

Affiliation Checklist  
ABN 16 350 530 496

**PLEASE COMPLETE THE CHECKLIST AND RETURN THE FOLLOWING ITEMS IN ORDER FROM PAGE 1-4 WITH CHEQUE AT THE FRONT.**

(Please do not include the information pages)

**❒ CHEQUE payable to:**

**SAPPS Music Society Inc.**

**PLEASE CHECK**

**OUR ADDRESS**

**ON YOUR SYSTEM**

**and addressed to:**

**Festival of Music  
 28 Hay Street  
 Klemzig SA 5087**

❒ **EFT payment:**

Account Name: SAPPS Music Society

BSB: 065 141

Account No 1027 2582

Reference: Affil Your School Name eg. (AffilBelair)

Please attach your **printed receipt** to the front of the paperwork.

No1

❒ **PAGE** Affiliation Details

No2

❒ **PAGE** Affiliation Order

* + Affiliate by 22 November and pay the earlybird rate of **$710.00**
  + Affiliate between 23 November and 13 December and pay **$760.00**
  + Affiliate after 13 December and pay **$810.00**

No3

❒ **PAGE** Affiliation Agreement  
 **- initialled by Principal & Choir Teacher/Support**

**- signed by Principal**

No4

❒ **PAGE** HPI Data (if required)  
 **- signed by Principal**

If your Choir Teacher/Support Staff for 2020 is not yet known, you may leave these fields (on Page 1 Affiliation Details) blank. Please ensure they are made aware of their responsibility to attend Conferences (as per your agreement) once appointed.

**Please note that your affiliation will not be processed until all signatures, initials and correct payment are received.**



**1**

Affiliation Details  
ABN 16 350 530 496

|  |  |
| --- | --- |
| **Festival of Music 2020 - Adelaide Affiliation**  **Please type or print neatly.** | |
| School Name |  |
| Address |  |
| Suburb & Postcode |  |
| Choir Teacher / HPI Name | □ unknown |
| School Email |  |
| Home Email |  |
| Mobile |  |
| Principal Name |  |
| Email |  |
| Mobile |  |
| Staff Support Name | □ unknown |
| Email |  |
| Mobile |  |
| School Phone |  |
| School Fax |  |
| Choir Rehearsal | Day: Time: □ unknown |

**From 2020, Row 1 will have 30 students, and Rows 2-13 will have 32 students.**

Based on your August 2019 Year 4-6 Census of you are eligible for up to students for Festival Theatre selection.

***Please insert details from the Affiliates Allocations & Charges table into the two boxes above.***

I will take up the full entitlement offer Yes No

I will choose a reduced allocation Yes No

**If choosing a reduced allocation, please adjust your participation cost on Page 2.**

**For any enquiries, please email Kristin on** [**office.psmf799@schools.sa.edu.au**](mailto:office.psmf799@schools.sa.edu.au)



**2**

Affiliation Order  
**Tax Invoice** ABN 16 350 530 496

**School:­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | | **#No.** | **$Total** |
| **Affiliation Fee**  (please check details from School Allocations, Affiliation and Participation table) | |  |  |
| **Fee to Participate in Adelaide Festival Series (based on no. of children)**  8 = **$62.50** / 16 = **$125** / 32 = **$250** / 48 = **$375** / 64 = **$500** | |  |  |
| **HPI Processing Fee @ $185**  Payable if you have an HPI Choir Teacher or Accompanist – please complete | |  |  |
| **Piano Accompaniments @ $75 set** | |  |  |
| **Rehearsal Revivers @ $30**  DVD and book of music and drama games/songs | |  |  |
| **30 Songs in 30 Minutes @ $16**  30 Warm-ups with Piano CD | |  |  |
| **Student Learning Materials – please order a minimum number of materials to avoid additional processing fees**  *\*Please note that songbooks and CDs cannot be purchased separately.* | |  |  |
| **Songbook and Soprano CD\* @ $16** | |  |  |
| **Songbook and Soprano Learning Portal access\* @ $16** | |  |  |
| **Songbook and Alto CD\* @ $16** | |  |  |
| **Songbook and Alto Learning Portal access\* @ $16** | |  |  |
| **Performance and Backing Double CD @ $16** | |  |  |
| **EFT Payment**  **Account Name**: SAPPS Music Society  **BSB:** 065 141  **Account No** 10272582  **Reference:** AffilSchool (eg. AffilBelair)  **Please email remittance and affiliation paperwork to** [**office.psmf799@schools.sa.edu.au**](mailto:office.psmf799@schools.sa.edu.au) | SUB-TOTAL | | $ |
| **ADD 10% GST** | | $ |
| ENCLOSED CHEQUE  Payable to SAPPS Music Society Inc | | $ |

***Purchase of these materials is an undertaking to abide by copyright restrictions.  
No affiliation will be processed without payment. Late affiliations will be placed on a waiting list and no guarantees can be given after the due date. Due date 22/11/19 (Friday Week 6, Term 4).***

|  |  |  |
| --- | --- | --- |
| PSMF Office Use Only | | |
| EFT/Cheque Received | Entered in Database | Packed and Sent |



Allocation Information  
ABN 16 350 530 496

In the interests of equity, the Music Society applies an allocation process for schools wishing to participate in the concert series.

