



## Private Lesson Studio Policy Melissa Glaister, Voice

### **Teaching Philosophy and Goals**

I believe that singing is for anyone and everyone at any age.  
Singing is a cure for all that ails and brings beauty to the World we share.  
It connects us to ourselves and our community.  
It can be a shared art as well as deeply personal.

If there is a desire to learn and the student is open to setting goals, there will be improvement and enjoyment in lessons.

It is the combination of raw talent of varying levels combined with hard work that paves the way for singing.

It is about enjoying the journey as well as the end performance.

### **Required Materials**

- Three-ring binder containing two copies of each piece you are working on
- Pencil
- Water bottle
- Two copies of each song you are working on

### **Syllabus**

Each week, we will work on various exercises to develop skills such as flexibility, agility, tuning, and clarity of diction. Following warm-ups and exercises, we will work on song repertoire. We will choose four or five songs per semester to perform.

### **Student Responsibilities**

- **Practicing:** Students should spend 10-15 minutes per day warming up and practicing exercises. Three times a week, please spend 20 minutes on your song repertoire after warm-ups.
- **Recitals:** For recitals, please wear dress clothes and bring your music hole-punched in a three-ring binder. For each recital you perform in, one song must be memorized.
- **Homework/Exams:** We will discuss composers and have composer studies of one page several times a semester.

I also require listening assignments and expect a brief discussion about the assignment either verbal or written. More details about these assignments will be given during the semester.

(over)

**Recommendations for Parents:**

Parents can help by encouraging their child to sing in front of family members at least three or four times a semester and talk about what they like about their lessons and songs we have chosen. This will help with the ease of expressing in front of others and help get ready for end of year recitals. I also recommend attending at least one live concert per semester.

If possible, remote lessons should be set up in a quiet area, free from distractions and interruptions.

**To Get in Contact:**

My office hours are Monday and Thursday. For questions about your child's musical progress, please email me and I will do my best to respond within 36 hours. Please do not call or text my personal cell phone as I do not respond to either of those methods of communication. To cancel/report a missed lesson, or for any other questions related to WCMS building hours or administrative issues, please contact the WCMS front office according to the instructions below.

**How to Report a Student Absence:** Please contact the WCMS main office by calling 781-721-2950 – you may leave a message at any time and the message will be date & time stamped. You may also email the school at [wcms@winchestermusic.org](mailto:wcms@winchestermusic.org) Absences reported 24 hours in advance of the lesson time are considered an excused absence. Less than 24 hours in advance are unexcused absences.

**WCMS Make up Policy:** One excused absence from private lessons per semester will be made up. A student absence must be reported to the WCMS office 24 hours in advance to be considered an excused absence. There are no make-ups for classes or ensembles missed by the student. All lessons, classes and workshops missed because of teacher absence or school closing will be made up. Make-up lessons may be given during or between semesters. Make-up lessons missed by a student for any reason will not be rescheduled or refunded.

**Health and Safety:** For updates about the WCMS response to COVID-19, please refer to the COVID-19 page of our website (<https://www.winchestermusic.org/covid-19-information>)