**Band Parent Helper Duty**

Dear Band Parent

During the year you will be asked to help out at rehearsals as a parent helper.

A doodle roster link has been sent to you to sign up on a day that suits your family. If you haven’t already done so, please add your name to the list.

In Band the most you will be required to help out is 4 times per year. In smaller bands, this may be more, but we hope that every parent will make an effort to help out so that no one person needs so shoulder the load.

Below is a list of duties that you will need to undertake at these rehearsals. A copy of this should be with the roll. Thanks you for your assistance.

*The Band Committee*

* Before the session starts, introduce yourself to Mr Dave Odams (SCB) or to Ms Rose Foster (TB & ICB) and ask if they require any specific assistance from you.
* Along with mentors, assist keyboard and bass guitar students setting up.
* **Parent helper MUST mark off the children’s ATTENDANCE in the appropriate date column in the band roll.** *Please pay special attention to the key on the side on how to mark the roll (P present, L present but late (after normal start time), VL present but very late (more than 10 minutes after normal start time, A absent, NA notified absent)* ***THIS IS COMPULSORY!*** *If you can’t find the roll next to the door, ask the conductor.*
* Provide an additional set of adult eyes, ears and hands to the conductor
* Help anyone (student or parent) who seems lost or may not know what to do, needs attention or has any questions
* Supervise children with setting up chairs, music stand and percussion. (The children should know where everything goes, how many chairs etc)
* Some children may require help setting up their instruments, help if able to.
* **Please make sure no one is talking or playing whilst the conductor is teaching.**
* Supervise the children packing up their instruments.
* *Nobody is to leave the band room until everything is packed up AND the conductor says so. Percussionists may need assistance from other band members.*
* **Chaperone the children from the K-2 site to the 3-6 site after morning rehearsals.**