Student allocation for the Festival Theatre concert is based on school enrolments Yr 4-6 as per August 2019 census.

🡺 Earlybird deadline is Friday 22nd November 2019. Affiliations are accepted on a first-in basis. Late applications will attract an additional fee (see accompanying School Allocations, Affiliation and Participation table) and be queued then placed against remaining vacancies or cancellations. Schools will be notified when we receive their affiliation.

* If you are not sure whether you will have a Choir Teacher for 2020, we suggest you affiliate on the assumption that a Choir Teacher will be sourced from your staff or through the PSMF. That way you can take advantage of the earlybird special. Schools can withdraw on or before the end of Week 2, Term 1, 2020, and receive a full refund. Any withdrawals after that time will receive a full refund less an administration fee of $75.00.

🡺 Spare allocations will be offered to schools at the discretion of the SAPPSMS Director of Music and the Music Society Board.

🡺 Schools must prepare their choir with half sopranos and half altos, however all schools with an allocation of a Quarter Row (8 students) will be contacted regarding choice of parts and the order may be adjusted as a result.

🡺 While the school may use Festival teaching materials for children of varying year levels, final selection for the Festival is offered to students from Years 5-7 only.

🡺 Schools **are required to allocate one person to provide support during the concert series.** This may involve duty of care roles or tasks to assist at the Festival Theatre. This concert occurs after hours and can be counted towards PD hours.

🡺 Curriculum teaching materials for 2020, which introduce students to planet Earth’s past, present and future connection with space, will be distributed in February 2020.

**Please mark these dates on your calendar/whiteboard.**

Conference One: **Thursday 6th February 2020, 8:30-4:00pm & Friday 7th February 2020, 8:20-3:00pm**

Christian Family Centre, Seaton, 185 Frederick Road, Seaton  
All schools affiliated with the Adelaide Festival **must be represented**.   
**If your Choir Teacher is an HPI, Choir Support Staff must attend the morning session on Day 2 of Conference 1.**

Conference Two: **Friday 8th May, 8:30am-3:30pm**  
**Date, time and venue to be confirmed early 2020.**

All schools affiliated with the Adelaide Festival must be represented.  
Remote schools may negotiate their non-attendance with the PSMF.

**Offsite Rehearsals: Tuesday 11th - Tuesday 18th August 2020 (Weeks 4 and 5)**

**Festival Concert Series: Wednesday 2nd - Saturday 12th September 2020 (Weeks 7 and 8)**

If you would like to send staff other than your Choir Teacher and Accompanist to conferences, please contact us in advance for catering purposes. You will receive a separate invoice after the conference – please **do not add the charge** to your affiliation payment. Fees for extra personnel are as follows:

|  |  |
| --- | --- |
| **Day** | **Charge\*** |
| Conference 1 - Thursday 6th February | $140.00 |
| Conference 1 - Friday 7th February | $190.00 |
| Conference 1 - Friday 7th February (Choir Support Morning Session Only) | $65.00 |
| Conference 2 – Friday 8th May | $140.00 |

**\* All charges attract 10% GST**



Affiliation Agreement  
ABN 16 350 530 496

**3**

SA PUBLIC (PRIMARY) SCHOOLS MUSIC SOCIETY INC.

**School: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please read, sign, photocopy for your records, and then return the original with your affiliation form and payment.

|  |  |  |
| --- | --- | --- |
| **Principal Initials** | **Choir Teacher/Support Initials** |  |
|  |  | Initiate Affiliation (becomes active upon payment of the scheduled fees). Schools will be notified when their affiliation has been received. |
|  |  | Ensure students attend Offsite and Festival Theatre rehearsals. **(Country schools may negotiate exemption from Off-site rehearsals due to distance.)** |
|  |  | Provide appropriate practice facilities and teaching equipment (well-tuned piano and quality CD player). Observe WHS requirements. |
|  |  | Provide budget for HPI payments (when the allocated hours run out) and transport to cluster (where required) and both Offsite & Theatre rehearsals. |
|  |  | Provide information, permissions and data collections as sought by the Society. |
|  |  | Ensure the Choir Teacher and, where possible, the accompanist, attend both conferences. **(If the school has an HPI Choir Teacher then the Choir Support Staff must attend at least the designated session on Day 2 of Conference 1.)** |
|  |  | Where the school has an HPI as Choir Teacher, provide a support staff member to supervise lessons and handle administration as per their role statement.  **Festival of Music, Teacher Page, Role Statements, Policies & Procedures** |
|  |  | Nominate at least one day on the weekend and three other dates that your school will be available to perform during the Festival season. |
|  |  | Provide assistance at a concert other than your own during the Festival season. (Schools outside the Goolwa, Murray Bridge and Gawler boundary are exempt.) |
|  |  | Ensure choir makes itself available for a learning cluster with neighbouring schools, in Term 1. (Schools outside the Goolwa, Murray Bridge and Gawler boundary are exempt.) |
|  |  | Ensure that any staff who work with/accompany students to Offsite and Theatre have a current DCSI or Working with Children check. |

