

GREEN POINT PIANO STUDIO POLICY

Enrolling for Lessons

Students may enrol at any time during the term. 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. Upon arrival students should also wash their hands before lessons begin. 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.

Payment of Fees

Fees are payable in advance by the term. Accounts may also include costs such as books, exam or competition fees.

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.

Students who cannot make it to a lesson also have the option of having an online lesson during their regular lesson time.

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.

In case of illness

It is appreciated that if students are ill they not attend lessons. An online lesson option is available if students feel well enough to have a lesson but are not well enough to attend the Studio. The teacher reserves the right to terminate a lesson early where a student is obviously too ill to continue.

In case of medical emergency, I will use my best judgement in obtaining medical care for you or your child and you accept the responsibility for any related expenses.

Termination of Lessons

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

Practice Requirements

The main requirement is “*quality*” not “*quantity*”. Each student is expected to establish a practice routine but one that works with their lifestyle. A daily practice routine would be best although it is understood that it is not always possible with today's busy students. 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.

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 on social media such as Facebook. It is quite all right to request that your child's photo not be used if you have any concerns.

Purchase of Music

One of the costs involved in learning to play any musical instrument is 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. It benefits both the parent and the teacher.

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.

Open Door

I am always available to talk with you about lessons for you or 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 the 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.

ACKNOWLEDGEMENT OF GREEN POINT PIANO STUDIO POLICY

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

Signed: _____ Name: _____

on behalf of: _____ (Student)

Date: ____ / ____ / ____