Lessons In A Tutor's Space: A Tutor's Guide

Having lessons at your facilities is a fantastic way to teach. This guide will help ensure that your lessons are a smooth, enjoyable experience!

1) **Start at the agreed time of the lesson.**

   Please ensure you are ready to start the lesson at the chosen time. Your lesson will end at the agreed time.

2) **Keep all electronic devices on silent during the course of the lesson to avoid disrupting yourself and the student(s).**

   As you are aware, music requires ears to be learnt! If they are filled with background noise from notifications, videos or calls, this will impede on the student's learning and your ability to teach. Please encourage all devices to be put on silent for the duration of the lesson. If you need to make a phone call, please step outside of the facilities.

3) **Be clear of any requirements you have for your facilities.**

   For example, some tutors may ask students to take their shoes off before stepping into their space. Parents/observers may be asked to sit in a particular area of the room to avoid disrupting the lesson.

4) **Provide a space for parents/observers to sit in the lesson.**

   It is within a parent's right to sit for the duration of the lesson and observe their child learning. We pride ourselves with making parents feel welcome and comfortable in their child's lessons. Please provide a place for them to sit as you teach.

5) **Have books and teaching materials prepared for every lesson.**

   Ensure you have appropriate teaching materials for all of your students. We always advise that students have a homework diary dedicated to music lessons, so that they can note down homework you set for them.

6) **If possible, offer your students a beverage!**

   If you have the facilities to quickly make a drink, then offering tea, coffee or water at the start of each lesson is a nice way to make your students feel welcome and smoothly settle into the lesson.

   Do however ensure that all drinks are kept away from any instruments, electronic devices and cables.

7) **Keep your environment clean, tidy and hygienic at all times.**

Having a clean and tidy environment is not only a minimum requirement for students to feel comfortable, it is highly recommended for our tutors. Consider the following: sight, touch and smell. Is your teaching space presentable (sight)? Do you have a comfortable place for your students and observers to sit (touch)? Are your facilities ventilated (smell)?

We mention this, as in the past we've unfortunately had feedback from students commenting on their learning environment. Owning a pet is a good example: we all understand that many pets shed fur, so creating a clean and tidy environment would ensure that where a client may sit is fur-free. Another example may be if you are a smoker. It is not an issue, however we recommend that you air the property prior to the arrival of your students.

8) **Summarise in the last 5 minutes.**

Use the last 5 minutes of your lesson time to summarise the materials taught and set homework to be completed by the next lesson, so that you can finish on time for your next lesson.

9) **Contact us with any queries.**

You can ring us at 0208 243 8501 or email at info@rivermusicschool.com with any questions about your lessons.

Happy teaching!

River Music School UK