



NIMBLE FINGERS MUSIC STUDIO POLICIES 2024-2025

GENEVIEVE FROST

Thank you for choosing me as your piano teacher! In order to ensure that you or your child gets the most effective and creative teaching possible, I have established the following policies. This document replaces any previous contract or policy terms and agreements.

TEACHER RESPONSIBILITIES

As a piano teacher, I will strive to offer quality tuition by integrating a variety of teaching approaches, activities and technology. My aspiration is not only to develop competent pianists and musicians, but to inspire a life-long love of music. I will develop many aspects of learning, including reading, technique, aural and composition skills, tailor made to the individual's level and learning style, and their goals for the future. I will teach the student according to a mutually discussed progress plan. I will give regular verbal or written reports of progress. I will be punctual in beginning and ending lessons. I will be responsible for an appropriate teaching environment.

TUITION & SCHEDULING

The weekly lesson schedule will be arranged and communicated in advance of each term with the aim of delivering between 30 and 35 lessons per academic year. The piano programme is delivered through one-to-one lessons. If lessons take place in school, these lessons will be held during school hours on a rotational timetable during term time. Private students visiting my home studio will be offered a fixed slot for the full year. I reserve the right to review my fees on an annual basis in September. This will be communicated ahead of the start of each academic year.

PRACTICE EXPECTATIONS AND PARENT/STUDENT RESPONSIBILITIES

The most common reason for lack of progress is lack of practice! Progress is largely determined by focused and purposeful practice and not by simply attending lessons. Students of all ages should be practising at least 3-4 times a week. Younger students will need the support of a parent in most cases to ensure that they get the structure and time needed to complete all tasks set in the lesson. I cannot stress enough how important the teacher/student/parent triangle is to ensure the right support is in place for our young students to flourish. Practice times of course will vary depending on the age and level of the student. For young students, please create a quiet space for your child to practise and help them schedule a time for practising each day. Learning an instrument should be treated like another school subject and students should be aware there will be homework associated with this.

INSTRUMENTS

It can be an expensive investment when first embarking on piano lessons and many students manage reasonably well on an electronic keyboard up until grade 1 standard. Beyond this, all students should have regular access to an acoustic piano or an 88 key modern digital piano with weighted hammer action and touch sensitivity otherwise they will be unable to develop the technical skills required to progress. Digital pianos need a proper stand and the stool/seat needs to be at the correct height. Acoustic pianos should be kept in good working order and tuned at least once a year. Please ask if you need any advice on pianos.

PRIVACY AND SAFETY

I am fully DBS certified and you may request to see a copy of this at any time. Any personal information held is solely for my benefit and not shared with any third parties.

USE OF ELECTRONIC DEVICES AND ACCESS TO THE INTERNET

The student may be asked to conduct activities such as listening to music recordings, previewing example performances of upcoming pieces or researching the historical context of their upcoming work, which will require access to a computer and the internet at home. I may also recommend other digital learning resources such as a digital metronome, aural and theory resources that may require the downloading of various apps onto home devices for access. Please note that the Parents/ Guardians are responsible for safeguarding the student's use of the computer and the internet outside of lesson times. The Parents/ Guardians can access MyMusicStaff electronic lesson scheduling system to view and download lesson notes, online resources, check lesson timetables and lesson invoices. An email account under supervision of the Parents will be required to set this up. I am responsible for using the email for the purpose of setting up the access to these tools. The student is responsible for using these tools appropriately under supervision by the Parents/ Guardians outside the lesson environment. From time to time, I may use What's App or email for the sharing of media (short video clips and photos) to aid the student's home practice or celebrate successes.

EQUIPMENT, LESSON MATERIAL AND BOOKS

I will choose and purchase appropriate lesson material and books for the student with cost in mind. The cost of these will be reimbursed by the Parents/Guardians and invoiced as they arise. The student is responsible for bringing their piano bag containing lesson books, sheet music and other agreed resources to their lessons. I also operate a lending library where students may borrow books or learning material for a set period. The student is responsible for the borrowed material and should return it in the borrowed condition.

MISSED LESSONS

Lessons missed due to illness or conflicting school activities must still be paid for. If private students who come to my home studio are well enough to play the piano, but have been off school, I will endeavour to arrange a Zoom session during their usual lesson time or I can create a tutorial video for them to follow when they are feeling better. **Missed lessons are not refundable.** At my discretion, if I have any other slots available during the same week (i.e., another student's cancellation) then I may be able to offer you a different lesson time, but this cannot be guaranteed. If I need to cancel a student's lesson due to illness or continuing professional development, then I will either make this up at another time, carry forward a credit towards the next set of fees or refund at the end of the term.

DISCONTINUING LESSONS

Learning to play an instrument is a lifelong pursuit, but there are many reasons why a student may decide that learning to play the piano is not for them after all. If this is the case, please do discuss any concerns you or they may have as soon as possible as there may very well be something I can do to help. If not, and the decision has been made, **4 weeks' notice should be given.** This gives me time to wrap up any current projects and make arrangements to offer the time slot to another pupil. Please be aware, that I reserve the right to remove students from the timetable if they have poor attendance, a poor attitude during lessons or repeatedly do not practice. A reconciliation of lesson fees will be made for the account, taking into consideration the number of lessons scheduled in the term and the payments made up to the point of notice given. The Parents/ Guardians undertake the responsibility to settle all payments at the point of termination.

FAILURE TO GIVE NOTICE

If the student stops attending lessons during an ongoing term, the student (or Parents/ Guardians) is/ are not entitled to a refund of any fees paid for that term. The student is entitled to attend all lessons scheduled for the term paid for. If the Parents/Guardians fail to give the required notice, charges may be made in lieu of notice. If I stop lessons without giving the correct notice, I shall refund any fees already paid for any lessons not given.

EXAMS

Students looking to enter exams have the option to sit the practical exams at Blundell's School Tiverton or Southernhay Church in Exeter through the Associated Board of the Royal Schools of Music (ABRSM). Alternatively, both ABRSM and MTB (Music Teacher's Board) now offer digital exams, which can be conducted by me at my studio either as a performance exam or a regular practical exam. These exams range from the Prep Test for beginners, right through to grade 8, the highest graded level before diploma standard. Preparing for a music exam requires a huge amount of effort, practice and dedication and should not be undertaken lightly. Whilst examinations can provide a useful structure and framework to which we can measure progress, they are by no means compulsory and are certainly not suitable for everyone. Many students can be coached to be able to pass an exam, but if this is the only type of study they undertake, then much of the wider musical development can be missed, as well as a great deal of fun along the way. Please note that I will only enter a student for an exam once they have proven themselves capable at that level and if I am confident that they are fully prepared to commit to the necessary time and effort required.