



**19 DUNOON ST  
DONCASTER 3108  
PHONE: 98558306  
FAX: 98558306  
EMAIL: [mom@madonmusic.com.au](mailto:mom@madonmusic.com.au)  
[WWW.FACEBOOK.COM/MADON  
MUSICMELBOURNE](http://WWW.FACEBOOK.COM/MADONMUSICMELBOURNE)  
A.C.N. 090 445 3730**

Dear Mad on Music Parents,

## **MERRY CHRISTMAS and a very HAPPY NEW YEAR!**

We hope you and your family are well and are ready to enjoy the wonderful festive season! We would also like to welcome all new students to the Mad On Music program and look forward to working with them in Term 1, 2015. We would also like to wish a heartfelt farewell to all our Grade 6 students who are moving on to Yr 7. We encourage them to keep up with their musical studies. All existing students will be re-enrolled automatically unless written notification of discontinuance is received by the due date. (Refer to the Mad On Music Website).



### **INVOICING**

Mad On Music will send all invoices out **3 weeks before the end of every school term**. Note that Term 1 invoices for existing students will be sent out **3 weeks prior to the end of term 4**. This arrangement will occur in any given year for all MOM students. There are a few reasons for early Term 1 payments:

1. The great part of the Term 1 invoicing process will be dealt with prior to Term 1, the busiest time of the year, when concentration is given to new enrolments and new timetables.
2. Early payment secures your place for the New Year.
3. It allows time for MOM to update your records, and better cater to your enquiries and requests.
4. In line with keeping costs down, it is more effective to prepare for Term 1 at a quieter time.
5. It allows parents to know when payment is expected.

Mad On Music no longer invoices by post. All invoicing is now delivered online, with a run date 3 weeks prior to the end of Terms 1, 2, 3 and 4.

**Please refer to the website ([madonmusic.com.au](http://madonmusic.com.au)) for:**

1. The Termly Newsletter (**Including all important dates needed for your child**)
2. The Mad On Music yearly lesson planner
3. Important issues to discuss with your child
4. Theory Test Information
5. Information on Music Training & the brain.



### **EXAMS SAT IN 2014**

**CONGRATULATIONS** to all Gr: 2-6 students who sat their Mad on Music Exams in Term 4, 2014. We are so proud of everyone's efforts! Upon completion of the Exams, all Certificates and written reports will be handed to your school principal for distribution. Please make sure you receive your copy.



### **PREP/ONES**

**CONGRATULATIONS** to all students who are completing the 'Prep & One Program'. Parents make sure you have received your child's annual Term 4 report, and certificate of completion. These will also be handed to your school principal for distribution.

The Prep/1 program begins in Term 2 and MOM is now accepting enrolments. To secure your place, please send your form in asap, together with payment.



### **WHEN DO THE LESSONS START IN 2015?**

Lessons will commence the week starting **MON 9th February** – Lessons will remain on the normal day unless notified otherwise by phone or email. If you want to start a new child in the MOM program and have not filled out your enrolment form, please do so as soon as possible and return it to MOM with payment. The enrolment forms can be filled out and submitted at: <http://madonmusic.com.au/enrolments.htm>

**MOM does not take enrolments in Terms 3 and 4.**



### **REMINDER**

Just reminding all parents that MOM works on a 36-lesson calendar per year. The lessons are dispersed through the terms according to how long each term is. **MOM reserves the last week of any given term as a SPARE WEEK.** –We do not charge you for this week –It is kept in reserve for makeups for curriculum Days, Teacher absence, public holidays or anything else that may arise.



### **REGARDING BOOKS & INSTRUMENTS**

All existing students please bring relevant books to the first lesson. All new students will receive relevant books at their 1<sup>st</sup> lesson (*parents make sure you have finalized your invoice by then*). All guitar students please bring your guitars. Keyboard students are not required to bring in their keyboards.



### **FEE INCREASE**

There has been a slight fee increase for 2015.



### **DUE DATES FOR YOUR INVOICE**

Please *finalise your invoice by the due date or a late fee of \$15 will apply.*



## **DISCONTINUING STUDENTS ~ POLICY**

MOM goes to great lengths to give the best possible tuition and ensures it hires good quality teachers to enrich your child's learning. To do this we must guarantee the teachers a set timetable for the term. Like everyone, teachers need to budget and financially plan their term and cannot do this if students discontinue once the term has started. This makes for unhappy teachers, and good teachers leave to find positions elsewhere. Once the timetable has been set, your position has been accounted for and set into the timetable. The teachers are paid in advance for the term according to that timetable. Therefore aiming to discontinue after the final cut off day (see below) is untenable.

If your child is discontinuing lessons then we ask you notify the **MOM OFFICE (not the school office)**, **in writing by post or email** three (3) weeks before the start of the school term. Failure to do this will mean your child is automatically enrolled/re-enrolled, and payment will be expected by the due date.

**ALL STUDENTS ARE AUTOMATICALLY RE-ENROLLED AND PAYMENT EXPECTED BY THE INVOICE DATE, UNLESS PROMPT WRITTEN NOTIFICATION OF DISCONTINUING HAS BEEN RECEIVED**

**The final cut off Day for Discontinuing for Term 1 2015 is:  
MONDAY 5 January, 2015.**

Thank you to all the parents and students for supporting Mad On Music and we look forward to another great year!!

Sincerely,

Ashley Smith, Lee Inglese Smith  
(Directors) 2014