

STUDENT HANDBOOK & LESSON POLICY 2026



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 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.

- All tuition payments are made using the Ezidebit billing system. Tuition fees are paid for in advance and are debited from your card or bank account on the Friday of each week.
- This will include an \$88 Signup & Materials Fee and may be adjusted to include any additional sessions calculated on a pro rata basis.
- Guitar Ninjas Only- There will be a \$44 Grading & Materials fee* each time you advance a level within the Guitar Ninjas Program which covers your new book and guitar strap.
- Lesson fees will increase each year with the updated fees coming into effect for your first payment in the month of July each year.
- Your tuition fee is non-refundable and non-transferrable. Refunds will not be given for change of mind, missed sessions, expired credits or student absence of any kind.
- Paying with credit card will incur an additional fee. Ezidebit will charge you an additional \$10 fee for bounced payments and attempt to re-debit you 3 days later (up to 3 times). Please contact us if you know your account will not have sufficient funds.

Music Packs

Students will need to purchase a pack for their lessons;

- **\$88: Guitar Ninjas Pack:** textbook, guitar strap, video access to Guitar Dojo, stickers, practice sheet, and guitar picks.
(when student passes a level it is \$44 to upgrade)
- **\$88: Keyboard Superstars Pack:** Superstars Booklet, 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.



Head to www.jpmusicacademy.com.au/book-lesson to watch videos about these courses.

Arriving & Collecting Students

On arrival, students are to come into the studio and wait in the front room. Students will only be allowed to leave if the parent/ guardian comes and collects them from the studio. The studio is situated on a busy road so this is required for the safety of the students. If it's raining you can drop the student off at the back of the studio at the garage. Please text James 0407 857 616 to arrange this.

Make Up Lessons/Missed Lessons

If you are unable to attend your lesson notice needs to be given by 12 pm of the lesson day. A makeup lesson will be scheduled a second lesson the following week or put towards the holiday program. Online makeup lesson are also available if unable to attend lesson in studio.

The link for this is available at the bottom of the website www.jpmusicacademy.com.au
Please make sure you'r makeup lesson is used before the end of the term as it will expire.

No Notice/ No Show Up- Please note that no makeup lesson will be offered if there is no notice or no-shows to the lesson.

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.

School Holidays, Public Holidays & The Summer Program

JP Music Academy is closed on all public 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.

JPMA closes for approximately 4 weeks between the middle of December and the middle of January each year.

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
- 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 in Pakenham to get music lessons by giving us 5 Stars.



Liability

By accessing the services of JPMA you are agreeing to take full responsibility for yourself and your guests, and for any and all personal musical equipment bought, or left on JPMA studio's premises.

Every care is taken for your personal comfort, and professional care is given to your equipment, but no liability will be taken by JPMA for any aforementioned accidents or damaged equipment.

Media Policy

JP Music Academy reserves the right to film, photograph, and document lessons and performances for promotional and marketing purposes. If you do not want to be filmed or photographed please notify JP Music Academy in writing by email.

These photos or videos maybe used on the academy website, Facebook page, or newsletter.

We also like to take photos of student's achievements. We will ask the student's permission before taking a photo and it will be used to celebrate their achievements online.

Changes To Lesson Policy.

JPMA reserves the right to make changes and revisions to the lesson policy at any time. Changes take effect 30 days after an updated lesson policy has been submitted to the student or parent via email. It is the student's responsibility to keep up to date with the lesson policy.

Covid 19/Lockdown Online Learning Policy

If a lockdown is declared lessons will continue online. These are held on Zoom. If a student is feeling unwell or has covid 19 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.

Student Lesson Policy Agreement

- ☐ I have read, understood, and agree to the JP Music Academy 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 JPMA website.
- ☐ I understand the best form of contact is through email at admin@jpmusicacademy.com.au
- ☐ Payment must be finalised before the first lesson of each term. If having financial difficulties please contact JP Music Academy.
- ☐ I give permission to take photos and videos to use for the website, social media marketing and promotions unless otherwise notified in writing by email.

Please tick all four circles to agree.

Students name:_____

Parent or Guardians
name:_____

Date:_____

Signature:_____

Piano Students: Books and Material in Course.

Young Age: Progressive Keyboard Book 1

Has music notes written on songs



Grade 2 Up: Progressive Piano Book 1

Students learn to read Treble & Bass Clef



Year 7 Up: Alfred's Basic Adult Piano Course : Lesson Book - Level 1



Practice Buddy:

Online Course part of the lessons- includes Piano Fiesta. Students will learn songs and be able to play along with videos and backing tracks.



Join our Facebook Community

www.facebook.com/jpmusicacademylessons

Suggested instruments to buy:

Google search these brands to find where to buy.

Top Brands in order:

Yamaha, Casio, Hemingway

Avoid buying brands from toy shops and department stores.

61 Keys-

- Yamaha PSRE373 (New Model)
- PSRE363 (older model, can get second hand)
- Casio CTS3000
- PSR-SX600 (Intermediate Keyboard)

- Contact James for recommendations of a higher quality keyboard or digital piano.

Budget option:

Doesn't have touch sensitivity.

- Hemingway HK100

Perfect to see if the student wants to progress.

88 Keys-

- Yamaha Digital Piano P45
- Casio CDP-S100

Music Stores: Evolution Music, Coleman Music, Sky Music, Pakenham Music.

Beginner Guitars: Valencia, Ashton, Yamaha (Classical Guitar)

Nylon string guitar is best for new students- make sure you get the correct size fitted and have pins installed so can fit on guitar strap.

Join our Facebook Community

www.facebook.com/jpmusicacademylessons