

Cadenza Music School

Rules and Guidelines

Welcome to Cadenza Music School.

Please read through the following guidelines, rules and expectations carefully.

A. General Guidelines

1. Lessons are currently offered in Violin, Viola, Cello Classical Guitar and Piano.
2. All music lessons will be conducted on a weekly basis ranging from 30 minutes to 1 hour.
3. Music lessons are offered on an individual basis (one on one) or in a group (strings only).
4. 30-minute lessons are suitable for young beginners up to the age of 8 years for one term. After this period, students must move to the next time fraction of 45 minutes. Those students commencing at 45 minutes are strongly encouraged to move to 60-minute lessons at the end of one term. This is in keeping with musical progress and the need for increased musical learning by that stage.
5. A lesson will typically involve the following: tuning the student's instrument (for strings), review and playing of material covered in the previous session, introduction of any new material and theory at the teacher's discretion, short breaks if the student requires them and a final wrap up of the lesson. The final few minutes will be spent recording in the student's notebook relevant information covering the lesson and work that is assigned for the next lesson (age dependent). Time may also be set aside occasionally for music appreciation (listening/watching musical performances, discussions, etc.)
6. The teacher reserves the right to select the course material to be studied keeping in mind the particular requirement of the student including age, ability and any previous music experience. The main focus will be on classical technique, although other material of interest to the student may be explored at a later stage.
7. Cadenza Music School offers lessons to run in line with the school term which will be advised prior to the end of the current term. Students must sign up for the entire term (non-negotiable), or for the remainder of the term for new students joining mid-term.
8. Cadenza Music School may remain open for 2 weeks during the long summer (Christmas) break. Students appearing for exams or those wanting to avail of this opportunity to continue learning are encouraged to do so by prior arrangement with Cadenza Music School.
9. Punctuality for lessons is extremely important. If a student arrives late for a lesson for any reason, the end time of the lesson cannot be changed.
10. Parents are requested to wait outside the studio during their child's lesson unless specifically requested to sit in on a student's lesson by the teacher.
11. Students are expected to bring their own material for instruction to every lesson. This includes their instrument (strings), any accessories required for the lesson, books and writing material.
12. The student is expected to treat all furniture and property at Cadenza Music School with utmost care. Any damage caused by the student's actions, either deliberate or by accident will be charged to the student.

13. Any item borrowed / lent by Cadenza Music School to the student must also be treated with utmost care and returned in the same condition to Cadenza within the time frame indicated at the time of borrowing failing which, the student will be charged the full cost of replacement of the item.
14. While music lessons at Cadenza Music School are not purely exam oriented, the school is able to prepare and present students who wish to appear for examinations. Please read the examination guidelines available separately.
15. The School organises an annual concert providing an opportunity for students to showcase their talents to a wider audience and to learn the nuances of public performance. Participation at this annual event is compulsory for all students who have completed at least one year of music education.

B. Missed Lessons

1. If a student is unable to attend a lesson due to any reason (including make- up lessons), the teacher must be informed at least 24 hours prior to the scheduled lesson failing which the lesson stands forfeited. Students who are part of a group lesson must make up missed lessons at the earliest possible in order to keep up with the rest of the group.
2. Missed lessons must be made up at the earliest **either face to face or online** (Zoom) by mutual agreement between the teacher and student preferably in the week the lesson was missed.
3. Missed lessons cannot be accumulated or carried over into the next term.

C. Student Behaviour

1. The student will show respect to the teacher and any staff of Cadenza Music School at all times. Inappropriate behaviour and rudeness will not be tolerated and may result in the student receiving a written warning. A repeat offence may result in the student being asked to discontinue lessons at Cadenza.
2. In case of a serious offence, no warning may be issued, and the student may be asked to discontinue lessons with immediate effect—in which case all fees paid in advance for remaining lessons will be refunded at the end of the term, less two weeks. Parents/guardians are also expected to conduct themselves appropriately at all times while on the premises and in all dealings with Cadenza Music School.
3. If parents choose to wait for their child in the living area, it is requested that they maintain as much silence as possible as lessons may be in progress for other students.

These policies and guidelines are a broad framework with which to function. Cadenza may revise/review them from time to time and students will be notified.

Student/Guardian Signature

Date

Cadenza Music School wishes all its students a positive and fulfilling musical experience.