

MICHAEL CLAYVILLE  
Low Brass Studio  
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## **PRIVATE LESSON POLICY**

### **CANCELLATIONS & MAKE-UPS:**

At least 48 hours prior notice must be given to cancel a lesson. Make-up lessons will be offered for all lessons cancelled with proper advance notice. Note that make-up time slots are extremely limited. Make-up lessons will not be given if lesson is cancelled within 48 hours of your scheduled time. Payment is due for any lesson not cancelled with at least a 48 hour notice.

Lessons are automatically cancelled if schools are closed due to inclement weather.

I may be unable to make a lesson time due to my responsibilities as a freelance musician. In these situations I will give you notice as much in advance as is possible.

### **PAYMENTS:**

I ask that payments be made at the beginning of the month for all lessons in that month. Please understand that private lessons are a part of my income and my budget. Missing your payment at the beginning of the month affects my budget and my ability to pay my bills.

Additionally, I understand that no one will make all their lessons for the year but I do expect that you will attend the vast majority of them. If a pattern of missed lessons develops (missing more than half the lessons in a month for two months) I ask that you either 1) pay for missed lessons or 2) discontinue lessons.

### **LESSON PREPARATION:**

Students will come to lessons 100 percent prepared. This means the student must make a commitment to practice 7 days per week. Any student who consistently comes to lessons unprepared will be taken off the lesson roster. See daily minimum practice requirements below.

### **DAILY PRACTICE JOURNAL:**

All students will be asked to maintain a Practice Journal which includes a daily prescribed practice sequence, my written suggestions/assignment for the week, weekly goals and slots for daily entries by the student,. Journals must be maintained by the student on a daily basis.

### **MINIMUM DAILY PRACTICE REQUIREMENTS:**

First Year (Beginner) – 30 minutes each day – 7 days per week  
Second Year Student – 40 minutes each day – 7 days per week  
Third & Fourth Year Students – 45 minutes per day – 7 days per week  
Fifth Year and Beyond – 60 minutes per day – 7 days per week

#### PRACTICE CONSIDERATIONS:

Playing a brass instrument is physically demanding. Daily (7 days per week) individual practice is a must! A regular practice time must be established and agreed upon by both the parent and the student. Practice time is never to be compromised.

Students should practice in an area of the home which is free of any distractions. The majority of the practice is to be spent working on assigned private lesson material. A portion of practice time is to be devoted to working out difficult passages from school band music as well. School band rehearsal does not count as individual practice time.

When a student has practiced at least the minimum time for 14 consecutive days he/she can take the 15th day off.

#### PRACTICE PREPARATION FOR ALL STATE/COUNTY & FESTIVALS:

When preparing for Solo & Ensemble Festivals and important auditions, practice time should double the minimum for at least a month prior to the date of said festival or audition.

#### ATTENDING LIVE CONCERTS AND LISTENING TO RECORDINGS:

Students are strongly encouraged to attend live concerts by professional artists. The live performance helps students to cultivate musical style and concept of sound. Listening to recordings of great brass artists, singers, other instrumentalists and ensembles of all musical styles should also be done by the student on a regular basis.

#### QUESTIONS AND CONCERNS:

Students and parents should always feel free to call me with any questions regarding their assignments and/or any other matter regarding music.