

SOPHIE GIBSON STUDIO POLICY CONTRACT

1. TRIAL LESSONS:

Trial lesson payments are to be paid in advance of the lesson to secure your spot. All trial lessons are 30 minutes long. During this time, we will assess your level, discuss your goals, and ensure we are the right fit for one another.

2. LATENESS:

I do not lengthen lesson times if the student arrives late. I always prepare to be on time for class, however, if for any reason I am running late I will lengthen the lesson time to make up for this. If I am running late by more than 10 minutes I will let you know prior. If you arrive early you must wait until your lesson is due to start before entering the studio as the studio does not have a waiting area.

3. ABSENCES and ILLNESSES:

No classes are refunded if cancelled by the student/caregiver, **however, one cancelled class per term due to illness only may be made up for, as long as 24 hours notice is given.** This class will be made up for at the end of the term, at a time agreed by the student/caregiver and teacher. Other absences (for example, vacation, personal reasons) will not be made up for. If the teacher is sick or unable to do the lesson they will be in contact with you to organise a make-up lesson either before the end of term or during the holidays. If 24 hours notice is not given, the lesson is not eligible to be made up for. It is important that you do not come to class sick for your own safety as well as for the teacher and other students' health. Singing while sick can cause permanent damage to your voice. As such, if a student comes to class sick the student will be sent home and will not be eligible for refund or make-up lesson.

4. PAYMENTS:

After the first trial lesson, I will invoice you **monthly in advance** for the lessons we have scheduled for the upcoming month. This will be in the week preceding the month's lessons. Please have these paid before the month's lessons begin. If you wish to terminate your lessons with me you must give me 1 month's notice so I have time to fill the schedule.

5. COMMUNICATIONS:

I will answer work emails and messages within regular working hours. I will not be able to answer messages immediately, especially from Monday to Friday 3pm-7pm as I will likely be teaching lessons during this time. I create Google documents and/or Youtube Playlists to track my students progress which I will add you to, so if you need any information about what the student should be practising and how they are tracking, please check there. I will talk to you at the end of the lesson or email you if there is any other information I feel you need to be aware of.

6. STUDIO EQUIPMENT DAMAGE:

Students (or their caregivers) will reimburse the teacher for the repair or replacement fee of any damage caused to any studio equipment by that student. Students are **not permitted to touch ANY equipment in the studio** unless explicit permission has been given by the teacher. In this case the student will be instructed on how to properly care for and handle the equipment to avoid damage. This includes but is not limited to instruments, keyboards, guitars, microphones, cables, music stands, speakers, and computers.

7. BEHAVIOUR

Respectful behaviour is expected at all times. There is a zero tolerance policy for any type of abuse directed towards the teacher or the equipment. If this occurs, lessons will be terminated on the spot and a refund will not be given for any further lessons that have been paid for.

8. PRACTICE AND FOLLOWING INSTRUCTIONS:

Practice is imperative for progress in music lessons. The student must be prepared to put time into practicing between their lessons, and following the teachers instructions. If the teacher feels that instructions are not being followed or progress is not being made by the student, notice may be given to terminate lessons.

9. CLASSTIME

Parents, caregivers, friends and family members are always welcome to watch the classes. The studio has a couch that seats two people for this purpose. It is quite common for young students to want a whānau member to watch the first few classes to support them, and our studio encourages this. There may be some instances where the teacher might suggest that whānau members either stay or leave in order to support a student's behaviour or concentration in class. This is up to the student, caregiver, and teacher to decide together as to what the best course of action may be.

If you want to work on anything in particular in class please let me know. For my Simply Music piano students, it is recommended that parents join the classes. I may use the last couple minutes of class time to discuss with parents what their child is working on. If you have any comments or questions about the lessons please feel free to let me know.

10. VIDEO/SOUND RECORDINGS

For educational purposes, a student may be videoed or sound recorded during class.

This is to help prepare for performances, show a student/caregiver how the student is tracking, to record songwriting ideas, or to help a student practice.

Student or Parent Name:

Signed:

Date:

Teacher Name:

Signed:

Date:
