

# Studio Policy – Charles Fernandes

## Attendance:

- ❖ Lessons are held once a week at the time pre-determined by the teacher and the student. The time and day selected is to be repeated for every week thereon in the term.
- ❖ Being punctual is encouraged. Arriving late for a lesson is lost lesson minutes.

## Cancellations/Make-up lessons:

- ❖ If a student wishes to cancel a lesson any given week, a 24 hour prior notice must be given. It is completely understandable if a student needs to miss a lesson due to an emergency.
- ❖ In order to accommodate cancelled lessons, a sign up sheet of extra available hours will be posted online for students to sign up if they wish to have the missed lesson. It is the responsibility of the student to go online and sign up for a time.
- ❖ Lessons missed without a notice may not be rescheduled, unless in grace circumstances.

## Discontinuation of lessons:

- ❖ It is of vital importance to myself as an instructor and to my students, that a student is making significant progress each week. If there are a series of lessons where a student is clearly unprepared as a result of no practice, I may ask the student to discontinue lessons.

## Practice:

- ❖ It is extremely important that students practice the material assigned at every lesson. Methods and guidance on how to practice will be given in the lesson.

## Lesson Materials:

- ❖ There will be a lot of materials including scores, theory exercises and aural skill practices that will be given or assigned to students. It is up to the student to make full use of these resources in order to make progress. If I recommend any material or if the student wants to keep a resource, it is expected that the student purchase the material online.

## Instructor Absence:

- ❖ If for any reason I am unable to have a lesson with a student in a given week, a notification will be sent out as early as possible.
- ❖ Missed lessons due to Instructor absence will be made up.

Thank you!