

# *Sandy Hughes*

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FLUTIST

## **Studio Policies**

### ELIGIBILITY

Students of all ages are welcome in my flute studio following a successful audition/trial lesson. I am accepting 3-5 intermediate to advanced players at this time, with several years of experience.

### SCHEDULING

I am always happy to discuss my schedule at the beginning of the school year/performance season (August or September) to give a general idea of my availability. We may settle on a "usual day and time" for each student that will hopefully be adhered to most weeks. However, I plan lesson times for all my students only one month in advance due to my constantly changing freelance schedule, and I kindly request flexibility as I am a busy working musician.

If a lesson needs to be canceled by the student for any reason, 24 hours' advance notice is plenty to allow for a lesson to be rescheduled. Less than 24 hours' notice may not be, and the student will be expected to pay for his or her missed lesson. I will consider extenuating circumstances, including illness, on a case-by-case basis. If I must cancel a lesson for any reason, I will always reschedule at a mutually convenient time.

Being on time is important, both for Skype/FaceTime and in-person lessons. If the student is late, either online or in-person, I will always do my very best to give an hour of my time from when we begin. But I must reserve the right to end lessons at our pre-determined time if I have another student or appointment directly afterward. This will not result in a discounted lesson price.

I do not offer 30-minute or 45-minute lessons as an intermediate to advanced player requires at least an hour to cover all the necessary areas of playing week to week. Prior to auditions or performances, I am often willing to give a student more time to assist in their preparation.

### PAYMENT

2017 - 2018 RATES:    \$100/hour            at my studio OR via Skype/FaceTime

Because of the flexibility I require in scheduling, I do not expect students to pay for lessons in advance. We may agree upon a pay-by-the-lesson plan, or I can bill for lessons at the end of each month. Please let me know which way you would prefer. Personal checks and cash are both acceptable methods of payment.

### GENERAL

Students must provide their own materials for lessons. On occasion I will hand out photocopies of certain things, usually these are my own or unpublished materials, sometimes I will give a photocopy to work from until published music may be obtained. As a general rule, I encourage my students to buy their sheet music and to build up a library. The music holds up better, and students may return to the music to consult their notes over time. Copyright laws are to be respected within my studio.

Regular instrument maintenance is very important to a musician's success. Your flute is a tool, and just as a runner or a ballerina regularly needs new shoes, sometimes your flute will need new pads. A car needs fine-tuning and adjustment, so does your flute. I prefer my students to take their instruments to Scott Simon's shop, located in downtown San Jose, as I am confident in his training and abilities as a repair person. Checking in with Scott once or twice a year should be sufficient to keep your instrument in good working order.

Students are to be as prepared for their lessons as possible, and I expect daily practice from all of my students, no matter their age. I do not mind when a student struggles or is challenged by a concept or technique, and I am always more than happy to help. However, I reserve the right to terminate my teaching relationship with a student at any time for lack of interest, effort, or a bad attitude. This is in the best interests of both myself and the student.