

Sarah Lloyd Music – Studio and Online Policy

Any amendments to this contract will be given in writing with at least one month's notice. A copy of the contract can be found in Seesaw for you to access any time.

I enjoy teaching students of all ages, levels, and styles and strive to provide the best possible music education for every student. This is accomplished by providing work with the student's instrument such as learning pieces, technique, theory, sight reading, ear training and more. Lesson plans are customised to each student based on their age, learning style and individual goals.

Lessons

41 lessons over 52 weeks will be given from the start of the contract. Monday students will receive 40 lessons a year and the fees will reflect this. Should there be no amendments to the contract, the next contracted year will start 12 months after signing, on a rolling annual basis. Lessons will be given during term times (there will be the occasional lesson during the school holidays) – these will be confirmed at the start of the academic year – subject to alterations.

If the student is under eighteen, the parent/guardian gives permission for the teacher to teach the student in a one-to-one setting. **I hold a full-enhanced DBS check.**

Online lessons: students aged 8 and under must have a parent next to them to assist. Students aged 9 to 18 should have a parent within easy access. All online lessons must take place in a quiet and calm room with no distractions.

Mobile phones: please bring mobile phones to lessons as they can be a useful teaching tool. However I request that they be turned to silent during lessons to avoid unnecessary distractions. I politely request parents attending lessons with their child refrain from using their mobile for personal reasons.

Monthly payment – due on the 1st of each month

Payment may be made by cash, Bank Transfer or cheque.

Tuition is due on the 1st of each month. If tuition is not paid by the 7th of the month, a £5 late fee will be applied. If tuition is not paid by 14th of the month, lessons will be suspended until payment is made at the risk of losing the timeslot to a student on the waiting list.

Whilst there will be fewer lessons during the school holidays, monthly payments must continue to maintain your allocated timeslot for the following term and to keep your account closely balanced.

I reserve the right to adjust tuition rates on an annual basis.

Seesaw

Each student will have an account with Seesaw through Sarah Lloyd Music. Only 1st names are needed to create an account. I use Seesaw to upload sheet music, videos, activities and notes. It keeps all your work in one place and is easy to access. Your account is private and will not be shared with others. To be able to create an account on your behalf, I need you to sign and return the Seesaw GDPR form. Without the form I will use an alternative name to identify you.

Missed lessons

A student who does not attend a lesson will simply miss the benefit of that lesson. Tuition is based on enrollment, not attendance, reserving your exclusive lesson time throughout the contract, whether lessons are attended or not – just like football/dance lessons. If you cannot attend your scheduled lesson time for any reason, you may take advantage of one of the options below. There are no credits, refunds or deductions for missed lessons by the student.

- **OPTION 1** Skype/Zoom Lesson (for in-studio students): This would take place during our scheduled lesson time. Students must have a webcam with sound. You can use a computer, laptop, tablet or phone. You must ensure your internet connection is stable (ideally with ethernet cable) and the camera is placed in an appropriate position. You should also have my Skype/Zoom details ready for prompt communication. I must be notified at least 6 hours before the scheduled lesson (to make sure I have the equipment needed with me) and a photograph/pdf of the music and notebook should be uploaded to Seesaw before your lesson time.

- **OPTION 2** Video Lesson (for in-studio AND online students): – **You must upload a video or homework prior to your timeslot.** In return, I will review the work and upload a video to Seesaw with that days lesson plan discussing what the student should be reviewing, demonstrate assigned songs, theory assignments, etc.. Videos will be uploaded within 48 hours of the students regular lesson time. To receive a video lesson, I must be notified at least 6 hours before the students scheduled lesson (to make sure I have the equipment with me). Your lesson time will be used to review your work, film and upload the recording to Seesaw. Without a video or something to review from you, I may be unable to give you best teaching advice.

Illness- In-Studio students: If you are ill, *please* don't attend a lesson (this includes colds) as I don't want to expose myself, my family and/or everyone who attends lessons. If you are ill, I reserve the right to send the student home without completing the lesson. If you feel well enough to do so, a Skype/Zoom or video lesson will be offered. If not, a video lesson will be made progressing on from the previous weeks set work. You may let me know any time before the lesson start time that you are ill, however if you do not show for a lesson without notification prior to the start of your timeslot, even for illness, no alternative can be offered. If you believe you were unknowingly contagious during a lesson, you must let me know immediately. I will take every precaution to protect students. Students entering the studio accept they enter at their own risk.

