



KPS Student Policy Form updated May 2022

This document is comprised of 3 sections:

Section A: Introduction

Section B: Student Policy

Section C: Student Policy Agreement Form

Instructions for parents/caregivers and/or legal guardians

1. Please read carefully and keep for future reference:

Section B: Student Policy

Section C: Student Policy Agreement Form

2. Discuss the **Student Policy** listed in **Section B** with your child and check Yes or No as you go through each one.

3. Sign the **Student Agreement** and **Parent Agreement**.

Section A: Introduction

The purpose of this Student Policy is to create a clear understanding of what is expected of students, parents and teachers at Epics Music KPS ensemble groups. This agreement includes information about the students, parents/guardians and the teachers' obligations and responsibilities.

The Important Areas Are:

- Practice Expectations.
- Missed Lessons.
- Acceptable Behaviour.

Section B: Student Policy for Epics Music KPS Ensemble Groups

Practice Expectations: Students are required to practice at home between lessons. Daily practice is vital to musical progress. The recommended amount of practice time will be discussed with the student depending on their age and skill level. Sufficient scheduled practice time on a daily basis is the surest guarantee that you, or your child, will experience consistent progress at their instrument. It takes committed practice during the week to put skills covered at the lesson into motion.

Lesson Books: Ensure you bring all sheet music we are working on to each lesson.

Instrument Hire: Students are able to hire instruments through KPS if they do not have an instrument of their own. Please talk to the school if this is something you wish to do.

Caring for Instruments: Please treat your instrument in a respectful manner. Always keep the instrument in its case when not in use. Ensure handles, hinges, locks and zippers are in good working condition. Never set anything on top or inside your instrument.

Payment Required: Payment is required by the Due date on the invoice. For regular term invoices the due date is week 2 of the new term. A \$10 late fee will be applied for payments received after this date.

"Make Up" Classes: **No** make-up lessons or credits will be given if you are unable to attend the group lesson. There are no refunds for missed lessons. If the teacher is unwell or the school is closed you will receive either a make up lesson or credit at the discretion of the Director.

Attendance and Lesson Cancellations: Regular punctual attendance of lessons is an issue of responsibility and choice on the part of parents and students. Please be considerate and call/text if you must cancel a lesson for **any** reason. As stated above you will not receive a make-up lesson or credit if you are unable to attend. The studio shall, however, assume financial responsibility should the teacher become ill, be out of town, or cancel for any reason. A make-up lesson will be issued or the following terms regular fee will be reduced by that particular amount. Lessons can be cancelled online via <http://epicsmusic.com/students/student-portal/> which will notify the teacher and the director straight away.

Set Up and Pack Up: Students are responsible for setting up and packing up of all their equipment used each week, including music stands and chairs.

Behaviour: We ask that all students are kind and patient with the other students in the group. It is understood that each child behaves differently. Nevertheless, the teacher reserves the right to terminate a student from the group for the following infractions:

- Inappropriate behaviour toward the other students or teacher on the part of the student. This includes, but not limited to, violent outbursts, swearing, defamation of character, unacceptable advances or any other displays which fall outside the realm of common respect and decency.
- Poor attendance and lack of communicating cancellations.
- Continually failure to pay for lessons in full by due date.

Government Guidelines: For the safety of our students and our staff we will be adhering to the schools Covid safe plan.

A note from Christine (director): If for any reason you are unsure about what is written above or have any concerns, please contact me. I am more than happy to go through any ideas, problems or queries and discuss this with you. Simply contact me through any of the options on www.epicsmusic.com.

Section C: Studio Policy Agreement for Epics Music

To the parent/caregiver/legal guardian, please:

1. **Read this policy carefully** to check that you understand your responsibilities under this agreement.
2. **Keep the document for future reference.**

I understand that Epics Music will:

- Work progressively with children and their families to encourage and develop an understanding of the student policy.
- Uphold their responsibilities and abide by the Student Policy.
- Keep a copy of this signed agreement on file.
- Respond to any breaches in an appropriate manner.

My responsibilities include:

- I will read this student policy agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed response form to the Epics Music within 14 days.

Response form – Please return in 14 Days

Section C: Student Policy Agreement Form for Epics Music

I have read and understood the Student Policy.

Yes No

I have gone through the Student Policy with My child.

Yes No

I agree to encourage daily practice.

Yes No

I agree that during Lessons, I will not:

Use any unacceptable language or act inappropriately towards the teacher.

Yes No

I understand that I will **NOT** receive a Make-Up Lesson if I can't attend.

Yes No

Please note: This agreement for your child will remain in force as long as he/she is a part of Epics Music KPS Ensemble Group. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

Student Agreement

- I have read this agreement with my parents and know the importance of practice and this policy. I understand that if I do not follow these rules, I risk having my lessons stopped.

Parent Agreement

- We have read this Student Policy agreement and agree to the terms stated above in section B, including my child's responsibilities.

Media Release

- Epics Music has permission to feature photos and/or videos of this student (never using surname) on the studio's website, Facebook page and/or promotional items.
- Epics Music has permission **on a case by case basis** to feature photos and/or videos of this student (never using surname) on the studio's website, Facebook page and/or promotional items.

Name/s: _____

Date: _____

Sign: _____