



GOALS AND POLICIES

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<https://www.musicopolis.com>

Thank you for taking responsibility for our ongoing communication by reading this document carefully, so that we can enjoy our music and save time and /or misunderstandings.

Achieving results requires an **above-average commitment** from students, teachers and parents. This includes parents attending lessons and being available during play time at home.

The children need to be fresh, well slept and well fed and hydrated –they work hard during sessions.

Commitments

I (the teacher) promise to

1. be timely
2. Conduct myself in a professional and courteous manner
3. Always do my best to create and maintain a fun and productive environment for learning, and
4. be responsive and helpful

This is a REQUIREMENT BASED STUDIO as opposed to a 'request-based'. The following *points are *requirements* of the student/teacher/parent relationship.

Home Playing: Children participate in regular and consistent practice (play) throughout each week. Generally this means 10 minutes per day, 5 days per week, at the same time of day, including practising newly assigned material later on in the *day of the lesson itself* to reinforce what has been learnt. Use of

Cost of Student Home Materials materials. Maximum cost is \$51 including shipping and handling. I usually give advance warning so you can budget. Payment is in advance for ease of ordering

Teacher Absence If for personal reasons or illness I am unable to teach, you will be credited your lesson fee in the following fee period.

Extreme Events In the event of unforeseen situations such as extreme weather or other conditions, lessons should be generally assumed to take place as usual unless you are notified.

Unforeseen Major Absences In the event of major, sudden life events which require a break for a month or more e.g. hospitalization, I will offer some leeway with regard to holding your place in the lesson schedule without payment, at my own discretion

Electronic devices – etiquette. Mobile phones to be on 'silent' please. **Food** drinks, chewing gum and

any belongings other than the materials, which are required for the lesson should not be brought into the room.

Bring to class – laminated home play sheet and scrapbook of current drawings.

Punctuality Late arrivals to group lessons are disruptive and reduce the effectiveness of lessons for everyone in the group. I reserve the right to terminate lessons for any student who consistently arrives late.

Opening and settling into the lesson is important to the overall flow and success of your experience. Please plan to be 5 minutes (max 10 mins.)

Skipping Ahead: Students are required not to skip ahead on the home materials beyond the direction of the teacher.

Advance notice of an absence via email or text is appreciated for effective running of the teaching day. Phone 0408103194.

Attendance, Cancellations, Make-ups and Refunds: When you enrol in lessons your exclusive time is set aside for the entire lesson cycle of a 15 /16 week term. Payment for lessons reserves a specific time on a specific day of the week just as a rent payment guarantees the right to a space even if the tenant is away. Therefore I am under ***no obligation to make-up this lesson if missed***. Classes missed for reasons such as illness and holidays cannot usually be credited or made up. There is a registration fee of \$10 to cover admin time if students retire for a term and then re-enrol

Some Options for Missed Lessons:

1. Catch up using the notes and information from another parent from the group. Contact information is exchanged within the group for this reason. *Visit one another for a fun piano play during the week.*
2. Email/phone me regarding lesson content catch-up. I have set aside Friday nights between 7 and 8PM 53596246/0408103194 for this purpose. This Friday night phoning slot is also available for general explanations either musical or organisational.

Flexible Lesson Groups: Sometimes a class may need to be changed after careful consultation with the parents concerned. The reason may be because of the varying needs/abilities of students

Sickness Participants who are sick or have recently been sick and could be considered contagious are asked to please stay at home.

Lesson Length: PAS (Play a Story) lessons are 30 minutes whether a group or private. Alternate durations and schedules will be considered at my discretion.

Fee Scale Available on request

Referrals I offer a free 4 weeks tuition for any new student enrolments which have result from a referral from an existing student.

Dismissal Regrettably I will have to let go a student if the following occurs – failure to pay tuition in a timely fashion, persistent absences without explanation, persistent lateness, persistent not bringing requirements to class, uncooperative attitude of the student or parent, lack of progress due to insufficient practice or unfulfilled requirements. There will be no refunds of tuition fees or materials on termination. (Haven't done it yet!)

Students Leaving: As a courtesy to my schedule, I would appreciate a month's notice indicating your last day.

Instrumental Music Events/Recitals: Attendance and Sharing of music outside of lessons is expected of students (though gently done and when students feel comfortable)

Piano Parties/Gatherings 2017

May and Nov

Rupanyup Dirt Music Sunday April 2nd 2017

This policy is amended annually.

If you are uncomfortable with any detail above, now is the time to mention it.

Unmani

Advanced Simply Music Teacher

Studios at Wal Wal, Horsham and distance teaching via Skype and phone