



## **SAMPLE TRADITIONAL MUSIC SCHOOL POLICY DOCUMENT**

### Introduction

*The Trad Academy* strives to provide quality traditional music lessons by integrating a variety of teaching methods, activities, and technology.

Students will receive group and/or individual lessons and will be given multiple performance opportunities throughout the year. Online lessons are available for individuals and small groups.

The following policies explain how *The Trad Academy* runs and what is expected of students.

My teaching philosophy is as follows:

*"I believe that, when it comes to traditional music, we are all on a lifelong journey of learning, applying, being and becoming. I see my role as helping my students to explore the richness of this journey in ways that allow them to be curious, to find their own individual voice, and to participate, perform and collaborate. In order to do that, I must help them to build a good solid foundation, instil good habits from the beginning, and create the conditions to allow them to grow in this way. Above all, I want them to love what they do - and to shine. Over time, my educational philosophy may change, and that's okay. That just means that I too am continuing to grow and to learn new things."*

The policies below reflect this philosophy!

## Schedule

The teaching calendar follows the primary school year. Classes will begin in September and finish in June. Classes are blocked into 'terms' of 6, 7, or 8 weeks. There will be a holidays at Halloween, Christmas, mid-term and Easter.

Throughout the year there will be a number of performances scheduled. All students are encouraged to participate in these as appropriate.

## Payment

Payment is per term (may be 6, 7 or 8 weeks), and **each term must be paid for in advance.**

*The Trad Academy* accepts cheques, cash, and online payment via PayPal. Invoices are sent out one week prior to payment dates.

What your payment covers:

- your weekly lesson slot
- membership of *The Trad Academy*
- lesson planning and repertoire selection
- materials (tune books, learning support materials e.g. recordings, practice diary, cheatsheets)
- Academy rental and insurance
- Performance venue and equipment hire
- Vetting and safeguarding fees
- Professional music teacher memberships

*Please note:* There is €10 **late fee** for all payments received past week 2 of the teaching term.

If payment is not received by week 3 of the teaching term no lesson will be given.

Your fee does NOT include instruments. Students are responsible to providing their own instruments. We do have some instruments for hire – see below.

**For up to date current tuition rates, please see our website – [www.thetradacademy.com](http://www.thetradacademy.com) - or contact us directly.**

*Should something come up where you cannot financially fulfil your commitment to your lessons, please do get in touch to discuss options.*

## Missed Lessons

Lesson times are standing appointments and it is the student's responsibility to attend.

*Please Note:* There are no reimbursements for missed lessons except (i) in exceptional circumstances and (ii) where the lesson is cancelled by the tutor. If the student misses 3 consecutive classes this may result in them being moved to an alternative group class and time upon their return to lessons.

For individual lessons (including online) a missed lesson *can* be re-scheduled. Students are allowed to reschedule ONE lesson per term in the event of illness, family emergency or school events. Please provide 48 hour notice if possible.

Any lesson that is scheduled to fall on a Bank Holiday will be re-scheduled to a different date before the start of the teaching term.

## Lesson Procedures

Please arrive at least a few minutes prior to your lesson. Students are expected to bring all materials (instruments, music books etc.) to every lesson.

Keep it Clean! ALL students are REQUIRED to wash their hands before each lesson and to follow any other health & safety procedures as advised. *Please see our separate COVID-19 policy doc. This will be updated on a regular basis in line with government guidance.*

Food, gum, and non-water drinks are prohibited in the studio.

Parents do not sit in on the classes during regular group lessons. However, at various times in the year parents will be invited to join us for informal in-class performances/performance discussions.

## Practice Expectations

If there is a lack of progress, there is probably a lack of practice! A student's progress is determined by dedicated practice, not by simply attending lessons. Students will be supported in developing good practice habits. Each student will keep a practice diary. And, from time to time, we will set practice challenges. While ideally a student should practice every day aim for the 80-20 rule as a realistic goal – so practice at least 5 days per week.

Specific amounts of practice time are not assigned to each student. The time will increase as they progress. As a rough guide add a '0' to the grade level they are working towards – so 30 minutes per day for a grade 3 level, and so on.

This is where support from a parent/guardian can make a huge difference. So helping you child build a good routine around practice is something that you can help with. Talk with them about the practice diary – what goals have they set, and how are they getting on.

### Instrument Hire

At *The Trad Academy* we have a small bank of instruments available for hire. Please contact us directly to find out more about this scheme.

### Performances

Performances offer students a great sense of accomplishment and pride for their hard work. They also help them learn the importance of setting and achieving goals. At *The trad Academy* we will host a minimum of 2 performance opportunities per year. It is important that all students participate in these events (when invited; not every class may be involved in every performance). It is impossible to carry out a successful group performance if members simply don't turn up. For all performances students will be asked to wear their *Trad Academy* t-shirts.

Additional workshops may also be offered throughout the year with guest tutors. Information on these will be provided at least 1 month ahead of the scheduled date.

### Discontinuation of Lessons

Music is a lifelong pursuit but, of course, lessons are not always possible for a multitude of reasons. Remember, if you are not satisfied with your lessons for any reason, or if you are contemplating giving up your lessons, please speak freely to me about your concerns.

Mutual respect is a key goal at *The Trad Academy*. We have the right to remove students from the schedule if they have poor attendance, poor practice habits, or if they repeatedly break any studio policies

Signed : \_\_\_\_\_

Date: \_\_\_\_\_