



34 JINDALEE RD. PORT MACQUARIE 2444

Ph: 65.810123 / 0412.071162

Thank you for choosing **Port Macquarie Academy of Music**. We endeavour to operate our music school with professional teaching and business standards at all times. Our qualified teachers offer tuition in voice or your chosen instrument in conjunction with music theory. We would appreciate you taking the time to read and understand this information sheet.

Our Teaching Team:

Piano & Keyboard	Anne Russell, Debbie Brown & Lisa Brown
Guitar	David Smith, Laurence Baxter
Drums	Peter Harries
Singing	Greta Warner & Josephine Galante
Violin	Hylida Apps
Brass & Woodwind	Amy Corrigan
Accounts and Timetables	Lorna & Michael Russell

Lesson Prices (1/2 hour)

Lesson prices start at \$10 for preschool groups and range up to \$35 for higher grades duration.

Accounts for term payments are issued to each student at least 3 weeks prior to the start of each term. **A \$50 deposit is payable by the end of the current year to secure your place for the next year. The deposit will be deducted from the fees provided the balance is paid during the first week of term 1. Should a student decide not to start the term the deposit will not be refunded.** Fees paid after the first week will forfeit the deposit and full invoice amount will be payable. We reserve the right to discontinue lessons if payment in full has not been received by week 3. In the case of lesson cancellation part way through a term, fees will only be refunded if & when the position is filled.

Payment of fees, books and accessories can be made weekdays between 3.30 and 5.30pm at the Academy office, mailed to our postal address or in the case of school group students, labeled in an envelope and handed to the music teacher at lessons. Please be aware **we do not have credit card or eftpos** facilities – **CASH , CHEQUE or DIRECT DEPOSIT** are the preferred methods of payment. Account details appear on our invoices.

Absences: Due to heavy demand on our services, **it is not possible to reschedule or give credit for missed lessons.** As in all other industries, we have a responsibility to pay our dedicated staff for their time. Advance notice of an absence is appreciated as a courtesy to the teacher.

Please be punctual for lessons and it would be appreciated if parents did not leave students for extended periods of time before or after lessons. Children get bored and the waiting area is often congested particularly at change over times. **In the interest of the children's safety we insist students wait inside for parents to come and collect them thank you.**

Students are required to bring to their lesson their instrument if applicable and all their books including theory and homework books. School group students will also need their pencil case and instrument please. Book kits are issued at the first lesson and as the students complete books, teachers will organise replacement books through the Academy office. Payment is required within 7 days please.

Homework and Practice are always essential to any a musician's progress. We realise parents have busy lives but any encouragement you can give your child will pay dividends. Listening to their work occasionally and encouraging a regular practice routine are positive ways to assist students and teachers and ensure optimum gain from every lesson. **We ask that a parent/carer initial the homework list each week please as an acknowledgement that they are aware of their child's progress and practice routine. It's also a great way to keep in touch with your child's teacher.**

Additional Musical Experiences in the form of examinations, workshops, and concerts are available for students. ALL students are required to participate in at least one concert annually. We aim for all additional music experiences to be positive and concerts in particular have a very relaxed atmosphere.

Examinations: are optional and are offered annually for both theory and the various instruments we teach at the Academy. The decision to offer a student exam options is made by the teacher when the student displays a commitment to practice routine over an extended period.

Keeping in touch: Each student is issued with a homework book when they begin lessons with us. In this book, practice and theory tasks are listed by the teacher each lesson. This book can also be used as a means of communicating between teachers and parents. Should you need to talk to a teacher, please do so at the BEGINNING of YOUR child's lesson. **Be mindful not to use another student's valuable lesson time please.** We appreciate parents initialing the homework book weekly, acknowledging their child's practice.

Parking: near the door of the Academy is reserved for teachers only. **Please do not drop off or park in our parking area at any time.** Street parking is always available. We are always conscious of the safety of our children and their families.

All students benefit when parents take an interest in their progress and musical development so we encourage you to do so at every opportunity. We hope you enjoy a productive and happy association with Port Macquarie Academy of Music.

Anne Russell & Staff