

STUDIO POLICY

1. LESSONS

Lessons are on piano, violin and music theory, and this includes posture, working knowledge of scales, chords and theoretical subjects, technical work, piece analysis and practice skills, repertoire study, performance practice, artistic interpretation, memorisation, sight reading, aural skills and accompanying/band ensemble work. Lesson contents are to be individualised and decided according to students' levels and demands.

2. SCHEDULING OF LESSONS

Lesson times are scheduled at the mutual agreement of teacher and student, subject to the availability of open lesson times. Lessons are given weekly in various time lengths (e.g. 30, 45, 60 and 75 minute).

3. PRACTICE

Regular home practice is essential for student success. Students need a daily, non-interrupted time to practice. Time will vary according to teacher assignments and student levels.

4. PARENTAL INVOLVEMENT

Parental support is crucial for student success. Please help your student to establish and stick to a practice routine and see that practice time is free of distractions. If you are the parent of a young child student, please plan to sit with your child for at least a portion of their daily practice time. The assignment notebook is an effective way of teacher-parents communication about assignments and student's progress.

5. INSTRUMENT REQUIREMENT

All students must own or hire a suitable instrument for practice. The quality of the student's instrument plays a significant role in their potential for success. Acoustic pianos should be tuned at least once a year and kept in working order. If you prefer a digital piano, please invest in a full-size keyboard (88 keys) with weighted, touch-sensitive keys and pedals. Violins and bows must be appropriate for the student's physical characteristics and levels.

6. ATTENDANCE

Students are expected to attend each scheduled week of the term. When you register for lessons, your timeslot is reserved for you for the teaching year. Please keep in mind that the studio strives to operate at full capacity and **make-up lessons are not guaranteed**. No refunds will be given for missed lessons. For the **first absence** in a given school term, the studio will attempt to arrange a make-up lesson provided that a notice of absence is given at least **24 hours prior** to the scheduled lesson time. Please note that make-ups are subject to teacher availability and are not a guarantee. For lessons missed more than once and for all casual lessons where students do not have regular weekly lessons, no attempt will be made to arrange a make-up lesson, nor will the credit be transferred to the next term. Please be prompt – lesson times cannot be extended for students who arrive late. If you should arrive early for

your scheduled lesson time, please wait until no earlier than five minutes before your scheduled time before entering the studio. Further, please be prompt in picking up your child after his/her lesson if you must be absent during that time. Each student is entitled to his/her privacy during lessons--please work to extend to one another this very important courtesy.

7. PAYMENT

There are certain guidelines to which I adhere regarding payment of lesson fees. These guidelines are consistently maintained and cannot be altered as they allow the business portion of music lessons to flow smoothly and equitably. Lesson fees are reviewed regularly and thus subject to increase when deemed necessary. These are flat fees to reserve your, or your child's, weekly time for lessons, whether you choose to attend or miss. **Fees are charged by the school term. All lesson fees are due by the date indicated on your invoice.** To maintain a consistent schedule for all students, your lesson slot is only secured upon receipt of payment. Should payment not be received by the due date, the studio reserves the right to offer that time slot to a student on the waiting list. Payment is to be made electronically by bank transfer.

8. MISSED LESSONS AND "MAKE-UPS"

The studio shall not assume any financial responsibility for a student's absence(s) due to illness, weather, sports, etc if the absence is more than once per term. It is highly recommended that you attend regularly during the school terms and summer session if any lesson is scheduled. If, for some reason, a lesson must be missed, please notify me immediately. Regular attendance of lessons is an issue of responsibility and choice on the part of parents and students. Again, the studio shall not assume any financial responsibility for student's absence(s). The studio shall assume financial responsibility should the teacher cancel for any reason. In these cases, a make-up lesson will be prioritised. A credit toward the next term will be issued only if a suitable make-up time cannot be coordinated.

9. SUMMER MONTHS

During the summer school vacation period, lessons may be provided but for a limited period of time. The exact dates for summer lessons will be announced by the end of each year. Students should expect to continue lessons on at least a part-time schedule through the summer to maintain the skills they develop through the school year. However, there is no obligation for the students to enroll full time.

10. MUSIC

The teacher will determine which music books and supplies are required for the student's curriculum. Parents/students are responsible for purchasing these materials promptly via online retailers or local music shops. To ensure progress is not delayed, please have the required materials ready promptly as requested by the teacher.

11. PARKING

Please park on either side of the paved area of the driveway. Please do not park in the middle of the driveway to allow another car to be parked next to your car. Please avoid going into the lawn area to prevent damage to sprinklers.

12. GROUNDS

The music studio is part of my private residence and must always be regarded and respected as such.

-Please remove your shoes as entering the studio.

-No food nor drink (except water) is allowed in the studio.

13. TERMINATION OF LESSONS

a) By the Student: If a student or parent decides to discontinue lessons, the studio requires a **two-week written notice prior to the end of the current school term**. Notice must be delivered via email or text message. Because lesson slots are reserved on a term-by-term basis, no refunds will be provided for early withdrawal once a term has commenced.

b) By the Teacher: The studio reserves the right to terminate a student's enrolment at the end of a term with a two-week notice. However, should the teacher find it necessary to terminate lessons immediately or mid-term, a refund will be issued for any remaining paid lessons in that term.

14. MEDIA RELEASE

Photos of students and video and audio recordings of student projects and performances may be posted online and used by the teacher for promotional and workshop materials. Identifying information will be excluded or limited to first names only. Parents wishing to exempt their students from any published media may do so by making an exclusion request.

Thank you for taking the time to read and understand what I expect from myself, my students and their families. I look forward to our musical journey together!

I've read this studio policy and understand and agree with what is written here.

Name: _____

Date: _____

Disclaimer: This studio policy has been adopted from two other music studio policies, and then edited according to the requirements and conditions of Grace Music Studio with their written permissions to do so. References are <http://www.kaublepianostudio.com/policies/>, and <http://www.jenspianostudio.com/current-students/studio-policy/>.