



Donna Magrath
Singing | Piano | Recording
Bring out the muso in you

PH: 0400 291001

E: donnamagrath@gmail.com

www.notesmasters.com.au

<https://www.facebook.com/DonnaMagrathSinging>



NOTESmasters Studio Policy Guidelines 2020

Dear Parents, Guardians and Students,

The following guidelines provide essential information for any students considering enrolment at *Notesmasters Music Studio*.

Please take the time to read the guidelines carefully and to sign off on the following page as acknowledgement that you understand and agree.

Thank you.

Fees and Lesson Structure

Fees are paid by the term in advance. A term is a period which aligns with state school terms, not private school terms.

Enrolment

An initial, one off, upfront payment of 4 lessons is to be made prior to the commencement of the first lesson to secure the timeslot. This is to be paid within 24 hours of the initial interview. The lesson time negotiated will remain available to other students until payment is secured. Thereafter a Tax Invoice will be provided for the remainder of the current school term or prior to the commencement of a new term (depending on when the student is scheduled to commence), requiring fees to be paid in full for that term.

Student Wellbeing day for Year 12 students

All Year 12 students are offered a Student Wellbeing break leading up to the QCS tests on 3 and 4 September. This day may be taken at any time during Term 3.

Missed Lessons for all other students not in Year 12

Your term payment reserves your lesson time each week. It is yours to use, or not use, as you wish. If a student misses a lesson, they will simply miss the benefit of that lesson. Due to the high volume of students, make-up lessons are not available. In the same way that a school or College does not refund fees if a student is absent on that day for whatever reason, this studio does not refund fees for missed lessons, nor does it waive fees for absences, planned or unplanned.

Please be assured that the time missed by the student will be utilised by Donna on rehearsals, improving facilities and resources, active research, preparation, mastering of recordings, student specific composition, organising student development activities, or marking assignments. Remember that your tuition pays for far more than just lesson time

with your child. You can also opt to use Facetime if your child cannot attend their lesson in person, or simply call to chat about your child's progress during the time that is reserved for you.

Private Tuition Dates

- Term dates for 2020:
 - Term 1 Tuesday 28 January to Friday 3 April (10 weeks)
 - Term 2 Monday 20 April to Friday 26 June (10 weeks)
 - Term 3 Monday 13 July to Friday 18 September (10 weeks)
 - Term 4 Tuesday 6 October to Friday 4 December (9 weeks) except for Year 12 students who finish on 15 November (6 weeks)

Commitment

- All newly enrolled students must commit to no less than 10 lessons, to be undertaken over 10 consecutive weeks or fortnights.
- Notice of cessation of lessons by the parent is 4 weeks minimum.
- Lessons missed through student non-attendance are still charged as usual.
- Examination and competition entry is by student/teacher consent. The final decision will be at the discretion of the teacher according to the student's standard and suitability.
- Student progress feedback will be provided regularly.

Expectation

Expectation of Teacher

- The teacher will be prepared, engaged and present at every scheduled lesson.
- Ensure that a superior teaching standard is delivered consistently at every lesson and that the student is encouraged in a supportive and caring environment.
- Provide ready access by way of email, telephone, Face time or texting to discuss any aspects of the student's progress and programme.
- Provide at least one week's notice for the recommendation of piano books at the student/parent's expense.
- Cessation of lessons due to poor preparation or unsatisfactory conduct during the lesson will be at the teacher's discretion.

Expectation of Students

- Consistently attend lessons at specified times and arrive at lessons no earlier than five minutes prior to the lesson commencement time.
- Bring all study material ie. lyric sheets, scores, exercises, books and a USB to every lesson.
- Commit to undertake satisfactory preparation in between lessons to a level that demonstrates continued improvement. This includes that a keyboard or piano be available at home for piano students.
- Be prepared to take guidance on practise and performance pieces from the teacher.
- Treat the equipment in the studio with respect at all times. Any breakages to equipment caused by the student are to be covered by the parent/guardian/student.

Acknowledgement

I acknowledge and understand the above guidelines and agree to comply with them as part of my enrolment at Notesmasters Music Studio.

Name and signature of Parent/Guardian (if student is under 18)

Name and signature of Student if over 18