Terrigal Piano Studio Teaching Policy 2019

1. Piano lessons are conducted 44 weeks of the year. Lessons will be held on public holidays unless another arrangement is agreed upon. Term dates and holidays are to be found on the website. When students need to be absent *for school or other holidays*, lessons may be rescheduled *within the term* provided 2 weeks’ notice has been given.
2. Invoices are issued quarterly approximately 2 weeks before payment is due. Fees are payable *prior to* the first lesson of the term and may be made in cash or by electronic transfer **as your commitment for the new term or your lesson time will be offered to another student on the waiting list.**Late payments will be charged at a rate of $5 per day. If I spend time chasing payments, I will charge you for this time.
3. Thirty-minute lessons are only available for students in year 1 of piano. Students in year 2 or beyond will be enrolled in forty-five-minute lessons, with exam students requiring a one-hour lesson. This is because of the amount of material (aural, sight-reading, theory, general knowledge) needing to be covered at this level. Exemptions will be considered on an individual basis, if requested.
4. Students must have an appropriate instrument in order to make satisfactory progress. Students need to have a correctly tuned piano in good condition, or a weighted, touch sensitive 88 note digital piano. Acoustic pianos need to be tuned at least once a year. All students require a metronome.
5. Students are expected to maintain a regular practice schedule. Parents can support their child’s practice by helping to establish a regular routine and actively enjoying listening to their child play. When students don’t practise they don’t progress, and this leads to boredom both for the student and for me. The outcome is rarely successful, and if I feel that a pointless situation is developing, I may recommend that lessons be stopped until the student or family has more time to commit.
6. Parents of young children are particularly encouraged to attend their child’s lessons. In this way you may understand my methods of teaching your child and follow up on the lesson at home in a similar manner. The building of self-esteem in the child is of utmost importance in the development of a well-rounded and confident musician and parents are encouraged to support this philosophy during practice at home by limiting criticisms that are not constructive and by reinforcing, through encouragement, positive behaviours and outcomes. Questions and concerns are always welcome.
7. Visitors and siblings are welcome to sit in on lessons providing they are able to remain quiet. (Perhaps bring something with them that will hold their interest? – they must not be a distraction from the student’s lesson!). Please make alternative arrangements for young children if they are unable to sit quietly.
8. **Please keep your mobile phones turned off** **during piano lessons.**
9. Please do not bring your child to lessons if they are sick, a sick student cannot give their attention to their lesson.
10. Students are required to keep fingernails short in order to maintain a correct hand position. Please make sure they have been clipped short prior to lessons, otherwise students will be asked to clip nails upon arrival.
11. Students are required to remove their shoes before entering the studio but should not arrive in bare feet. Students arriving in bare feet will be offered clean footwear before entering. As it is not appropriate to try to play using the pedal wearing thongs and not very easy or comfortable with bare feet, clean footwear is then appropriate in this context.
12. Students will be given the opportunity to perform at the annual concert and are expected to participate as an integral part of the learning experience. Awards are presented at the annual concert to those in attendance. Therefore, if it is impossible to perform, attendance in the audience is highly desirable.
13. Parents are required to visit the website from time to time, where term dates and other information are uploaded [www.terrigalpianostudio.com](http://www.terrigalpianostudio.com). The studio also has a Facebook page which you are strongly encouraged to visit (please ‘like’ and select ‘get notifications’) to stay up-to-date with notices and information about the studio (eg contingency plans during storms, floods, blackouts etc), along with other interesting posts that are uploaded every few days. Sometimes I post a video from YouTube of a student performing and this is intended to be inspirational for my students, or I may be sharing some recent research that pertains to our musical journeys: <https://www.facebook.com/terrigalpianostudio/> Students’ photos will be taken for the gallery on the studio website or for Facebook posts (e.g. concerts) unless otherwise requested.
14. At times, you will need to purchase books for your child. Please allow approximately $100-$150 per annum for purchasing these resources. These can be ordered from Macron at Erina by phoning 02 4367 8731 or ordered online for example from Book Depository in most instances.
15. The teacher reserves the right to discontinue lessons for any reason, which may include lack of practice, unpaid fees, frequent absences, behavioural issues, and destruction or damage of studio property.
16. **CANCELLATIONS**

If for any reason I must cancel a lesson, an effort will be made to provide as much notice as possible.  An attempt will be made to reschedule all lessons cancelled by myself, however if this is not possible the lesson will not be charged for and payment will be carried over into the following term.

In cases where the student is unable to attend a lesson, reasonable notice must be given (sufficient to allow for the timeslot to be offered to another student for a makeup lesson) and the missed lesson may be rescheduled within the current term, at my discretion, if there is a timeslot available. It is not always possible to make up missed lessons. Your tuition fees cover more than just the face-to-face teaching time, and your particular timeslot is specifically reserved for you.

If a student is unable to, or does not wish to reschedule the lesson, payment will not be refunded or carried over into the following term. If notice is not received at least 2 hours prior to the lesson, the lesson will be forfeited, and payment will not be refunded or carried over into the following term.

1. **TERMINATION OF LESSONS**

4 weeks notice is required if the student decides to discontinue lessons. When no such notice is given, you will be charged 4 weeks fees in lieu thereof. This notice assists in rounding off the learning experience and thus greatly benefits the student. Once payment has been issued no money will be refunded. Therefore, if a student wishes to terminate before the end of the term, the remaining lessons will be forfeited.

1. *All students, parents and/or guardians are kindly asked to remember that these terms and conditions must be respected and adhered to at all times. By signing the enrolment form, you agree that you have read and agree to the terms and conditions as stated herein.*

2019 Specific Information

Lesson fees at TPS are currently charged at $67 per hour, $52 for 45minutes and $37 for 30minute lessons.

(Please Note: the NSW Music Teachers’ Association recommends a minimum fee of $90 per hour in 2019 for accredited teaching members).

Annual Resource fee - $30 per student, or $25 when starting midway or later through the year.

The Annual Recital will be held this year on Saturday 23rd November.