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Dear Students and/or Parents/Caregivers

Welcome to music lessons for 2025. At AspirA music we treat each student as an individual. We take into account your personal interests and work alongside you to motivate you to reach your potential through music. Please don't hesitate to speak with your teacher about what you'd like to achieve through your music so we can tailor your lessons to meet your interests.

Below is some important information about the lessons which will help everything to run smoothly for all.

*Lesson times.*

- In most cases students will have one half hour lesson each week. Students doing exams at a high level may have longer lessons (45 minutes or an hour), and some young students may benefit more from a 20 minute lesson, which will be discussed with the students and parents if required.
- Lesson times will be organised in consultation with parents/caregivers and/or students to ensure they are at a mutually convenient time.
- Lessons will take place during the school term, according to Education Queensland's dates, usually ten weeks per term (please note that private schools may have different term dates). Holiday lessons can be arranged on an individual basis as required or requested. Please let us know if you'd like to continue lessons during the holidays.
- Students learning during the school day at TSAC will follow the TSAC term dates.

*Lesson absences.*

- If the student is unable to make a lesson, please let us know **at least six (6) hours before** the lesson is due to begin, otherwise the cost of the lesson will be payable. A text message on 0413 599 707 is preferable, or email on AspirA@AspirAmusic.com.au, because they are the least intrusive on other students' lessons. Early notice about missed lessons is especially important when the teacher is coming from their home to the venue as it means they can be contacted with enough time to change their schedule and avoid arriving for a lesson that will not go ahead.
- By default, you will receive a reminder email 24 hours before the lesson. You can reply to this email to inform us of an absence. (If you prefer, you can turn the reminder off when you log in to the My Music Staff site by clicking on your name at the top right, then 'profile settings' then click the edit icon next to your name and unticking the box that says 'receive automated email reminders', or through the link in the email.)
- *As long as we receive enough notice* a catchup lesson will be organised if possible or your account will be credited the cost of the lesson.
- In the event that a student misses a lesson and notice is not given early enough, a catch-up lesson will not be organised, nor will the amount of the lesson be credited to the next term. This applies to all lessons, whether at a regular time or at a one-off time.
- Except in extenuating circumstances (e.g. lengthy illness or extended holiday, with sufficient notice) there will only be **two catchup lessons** allowed per term. After this, you will forfeit the cost of any missed lessons.
- If a teacher is unable to make a lesson, we will give you as much notice as possible. In this instance, a catch-up lesson will be organised if possible; if not possible a credit will be arranged.
- The above points apply to *all* students, including those who take lessons during the school day at TSAC. I understand that sometimes students cannot make lessons due to assessment, excursions or important school work. In this instance, the student can login and choose an alternative time, or if this is not possible can email me. If this is not done, the lesson will not be caught up and fees will be payable.
- There may be exceptions to the amount of notice required, e.g. morning lessons, sudden sickness or family emergency. These will be considered on a case by case basis.

*Public holidays.*

- Lessons will **still be held on public holidays** unless you are otherwise notified. If you are unable to make a lesson on a public holiday, please let us know at least six hours before the lesson begins, as would be usual for any missed lesson.
- This does not apply to students learning during the school day at TSAC. If there is no school, there will be no lesson and this will be reflected in the timetable and on the invoice.

*Fees.*

- Fees will depend on the teacher's experience and will be \$37-\$44 (inc GST) for a half hour lesson.
- There are two ways fees can be paid:
  1. The preferred option is the full term, paid at the beginning of the term. You will receive an invoice at the beginning of the term. If the invoice is paid by the due date, there will be a discount of 2.5%.

2. Fees can also be paid weekly, fortnightly or at another interval. In this case, you will not receive the discount and will not be sent an invoice. You will be able to access your account through the My Music Staff website if you need to keep track of payments.
  - Fees can be paid via bank transfer, online, credit card or cash. You can also set up an automatic payment by credit card through the My Music Staff website.
  - If you are having difficulty paying for lessons, we have a bursary fund, thanks to some generous parents. This can be used to reduce fees for a period of time, or to cover the cost of music books or other resources. Please contact us if you require more information about this.

#### *My Music Staff website.*

- We use the My Music Staff website for administration of lessons. This is where lesson notes and attendance will be kept, invoices will be generated, the schedule will be maintained, and other administrative tasks will be managed. You will be sent information about how to login when you enrol for lessons.

#### *Practice.*

- To get the most out of lessons, students should be practising every day. Beginner students should aim for 5-10 minutes each day, while high level exam students could be practising up to a couple of hours each day. The actual amount required will be indicated by your teacher.

#### *Progress reports.*

- Students will be given a progress report at the end of each semester.

#### *Exams.*

- We can take students through AMEB exams up to a Certificate level (Piano, Piano for Leisure, Theory, Musicianship and Music Craft). These are not compulsory and this will be discussed with each student individually. If you would prefer an examining body other than the AMEB (e.g. ANZCA, Trinity College, Con Brio) this can also be arranged. There are fees charged by the examining body for exams which are the responsibility of the parent/caregiver or student.
- Parents (or student) will enrol students for exams. You will given further details when the enrolment is due.
- An alternative to exams is to complete a *grade level concert*, where the student learns the work for an exam then puts on a concert for family and friends. More information will be provided about this if you are interested.

#### *Concerts.*

- All students will be invited to perform at an end of year concert for family and friends. Details of this will be outlined as the event draws near.

#### *Venue.*

- Lessons are held in three venues: The Springfield Anglican College (TSAC) primary campus, TSAC secondary campus and the home studio at 15 Timberlake Place, Springfield Lakes. You will be notified of the venue when your lesson time is confirmed.
- Lessons at the TSAC secondary campus will be held in the Corymbia Block (arts block) which is behind the main building and up the stairs.
- Lessons at the TSAC primary campus will take place in the Bellbird Block (music block), which is near the front of the school to the left.
- If taking lessons at the home studio, go through the gate on the right side where there is an entrance to the studio. There is a waiting area at the side of the house if you need to wait for another student to finish.
- If a parent/caregiver is running late to pick up a student who is under 18, the student should wait quietly near the room where the lesson is held so they can be supervised by the teacher.

#### *Ceasing lessons.*

- If you no longer wish to continue with music lessons, please provide at least two week's notice.

#### *Privacy.*

- Your personal details will only be used for purposes relating to music lessons and will not be given to any other person or organisation for any reason, unless required by law.

#### *Sickness, including a pandemic.*

We will follow any guidelines by the government regarding restrictions in the case of a pandemic, should these need to be implemented. In general, recommendations regarding sickness include:

- If the student is sick and showing flu-like symptoms please do not attend the lesson, and notify us at least six hours before the scheduled starting time. An online lesson can be organised or the lesson can be rescheduled.
- Wherever possible, please observe good hygiene when attending lessons, and if necessary, observe social distancing, the use of hand sanitiser and the use of masks.

I understand that even though this policy is in place, everybody's circumstances are different and our goal at AspirA is to make music lessons the best possible experience for each family. So, if you have any queries about the above information, or if extenuating circumstances make it difficult for you to fulfil these guidelines please don't hesitate to contact me (Daniel) on the details above.

We look forward to an enjoyable and enriching year of lessons in 2025.

Daniel Philippe  
Principal/Owner, AspirA music