

# Daniel Anderson Guitar Tuition Teaching Policy

#### Do you give Face-to-Face or Online Lessons?

I give both. I give Face-To-Face lessons from my home at 78 Rashee Road, Ballyclare, BT39 9HT where I have a dedicated room for lessons and students will find it comfortable and relaxed. I also give lessons Online using Zoom.

#### When do you teach?

I teach from 2-10pm on a Thursday and Friday with an hour's break between 5 and 6pm. I am however available to communicate with students Mon-Fri from 10am-10pm (except when teaching). I will always get back to a student or parent by close of day, except for holidays.

# Visiting my home for Face-To-Face Lessons

Please ensure that you arrive for your lesson on time, rather than early or late, as lessons are given back-to-back without a break in-between. Please ring the bell once only to let me know that you are here, and I will answer the door on the half-hour (*I do not answer the door early*). If weather is bad, I may open the little porch to let people shelter from the rain. If the door is open, please do not come in and wait in the hall. This affords a little more privacy for my family.

It's important that you arrive to pick up your child from lessons on time as I will not be available to supervise them if they need to wait. If for some reason you are late to collect your child, they can wait for you in my hall.

Parking is available in the lay-by on Rashee Road outside the cream apartments a few doors down from my house. You can also park on Charles Drive https://goo.gl/maps/MWSiJVeCffTpsyR96



#### COVID-19

Please do not attend a FACE-TO-FACE lesson if you have COVID-19 symptoms. If you let me know prior to your lesson, we can arrange to have an online lesson if you like. I follow government guidelines regarding all Covid-19 measures <a href="https://www.nidirect.gov.uk/articles/coronavirus-covid-19-how-stay-safe-and-help-prevent-spread?s=09">https://www.nidirect.gov.uk/articles/coronavirus-covid-19-how-stay-safe-and-help-prevent-spread?s=09</a>

#### Do you teach at people's homes?

Unfortunately, I don't travel to people's homes.

#### What instruments do you teach?

Acoustic Guitar. I do not teach electric guitar, but I do let my students use their electric guitars from time to time for their lessons.

#### Do I need my own guitar for lessons?

You won't need a guitar for your Meet and Greet but you will need to have your own guitar for your lessons. I can advise you on the type of guitar you will need, the costs involved and the best place to buy!

# What genres do you teach?

#### I do teach:

Alternative/Indie, Bluegrass, Blues, Country, Funk, Jazz, Pop, Rock, Soul

#### I do not teach:

Death Metal, Hard Rock, Heavy Metal, Hip-Hop, Rap, Thrash Metal etc

# FREE TRIAL (MEET AND GREET)

This is a no obligation 30min discussion that gives students and parents a chance to meet with me. During our meet we talk about what your goals are and what you want from tuition. We also discuss an instrument and the different learning methods available. I can also take payment for the first block of 4 lessons at the meet and greet, or, if a student or parent want to think things over, this is completely fine as well. There is absolutely no pressure to commit to lessons!



#### **LESSON OPTIONS AND FEES**

- Lessons are FACE-TO-FACE or ONLINE with ZOOM
- 1-2-1 lessons for individuals. These are £12.50 for 30mins or £25 for an hour. I do not recommend lessons last more than 30mins for children.
- Joint lessons for two people. These are for two family members or two friends etc. These are £9.50 per person for 30mins or £19 per person for an hour.

#### How are fees charged?

Payment is made for 4 lessons in advance and is payable by bank transfer only. Payment is made before the first lesson and invoices are sent every 4 weeks. Invoices must be paid before any lessons are given and receipts will be issued for all payments.

#### What teaching methods do you use?

I offer several different methods depending on what the student wants to achieve or what they feel they would like to try. Check out this section on my website <a href="www.daguitartuition.com">www.daguitartuition.com</a> to find out what resources I use (please note that I offer additional online methods of learning not included on the website that I am happy to send you information on). I personally believe that for most people it's best to have a systematic approach to learning whereby you can gradually become a better player by working on progressively more challenging repertoire.

# **Permanent v Standby Students**

If there are no suitable permanent slots available, I can offer slots that come free when others can't make it. I can't guarantee when slots will come free or how many there will be, but many students have found it a helpful option.

