

Reading Public Schools
Music Department
Secondary Instrumental
Private Lesson Program

Overview

The private lesson program is designed to offer motivated and interested student musicians an opportunity to study their instrument with a professional specialist on a one-to-one basis. This will not replace existing class lessons and sectionals during the school day, but it will offer advanced training in technique, solo literature, and musicianship to students who choose to participate.

It is suggested that everyone in the music program take private instruction, but the lessons are not required. The individual attention provided is unmatched as private teachers can focus on individual student needs in ways that are just not possible in a full ensemble setting.

Instrument Availability

Instruments currently offered are listed on the registration page for the private lesson program. These offerings are subject to change based on instructor availability.

If you are interested in taking lessons and do not see your instrument offered. Please contact the Community Education office. We are always looking to expand our offerings and will make every effort to find an instructor for the requested instrument.

Registration

To register for private lessons, you will need to create an account on the Community Education MyRec portal. Once logged in you will be able to select your instrument and lesson length.

- Lessons are available in three formats:
 - 30 Minutes - \$35/lesson
 - 45 Minutes - \$50/lesson
 - 60 Minutes - \$65/lesson

The system will then prompt you to select your weeks for the school year before continuing to checkout. These weeks only refer to the span of time in which lessons will be taken. One lesson will be offered per week with the day and time scheduled with the private instructor after registration is completed. Adjustments to enrollment/invoices can always be made by the Community Education office based on scheduling.

Please keep in mind private lessons are an ongoing, year-long commitment. All weeks should be selected unless you are aware of specific weeks you will be away or unavailable.

At checkout all lessons for the school year will be displayed.

PAYMENT FOR THIS TOTAL IS NOT EXPECTED AT CHECK OUT.

While the option to prepay for any number of lessons is available, a default deposit of \$0.00 will be selected as these invoices are intended to be paid weekly (see "Payments" section below).

Lesson Scheduling

Once registration has been completed, you will be connected with your private instructor via email. Your private instructor will work with you to set up a day and time for your weekly lessons.

- Lessons are offered Monday through Friday between 3:05 pm and 7:00 pm
- If you are unable to establish a time for your lessons, please contact the Community Education Office.

Lessons take place in the RMHS band room, 62 Oakland Road Reading MA. Students will need to buzz in through the main entrance or meet their instructor at the band room door (located to the left of the main entrance) depending on lesson time.

Cancellations

Private lessons are a commitment with both the instructor and student expected to attend all scheduled lessons.

- If you need to cancel a lesson for any reason, the instructor must be notified directly by email with at least 24 hours notice.
 - If 24 hours notice is not given, you will be charged for the lesson and a make-up will be considered an additional lesson.
- Should the instructor need to cancel a lesson, they will reach out to you with a minimum of 24 hours notice to cancel and schedule a make-up lesson.

In the event of a cancellation, if a make-up lesson cannot be scheduled the Community Ed office should be notified so adjustments to billing can be made.

Additional Lessons

Depending on the availability of the instructor, additional lessons may also be scheduled. When an additional lesson is scheduled, the Community Ed office should be notified. The invoice for the week in question will be adjusted based on the length of the additional lesson.

Payment

Lesson invoices should be paid weekly as lessons are taken. Payments are welcome to be made in advance, but are otherwise due by the end of the week in which the lesson takes place. Payments can be made in the following ways:

- Online credit card payment
 - As of 7/1/2024 there are no transaction fees for online payments through the Community Ed MyRec portal.
- Payment by check:
 - In person, Community Ed Office, RMHS room 216
 - Dropbox by entrance to superintendent's office
 - Mail to: 62 Oakland Road, Reading MA 01867 attn. Community Ed

In the event of an adjustment (cancellation or addition), charges will either be applied or removed from the next unpaid invoices. If you have any questions about charges or need to request an adjustment, please contact the Community Education Office.

Questions

Please feel free to contact the Community Education office anytime with any questions or concerns (information below). You can also reach out to your school's band director for more information on the program.

Community Education Contact

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