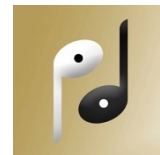


# pianodao • Registration Form 2021/22



I wish to apply for regular piano tuition with Andrew Eales :

Student's Name :	Date of birth :
Address :	
Postcode :	Preferred Phone :
Email :	Alternative Phone :
Please give details of any medical condition or other circumstance of which you would like me to be aware :	
Please give details of the student's present playing level and experience :	

If the student is under 18 years of age, the following information should be supplied by their parent / legal guardian :

Daytime School attended:	
Parent's Name :	Phone :
Second Contact :	Phone :

**AVAILABILITY.** Please list your possible ongoing availability for each day :

Monday :	Thursday :
Tuesday :	Friday :
Wednesday :	Saturday :

**DECLARATION** by Student / Parent (if student is under 18 years old)

- I confirm that the information given in this application is correct
- I have read and accept the Pianodao Safeguarding Policy 2021 and agree to the use of touch as explained
- I confirm that I have received the Pianodao Privacy Notice 2021 and agree to the use of data as outlined therein
- I have received, read, understood and agree to abide by the Pianodao Terms & Conditions 2021

Signed :

Date :

# pianodao • Terms & Conditions 2021/22

**Andrew Eales** provides music tuition on the basis of the following Terms & Conditions, which all Students (or their parents) must sign agreement to when applying for lessons.

## 1. Lessons

- Lessons may take place either at Andrew's studio in Milton Keynes MK13, or via online video link using Zoom, FaceTime or a suitable alternative agreed in advance.
- Lesson dates are agreed monthly, whereupon the Teacher supplies an Invoice / Statement update confirming the dates, times and duration of lessons, fees and any additional charges incurred.
- If a child has a medical condition which may require intervention, a parent or carer must remain available during the lesson.

## 2. Payment of Fees

- Tuition fees are charged monthly based on the number of lessons required.
- Fees should be paid via online bank transfer or regular standing order at the start of each month unless otherwise agreed.

## 3. Missed Lessons

- The Teacher will charge for any scheduled lesson which the Student does not attend unless either (i) the Student (or their parent or carer) gives the Teacher at least 24 hours prior notice or (ii) the Teacher chooses not to do so because of exceptional circumstances.
- If the Teacher cancels a scheduled lesson, the Student (or their parent) may choose between (i) receiving a replacement lesson or (ii) receiving a refund of the lesson fee.

## 4. Examinations, competitions and public performances

- The Student will not be entered for any examination, competition or public performance without the prior consent of both the Teacher and the Student.

## 5. Photographs, Recordings and Videos

- If the Teacher supplies a Student with a video or recording of his performance or allows a recording to be made during a lesson, the copyright ownership in that recording shall belong to Pianodao, and it may not be used except as directed by the Teacher for study purposes.

## 6. Online Lessons

- Where lessons take place using an online video service such as Zoom or FaceTime, the Student (or their parent or carer) is responsible for the satisfactory working of their digital equipment.
- When a child is learning online, their parent or carer should be present during the lesson.

## 7. Termination of Lessons

- One month's written notice is required when a Student wishes to stop lessons or fees in lieu of notice.
- The Teacher reserves the right to terminate lessons without notice if the Student or their parent breaches the Terms and Conditions outlined in this document.
- If the Teacher feels unable to continue tuition on account of unreasonable conduct by the Student or anyone connected with the Student, the fees for any outstanding lessons will not be refundable.

**Andrew Eales**, March 2021

# pianodao • Safeguarding Policy 2021

When completing the Pianodao *Registration Form* you will be required to sign that you have read and accept this Policy as part of my *Terms and Conditions* for providing tuition.

As a member of the ISM, I am guided by all of their standard policies on safeguarding.

Please also note the following points:

- My current DBS Enhanced Disclosure Certificate is on permanent display in my Studio.
- Parents are invited to use the Waiting Room (when available), which is separated from the Studio by double glass-panelled doors, allowing parents a full view of the lesson.
- Adult students are very welcome to bring a friend or partner to lessons if they wish to.

## The Use of Touch

As a professional member of the ISM I am required by our *Code of Conduct* to confirm in writing the physical contact that is a common feature of good piano teaching, and which I use in lessons.

Piano playing is a highly complex physical activity, and even the smallest habitual problem with tension, posture or misalignment can over time lead to debilitating performance-related injuries such as tendonitis, carpal tunnel syndrome and focal dystonia, as well as contributing to shoulder and spinal problems.

Touch is used to identify tension, correct alignment, and help students develop their own kinaesthetic awareness. This work – though only occasional – is crucial for beginners, and essential where players have developed physical habits which require somatic (movement) retraining.

- Touch is limited to hands, wrists, the arms, shoulders and back.
- The purpose of touch is always explained when physical contact is necessary, so that the student is able to engage positively and effectively in learning.
- Where possible, I prefer a parent to participate in any use of touch, so that they can support their child while practising during the week, ensuring that harmful habits don't develop.
- I check before using touch in my teaching, obtaining on-the-spot permission in addition to the general permission granted by acceptance of this Policy.
- Physical contact is never used unnecessarily, inappropriately, or without consent.

If you have any questions, comments or concerns, please feel free to discuss them with me.

# pianodao • COVID safety policy

From **12th April 2021** and until further notice, the following rules will apply at all times:

**Please DO NOT ATTEND face to face lessons if:**

- you or a household member has experienced any Covid-19 symptoms within the previous 14 days
- you have had contact with any confirmed Covid-19 case within the previous 14 days
- you have been advised to self-isolate
- you are shielding or avoiding unnecessary contact with others
- you are anxious about coming to lessons in person

**You may switch to having your lesson via online Video Lesson without notice.**

If you need to cancel a lesson completely, please give 24 hours' notice.

