

Dear Parent / Carer / Student

It is with much excitement that I welcome you to *Lynbrook School Of Music*. The lessons will be fun, exciting, relevant and take advantage of modern technology to help engage students in their learning. Practical aspects of music lessons will be taught on up-to-date musical equipment.

## SCHOOL/PUBLIC HOLIDAYS

Lessons are not held during school holiday periods or on public holidays. Fee invoices take into account any such days. You can always log in to the system to check whether lessons are being held or not. Lessons will still be held on school curriculum days.

## ABSENCES & MISSED LESSONS

Using our student / teacher portal (Accessed from the Home page of the website), you can mark your absence directly on the system. If you have notified us at least 24 hours in advance, you will not be charged for this lesson. Email or Text messages do not count as notification. The only way to receive a credit for the lesson is to mark this directly on the portal. A regular email reminder can be set up which is turned on by default. This gives you more than 24 hours' notice for each lesson. Credits raised from missed lessons will be credited towards the next terms invoice. This process is automatic and deducted from your invoice total. If the student is absent for 2 weeks in a row without notification, their place will be forfeited and made available to new students. Remember to mark on the portal if the student is attending a school camp or excursion.

## LESSON LOCATION

Lessons are currently held in the main Music Room which is adjacent to the After School Care facility.

## ENROLMENT

When you enrol for music lessons at Lynbrook School Of Music you will automatically be enrolled for subsequent terms. This includes lessons in the next year. If you wish to cancel enrolment, you must give us 1 weeks prior notice in writing via sms or email. All customers must agree to the details provided in this document.

**\*\*\*By continuing lessons with Lynbrook School Of Music you agree to the terms and conditions in this document.\*\*\***

## LESSON FEES

All term lesson fees are payable in advance. Weekly cash payments are also acceptable. These must be made using the marked envelopes provided in the entry and must include lessons not attended where 24 hours' notice was not provided. All term payments are due by the 1<sup>st</sup> lesson of the term and must be paid in full. Lesson fees must not be made to the primary school. The school is a rented facility only and Lynbrook School Of Music is a private business with no affiliation to the public school system.

A number of payment options are available on the invoice:

- Bank transfer (details on invoice)
- Weekly cash payments (Using marked envelopes provided)
- PayPal (details on invoice)
- Credit Card (In person directly with the Lynbrook Music Administrator or over phone)

## CONTACT DETAILS

The student / parent / guardian will notify Lynbrook School Of Music of any change of address and / or phone number. Please supply an emergency contact phone number.

## BOOKS/TUITION MATERIALS

From time to time a tuition book may need to be purchased, depending on the teachers requirements. As much as possible, Lynbrook School Of Music will be able to supply the first book for beginner

students and make this available for purchase at the lessons. These books must be paid for at the time of collection and are not included in lesson fees. If the student is starting lesson for the first time, they will need to purchase books after the first week when the teacher will assess the appropriate level.

## INSTRUMENTS

Students are not required to bring their own instruments to lessons (Except violin and flute). All students are required to have an instrument at home to practise with. No amount of teaching can replace the valuable and important concept of practising at home. If an instrument is not available, and practise cannot take place, your child will very quickly become disengaged with their musical learning and possibly want to give up. The last thing any teacher wants is for a student to have a negative experience of music! Please contact us via email or phone if you require assistance on purchasing an instrument.

## PRACTISING

It is advised that students should practise at least 5 times per week. It is not unusual for a student to try to resist practising. Here are some tips in helping your child with their practising:

- While daily practise is often recommended, we recommend a minimum of 5 times per week with 10-30 minutes per session depending on the students age. Please check with the students teacher for specific recommendations;
- Help your child to establish a set routine for practise. For example, create a timetable and assist your child in keeping to the timetable;
- Practising for more than 30 minutes at a time is not easy for children (especially younger children). Encourage them to practise in smaller time blocks (e.g. 15 minutes), or to take breaks during longer practise sessions. Regular practise cannot be replaced by one long session.
- Where a child is resisting practising, by all means remind them of the importance of practising to develop skills. However, resist forcing them to practise – as negative experiences can lead to a child giving up altogether. By all means, if your child is just not enjoying music and wants to give up, let them do so (speak to your teacher first);
- At all times, ENCOURAGE your child. Listen to their playing and praise them. Point out where improvements have been made. Headphones are a great tool for electronic instruments (such as Keyboards, Electric Guitars and Electric Drums), however do not force your child to *always* use headphones. An impression that “my parents don’t want to hear me play” is devastating for a child!
- Keep tabs on the material being studied in class by accessing the student / teacher portal and review the teachers notes.

## MUSIC SCHOOL WEBSITE & SOCIAL MEDIA

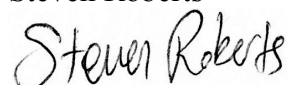
[www.lynbrookmusic.com.au](http://www.lynbrookmusic.com.au)

[www.facebook.com/lynbrookmusic](https://www.facebook.com/lynbrookmusic)

This website is continuously updated. Check regularly for up to date news specifically related to our music school, forms, teacher information and event information. Announcements are also made through social media about new lessons being offered and special events.

I am confident Lynbrook School Of Music will help all students to develop a passion for music. As a Teacher, there is nothing more satisfying than seeing the joy on the face of a student who realises that s/he really can achieve! I know our music teachers feel the same way. Welcome to Lynbrook School Of Music!

Steven Roberts



School Administrator