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Dear Students and/or Parents/Caregivers

Welcome to music lessons for 2022. At AspirA music we treat each student as an individual. We take into account your personal interests and work alongside you to motivate you to reach your potential through music. Please don't hesitate to speak with your teacher about what you'd like to achieve through your music so we can tailor your lessons to meet your interests.

Below is some important information about the lessons which will help everything to run smoothly for all.

Lesson times.

- In most cases students will have one half hour lesson each week. Students doing exams at a high level may have longer lessons (45 minutes or an hour), which will be discussed with the students and parents if required, and some young students may benefit more from a 20 minute lesson. Additionally, some students may take separate theory and practical lessons each week.
- Lesson times will be organised in consultation with parents/caregivers and/or students to ensure they are at a mutually convenient time.
- Lessons will take place during the school term. Holiday lessons can be arranged on an individual basis as required or requested. Please speak to me (Daniel) if you'd like to continue lessons during the holidays.

Lesson absences.

- If the student is unable to make a lesson, please let us know **at least three (3) hours before** the lesson is due to begin, otherwise the cost of the lesson will be payable. A text message on 0413 599 707 is preferable, or email on studio@AspirAmusic.com.au, because they are the least intrusive on other students' lessons. Early notice about missed lessons is especially important when the teacher is coming from their home to the venue as it means they can be contacted with enough time to change their schedule and avoid arriving for a lesson that will not go ahead.
- *As long as we receive enough notice* your account will be credited the cost of the lesson. This can be used towards a catch-up lesson, if it can be organised at a mutually convenient time, or it will be a payment in advance for the following term.
- In the event that a student misses a lesson and notice is not given early enough, a catch-up lesson will not be organised, nor will the amount of the lesson be credited to the next term. This applies to all lessons, whether at a regular time or at a one-off time.
- If a teacher is unable to make a lesson, we will give you as much notice as possible. In this instance, a catch-up lesson will be organised if possible; if not possible a credit will be arranged.
- The above points apply to *all* students, including those who take lessons during the school day at TSAC. I understand that sometimes students cannot make lessons due to assessment, excursions or important school work and if notified in advance, I can usually move the lesson to a more suitable time for that week.

Public holidays.

- Lessons will still be held on public holidays unless you are otherwise notified. If you are unable to make a lesson on a public holiday, please let us know at least three hours before the lesson begins, as would be usual for any missed lesson.
- This does not apply to students learning during the school day at TSAC. If there is no school, there will be no lesson and this will be reflected in the timetable and on the invoice.

Ceasing lessons.

- If you no longer wish to continue with music lessons, please provide at least two week's notice.

Practice.

- To get the most out of lessons, students should be practising every day. Beginner students should aim for 5-10 minutes each day, while high level exam students could be practising up to a couple of hours each day. The actual amount required will be indicated by your teacher.

Progress reports.

- Students will be given a progress report at the end of each semester.

Fees.

- Fees will depend on the teacher's experience and will be \$34-\$38 inc GST for a half hour lesson in 2022.
- An invoice will be provided at the beginning of each term, which can be paid via bank transfer, online, credit card or cash. If the full term is paid for by the due date, there will be a discount of 2.5%. Payments can be made at regular shorter intervals if required (e.g. weekly or fortnightly). There is no early payment discount for lessons paid at any interval less than one term.

- If you are having difficulty paying for lessons, please contact Daniel so we can negotiate alternative terms of payment, or organise a bursary.

Exams.

- We can take students through AMEB or ANZCA exams up to Grade 8 (Piano, Piano for Leisure, Theory, Musicianship and Music Craft). These are not compulsory and this will be discussed with each student individually. If you would prefer an examining body other than the AMEB or ANZCA (e.g. Trinity College, Con Brio) this can also be arranged. There are fees charged by the examining body for exams and these will be made known to you before booking the exam.

Concerts.

- All students will be invited to perform at an end of year concert for family and friends. Details of this will be outlined as the event draws near.

Venue.

- The main studio for piano lessons is at 15 Timberlake Place, Springfield Lakes. Go through the gate on the right side where there is an entrance to the studio. There is a waiting area at the side of the house if you need to wait for another student to finish.
- If a parent/caregiver is running late to pick up a student who is under 18, the student should wait *at the side of the house* for safety until the parent/caregiver arrives.
- Some lessons will take place at The Springfield Anglican College (TSAC), secondary or primary campus, to accommodate more than one teacher teaching concurrently. Lessons on the secondary campus will usually be held in the Corymbia Block (arts block) which is behind the main building and up the stairs. Some lessons may also be held in the Cedar Room, which is at the front of the school. Lessons on the primary campus will take place in the Bellbird Block (music rooms), which is near the front of the school to the left. You will be notified of the venue for your lessons.
- If a parent/caregiver is running late to pick up a student who is under 18 from TSAC, the student should wait outside the room where their lesson took place, where they can be supervised by their teacher, until the parent/caregiver arrives.

Privacy.

- Your personal details will only be used for purposes relating to music lessons and will not be given to any other person or organisation for any reason, unless required by law.

COVID-safe plan.

We will follow any guidelines by the government regarding COVID-19 restrictions. These may include:

- If the student is sick and showing flu-like symptoms please *do not attend* the lesson, and notify us at least three hours before the scheduled starting time. An online lesson can be organised or the lesson can be rescheduled.
- Please observe social distancing when attending lessons.
- Hand sanitiser will be provided for the use of students, parents and anyone else in attendance. If you'd prefer to wash your hands with soap and water, this can be arranged.
- The piano/keyboard keys will be wiped down with disinfectant after each piano/keyboard lesson. For other lessons, the student should have their own instrument.
- Masks are optional, except at times when they are made mandatory by the Government.

I understand that even though this policy is in place, everybody's circumstances are different and our goal at AspirA is to make music lessons the best possible experience for each family. So, if you have any queries about the above information, or if extenuating circumstances make it difficult for you to fulfil these guidelines please don't hesitate to contact me (Daniel) on the details above.

We look forward to an enjoyable and enriching year of lessons in 2022.

Daniel Philippe
Principal/Owner, AspirA music