- To facilitate social distancing, the **Waiting Room** will remain closed to visitors and family members until further notice, except by prior arrangement.
- **Arrival and Departure:** Students should please **wait on the driveway** until escorted to the studio. Please avoid touching surfaces and handles. Shoes should be left on the door mat. Early arrival for a warm-up is not possible at present; nor is waiting inside for late collection.
- **Hand sanitiser** will be administered **by the teacher** before and after playing the piano. The piano and studio are being cleaned and sanitised regularly between lessons.
- A **two-meter distance** will generally be maintained, but some closer contact is necessary. Students over the age of 12 may need to wear a face mask in some situations and **must be willing** to do so if and when requested.
- Please **do not bring your own face mask** to lessons. Where required, or should you wish to wear one, a single-use face mask will be provided at the studio.
- **Practice Notebooks** will not be used until further notice, except where students wish to complete their own, in which case they should also bring their own pencil.
- **Ventilation:** windows will be open throughout lessons to provide fresh airflow (or else face masks adopted), and an ionising purifier is always in permanent use within the studio.
- The teacher reserves the right to refuse or prematurely **terminate a lesson without refund** if he has reasonable grounds to believe this Safety Policy is not being followed.

These guidelines will be reviewed to match changes in official guidance, and any updates will be distributed via email. Many thanks for your support.

**Andrew Eales**

updated, 24th March 2021

# pianodao • Privacy Notice 2021/2

**Important: Please read and retain**

## About Pianodao

Pianodao is the piano education website, private teaching practice and creative outlet of **Andrew Eales** B.Mus ARCM.

Pianodao is registered with the Information Commissioner's Office (registration number ZA353516) to act as a controller of your personal information in full compliance with current EU General Data Processing Regulations.

This privacy notice explains how Pianodao lawfully uses your information and outlines your legal rights.

## How your information is collected

Pianodao registration forms, both paper and online, collect your name, date of birth, contact details, and may include space for you to share relevant details of medical conditions or special educational needs should you wish to.

Students having regular lessons are asked to complete an availability form to facilitate the scheduling of lessons. For students up to the age of 18, daytime school and parental contact information are also requested.

This information is supplemented as necessary by written communications (including via electronic means), financial interactions, note taking, event information, progress reports, recordings and feedback from third-parties (for example, comment sheets from exams or performances).

Pianodao collects information through any other interaction where there is a legitimate interest, whether with students, parents, enquirers, colleagues, service providers, or in any other capacity, including video and audio recordings.

Every reasonable effort is made to ensure that information processed by Pianodao, either in physical or electronic form, is safe and secure at all times.

## How your information is used

Unless otherwise agreed, Pianodao only processes personal information in connection with its legal obligations and legitimate interests as a music education provider. This includes using information for:

- providing music tuition and professional mentoring
- giving constructive written feedback
- organising workshops, concerts and other events
- routine communication and emergency contact
- business planning, administration and accounting
- professional development, research and writing
- promoting and improving Pianodao's services

Care is taken to ensure your information is used:

- fairly, lawfully and transparently
- only for the reasons for which it was collected
- ensuring information collected is adequate, relevant and not excessive
- taking care to ensure your information is accurate and up to date

## How your information is shared

Pianodao shares information with others where there is a legal obligation for doing so. There are also various situations in which Pianodao has a legitimate interest in sharing information, such as:

- when entering students for exams, performances or festivals
- providing references for students
- liaising with schools and other organisations

Depending on the context, you will be asked for either verbal or written consent.

Students are never identified on the Pianodao website, social media, in marketing, publications, or elsewhere publicly without written consent.

Your information is never shared with third-party marketing organisations.

## Internet Services

The Pianodao website is hosted by WordPress.com at [www.pianodao.com](http://www.pianodao.com). Pianodao also services official its associated social media accounts.

These services collect anonymous information about users' activity on the sites, for example the number of users viewing each page. This is to monitor and report on the effectiveness of the sites and help Pianodao improve them. No other use is made of website analytics by Pianodao.

If you wish to interact with the Pianodao site, social media, or receive email notifications of updates, you will need to register some details first. Host platforms have their own Privacy Notices and data policies which you are advised to consult.

## When your information changes

Please inform Pianodao in writing immediately if any of the information you have previously provided changes or needs updating, or if you suspect Pianodao holds out-of-date information.

Pianodao will update all records at the first opportunity, and within no longer than a month of notification.

## How long your information is kept

Pianodao does not retain any of your information once it is no longer needed for the reasons for which it was collected, unless it is needed in order to comply with a statutory or other legal requirement.

## Your rights under data protection law

The law provides various rights for individuals. These include the right to be informed that your data is being processed as outlined in this Privacy Notice.

You also have a right of access, to have your information corrected, updated or erased, and to object to certain processing uses (such as for direct marketing).

Further information about your rights is available from the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk).

If you wish to make any request, including withdrawal of a prior consent, or if you have any queries in connection with this Privacy Notice, you should first contact Andrew Eales at:

- 8 The Craven, Milton Keynes MK13 7NJ
- [keyquest@live.com](mailto:keyquest@live.com)

If you are not satisfied with Pianodao's response to any query you raise in connection with this policy, or you believe Pianodao is processing your personal data in a way which is inconsistent with the law, you can complain to the [Information Commissioner's Office](#) whose helpline number is: **0303 123 1113**.

## Changes to this Policy

This Privacy Notice may change from time to time. Where practical, and in the case of all current students of Andrew Eales, you will be provided with an updated Privacy Notice.

You can also visit the Pianodao website at any time for the latest version.