

# **STUDENT HANDBOOK & LESSON POLICY FOR SCHOOL PROGRAM**



[www.jpmusicacademy.com.au](http://www.jpmusicacademy.com.au)

# STUDIO LESSON POLICY

Please review this Studio Lesson Policy for the terms and conditions of our music lesson programs.



## Welcome

Thank you for deciding to join JP Music Academy.

Welcome to JP Music Academy! Have you or your child always wanted to learn an instrument? Looking for a place where you will be engaged, enjoy learning your instrument and be taught by an experienced musician and teacher?

You have come to the right place.

***James Peden (Owner)***

## The Story

James began learning piano at the age of 8 and continued his lessons until he turned 16. Afterwards, he expanded his musical repertoire by taking up guitar, bass, and singing. In his 20s, James led bands and played keyboard for other artists. By the time he reached his 30s, James had accumulated a wealth of knowledge and experience in music that prompted him to start teaching private music lessons under JP Sounds in 2017 and now rebranded to JP Music Academy.

Today, with over a hundred students enrolled in its school program and Pakenham Studio, JP Music is thriving. If you share James's passion for music, what kind of journey do you envision for yourself? What are your personal aspirations within this art form? From an early age, James knew that making music was something he wanted to pursue professionally.



## Programs

The Guitar Ninjas and Keyboard Superstars programs are exclusive to JPMA. Each program has 9 levels to complete. Guitar Ninjas progress with coloured guitar straps which represent each level, while Keyboard Superstars have a lanyard that allows the student to collect badges.



## How to Contact Us

- You can email James any time at [admin@jpmusicacademy.com.au](mailto:admin@jpmusicacademy.com.au) with enquiries or administrative needs.
- You can call James on **0407 857 616** during operational hours of **9am to 7pm on Monday to Thursday**.
- Please note James will be teaching throughout the day so please send a text message if he doesn't pick up and he will call you as soon as he is free. Voice message must be made if like a call back.
- We will endeavour to respond to all emails and return any missed phone calls within 24 hours.

## Tuition Fees

Fees are calculated on the number of lessons conducted in a term.

You are committing to a full term of lesson fees. To secure your enrolment full payment must be completed one week before lessons commence.

An invoice will be emailed to you. Please note if fees are not paid the student will not be able to access the studio for lessons. Payment can be made by cash or direct deposit. Subscription option is also available. Please inquire about this option.

## Packs

**Students will need to purchase a pack for their lessons;**

- **\$80: Guitar Ninjas Pack:** textbook, guitar strap, video access to Guitar Dojo, stickers, practice sheet, and guitar picks.  
(when student passes a level it is \$40 to upgrade)
- **\$80: Keyboard Superstars Pack:** Superstars Booklet, Text Book, Lanyard, Badges, stickers, and practice sheet.  
Piano students will also be given a link to order a text book that is suited to their level.
- **\$62: Piano Fiesta Annual Pass:** access songs online and learn to play with backing tracks.





## Arriving & Collecting Students

The music teacher will come and collect the student from the classroom at their scheduled time. If there happens to be a clash, the timetable may be adjusted and the student will be picked up at a convenient time. If the student is unable to attend the lesson a make-up lesson can be offered.

## Make Up Lessons/ Missed Lessons

If the student is unable to attend the lesson and enough notice has been given a makeup lesson will be offered. Notice needs to be by 9am of the lesson day. The makeup Lesson will be used towards a second lesson the week after or you can attend the online makeup lesson.

### ONLINE MAKEUP LESSON:

The link is available at the bottom of the website [www.jpmusicacademy.com.au](http://www.jpmusicacademy.com.au)

Please make sure you're makeup lesson is used up before the end of the term as it will expire. If you are traveling or going to be away for various weeks please contact us before the term starts and your payment can be adjusted.

**No Notice-** Please note that no makeup lesson will be offered if there is no notice to the lesson.

## Subscription Option

Instead of paying upfront at the start of the term you will be able to pay weekly payments every Friday for the year. The subscription will start the first week of lessons and end last week of Term 4. Holiday lessons will be included and can be done at the studio or online.

## School Holidays, Public Holidays & The Summer Program

JP Music Academy is open over the holidays. Holiday lessons will still be available for membership students and for those who wish to participate. Online lessons are also available for students who are unable to attend in-studio.

## Guitar Ninjas Dojo

Guitar Dojo Online is our supplementary online learning platform that provides 24 hour access to digital lesson content and course material.

Guitar Dojo Online is normally priced at \$30 per month however we have included it as a complimentary part of JPMA Student enrolment in the event you cannot attend your regular lesson. You are to work through your course material in place of your missed lesson.

In addition to what has been prescribed by your teacher, you can work through courses and lesson modules at your own pace.

## Cancellation Policy

- If you wish to withdraw from your music lesson program you need to provide notice before the last day of the term. To stop lessons please complete in the form at [www.jpoundsmusic.com.au/stop](http://www.jpoundsmusic.com.au/stop)
- For subscriptions you are locked in for a whole year and will continue the following year until you cancel. A months notice must be made to end payments.
- SMS, phone, calls, emails or written letters will not be accepted in place of the required form.
- JP Music Academy reserves the right to discontinue lessons with students who breach this lesson agreement or behave in a way that is not congruent with our values.

## Google rating

Please let us know how your lessons are going by giving JP Music Academy a rating on Google. Help JP Music Academy be the number one place to get music lessons by giving us 5 Stars.



## Covid 19/ Lockdown Learning Policy

Please note if we go into a lockdown that lessons will continue online. They can be done by Zoom. If a student is feeling unwell or has symptoms please contact us to arrange an online lesson.

For security and online safety purposes, all students are required to log on with their full name displayed and their camera on so that we can verify attendance. You acknowledge that Zoom sessions will be recorded for security, lesson content creation, and quality review purposes.

## What to bring to lesson

- Guitar Ninjas Pack or Keyboard Superstars Pack

- Guitar

- Practice sheet

Guitar and Ukulele students please bring your instrument to the lesson. Students will be given a practice sheet that they can fill in at home. Students with the most practice in their group for the term will receive a prize.

### Practice:

If the student shows a lack of interest or isn't practicing please contact James as he has ideas of how to improve this. Recommend 3 practices 15mins to 30mins each week.

## Term Payments

You are committing to a full term of lessons held at your school. Payments will be either paid by cash, direct deposit, or subscription. Please note late payments will incur a fee. Payments must be made 1 week before the first lesson.

## Cancellations- Please Read

No lessons will be credited or refunded if the student cannot attend their scheduled weekly lesson. Please talk with us if any concerns. If you are away one week of lessons please notify us before making payment for the term. If a student is sick we offer a make-up lesson. If you don't notify us before school starts that the student is away lesson is still charged and no makeup or credit can be offered.

## Learning Expectations

If you decide to cancel doing lessons altogether you will need to wait till the end of the term to complete lessons. There are no refunds once any payment has been made.

## Student Lesson Policy Agreement

- ☐ I have read, understood, and agree to the JP Music Lesson Policy.
- ☐ I understand that in order to discontinue my lessons I am required to fill in the stop lesson form by end of the term at the website.
- ☐ I understand the best form of contact is through email at [admin@jpmusicacademy.com.au](mailto:admin@jpmusicacademy.com.au)
- ☐ Payments must be finalised before the first lesson starts of each term. If having financial difficulties please contact JP Music.

Please tick all four circles to agree.

Students name:\_\_\_\_\_

School:\_\_\_\_\_

Your name:\_\_\_\_\_

Date:\_\_\_\_\_

Signature:\_\_\_\_\_