Illness- Online students: If you are ill and unable to make your online lesson, with notice before the lesson time is due to start, I will do a video lesson for you.

****Should I have to miss a lesson for any reason other than my scheduled holiday, I will refund the missed lesson back to you. You are not required to reduce payment the following month.****

Books/Materials

Tuition does NOT include sheet music, books and other materials required to learn music. It is the students responsibility to purchase the required materials upon advice from me. The student will be responsible for any loss or damage incurred to any instrument, accessory or music loaned by me to the student. Such items will be returned on request to me. The student is responsible for the insurance of the student's instrument.

Inclement Weather

In the case of inclement weather, it is up to your discretion whether to attend lessons or not. If you do not feel safe/comfortable attending in person, you may take advantage of the missed lesson options.

Discontinuing Lessons

Students may wish to stop lessons at some point. Please make this decision thoughtfully with plenty of discussion between myself, parent/guardian (where applicable), and student so that lessons can cease with a positive sense of closure.

Notice period: As a courtesy, should you wish to discontinue lessons, I require at least **3 full lessons notice in writing**. I encourage attendance during the notice period to allow for a positive sense of closure of a trusting relationship that has been built up, sometimes over years, however I leave it to the discretion of the student whether attendance is made.

Pausing lessons (max. once a year): You may pause attending lessons for a month whilst retaining your usual timeslot in my schedule. The retention of your timeslot is 50% of your monthly lesson fee. Longer than a month may be considered on an individual basis.

Unacceptable behaviour: If unacceptable behaviour occurs, lessons will be stopped with immediate effect. Unacceptable behaviour includes, and is not limited to, physical violence towards myself or any instrument, verbal abuse or harassment. Any damage incurred by the student will be paid for by the student.

Lack of practice: If persistent lack of practice occurs, I reserve the right to stop lessons after attempting to work with the student for the paid month.

Calculations will be made to settle the account in relation to the number of lessons given versus the number of lessons paid from the start of the annual contract. Any monies owed should be paid within 7 days.

Photography/Videos for Marketing

Any public performances may be photographed/filmed. Occasionally I may ask if I can take a photograph during lessons to use as marketing material for Sarah Lloyd Music. I particularly enjoy receiving videos of students playing and occasionally will include these in my marketing material. Surnames **will not** be used in any marketing or social media.

If you would prefer to not be included in any marketing material or clips shown on social media, please tick here

How did you discover Sarah Lloyd Music? _____

Are you following Sarah Lloyd Music on Facebook? Yes No

Signed: _____

Student/Parent/Guardian _____

Date: _____

Student details

Full name of student: _____

D.O.B. (for children only): _____

(for the following, parents/guardians, please insert your own details below rather than the child's details)

Email: _____

Phone number: _____

Instrument: _____

PARENTS & GUARDIANS ONLY

Whose is the phone number above?

Please provide name and phone number of any other person who will bring and collect the student:

Tick to confirm you have received permission to share details to Sarah Lloyd Music – these will NOT be given to a 3rd party

Emergency and medical

Emergency name and number: _____

Do you have any medical condition that might affect lessons? Yes No

Details and any instructions for Sarah (if needed): _____

Musical background

Level on instrument: _____

Describe your musical background: _____

What musical style you would like to learn: _____

If you have already been learning the instrument, what are your areas you would like to improve?-

Seesaw GDPR

Sarah Lloyd Music uses Seesaw (<http://seesaw.me>), a secure online journal/'room' where students can document and reflect on what they are learning in their lessons. All students will be able to access the videos, worksheets and any new music on their own private account, at any time, all in the same place – no work details will be visible to anyone else. You will be able to edit and upload any items yourself (including photos, videos, worksheets, drawings and voice recordings) to your Seesaw journal. This account keeps all your learning neatly together rather than receiving lots of separate videos and emails from me. You can download the app for mobile too.

In order for you or your child to use Seesaw, the app needs your or your child's FIRST name in order to be able to associate work, like music, videos or activities with your account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell you or your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for you or your child to use Seesaw, Sarah Lloyd Music must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

I hope that you or your child will enjoy using Seesaw, especially as it is designed to make life easier for us all! Please sign below and return this permission slip so that you or your child can use Seesaw. If signing the document is physically difficult, please reply to the email stating that you are happy for Sarah Lloyd Music to create an account.

Please sign below and return the form.

I give consent for me/my child to use Seesaw for music lessons and activities.

Student Name: _____

Signature (or Parent/Guardian): _____ Date: _____