DUTIES OF BAND PARENT HELPER

Keys
Check if music and chair storage cupboards are unlocked. If not, the keys are kept in a large bunch hanging at the entrance of the Duplicating Room on the left of the door as you enter, located near the Staff Room. Return keys immediately after the cupboards are opened as they are constantly being used by other staff members and they are not required to lock the cupboards at the end of the rehearsal. If the keys are not available, ask the administration staff who will generally be in attendance around the school during rehearsal times.

Set-Up
Supervise/help students with set-up including chairs, music stands and instruments. Slide the door mat under the drum kit to stop it sliding around if required. Slide mat from the door and place over electrical cord for the amplified to prevent anyone tripping over them.

During Rehearsal
Silently observe those in attendance and mark the attendance roll found on top of the filing cabinet in the music storage cupboard and sign your name (instruments are listed besides names to assist you in identifying who’s who). Be pro-active during the rehearsal to focus student’s attention towards the conductor. The conductor directs the rehearsal but the parent helper can support the conductor by silently redirecting any child’s attention to the conductor/task if their attention strays (eg. by shaking your head at the child if they are chatting to their neighbour or playing their instrument when they have been instructed to listen). Parents must be discreet and silent when doing so as not to become a distraction. Hurry along any late students or those slow to pack/unpack their instruments. Respond to any other requests from the conductors (eg. Photocopying music).

Pack-Up
Supervise the children in packing away instruments and chairs quickly as the hall is constantly in use. All children must help. No child is to leave before all packing away is finished. The conductor is not expected to set-up or pack-up for rehearsals. Slide mat from the door and place over electrical cord for the amplified to prevent anyone tripping over them. Put this back at the end of the rehearsal. Turn off light in music cupboard and lock both doors – (keys are not required to do this). Wait until all children are collected. Any children left after ten minutes must be taken to After School Care Centre.

Note
Please do not chat in the hall or just outside the door with other parents during rehearsal as this is extremely distracting for the conductor and the children. Instead go outside briefly if you need to answer any queries. Thank you.

Photocopying
If the conductor requires you to photocopy any music, please use the Music Committee’s code to login to the photocopy machine and make the copies.

Photocopy Code: 1399

Enjoy the music and your band helping day – your child is sure to love you being there!