



Teaching Timetable

- I teach 40 weeks in the year matching up with the 4 state school terms.
- The all-inclusive fee has been adjusted to account for school holiday periods and Flex Weeks
- Optional workshops in school holidays are included in standard fees
- Additional lessons during holidays may be booked and paid for on an individual basis

All-Inclusive Fee

- The all-inclusive fee is an annual charge paid over 10 months.
- The fee is not an hourly rate nor a per lesson fee.
- The fee is the same regardless of how many weeks and how many lessons are in each month.
- Payment can be made by bank transfer or cash.
- Payments are made at the beginning of the month (February to November, inclusive)
- Flexipack fees are paid in full and in advance.

Lessons

- Lessons are scheduled at a mutually agreed time when the student first joins Dragonfly Days Music Studio and remain the same for the rest of the calendar year.
- If a student/parent wishes to change their lesson time mid-year this is discussed on a case-by-case basis. This is subject to availability and cannot be guaranteed.
- If a student is late, the lesson starts when the student arrives and finishes at the scheduled time.
- If a student is late for a lesson in their home, I will wait for 10 minutes for the student to arrive.
- Please bring your folder and books with you to every lesson.
- Instrumental students with lessons in your home - please assemble your instrument before lesson.

Missed Lessons and Flex Weeks

- I do not offer make-up lessons or refunds if a student does not attend a lesson. I would already have used my time preparing learning material and your lesson time is reserved only for you.
- If a student/parent knows in advance they will miss a lesson, they should inform me in writing as soon as possible. I will provide learning material so students don't fall behind.
- Fees include two flex weeks which I may take off at my discretion. Lessons will not be provided in these weeks either due to me being ill, professional development or other personal situation.
- If, for any reason, I need to cancel lessons in more than these two flex weeks, I will offer make-up options including workshops, in-person, online or video lessons, or a refund. If I do not use these flex weeks you benefit from two weeks bonus lessons.

Health and Hygiene

- Students must immediately report to me if they, or a close contact, are affected by any illness, virus or contagious disease. Please do not come to lesson if you are ill or have cold and flu symptoms.
- I clean the piano and resources between students and hand sanitiser is used before each lesson.
- I sit away from the student and I'm happy to wear a mask if requested or if required by regulations.
- In the case of increased social distancing restrictions, lessons will continue online via Zoom.
- Additional guidelines may be put in place during periods of high risk covid exposure.

Practice Time

- Avoid long practice sessions. Students progress faster with short, focussed daily practice. Aim for a minimum of 3 sessions per week.
- Parents/carers can support practice by checking homework, setting a regular practice time each day and removing distractions.

