

# GREEN POINT PIANO STUDIO POLICY

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## ***Enrolling for Lessons***

Students may enroll at any time during the term for private lessons or register at any time for the next group class.

Prior to the first lesson the following will need to be provided:

- an enrolment form;
- a signed copy of the Studio Policy; and
- fees for the term.

## ***Arriving for Lessons***

Please arrive for lessons on time. Due to scheduling constraints, lessons cannot be extended for late arrival. This is particularly important for group classes.

Students should come to lessons with clean hands. If hands need washing, please wash them before you sit at the piano. Students should not wear nail polish or chew gum during lessons and mobile phones should be turned off before lessons commence.

Students should be picked up promptly by parents when the lesson is over unless other arrangements have been made.

Please remember that the piano studio is located within a private residence and should be respected as such.

## ***Missed Lessons***

Missed lessons are charged and will be made up only if there is a conveniently suitable time for both the student and teacher. As such it is very much appreciated if you could give as much notice as possible if you are cancelling your lesson.

Should a lesson need to be cancelled by the Studio a make up lesson will be offered however if the lesson is unable to be made up then a credit will be noted on the following terms fees.

## ***Termination of Lessons***

A student wishing to terminate lessons is required to give at least two weeks notice.

## ***In case of Illness***

It is appreciated that if students are ill they not attend lessons. Playing the piano is a physical activity as well as a mental one and students who do not feel well are really not going to gain anything by being forced to attend a lesson.

### ***Practice Requirements***

The main requirement is “**quality**” not “**quantity**”. Each student is expected to establish a daily practice routine. As an example, if students are allocating one hour per week to practice it is much more beneficial to break that time up into 6 lots of 10 minute practice sessions, rather than practicing for the full hour on one day only.

Suggestions on how to practice will be discussed during lessons. The length of time will vary depending upon the age and level of the student. As a guide very young students should practice between 5 and 10 minutes daily while older students should practice between 20 and 45 minutes daily.

### ***Open Door***

I am always available to talk with you about your child and am willing to listen to any advice you may have about the experience in the piano lesson. If you ever have any questions or concerns, please feel free to call me.

The best time to speak with me in person is at the beginning of your lesson as I need to keep lessons running on time. You are also very welcome to telephone or send me an email requesting a time for me to call you.

### ***Siblings***

If parents bring other children to wait while a student has their lesson then please ensure that they have some quiet activities to keep them occupied.

### ***Photography***

Parents are advised that photographs of students may be taken during lessons or recitals for placement in the Studio or on the Studio website or Facebook page.

### ***Purchase of Music***

One of the costs involved in learning to play any musical instrument is of course the purchase of books. The Studio is happy to buy books on behalf of students as this means that books are there for the lessons as they are needed.

Please advise the Studio if you wish to purchase books yourself. Should you choose this option then please remember that they must be purchased in a timely manner.



## ACKNOWLEDGEMENT OF GREEN POINT PIANO STUDIO POLICY

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I have read and agree to abide by the terms of the Green Point Piano Studio Policy.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

on behalf of: \_\_\_\_\_ (Student)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return this signed page with your enrolment form.

# ENROLMENT FORM

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Student Name (in full please): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Guardian 1: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (M)

\_\_\_\_\_ (M)

Street Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

Level of Playing: \_\_\_\_\_  
(Beginner, Grade 2 etc)

AMEB Examination No: \_\_\_\_\_  
(if applicable)

Type of instrument in use: \_\_\_\_\_  
(piano, keyboard etc)

Does the student have an  
Ipad they can use: Y / N

Are there any medical  
conditions the Studio should  
be aware of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Emergency contact details:

Contact Name/Relationship: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (H) \_\_\_\_\_ (M)

\_\_\_\_\_ (W) \_\_\_\_\_ (M)