

CHARLOTTE CLEMSON SUZUKI VIOLIN

Information and Policies

Pupil Name:

Your weekly individual lesson time is agreed with me and will take place at my home (.....).
Group lessons take place fortnightly on Fridays at St Etheldreda's Church Hall, Fulham – 4.30-5.30pm or 5pm-6pm depending on your child's standard.

To ensure everything runs smoothly, I have a policy for my teaching studio, which I ask all my students and their families to observe:

Commitment

A parent should attend every lesson (individual and group) with the student and help with daily practice at home

By joining my programme, you are committing to attending:

- All weekly individual lessons during term time
- All fortnightly group lessons during term time
- Each termly concert
- A twice-yearly parent discussion session

All term dates and concert dates will be provided in advance of each academic year; specific group lesson and parent session dates will be given well in advance of each term

Fees

My fees are currently:

- **Individual Lessons:** for 30 minutes / for 45 minutes / for 1 hour (the length of your child's lesson will be discussed and decided with me ahead of each term)
- **Group Lessons:** for 1 hour
- **Termly Concerts:** per student

Fees should be paid in full for each term, at or before your second lesson of term

I will issue an invoice ahead of each term and I accept payment by cheque, cash or bank transfer

Missing or Cancelling Lessons

In the event that you miss or cancel a lesson, I will not be able to issue a refund or reschedule the lesson (this includes illness or prearranged holiday)

You may swap lesson times with another student; please just let me know in advance if you do so

If I miss a lesson, you may request a refund or have the lesson rescheduled at a time that is mutually convenient
I require notice of one full term for any extended period of absence from lessons

Lesson Etiquette

Punctuality: Please arrive promptly for all individual and group lessons and enter the building quietly. For group lessons, please ensure you arrive in time to have your violin ready and tuned *before* the lesson begins

Lesson preparation: Please make sure your child has removed their shoes, been to the toilet, and had a snack/drink (the teaching room is a food-free area) before the lesson begins, so that we can make the most of the lesson time

What to bring:

- Your violin and bow (with rosin, shoulder rest, duster etc.)
NB There is no need to purchase or hire an instrument before beginning lessons, as I will recommend the correct size for your child
- Your music – beginners will need Suzuki Violin Book 1 (with CD for daily listening at home)
- Your foot mat (if you are a beginner)
- A notebook/pen
- Your camera/phone for taking photos and videos in the lesson

Siblings: I welcome siblings of students at my lessons, but I ask that you bring quiet activities (reading/colouring etc.) for them to do during the lesson to keep disruption to a minimum

Illness: Please do not bring your child to a lesson (individual or group) if they are unwell. As a general rule: if they are too ill to go to school, they are not well enough to attend their violin lesson

Group lessons: Parents should be active observers in group lessons; no phones/chatting please. These lessons are important and should be treated in the same way as individual lessons

Membership

All of my students must become a member of the London Suzuki Group (LSG), which includes membership of our national organisation, the British Suzuki Institute. We take part in BSI and LSG concerts, events and workshops, which will provide unique musical experiences for your child and opportunities for them to make music with other young musicians.

Simply fill in the registration form on this page <http://londonsuzukigroup.co.uk/membership/> to become a member of the London Suzuki Group – it is £9 per month and fees can be paid by direct debit.

For information:

London Suzuki Group Website: <http://londonsuzukigroup.co.uk/>

British Suzuki Institute Website: <http://www.britishsuzuki.org.uk/>

One Teacher Studio

It is important that your child does not take additional individual or group violin lessons with other teachers (including lessons at school) whilst learning with me. This will avoid confusion for your child, and will ensure that they receive clear, consistent and rewarding tuition.

Please consult me before signing up to attend workshops, concerts or festivals.

I have understood, and agree to work with, the above policies:

Name:

Signature:

Date:

Charlotte Clemson Suzuki Violin

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