

**Please complete ALL sections- incomplete forms will be returned**

Name of Student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation (if over 18): \_\_\_\_\_ Musical Experience (if any): \_\_\_\_\_

Please, state if the student has any learning difficulties/injuries: \_\_\_\_\_

Do you have a piano or keyboard?  Yes  No If yes, please state name and model: \_\_\_\_\_

Do you need advice selecting a piano/better quality piano?  Yes  No

Where did you hear about us?  Google  Flyer  Referral  Add Other: \_\_\_\_\_

**If Student is under 18, please also complete:**

Mother's Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Mother's Occupation: \_\_\_\_\_

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**➤ Courses:** Please tick  the boxes as appropriate:

- Diploma: Piano tuition + Viva Voce preparation
- Piano Tuition + Musicianship/Music Appreciation ➔  30min  45min  60min
- Piano Tuition Advanced Level Only ➔  45min  60min
- Adult Music Appreciation ➔  Beginner  Intermediate
- Musicianship ➔  Elementary  Grade (please state 1-8): \_\_\_\_\_
- Junior Certificate of Music ➔  Leaving Certificate of Music
- #Sharp Kids Pre-Instrumental ➔  3-4 Years  5-6 Years
- Dublin Children's Choir

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**➤ Piano Time:** Please state below the earliest through to latest times available. Classes run daily 09:30-21:00 (Mon-Fri) 09:00-16:30 (Sat). We will try to allocate the time stated as 1<sup>st</sup> choice but with more choices it will be easier for us to offer you a suitable time.

1. Choice: Day \_\_\_\_\_ (Earliest time available) \_\_\_\_\_ - \_\_\_\_\_ (Latest time available)
2. Choice: Day \_\_\_\_\_ (Earliest time available) \_\_\_\_\_ - \_\_\_\_\_ (Latest time available)
3. Choice: Day \_\_\_\_\_ (Earliest time available) \_\_\_\_\_ - \_\_\_\_\_ (Latest time available)

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**➤ Fees**

I enclose a cash/cheque deposit\* for tuition of € \_\_\_\_\_

**I enclose the balance of € \_\_\_\_\_ in: (tick one)**

- Full **or**
- 2 instalments
- 3 instalments

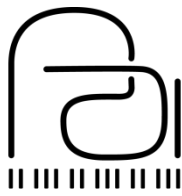
(\*Deposits are non-refundable. Please note all cheques are made payable to: **Piano Academy of Ireland**)

**Checklist**

- I have completed all sections of the contact details above.
- I have stated suitable times for the coming term in the spaces above for Piano.
- I am enclosing total payment (deposit and all cheques)
- I have read the enclosed regulations and agree to abide by the School Rules.

**Signature** \_\_\_\_\_

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



# SCHOOL RULES AND GUIDELINES

PIANO ACADEMY  
OF IRELAND

- If absolutely necessary, the school reserves the right to make changes to teachers' timetables where necessary.
- All students must aim to have a suitable instrument of their own on which to practise. Keyboards are not recommended but may suffice for the first year only, if necessary. Advice can be given regarding the selection of an instrument and so feel free to contact us for any help needed here.
- Students must bring all the necessary music and notebooks to each lesson. If a student fails to turn up with the correct materials, the teacher is under no obligation to provide a lesson that day.
- Lessons are non-refundable and non-transferable.
- If a student arrives late for their lesson, the lost time cannot be made up at the end of the lesson, as this is unfair on the next student.
- All students must undertake to commit to regular practise in accordance with the guidelines given by their teacher.
- Students are expected to behave in a responsible manner while at class, and all properties must be treated respectfully at all times.
- Snacks may be consumed on the premises but should be disposed of carefully in bins provided and hands washed afterwards.
- Hands must be washed just prior to the lesson, on the premises, even if having been washed before leaving home.
- Chewing gum is not permitted inside any teaching studio.
- **NOTES FOR PARENTS/ADULT STUDENTS**
- While a student is in class, responsibility for their welfare rests with the school; however, before, after, and between classes, this is the responsibility of the parent or carer. Please ensure that your child arrives safely for the start of their lesson, and collect your child promptly at the end. Students who are being met should not leave the building until the person who is collecting them has arrived.
- We request that parents would discuss the school rules and regulations with their children.

## ATTENDANCE/MUSICIANSHIP ATTENDANCE

- It is vital that students maximise on their attendance in order to gain as much as possible from their teachers. Unsatisfactory attendance will not lead to good results and so the question would be asked if they should continue to hold a place at the School.
- Children's piano fees include weekly group Musicianship classes, of which attendance is compulsory. Exemptions from this class are **for students in their Leaving Cert year only**, or for those taking musicianship in another institution, where a second instrument is being learned. Learning music in primary school or taking it as a subject in secondary school does not qualify for exemption. For those applying, exemptions must be put in writing when returning re-enrollment form. Exemption students will not receive a reduced fee.

