



THE MUSIC TEACHER'S

AI Toolkit

Starter Kit · 3 Free Templates

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*Stop writing the same emails every week.
Get your evenings back.*

How This Works (It Takes 45 Seconds)

No AI experience needed. No account upgrades. No tech skills.

- 1 Find the template you need.** There are 3 in this kit. Pick the one that matches what you're dealing with right now.
- 2 Fill in the blanks:** your student's name, what you worked on, the details from today. Takes about 30 seconds.
- 3 Copy the entire filled-in template** and paste it into any free AI chatbot. ChatGPT, Claude, or Gemini all work. All have free versions.
- 4 Read the output.** Tweak anything that doesn't sound like you, and send it. Done.

That's it. The templates include built-in instructions that tell the AI how to write like a real teacher, not a robot. They tell it your tone, your boundaries, your sign-off. You just fill in the details and let it do the rest. Most teachers finish the whole process faster than they'd type the email from scratch.

One more thing: this isn't only about saving time. Parents who feel kept in the loop become partners in their student's progress. A short note after a lesson tells them what happened, what to listen for at home, and that their investment is being taken seriously. Regular communication builds the trust that keeps students enrolled, and turns good parents into great practice partners.

The Weekly Lesson Update

Use after every lesson. Takes about 45 seconds.

EXAMPLE OUTPUT

"Hi Sarah, just a quick update on Jake's lesson this week. We worked on the pentatonic scale in A minor and started improvising over a backing track. He's getting more comfortable trusting his ear, which is a big step. I also noticed he stuck with it today even when it got tricky, which tells me his confidence is growing. For homework: practice the scale shape for 5 minutes daily and try playing along with Blue in Green by Miles Davis. See you next Tuesday! Brad"

YOUR DETAILS (FILL THESE IN)

Student name: _____

Parent / contact name: _____

What you worked on today: _____

Progress you noticed (skill or personal growth): _____

Homework / practice assignment: _____

Next lesson date: _____

COPY THIS INTO CHATGPT, CLAUDE, OR GEMINI

You are a private music teacher writing a short lesson update email to a student's parent. Write in a warm, conversational tone. Use the teacher's natural voice, not corporate, not robotic. Keep it under 150 words. Use short paragraphs. Include what was covered, specific progress observed, and the practice assignment for the week. If there is a personal growth observation (confidence, resilience, focus), weave it in naturally. Do not use em dashes. Do not use phrases like "I'd be happy to" or "please don't hesitate" or "furthermore." Sign off with [your name].

Student name: [your student's name]

Parent name: [parent or contact name]

What we worked on: [what you covered today]

Progress I noticed: [skill or personal growth you observed]

Homework: [practice assignment]

Next lesson: [date]

The Missed Lesson Follow-Up

For when a student misses without notice. Concerned, never accusatory.

EXAMPLE OUTPUT

"Hi Tom, I noticed Jake missed his lesson on Tuesday. I hope everything is okay! No worries at all. These things happen. Just wanted to check in and make sure we're still on for next week at the usual time. If anything has changed with your schedule, just let me know and we'll figure it out. Thanks, Brad"

YOUR DETAILS (FILL THESE IN)

Student name: _____

Parent / contact name: _____

Lesson day and date missed: _____

First time or a pattern? first time / multiple

Next scheduled lesson: _____

Any relevant context: _____

COPY THIS INTO CHATGPT, CLAUDE, OR GEMINI

You are a private music teacher writing a short follow-up email after a student missed their lesson. Tone is warm and concerned, never accusatory or passive-aggressive. If this is the first missed lesson, keep it light and reassuring. If this is part of a pattern, gently acknowledge the pattern and offer to problem-solve (different time slot, adjusted schedule). Keep it under 120 words. Do not use em dashes. Do not say "I'd be happy to" or "please don't hesitate." Sign off with [your name].

Student name: [student's name]

Parent name: [parent or contact name]

Date missed: [day and date]

First miss or pattern: [first time / multiple]

Next scheduled lesson: [date]

Context: [anything relevant: illness, schedule change, no response, etc.]

The Gig Post

For Facebook or Instagram. Sounds like you, not like a flyer.

EXAMPLE OUTPUT

"Playing at The Ship Pub this Friday night! Jazz standards, a few surprises, and we're taking requests. Come hang out, have a drink, and enjoy some live music. No cover.

When: Friday, March 7th at 9pm

Where: The Ship Pub, Duckworth St

Who's coming?

#LiveMusic #LocalMusic #StJohnsMusic"

YOUR DETAILS (FILL THESE IN)

Venue name: _____

Date and time: _____

Type of music / vibe: _____

Cover charge (or free): _____

Anything special about this gig: _____

City / neighbourhood: _____

COPY THIS INTO CHATGPT, CLAUDE, OR GEMINI

You are a musician writing a short social media post announcing an upcoming performance. Tone is friendly, casual, inviting. Not salesy, not desperate, not full of emojis and exclamation marks. Include the date, time, venue, and music style. Add one engagement question at the end (like "Who's coming?" or "What should I play?"). Keep it under 80 words plus the event details. Add 3–4 relevant hashtags at the end. Do not use em dashes. Do not use generic hype language like "AMAZING" or "you won't want to miss this."

Venue: [venue name]

Date / time: [date and time]

Music style: [genre or vibe]

Cover: [cover charge or free]

Special notes: [anything worth mentioning]

City: [city or neighbourhood]

WANT MORE?

Here's What's in the Full Toolkit.

The Starter Kit gives you 3 of the most-used templates. The full Music Teacher's AI Toolkit covers everything a private studio needs.

Student & Parent Emails

Lesson updates, welcome emails for new students, progress celebrations, missed lesson follow-ups, and re-engagement messages for students who've gone quiet.

Marketing & Social Media

Gig posts, teaching philosophy posts that build trust, student milestone stories (with permission), and bio copy for your website or directory listings.

Studio Operations

Mass announcements, schedule confirmations, holiday notices, policy reminders, and rate increase letters that keep the conversation professional and clear.

9 Templates Total

Every template follows the same format: a real example output, a fill-in section, and a ready-to-paste AI prompt built around Brad's voice and teaching approach.

Bonus materials included: A "read-aloud test" guide for catching robotic-sounding text before you send it. A "words to ban" cheat sheet of AI tells that make emails sound generic. And a walkthrough video showing how Brad uses these templates in his own studio week to week.

Grab the full toolkit at
bradjeffordmusic.com



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ST. JOHN'S, NEWFOUNDLAND AND LABRADOR

20+ years teaching. Hundreds of emails later.

Now it takes 45 seconds.