and festivals outside of the school, except for Autumn Concert, Spring Concert and Speech Day, when a truck is hired to take large instruments. For any difficulties with transportation please speak to your conductor ASAP. If you are able to assist with the transportation of large items, please contact your conductor.

# **PERFORMANCES, EVENTS AND MUSIC**

## **Performances**

The CCMP participates in numerous performances each year. Each ensemble can expect to perform between 2-6 gigs per year, including school concerts, festivals and eisteddfods.

Consent forms for CCMP events will be provided prior to excursions and events. Please always return permission notes on time to avoid missing out on performance opportunities. Any payments for excursions or special CCMP events will be charged to your school fees account, and payment must be made via the school online payment portal (the link to the payment portal can be found on the school website).

## **Workshops**

Workshops are scheduled throughout the year for various groups with tutors in their instrument area to enable them to prepare their pieces for competitions and festivals. In Term 4, extra rehearsals are held in school time to prepare for Speech Day.

## **Touring**

Tours alternate between regional and international locations and are open to all members of the CCMP.

Previous tours have included:

- Local destinations: Jenolan Caves, New England Region, Port Stephens, the Gold Coast, South Coast, Canberra, Wagga Wagga & Kangaroo Valley and the Blue Mountains

- International destinations: 2006 China, 2009 Vienna, Munich, Prague and Salzburg, 2012 USA: LA - San Diego, 2015 Japan, 2018 Italy, Slovenia, Croatia and Austria, 2024 - Germany, Czech Republic, Slovakia and Austria.

The cost of all tours is in addition to annual fees and varies.

## **Repertoire Selection**

The conductor is always open to suggestions regarding the choice of music for each group. Please write down any songs that you would like to play and hand them the conductor. Not all songs are published for each ensemble, but they will try their best to satisfy your suggestions.

Some competitions and festivals require the groups to perform specific pieces, so there may not be a huge choice in these cases.

The groups also are invited in rehearsal to discuss the pieces that they are playing as to difficulty and suitability.

## **Practice Parts**

Instrumental students are expected to make a copy of their parts using a scanning app. Please go over any difficult sections with your private teacher as rehearsal time is meant to put the group together as a whole, not to teach individual parts. That part of rehearsal is extremely boring for others in your group. Your part is your responsibility.

## **Folders**

Instrumental Ensembles: no folders containing original parts are to leave the rehearsal room, except for performances. If an original part is lost, it can ruin the entire set of the music to be performed as some sets only have one part per set, especially full orchestra music. With the high costs of purchasing music, this is a serious matter.

# OTHER INFORMATION

## Minerva Award Scheme

Students in the CCMP can get one signature per event for participating in official performances (such as eisteddfods and festivals). They must also have consistent rehearsal attendance.

## Duke of Edinburgh Awards

Students may use their performance activities as part of their Duke of Edinburgh awards in the areas of service or skill. Students must personally request the conductor to be their assessor and have no unexplained absences before they can be signed off for an award.

# CONTACT & COMMUNICATION

General enquiries regarding the Co-Curricular Music Program should be sent to Nadia McCarthy [nadia.mccarthy1@det.nsw.edu.au](mailto:nadia.mccarthy1@det.nsw.edu.au)

Email is the most reliable form of communication for all CCMP matters. However due to the large student numbers and volume of email, during peak periods you may need to wait for a response.



# Frequently Asked Questions

## **What if I don't know which ensemble to join?**

There are ensembles at Hornsby Girls' to cater for every style of music and every level of ability. Please see the **Ensembles** section for descriptions of ensembles, and player profiles. If you are still unsure which ensemble(s) best suit your needs, talk to Mrs Sholl or Ms Nadia McCarthy in the Music staffroom or by email.

## **I want to learn a new instrument but I don't know which one?**

Contact Ms McCarthy and she will advise you.

## **I think I could manage playing in a higher level ensemble, can I get moved up?**

The conductors place new CCMP members into ensembles based on audition, information provided about musical experience and ensemble preferences. Students will be moved into higher level ensembles as deemed appropriate by the conductors. If you feel that you would like further consideration for moving ensembles during the school year, you may request an audition, or simply speak to one of the conductors about your concerns. Audition rounds usually take place at the end of Term 3, although auditions may be held as positions arise.

## **Do I have to audition to get into an ensemble?**

Most ensembles require an audition. See **Ensembles** for details. Otherwise students are placed into ensembles by the directors. You may request an audition from Mrs Lara Sholl part way through the school year if you would like to be considered for promotion to a higher level ensemble (subject to availability of a position).

## **How will parents be kept informed about the CCMP?**

The principal form of communication is email. The CCMP uses Sentral for all communications. Please ensure your details are kept up to date with the school. Information is relayed to members primarily via Google Classroom.

## **How are the CCMP fees I pay used?**

The CCMP is primarily funded by student fees. These fees are mainly used to:

- pay the salaries of ensemble conductors/accompanists
- pay associated costs such as insurance and program coordination
- pay additional costs when ensembles perform at or outside the school
- purchase and repair of instruments
- purchase of music for the ensembles

## **Do the membership fees I pay cover all CCMP activities?**

Your fees cover the costs of ensemble tuition for the entire year. Fees **do not** cover individual tuition costs, instrument hire, CCMP Camp, CCMP tours or some additional weekend workshops (where applicable).

## **Why is it important that I pay on time for my child's participation in the program?**

If you don't pay for your child to participate in the program, we can not pay staff salaries and there is less money to cover the costs of running and maintaining the program for the benefit of *all the students*. If fees are not paid, this limits the opportunities provided to your own child and to other students, and it becomes difficult for the program to grow and plan ahead.

If we have not received either a payment or a request for fee assistance by payment due dates (See Fee Structure), your child will not be eligible to continue playing in the ensembles or attend camp/tour until payment is made or fee assistance approved.

**What if I want to quit CCMP after a few weeks?**

Students who decide they cannot commit to the CCMP need to make this decision by the time payment is due i.e. end of week 4. No refunds will be given after this time, except in exceptional circumstances, at the discretion of the CCMP Coordinator. Termination of CCMP membership must be given to the CCMP Coordinator in writing.

**Child Safety Policy?**

The CCMP is a Child Safe organisation, in accordance with Department of Education processes and policies. We operate under the same rules and regulations as the school. All staff members have a current Working With Children's Check.