## CHOIR ATTENDANCE

Children signing up for Choir will agree to participate in both Christmas and Summer Concerts.

## HEALTH

The school must be informed if a student suffers from any long term or serious illness or allergy, or if they are on medication. It is particularly important that teachers know if a student suffers from asthma, diabetes or epilepsy, so that they can respond as required in the event of an unexpected attack. If a student suffers from what is termed an "officially contagious illness" (e.g. measles, chickenpox, mumps, etc.) we must be informed immediately. It is also important that teachers are alerted to any hearing, sight or learning difficulties, which might affect a student's ability to respond in a class. Of course such information will be treated confidentially. To prevent the spread of illness, students should not attend either piano or musicianship classes if they are feeling unwell.

## COMMUNICATION BETWEEN TEACHER AND PARENTS

It is important to stress that any issues or anxieties that parents may have be communicated to the teacher at the earliest possible convenience. The school will endeavour to deal with all queries or issues swiftly and effectively once highlighted. We would ask parents and students to be courteous and polite to teaching staff at all times. Parents/Students who fail to comply with this request may be asked to remove their children/themselves from the school.

## COMMENTS AND COMPLAINTS

All queries regarding lessons should be addressed in the first place to their teacher. However, some matters may need to be discussed privately without the student being present and so it may be appropriate to arrange a short meeting with the teacher outside class times or to discuss the matter on the telephone. If the parent is still unhappy, then a written request should be made to the Director, Rhona Gouldson, for a meeting between parent, teacher and Director. Written notification detailing the area of difficulty should precede this appointment. Rhona may be contacted anytime by email: [info@pianoacademy.ie](mailto:info@pianoacademy.ie)

## REQUESTING A CHANGE OF TEACHER

In the first place, any problems should be discussed with the student's present teacher. After this, the parent should notify the Director in writing or by email if they wish to request a change of teacher.

## MISSED LESSONS

If you know that you/your child will be unable to attend a particular lesson, please give your teacher sufficient notice. If you are unable to let the teacher know at the preceding week's lesson, please phone the teacher as soon as possible. Lost/misplaced lessons cannot be made up other than in the case of extended illness. Where a teacher is absent due to illness or other unforeseen circumstances either a re-scheduled lesson will be offered or a deputy teacher will be engaged to take the lesson at the normal class time.

## DISCONTINUING OF LESSONS

Students enrol for one complete academic year. Even when paying in instalments, you are agreeing to pay for the full year. In the event of dropping out, the remaining balance is still to be paid, although a discretionary cancellation fee may apply, depending on the stage of the term and whether or not the place can be filled.

## CHILD PROTECTION:

It is important for parents/adult students to be aware of the physical nature of teaching the piano and that often in order to properly teach a good hand position, for instance, that the teacher may take the student's hand; or to teach good posture the teacher may place his/her hand on the student's back. These are regular teaching tools that we automatically use but need to make sure parents are aware of and should anyone have any concerns about that then we would recommend you to be present at the lesson, at least until you are comfortable. Some parents may need reassurance particularly where there is a male teacher concerned and so we welcome you to come to the lessons for as long as is needed.

## PARENT ATTENDANCE AT LESSONS

We recommend that where possible parents of students of up to approx age 12 attend their child's piano lessons. In our experience, it is only from about this age that students can learn to take responsibility for their own practise and naturally begin to incorporate practise methods taught at lesson time *by themselves* at home. In our experience, it is the students who receive this type of parental support at home that make the most progress. Parents can begin themselves to get comfortable with the methods shown by attending lessons, making it easier for them to guide their child at home. It is important, however, not to take the role of a second teacher in a lesson: your role should be that of an observer and should be a positive experience for the student. The piano teacher will advise you whether to continue to attend lessons thereafter. We recommend that parents attend one lesson per term in subsequent years to maintain good communication with the teacher. In certain instances teachers may suggest that for a particular reason a student works more effectively without the presence of an adult. Flexibility is required in this area. Please note that teacher's recommendations will always be in the best interests of a student.

## PERFORMANCES/FESTIVALS:

We encourage all children at the very least to participate in the *Christmas and Summer concerts* and unless a child is particularly shy or has only just begun playing then we strongly advise all to play. Should your child continuously not be present for these concerts, then the question will be asked as to how genuine an interest this child/parent has in learning the piano. The more motivated and driven students will be encouraged by their teacher to also participate in Festivals throughout the year and we would encourage these students to seize these opportunities. These students may be asked to practise for longer periods at home and certain repertoire may be selected for them to reach higher targets so we would ask for your full cooperation here as we strive to help your child reach their highest potential. If you feel that your child is extra motivated and you feel could be 'pushed' a little more in this direction then please speak with your teacher about your expectations for your child and your teacher will see if they can be steered in this direction. It is important to discuss with your teacher what you expect from taking piano lessons.