

Fri., Nov 4., 2011

Dear Parents and Zephyr Elementary School Band Member:

As you know, we have turned the calendars to November, and for us here at Zephyr Elementary School, that means special events will be coming up, especially right before Thanksgiving vacation. These special events will impact music lessons. Therefore, I thought I should take the time to write you this letter regarding the details of these events and lessons.

On Friday afternoon, November 18, the students of Zephyr Elementary School will be walking over to the high school to see a play. Therefore, we will NOT have afternoon lessons that day. Instead, all students who normally have their lessons on Friday will still have a lesson on Friday, however, all lessons in will be in the morning, and the lessons may be "doubled-up" – for instance, trumpet 4-2 and 4-4 may meet at the same time that day. When the weekly schedule for that week is published, please examine Friday, November 18 very carefully.

The days of November 21, 22, and 23 present a bit more of a scheduling challenge due to early dismissals for parent/teacher conferences. For those students in their **second year of instruction** (primarily but not all fifth graders), we will still have band practice on Tuesday morning, November 22, before school as scheduled. However, that practice will be extended! Students will still arrive at school for practice to begin at 8:10. At 8:45, I will send them to their homerooms. They will return to me to for an extended band practice from 9:00 until 9:45. *Please note that this special extended band practice will count as your child's lesson for the week of conferences!* Your child will ONLY need his/her instrument Tuesday the week of Thanksgiving.

Students in their **first year of instruction** (primarily but not limited to fourth graders) WILL have music lessons the week of Thanksgiving; however, they will ONLY be 25 minutes in length, and they may not be on the "normal" lesson day due to the vacation days. Students will need to bring their instruments to school the week of conferences as follows:

Mon, Nov. 21: Trumpet 4-1 and Trumpet 4-3 will have their lesson.

Tue, Nov 22: Trumpet 4-2, Trumpet 4-4, Flute 4-2, Flute 4-4, Horn 4-1, Trombone 4-1, and Trombone 4-2 will have their lesson.

Wed, Nov 23: Clarinet 4-1, Clarinet 4-2, Clarinet 4-3, Flute 4-1, Flute 4-3, Sax 4-1, Sax 4-2, Baritone 4-1, and Baritone 4-2 will have their lesson.

In any event, when the schedule for the week of Thanksgiving is emailed to you, examine it carefully! It will be ANYTHING but normal! The times for the above lessons will be indicated on the email schedule. Again, the purpose of this letter is to give you a "heads up" about the upcoming schedule.

Please be CERTAIN to make a note of this important schedule change. REMEMBER: Instrumental music MUST be a three-way partnership between ME (the teacher), YOU (the parent), and the STUDENT (the musician himself!). I would expect EVERYONE to make an EXTRA EFFORT in assisting their child to remember the time change for the week of conferences.

Additionally, a progress report that indicates your child's present status (attendance and achievement) in instrumental music will be issued. I expect that these progress reports will be signed by the parents and returned to me, exactly as report cards are signed and returned to classroom teachers.

Should you have any questions in this or any matter, please feel free to contact me by email or phone.

Thanks for your help and cooperation regarding these few tricky days!

Respectfully,

L. Rick Hilborn  
Instrumental Music Teacher  
Zephyr Elementary School