

## **Piano Tuition Policies 2022**

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### **Piano Teaching Philosophy**

Winnie feels her job is to guide all her pupils to learn the best skills to be able to play music beautifully on the piano, regardless of their ages and their initial abilities. Apart from piano techniques, she trains her pupils to develop good musicianship skills such as listening (aural), sight-reading, and general knowledge about music theory. She can prepare pupils wanting to sit piano exams (such as the AMEB ones) but she is also happy to teach ones who want to learn without exams. Her wish for her pupils is simply to enjoy playing the piano!

### **Student's Responsibilities**

- Student is expected to arrive for their scheduled lessons on time, bringing all the music books required (including a notebook for writing about homework). If the student arrives late, he/she will only have lesson in the remaining time allocated.
- Student is expected to practise daily of a minimum 30 minutes for beginners and a minimum of 1 hour for intermediate and advanced levels. The student also needs to make sure the practice environment is quiet so that the practice is not distracted by other noises. It is also best that the student practises when not being too tired or stressed, to ensure the student can practise at his/her best physically and mentally.
- Student should learn to take very good care of the piano he/she uses at home, making sure it is of the best condition with the piano tuned preferably once a year. Ideally, the student has an acoustic piano to practise with (not a digital one). However, if you only have a digital piano, it is important that the keys are 'weighted' (or the ability to play in different volumes), and the piano to have pedals.
- Student should have their finger-nails well-trimmed before coming for lessons. Also, proper shoes should be worn. No thongs please.

## Missed Lessons

- The pre-paid tuition fee for any day missed will not be refunded. For any day missed, the parent or student can ask for a make-up lesson. Each student is entitled to three make-up lessons in a calendar year (i.e. from January to December).
- **Please note that it is the parent or student's responsibility to request a make-up lesson, not the teacher. If a make-up is not requested within the same week the missed lesson happened, the teacher will assume the student does not want a make-up lesson.** If a make-up is requested, the teacher will discuss with the parent/student on the best day and time to have the lesson during the days and times the teacher is available to teach. If the parent/student and teacher cannot agree on any date, then that make-up lesson opportunity is forfeited.

## Tuition Fee and Method of Payment

The tuition fee is paid on the first week of every month for the month in advance.

If the parent finds it difficult to pay by the month, fortnightly or weekly options are also possible (as well as paying by the term if this is preferred). Please let the teacher know the preferred method before the commencement of lessons, and the teacher will send the invoice by email accordingly.

Payment can be made by cash or direct bank transfer.

## Books

- The teacher will determine the required lesson books for the student. The student/parent can purchase the books from the teacher if she has copies in her studio. If there are no copies, the teacher will have to order the books in. In this case, the student/parent is expected to pay for the postage and handling cost on top of the books' cost. The teacher will inform the student/parent of this cost. Alternatively, the student/parent can purchase the book(s) him/herself.
- New students are expected to bring an exercise book for the teacher to write about homework.
- Teachers may recommend additional books which would benefit the student's playing during the course of the student's learning.

- New students may need to bring a manuscript book to practise writing music. The student/parent can bring one or purchase one from the teacher.

## **Examinations**

During the course of the student's learning, the teacher may suggest to the student to try to prepare for a graded piano exam (such as the AMEB\* piano exams) when the teacher feels the student is ready to do so (but only with the consent by the student). It is not compulsory for students to do exams in Winnie's studio. However, there are many benefits for taking exams such as gaining the recognition by industry professionals by obtaining a certificate and a feedback report. In addition, the exam preparation process enables students to develop many useful 'life skills' such as time management skills, organisation skills, and problem-solving skills by developing ways to overcome obstacles to achieve certain goals. However, this is ultimately the decision of the student as to whether to take an exam or not, and the teacher will respect whatever the decision the student will make. Winnie is also happy to teach pupils who just want to learn without exams. The main thing for Winnie is to see her pupils enjoy learning music.

\*AMEB – Australian Music Examination Board

## **School Holidays and Public Holidays**

- There will be no lessons during the Queensland school term breaks and summer holidays. However, the teacher will advise the parent/student in advance if she teaches during particular school holiday periods.
- Lesson occurs as usual on public holidays unless the teacher advises otherwise for any particular holiday.

## **Discontinuing Lessons**

- Please give the teacher at least one week's notice of discontinuing a student's enrolment. The teacher reserves the right to discontinue a student's enrolment if:
  - i) the student/parent fails to pay for any fees due for more than two weeks; or
  - ii) the student misses his/her lessons continuously for two weeks without providing any reason

- In the course of the lessons having discontinued, any pre-paid lesson fees for lessons that have not been taken can be refunded at the request of the parent/student. However, 10% will be deducted from the total remaining amount by the teacher as an administration fee for the loss in income.