



Studio Policy Checklist

There is no single correct studio policy. Each policy has to be designed to suit individual teachers and their students. The things listed below can help you give some thought to designing or revising your studio policy.

When do you teach?

- Weekdays
- Weekends
- After school
- Daytimes
- School term times
- School holidays
- All year round

How do you charge?

- Per lesson
- Per term
- Per half-term
- Per month (based on the number of lessons)
- Per month (annual flat rate)

When is payment due?

- 1st of the month
- Last day of the month
- 1st day of term/half term

What if a payment is late?

- Late payment fee
- Lessons cease
- Reminders
- Referred to ISM, MU, EPTA etc.

Cancellations

- Notice required
- Make-up lessons
- Rescheduled lessons
- Teacher cancellations
- Refunds

Termination of lessons

- Notice period
- Fees due
- Availability of lessons during the notice period

You can find more ideas and resources on my Pinterest board for Studio Policies and Business: <https://www.pinterest.co.uk/davidbartonmus/studio-policies-business/>