

BULLIS

Bullis School Music Private Lesson Policies 2022-2023 (rev. 8/22)

1. Lessons for Middle, Upper, and returning Lower School students will begin the week of September 19. Lower School Beginner lessons will start the week of October 3. The last day of lessons for most students will be April 21, 2023, with make-up lessons through May 19, 2023. (seniors will end by April 10 with make-up lessons through April 28).
2. *In 2022-2023, lessons will be in-person on campus unless campus access is restricted by the school.* The school does not permit off-campus lessons. The schedule will be arranged between the family and instructor.
3. In-person lessons are the standard. **Virtual lessons will occur only when required by the school or if requested by a parent.** Any other special requests must be approved in advance by Lerna May-Frandsen, Lesson Program Coordinator.
4. **Payments will be made in two installments during the year, one installment per Session.** The first payment will be due at or before the first lesson. **Payment should be made to the instructor directly.** (A payment schedule and lesson fees for the year are published in a separate document).
5. Parents must complete the electronic Private Music Lesson Consent Form prior to the first lesson. *This document will be sent upon submission of the lesson registration form.*
6. Minimum lesson length for Lower and Middle School students is 30 minutes. Minimum lesson length for Upper School Students is 45 minutes.
7. Lower, Middle, and Upper School students currently on Bullis School financial aid and who are **enrolled in a credit-bearing Bullis School instrumental ensemble will receive financial aid for their private music lessons only on the instrument that they play in the group.** LS ensemble students receiving financial aid for lessons must also participate consistently in their weekly Band or String ensemble classes. **There is no financial aid provided for non-ensemble students.**
8. **Students receiving financial aid may only receive the equivalent of the designated twelve lessons per term** (10 lessons only for LS Beginners in fall session and for Seniors in spring session given an adjusted schedule for each of these groups). The lesson length for financial aid students can be a maximum of 30 minutes for Lower and Middle School or 45 minutes for Upper School. **Any time beyond the maximum must be paid at regular full-pay rates and arranged through the Lesson Program Coordinator, Lerna May-Frandsen.**
9. *Except for sudden illness, the student or parent must give 24 hours notice directly to the private lesson instructor if a lesson is to be missed.* Students are expected to be present

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for all lessons unless they or their parents have informed the private instructor and Extended Day staff directly in advance (this includes both school and outside conflicts). The private music instructors are professional musicians who enjoy working and teaching students and have set aside a specific time for each student. This time is reserved.

10. Lower and Middle School students participating in lessons through the Private Music Lesson Program must either be picked up immediately after the lesson by a parent or proceed to Extended Day escorted by the private music instructor. Lower and Middle School students do not need to pay the Extended Day fee on the day of their lesson; the Lesson Coordinator and Extended Day staff will coordinate on Extended Day attendance for the private music lesson students.

11. In order to streamline and simplify the program for parents, students, and private instructors alike, **there are no refunds for missed lessons**. Student cancellations made with proper notice can be rescheduled or made up. *Each student may have no more than two student-initiated makeup lessons per Session for lessons canceled in advance.*

12. In the event that a private instructor must miss a lesson, they will arrange to make up the lesson in-person with the student (teacher-initiated make-ups will not count against the student-initiated two make-up limit mentioned before). Instructors will also make up lessons canceled due to special school schedules. *Student No Shows or Late Cancellations are forfeited.*

13. Instruction books can be purchased from the private lesson instructor, online, or from area stores. Purchase and care of instruments, instrument supplies, tuners, metronomes, and music stands are the responsibility of the student.

14. Private lesson instructors will complete an electronic form at the conclusion of each lesson to document the session.

15. **The school does not guarantee placement with an instructor for private lessons. The school does not guarantee Upper School students a lesson time during a student's study hall.** The school will facilitate placement and lesson times to the best benefit of all students and not based on seniority.

16. **We recommend that families respond promptly to communications from the instructors with regard to lesson time, as desirable slots will fill quickly, and opportunities may be lost through delay.** We also suggest that families be as flexible as possible regarding lesson days and times, increasing the likelihood of a child's successful placement.

17. At points during the year, students will be evaluated on their individual progress. This is an invaluable part of their musical experience at Bullis. Students will receive feedback from their private instructors and ensemble teachers, as well as other music professionals.