



## GOALS AND POLICIES PLAY A STORY

mob 0408 103 194

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*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.

**Cost of Student Home Materials** - maximum cost at the outset is \$51 including shipping and handling. There is usually advance warning so you can budget.

### 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 etc. are not to be brought in.  
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. Text - 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.

**Holidays –** If a student wishes to take the full studio summer break – a timeslot holding fee of \$50 will be required. This sum will be deducted from the subsequent fee.

### **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.

**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 25 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 2018**

**May and Nov**

**Rupanyup Dirt Music Sunday April 2018**

*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, and Stawell and distance teaching via Skype and phone**