

Tobias Music Tuition Studio Policy 2018/19

Lesson scheduling & payment

When choosing a lesson time pick one which you are confident you can make. Please understand that your lesson time is reserved exclusively for your child and, unlike other businesses, I am unable to resell it or create extra time in which to give lessons. As lessons take place on holiday Mondays please consider if a Monday will work for you or if another day would be better.

Should I have to cancel your lesson a replacement time will be arranged for that lesson to take place.

You will have received a lesson calendar for session 2018/19. Each pupil is allocated 40 lessons this year and the annual cost is broken down into 11 equal payments of £52. This should be paid by the tenth of each month August to June. Fees are now securely requested via My Music Staff and your bank details entered when you register. Should your payment be late please include the late fee of £15.

If you do miss your lesson it may be possible to rearrange but please bear in mind that another lesson that week may not be possible and advance notice of a cancellation is appreciated. Any make-up lessons are given at my discretion and are in addition to your regular lessons. Please bear this in mind when booking holidays or arranging social functions.

Practice

By undertaking music lessons you are committing to having a suitable instrument to practise on and to encouraging regular practice at home. For keyboards a full-size 88 keyboard with touch sensitive or weighted keys is preferred. Acoustic pianos should be tuned annually and any repairs carried out swiftly. Learning any instrument is a big commitment and attending weekly lessons will not be enough to support progress. Parental support, however mature the student, is essential to maintaining a regular practice timetable—actively listening to them practise and encouraging a good routine is recommended. You are welcome to sit in on lessons to learn more about practice and what your child is working on.

Lab Time

Thirty minutes of weekly Music Lab is included in your annual tuition cost. Please check which times are available, usually 30 minutes before or after your lesson works best, and sign up. It is a valuable time to practise when I'm close by, to use the many educational apps I subscribe to, to work on composing or theory and have access to notation software. It is not recommended to bring your own phone or tablet for playing with.

My Music Staff now allows you to set up fee payments when you register each year and you will be able to log in via my website, too. If you have any difficulties please do let me know.

Housekeeping

Email is currently my primary means of communication. Please ensure that the email address you supply is one which you check regularly so that you don't miss any important updates. I currently use facebook, my private facebook group, google+ and my website for passing on information. Upon registering I will forward my mobile number which is your best chance of contacting me plus I can receive voicemails. Pupils regularly borrow books and resources but you are welcome to buy your own copies if preferred. Please care for them as you would your own. Some wear and tear is expected but please write on them in pencil only and replace them if they become badly damaged. All books and binders should come to lessons in a bag for safekeeping. Please do ensure that the necessary books do come to lessons each week as missing books delay progress; pupils are aware that this is their responsibility and not that of whoever brings them. If necessary a second copy can be provided. I do not photocopy music. I have purchased many licences and your music may now come in sheets for a binder but please treat this with the same care as you would a book. The red brick driveway belongs to me and you are welcome to park there but the black tarmac belongs to my neighbours. **Please do not drive, park or turn on the tarmac.** My neighbours are very supportive and tolerant and I would very much like that to continue. Should you decide not to continue with lessons please give at least two weeks' notice before the end of the month you have paid for and return any materials at your last lesson.

Concerns

Should you have concerns about any aspect of tuition your first step should be to talk to me. This could be 5 minutes before the end of your lesson time or at a separate time we arrange. The pupil I see and the child you know can sometimes be very different creatures and often what seems like a mountain is just a molehill which can be dealt with easily. Please do contact me if you have any questions.