



## **Instructor Orientation Resources / Student Communication**

### **Instructor Communication Expectations**

Academy Instructors serve an important role in communicating with parents. The instructor communicates directly with parents to confirm lesson scheduling details, suggested lesson supplies, weekly progress updates, and other relative information. Each instructor should share his/her contact information (email/phone) with students' parents. In the case of a last minute lesson cancellation, parents should contact the instructor directly instead of the Academy Office.

### **Initial Lesson Communication**

When a new student is connected with an instructor, the instructor should communicate with the student's parent to confirm the following details:

- Confirm date & time of weekly lessons (as well as start date for first lesson)
- Confirm location for weekly lessons (share a campus map to help with directions)
- What materials to bring to the first lesson (see details for purchasing books below)

***\*See sample new student communication email on next page.***

### **Purchasing Lesson Books**

Since specific lesson books vary depending on student interests and abilities, instructors are encouraged to develop a system for purchasing lesson books that works best for them and their students. Here are two methods that are frequently utilized by instructors:

- Communicate with parents the name/title of the book that the students will need and have the parents purchase the book on their own before the student's first lesson. For this method, it is helpful to offer suggested place where they can find the book (i.e. send an online link to purchase, send them to Ellis piano, etc.)
- Parents can reimburse the instructor for the cost of the books purchase. In this situation, the instructor should share a receipt for the books with the parent.

## **Sample New Student Communications**

Below are some sample new student communications. Instructors should adapt the below suggestions to their teaching style and communication preferences, but the general framework below is helpful when communicating with new students.

### **Initial New Student/Parent Communication (SAMPLE)**

*Sally,*

*My name is Kimberly Jones. I teach piano at Dawson Music Academy and am excited to have Johnny as a student this semester. I look forward to getting to know him and helping him develop his musical talents.*

*Would Wednesday afternoons at 4:00 work with your schedule for our weekly lesson time?*

*I'm looking forward to teaching Johnny this semester! If you have any questions, please feel free to email or call my cell (205-761-1234).*

*Kimberly*

### **Follow Up Email Prior to First Lesson/Parent Communication (SAMPLE)**

*Sally,*

*Johnny's first lesson will be next Wednesday, August 15. We will meet in Room 354 of the North Building. I'm attaching a campus map to help with directions.*

*I will purchase Johnny's piano books and have them available at his first lesson. The cost of his books will be \$15. Will you please bring payment for his books to his first lesson?*

*I'm looking forward to a great semester!*

*Kimberly*