

Year Start Up in the Band Room - Da Capo - Jan. 18, 2020

Anna Penno (penno.anna@bsd.ca)

For copies of sample start-up documents, please scan the 'QR' code below ☺



Before School Starts

- Class Lists
- Classroom set-up
- Access to the school, photocopier, etc.
- Plan the first few days. These will likely be based on "getting to know you", and procedures for band class. Give thought to every aspect of movement / set-up in band, and practice this often.

Find your people in the school community

- Mentor(s) & colleagues in your school
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- MBA Mentorship Program & Conference
- School staff (custodian, secretary, counsellors, admin)
- Is there an established parent group?

How you will get to know your students?

- Brief information form, include the phrase "I can support your learning by....., as well as "anything else you'd like to add"?
- Take the time to write 1 or 2 personalized sentences in students' reflections, etc.
- Building in time for community building during class.

How will students & families will get to know you?

- As a person (a few pics in your office/teaching space, a brief photo slideshow, connect about movies, pets, etc.)
- Look for chances to connect to students & families through the broader school community.
- As a musician (play your instrument in class (not necessarily a presentation), talk about your musical life with students, and share what you are listening to.
- Invite students to a concert you may be performing in, or bring this group in as a guest to your school.

Have a plan for tracking student growth

- Always be on the lookout for what you can document.
- Do not spend any more time grading than you need to. Have simple rubrics & checklists that help make grading faster.
- The first assessment period will sneak up on you before you know it. For your first reporting period, parents & admin want to know that you a) know the student and b) can identify a strength and

next step. Students can help identify these next steps through self-assessment at any time, but this can be super helpful when you are just getting to know students.

Explore Available Resources

- Repertoire
- Equipment
- Budget - how is the money managed at the school level and at the music parent level (if this is done at your school)?
- Inventory system (if there is one)
- Programs from previous concerts (if available)
- Your predecessor may be a valuable resource, as long as this is a positive supportive relationship

Room Set-Up

- Having the room set up says to the students "I care about our time together"
- Having a folder with each student's name on it says "I am expecting you. You are valued" (this may not be possible in year 1)
- Consider Signage - Poster my Wall

Do Not Reinvent the Wheel

- Ask colleagues for copies of letters home, permission and field trip forms (specific to your division), sample concert program formats that you can edit, copies of assessments/rubrics.

Be Patient with yourself. Take time to rest. Eat well. Spend time with friends. Exercise.

You can't pour from an empty cup.

Suggestions for a Successful Start-Up Year 2 and Beyond

- Enlist student helpers (room set-up, folder labelling and stuffing, cleaning).
- Can you access part of your budget for a student librarian?
- Can you implement year long permission forms for any field trips within your community?
- Book your calendar for the following year in June. Have it ready to hand out on Day 1 if possible.
- Begin overnight trip proposals as soon as possible. It is not uncommon to have a 15+ proposal due to administration by the end of September for anything out of province.
- The more experience you have in a school, the more proactive you can be about programming. This does not mean that programming is "set in stone", of course!