

STUDIO POLICY

TIME: Lessons will be either 30 minutes, 45 minutes or one hour in length.

COST: £15 per half-hour lesson; £24 per 45 minute lesson; £30 per full hour lesson. Introductory consultation and 30 minute lesson will be £13. Prices will be evaluated each year during semester 3 and adjusted if necessary in accordance with inflation and continued professional development of the teacher. If changed, the new price will come into effect in semester 1 (September) and you will be given 30 days notice.

PAYMENT: Lessons will be billed on a monthly basis, unless the full semester is paid in advance. An invoice for the following month will be given at the last lesson of the present month with payment due before or on the day of the first lesson of the next month. Please note that no teaching will occur until payment has been received, with the only exception being the introductory consultation and lesson which is to be paid on the day. Payment is by cash, cheque or bank transfer.

SCHEDULING: Students may enrol at any point throughout the year and once scheduled, students are expected to commit to a full semester of teaching. The year is separated into three semesters, September - December (1), January - April (2), and May - August (3). Students will be committed to weekly lessons during semester 1 & 2, and a minimum of 4 lessons should be taken over the summer semester (3), with more expected if the pupil is looking to do an exam. You will be given a booking sheet at the beginning of April to select your lessons during the summer semester.

CANCELLATIONS: Unfortunately due to room booking commitments and travel arrangements no refunds can be given for missed lessons. It may be possible for lessons to be made up at no extra cost in exceptional circumstances (family emergency, serious illness) if scheduling permits. Lessons will be rescheduled if cancelled by the teacher or will be credited to the next month.

No refund will be given for lateness and no extra time can be given to make up the lesson. If you think you will be delayed, please call to inform the teacher that you will be coming. Please inform no later than 24 hours in advance if you will be absent.

STUDENT EXPECTATIONS: Students are expected to attend classes punctually and with all the necessary items: violin, violin bow, shoulder rest or sponge and elastic, rosin, pencil, studio handbook and music books. It is also advisable to bring a spare set of strings.

Recommended practice time will be discussed and adjusted according to student capability, however a basic guideline is as follows:

- Younger students (6-9) should do a minimum of 20 minutes practice 5 days per week, supervised by a parent.
- Students aged 10 - 11 should do a minimum of 30 minutes practice 5 days a week and aged 12 and upwards should expand to at least 6 days per week, preferably daily.
- Adult students (16+) intending quicker progress should aim for two practice sessions per day totalling at least 45 minutes: the first on scales/technical exercises and the second on pieces.

PARENTAL RESPONSIBILITY: Parents (or adult learners) are responsible for all materials and equipment required for study. Parents should ensure that the student does the required amount of practice and preferably supervise the younger learners.

TERMINATION: Notice must be given 30 days in advance of termination and full payment is expected during this time with no refunds given. The teacher will not terminate tuition until the end of the semester without exceptional circumstance.

If the teacher receives verbal or physical abuse, the teacher reserves the right to terminate with immediate effect and with no refund for remaining lessons.

RECORDING/FILMING: Students over the age of 18 may be offered the opportunity to be filmed during classes to aid development. This is not compulsory. Under 18s will never be filmed but may have audio of their pieces recorded if parental consent is received and a contract is signed to determine the use, storage and handling of these recordings.

As the teacher is very experienced in recording and producing music, CDs or mp3s can be produced of the students' playing, please speak to the teacher to discuss this possibility.

It is hoped that you understand the importance of the studio policy and its role in ensuring that lessons run smoothly, progress is made and that the learning environment is stress free for both pupil and teacher. Studio policy will be reviewed at the end of semester 3 each year and any changes will be communicated clearly to you before taking effect the following semester.