**School Responsibilities**

**Music Society responsibilities**

* Provide advice and support in the preparation of choirs and their presentation for the Festival.
* Negotiate with the Department for the provision of Hourly Paid Instructors (for teachers/accompanists) where the school does not have their own on staff. This cannot be guaranteed.
* Develop and provide curriculum materials and resources.
* Hold the right to determine Festival Concert participation based on behaviour, word knowledge, enthusiasm, musicality and presentation.

**Your initials above and signature below indicate your acceptance of all the conditions above:**

|  |  |  |
| --- | --- | --- |
| Principal’s Name: | Signed: | Date: |



HPI Information  
ABN 16 350 530 496

Hourly Paid Instructors 2020

Schools can access HPI teachers/accompanists (if a suitable HPI is available) on paying a processing fee of $185 (+GST). In 2020 the allocation is 17 hours for HPI Choir Teachers and 13 hours for HPI Accompanists. There is a limit of one Department-paid HPI per school.

Most schools need extra hours to fully prepare their choirs. The additional HPI hours need to be budgeted at the school level to be accessed when the allocated hours are used, after which HPIs make a direct claim to the school. Pay rates are HPI Choir Teacher $85.25 per hour and HPI Accompanist $70.10 per hour as of 1st October, 2017. This will increase once the new Enterprise Agreement is in place.

The HPI will be paid in one of the following ways:

* where a school has been appointed an HPI Accompanist, payment will be made by the Department.
* where a school has been appointed an HPI Choir Teacher, payment will be made by the Department.
* where a school has been appointed both an Accompanist and a Choir Teacher, payment is made for the former by the Department and the latter will invoice your school directly.

HPI Choir Teachers are required to attend both training conferences to enable them to deliver the program to your students. Consideration needs to be given to paying them from the school budget. This **must be negotiated** between the Principal and the HPI **prior to Conferences 1 and 2.**

HPI Accompanists are required to attend Conference 1, and are encouraged to attend Conference 2 and a reasonable fee for attendance **must be negotiated** between the Principal and the HPI **prior to Conferences 1 and 2**.

As per the Agreement, you are required to nominate **a registered teacher\*** who will be the support/contact person sitting-in on all lessons taken by an HPI Choir Teacher. This person is responsible for **ALL** choir matters beyond the teaching component including behaviour management, ordering materials, attendance at clusters and rehearsals, promoting and supporting additional student opportunities, notices and communication within the school community.

**\*** Please note your Choir Support person must be a registered teacher, not a School Support Officer.

In a nutshell – your HPI Choir Teacher is there to teach your choir. **All other tasks** are the duty of the Choir Support staff member in your school.

All HPI accompanists are supplied with a set of sheet music from the PSMF. Further sets can be purchased for $75.00 (+GST) per set.

It is important that well maintained equipment as well as on-going support be offered to HPI Choir Teachers and Accompanists who work at your school. Support means different things to different people. **Principals and Choir Teachers should meet with their HPI on their first visit and establish the conditions for a successful supportive relationship and induct them to your school.**

All HPIs assigned by us will have current DSCI Child-related Employment Screening or Working with Children check and Response to Abuse and Neglect training.



HPI Data  
ABN 16 350 530 496

**4**

SA PUBLIC (PRIMARY) SCHOOLS MUSIC SOCIETY INC.

**School:­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONFIDENTIAL - PLEASE COMPLETE WHERE APPLICABLE**  
**If intending to use a Department-paid HPI, refer to Page 2 to add $185 Processing Fee.**

Who was your HPI in 2019?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_

Do you wish to retain for 2020?

Choir Teacher Yes No

Accompanist Yes No

If no, please briefly state reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_

**If you do not have a member of staff appropriate for the role**, do you wish to request a Department-paid HPI?

If yes, do you require a:

Choir Teacher

Accompanist

If both are required, the PSMF will only fund the accompanist.

**If seeking to change to an HPI already known to the PSMF, do you have someone in mind?**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If suggesting a new HPI not already known to the PSMF, give details. Approval will be subject to audition.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Choir Support Staff who will be sitting in and providing liaison to support HPI Choir Teacher:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We stress that your signature indicates you have provided information to the best of your knowledge at this time including your assessment that no suitably proficient staff member is likely to be available to teach the choir.

|  |  |  |
| --- | --- | --- |
| Principal’s Name: | Signed: | Date: |