



HPI GUIDELINES 2016

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Successful HPI management

Here are a few guidelines that underpin a role that can lead to a happy and successful choral program in your school. As a member of your staff, music HPIs will appreciate being involved and treated as all other staff members. Please remember to greet, thank and farewell them.

The Teacher

Where HPI employees take on a choir **teaching** role, the school's duty of care obligations will be met where they get supplementary support from registered teachers on the staff. This usually takes the form of active supervision for the duration of the choir lesson as well as organisational support. This allows the HPI Teacher to concentrate on delivering the music program and make the best use of their time.

Level 2 Choir Teacher rate is \$79.10/hr and is allocated 15 hours per school. Schools are required to pay the difference between a Level 2 and 3 rate (ie \$14.00/hr) which will be invoiced by the PSMF rather than the HPI as in past years.

The Accompanist

Where HPI employees take on an **accompanist** role, they are regarded as a professional music resource as well as a member of your staff. Persons appointed as HPI's have been auditioned for proficiency. They are not appointed as teachers, although they may take on a teaching role or work as a co-teacher within the choir setting.

Level 3 Accompanist rate is \$65.10/hr and is allocated 13 hours per school.

The Piano

It is very important to maintain the piano by:

- tuning regularly
- keeping it covered
- cleaning the keys, and
- moving it as little as possible.

Advice on appropriate pianos and maintenance can be obtained from the Director of Music. (Specifications on how to make a piano more portable using a steel frame and castors are available from the Primary Schools Music Festival Support Service.)

Choir selection

Many schools give careful thought to selecting those children who are likely to be successful with the programme. A selection process that puts behavioural trust at the top, is usually a trump card.

OHSW

There is a set of requirements necessary to satisfy Occupational Health and Safety guidelines. OHSW & Workers Comp. arrangements are a school's responsibility.

Good OHSW practise extends to provision of:

- a quality piano/keyboard in good condition
- a moveable piano/keyboard
- a piano stool at the correct height
- proper room lighting
- a room with adequate seating for the students and free from extraneous noise

Payment

To ensure that payment is made efficiently, HPIs will submit the first 13/15 hours of claims to the Manager of the Music Festival Support Service. These claims will be on a pro-forma which keeps a log of attendance. Schools must authorise the claim by signing in the appropriate place. Schools should NOT submit claims directly to the Department.

If your school has both an HPI Choir teacher **and** an HPI accompanist, only the Accompanist can be claimed through DECD. The Choir Teacher will invoice the school directly.

The 13/15 hour allocation is certain to be insufficient to provide adequate teaching time for children to be prepared for Festival Theatre. School budgets need to carry the shortfall. The extra hours needed is a matter to be negotiated between the Principal, the HPI and Choir Teacher. Please inform your Finance Officer that the hours worked beyond the first 13/15 are to be paid by the School and not through the Music Society.

Lesson cancellations

Be sure to give timely warning to your HPI if choir is to be cancelled. It is a waste of your allocation if a person is paid for non-cancellation, besides being inconvenient for the HPI.