These slots are billed the same way as permanent slots. Once a student has paid for their first block of 4 lessons, they are able to sign into my website, see if there are any available slots that suit, and book these for themselves. Students that are paid-up but that don't yet have a permanent slot are called 'Standby Students'. As a service and courtesy to my permanent students, I will not charge for unattended lessons, if taken by stand-by students.



# Are you qualified to teach?

I am qualified to Grade 8 in Acoustic Guitar with 37 years playing experience.

#### What is your teaching experience?

I taught myself to play guitar. I started playing in 1986 when I was 12 and spent over two decades involved in Church Worship. I spent most of this time as the lead vocal and instrument in church bands. I have led worship in many settings over the years, my most notable being an evening with the Whitewell Metropolitan Tabernacle Worship Band, in what was at the time the Odyssey, Belfast (now the SSE Arena) where a crowd of 8,000 gathered. Also notable was again with the Whitewell Metropolitan Tabernacle Worship Band at the Ulster Rugby Grounds at Ravenhill where a crowd of 12,000 gathered.

I also spent a full year in the Professional Audio and Lighting industry in a business based out of Ballyclare. This was a very profitable experience, and I learned a lot in my time there. I was a partner in the business and was involved at every level including hands-on at various events such as festivals, concerts, and fashion shows.

I first taught a group of children many years ago in my 20's. However, I taught my first pupil in Ballyclare in 2014 and have continued to teach on a part-time basis since.

#### INVOICING

If you are a new student, then your first invoice is raised manually. The second invoice is raised by my invoicing system which invoices all students on the same date. The invoice system looks at your account balance and determines what you owe. This means that for your second invoice you may pay less depending on what your current balance is (after this, all your invoices will be for the normal amount). The system will look to invoice you for 4 weeks - which for an individual student is £50 - but if you have a £40 balance, the system will only charge you £10 accordingly. Holidays are not charged for.



# MISSED LESSONS / CANCELLATIONS / REFUNDS AND POSTPONMENT

To avoid any confusion, doubt or upset regarding payment, it is important to make sure that students/parents understand my payment policy before committing to lessons.

Students are expected to attend all lessons. If a lesson is missed for any reason, it will unfortunately still need to be paid. I rely on the income from lessons and so need to ensure that I am getting paid for all lesson slots. As most of my slots are filled, I am not able to offer other slots for missed lessons. As mentioned above, as a service and courtesy to my permanent students, I will not charge for unattended lessons, if taken by standby students.

I always try to operate with fairness and common sense and to accommodate students when I can. If students miss several lessons, their lesson slot may have to be given to another student instead. **Lessons** cannot be postponed, and I do not offer refunds.

Students should give me at least 24hrs notice when cancelling a lesson.

Do you require a period of notice prior to terminating lessons?

Yes. Students/parents need to give 2 weeks' notice prior to terminating lessons to enable time to find other students to fill their slot.

#### Peace of Mind with Video Recorded Lessons

All lessons, both face-to-face and online lessons, are video recorded. This ensures peace of mind for all students and parents. Recordings are treated with the utmost confidence and can be made available on request.

#### Do you have a Police check (Basic Disclosure Certificate or BDS)?

Yes. This was renewed on 24<sup>th</sup> May 2023 through Access NI . A copy of this can be emailed on request.

#### Do you hold Public Liability Insurance?

Yes. My Public Liability Insurance is covered by Aviva Insurance Ltd. and is provided through the Musicians Union. The limit of Indemnity is £10,000,000.



# Are you a member of any Organisations?

Yes. I am a member of the Musicians' Union. Musicians' Union is the UK trade union for all musicians representing over 33,000 musicians across the UK working in all sectors of the music business. As well as negotiating on behalf of members with all the major employers in the industry, we offer a range of support services for musicians. You can find their website here <a href="https://musiciansunion.org.uk/">https://musiciansunion.org.uk/</a>

If you have any questions on the above information, please do not hesitate to contact me.

Kind Regards,

**Daniel** 

Daniel Anderson Guitar Tuition 78 Rashee Road Ballyclare Co. Antrim N. Ireland BT39 9HT M:07787 155058 www.daguitartuition.com