# LORCAN CLEARY PIANO – TEACHING POLICIES 22/23

* All students must within one month of lessons aim to have a suitable instrument of their own on which to practice. A digital piano will suffice for beginner students.
* Lessons are non refundable and non transferable.
* If a student arrives late for their lesson they will receive only the balance of their lesson time. This is to not create a knock on effect on the next students time.
* Students must bring all necessary notebooks, sheet music, scores, etc to each lesson. Failure to do so will result in drastically slowed progress.
* Students are expected to behave responsibly in class and be respectful of all properties. Damage to property will not be tolerated and may result in parents or guardians being asked to remove their child from lessons with no refund.
* Food is not permitted in class but water is allowed provided it is in a sealed container and is consumed away from the piano.
* Hands are to be washed before leaving home or students own hand sanitizer is advised to be used prior to entry. This is to prevent the spread of germs and dirty sticky keys.
* Chewing gum is not permitted.
* By attending lessons, students acknowledge that taking piano lessons will require them to practice every day following the teachers guidance.
* Lessons will be facilitated online if it is not safe to carry out lessons in person, for example, flood, epidemic, storm, adverse weather conditions, or other ‘act of God’.
* The bathroom is out of order and locked for sanitary reasons, to be respectful of other house members, and for health and safety reasons.

● Lessons are paid for in monthly chunks **one week prior** to the first lesson of that month. Payments are preferably made through Revolut however bank transfer and cash are also accepted.

● The term calendar will be accessible on my website. Lesson prices from 1 January 2023 are as follows:

**30m weekly** ~ **€92** **monthly (most popular and advised)**

**30m** **hour family discount** ~ **€84** **each (monthly)**

**1h every week**  ~ **€160 monthly (strongly advised for grade 7 and higher)**

**1h every second week** **€95** **monthly**

**1h once monthly** ~ **€50**

## Notes for parents/ guardians

• During lesson time, responsibility for the student’s welfare rests with the teacher however before and after class it is the responsibility of the parent / guardian.

• Please ensure that your child arrives safely at the beginning of their lesson and is collected promptly at the end.

• I will open the door to let you in ahead of time. It is OK to send a text to let me know you’ve arrived.

•Students should arrive 5 minutes early to lessons and wait outside the main blue door.

• Parents or guardians who fail to collect their child on time after the lesson on two separate occasions will have compensation deducted from their deposit and in extreme cases the police may be notified.

• I request that parents discuss the rules and regulations with their child/children.

**Attendance**

**•** It is vital that students maximize their attendance in order to gain as much as possible from their teacher.

**•** Unsatisfactory attendance leads to poor exam marks, drastically slowed progress, and ultimately wastes both students and teachers time. The question would be asked if they should continue to hold a place in my music studio.

● If a student decides that piano isn’t for them, the teacher must be informed immediately. Letting the teacher know at the 11th hour before the following months payment is due is not fair and will result in a withheld deposit. Lesson slots have become incredibly competitive and there will surely be students willing to take their slot.

**Health**

●Lorcan must be made aware of a students long term or serious illness, allergy, or routine medication.

●It is particularly important that it is made known if a student suffers from asthma, diabetes, or epilepsy so that a quick response can be made in the event of an attack.

● If a student is affected by what is known as an officially contagious disease (e.g. measles, chickenpox, mumps, etc) the teacher must be informed immediately.

● Health and safety of student and teacher is of utmost importance. If a student arrives at their lesson visibly Ill, with a fever, or persistent cough, they will be asked to return home and no refund or reschedule will be made possible. While parents may not want to waste money it must be understood that the lesson can always be carried out online at their request.

● The teacher must also be made aware of difficulties in sight, hearing or learning.

**Communication between teacher and parent**

**●** It is important to stress that any anxieties or issues that parents have should be communicated to the teacher at the earliest possible convenience. It will be endeavored to deal with queries swiftly and effectively.

● Parents are asked to act calmly, patiently and Politely when dealing with the teacher. Parents who fail to comply with this request will be asked to remove their children and themselves from the premises.

**Missed lessons**

● A lesson missed is forfeited.

● Each lesson must be paid for in full regardless of if the lesson is taken.

● Only the balance of lesson time can be given if a student is late.

● The option to have an online or video recording of a lesson is possible if a student cannot make it.

● It must always be assumed that lesson reschedules cannot be facilitated. At the teachers discretion and in absolutely exceptional unbelievably extremely rare circumstances a reschedule may be made, for example bereavement or long term illness. It is very important that parents understand that it not simply the lesson time being paid for. It is the lesson preparation time, the weekly continuous reserved time slot, cleaning, materials, printing, website, Advertising, the list goes on. Slots are reserved for students on a first come first serve basis and the teacher will be there and ready to go regardless.

● If Lorcan misses a lesson due to sickness or bereavement, the lesson will be offered at a mutually convenient time, perhaps at the end of the term.

●If Lorcan misses a lesson for a reason other than bereavement or sickness and on short notice (example, playing in a concert or attending rehearsal), the lesson will be made up free of charge and the fee will be refunded to the student.

• If another student cancels within a two week period, their lesson slot can be taken by somebody who missed a lesson. This isn’t always possible so it’s important to minimize absences.

**Discontinuing of lessons**

**●** When signing up for lessons a free consultation is offered. When timetabling the first lesson a deposit of €22 is put down to reserve the slot. This deposit is refundable when a student has decided to discontinue lessons provided that they give 4 weeks of notice. If a student cuts off contact abruptly, when one week has passed the deposit will be taken as a cancellation fee and the slot will be permanently forfeited and given to a new student.

**Child protection**

**●** It is important that parents and adult students are aware of the physical nature of teaching piano. For instance, in order to teach good hand position I may take the students hand, or in order to teach posture I may place my hands on the students shoulders or upper half of the back. Permission of the parent and student will always be asked before touching a student.

**Parent attendance at lessons**

**●** Parents / guardians are not permitted to sit in on lessons. In the instance that a younger student needs time to get accustomed to the teacher it is allowed for a parent to sit in.

● Parents are welcome to sit in the hall directly outside the piano room.

● Parents who choose to sit in the hall must remain completely silent and not interfere with the lesson (No phone calls, audio notes, or loud distracting media to be consumed.)

By taking piano lessons with Lorcan, parents/ guardians and/or students acknowledge that failure to comply with the policies outlined will result in their slot being permanently terminated.