

# Private Music Lesson Policy (Revised 2022-23)

---

Welcome to Music at Andover! We are so glad you have signed up for private lessons. Your teachers are excited to work with you and have worked with your class and co-curricular schedule to find a time for your lesson. You will be offered 8 lessons per term. Please note that andover.edu email is the official form of communication and that you are responsible for checking your email and responding to your teachers within 24 hours.

## **A note regarding absences:**

Absences from your lessons should be rare and only occur when all other options have been explored. Lessons take priority over clubs, individually scheduled conferences with teachers, college counselors, etc., and other unusual circumstances. Please do not schedule other activities during your lesson time. *Students are responsible for communicating and resolving any conflicts with other events.*

If you expect to miss a lesson due to one of the excused reasons listed below, please be in touch with your teacher in advance. Do not assume that they will hear about the excused absence.

The following qualify as **excused absences** from music lessons:

- 1) Illness documented by Sykes Wellness Center
- 2) Athletic contest
- 3) AP test (spring term only)
- 4) Dean's excuse
- 5) College visiting day (spring term seniors only)

*If you must miss a lesson for a reason that is NOT excused, you are expected to email your teacher at least 24 hours in advance. The lesson will still count toward the total for the term and your teacher is not obligated to offer a make-up lesson.*

## **Days with no classes:**

Please discuss with your teacher any day without classes. If you normally have lessons on a day that has no classes, you MAY have your lesson, or your teacher may elect to offer lessons on a different day/time. You are not required to attend lessons on a day off and we realize that you might not be able to attend the available make-up time, but you ARE required to respond to your teacher's communication regarding make-up lessons.

## **When a teacher needs to reschedule:**

Please respond to teacher requests for schedule changes within 24 hours of their communication. You are not required to attend a lesson at a time other than your regularly scheduled lesson time, but you ARE required to respond. If you do not respond to your teacher's request for a new time, it will count toward your total number of lessons.

The term-based fee for lessons is based on 8 lessons per term. If you have questions related to financial aid, please contact Ms. Heidi Jamieson ([hjamieson@andover.edu](mailto:hjamieson@andover.edu)). If you need assistance with rentals, lockers, supplies etc. please visit the Music Office and/or email [music@andover.edu](mailto:music@andover.edu). Again, welcome to Music at Andover! Be sure to add our concert calendar to your schedule. We look forward to seeing and hearing you at our department's performances. Happy practicing!