



Welcome to Will Hay Piano Tuition

In order to help lessons to run as smoothly as possible and to offer and adapt creative lessons tailored to each student, I use a number of on-line systems which are outlined below. Any action required on your part in order to initiate each system is highlighted.

1. Music Teacher's Helper

This is the lesson diary and payment portal.

I ask new students to **register an account on this system** [<http://whay.me/apply>]

I am then able to schedule lessons in the diary. Lessons scheduled are then invoiced by email at the start of each month. Students usually pay for the lessons via BACS online transfer.

2. Evernote

This is your lesson notebook. You will receive an email entitled 'Will Hay has shared XXXXXX notebook with you'. **Click the link in the email you receive to setup your account** and download the Evernote app to your device. Once connected, the notebook contents will synchronise automatically.

3. Noteflight

This is your creative 'manuscript book' which can be used for theory/composition tasks.

I will create an account username and password on your behalf and provide this once you start to need to use this system in your lessons.

Explanation of Lesson notes

I have revised the format of my lesson notes to enable them to be as quick and easy to use as possible. Rather than putting a form in each note, I just place the content formatted as outlined below. This way, it is possible to review a number of lessons at a time on one page without needing to open each note.

STUDENT INITIALS, DATE, LESSON NUMBER, LESSON TIME, [PROGRESS SCORE]

Lesson activity (Exercises)

- *Target*

Lesson activity (Lesson Book)

- *Target*

Lesson activity (Creative project)

- *Target*

Glossary of terms used in lesson targets

What is LH and RH? Left hand and Right hand

What is HA and HT? Hands alone and hands together.

What does Learn mean? Be able to play an assigned section counting aloud and 0-2 errors.

What does Master mean? Be able to play the assigned section with confidence with zero mistakes every time.

What do the progress score numbers mean?

P5 - WOW - exceeded MY highest expectations, all goals were met and then some

P4 - EXCELLENT - all goals were met and progress made by consistent practice

P3 - NICE - most goals were met but some were not, due to lack of time, goals stated unclearly, goals set were too difficult to meet...

P2 - OK - some goals were met, but practice between lessons was not sufficient for much progress

P1 - HO HUM - looks like last weeks goals will be repeated as little or no practice occurred and little progress made

Piano Lesson Agreement - *(please sign and return the last page)*

1. Fees

As of 1st January 2017, lessons at the studio will be at a rate of £30 per hour (or pro rata) subject to annual review.

2. Music Lessons

Weekly attendance to scheduled music lessons will be expected of all Students. If the normal lesson arrangement cannot be attended for some reason, as much notice as possible will be expected and arrangements made for an alternative lesson at a future time. The Teacher will also give as much notice as possible for any lessons that cannot be fulfilled and offer alternative lesson arrangements. Lessons will continue throughout school term time though extra lessons during school holidays may be scheduled by mutual agreement.

3. Punctuality

Music lessons must run strictly to schedule. Lessons will finish on time even if the Student arrives late.

4. Other Lesson Attendees

Friends and relatives may attend the lesson, provided they not be disruptive. If the Student is under the age of sixteen, the Parent/Guardian shall ensure a responsible adult is present for the duration of the lesson.

5. Data Protection

All information, both verbal and written, acquired for the purpose of music lessons will be held in strictest confidence and will not be made available to any third party without prior consent.

6. Disclaimer

The Student agrees to pay for any music, CDs, exams, etc. required and provided by the Teacher. The Student will be responsible for any loss or damage incurred to any item belonging to the Teacher. Any belongings, for example, instruments, vehicles or personal items, are brought onto the above property entirely at the Student's own risk.

7. Practice

The Student must organise their time so that good quality practice can be done at least five days a week under normal circumstances and that the length of each practice session will increase as the Student advances.

8. Photographs, videos & recordings

Any photographs, videos and recordings taken in the course of music lessons may be used on the Teacher's websites for the purpose of demonstration and promotion with the Student/Parent's permission.

9. Termination of Agreement

Whilst the Teacher will use every effort to ensure the Student makes satisfactory progress, this cannot be guaranteed. A decision to discontinue lessons may be taken by the Teacher and/or the Student, in which case as much notice as possible shall be given by the party seeking to discontinue.

Piano Lesson Agreement

I would like to take piano lessons and have read and understand the terms of this Agreement.

I would like my son/daughter to take piano lessons and have read and understand the terms of this Agreement.

Signature (on behalf of student)

Name of Student

Date