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Dear Mad on Music Parents,
We hope you and your family are well, and getting ready to enjoy some time off.

WELCOME TO TERM 3, THE MAD ON MUSIC CONCERT TERM!

INVOICING

You should by now have received an emailed invoice for Term 3.
Our Website (www.madonmusic.com.au) is now the focal point of MOM information. Please visit the parent's corner (**password protected page**) on the website and refer to it for:

1. The Mad On Music lesson plan for the year
2. Information on Theory Test Day
3. Articles on music and the brain
4. Concert Information
5. Exam Information
6. Termly specials

CONCERT AUDIENCE NUMBERS – IMPORTANT!!!

In order to secure your family seats, please fill in the concert reply slip that was emailed as an attachment with your invoice. This slip includes details of how many people, including performers, will be attending and also whether or not you can bring along a plate of food for the after concert party.

DATE OF CONCERT PIECES TO BE COMPLETED BY

Students are asked to keep up a regular practice routine, which will assist them to complete the piece prior to the concert. It is a priority to ensure that students have fun and enjoy the concert process. With a small amount of practice each day, students will reach their goal. For new students who commenced in term 2, pieces will be handed out at the teachers' discretion. The aim is to make sure that the student is comfortable on their instrument before handing out their concert piece. The concert pieces are to be completed 2 weeks prior to their concert date. *Please contact MOM office if you need assistance in further preparing your child.*

CONCERT RUNDOWN

All students are expected to attend school during the day of the concert, when there will be rehearsals and the daytime concert. The daytime concert is an opportunity for students to perform in front of their school friends and also helps keep things fresh in their minds for the evening concert, which starts promptly at the designated time for your school. So, mark your concert date in your diary and keep that night free because it will be loads of fun – you are going to see a showcase of the finest musicians under lights!

PRODUCTION COST (please refer to invoice)

The concert is a non-profit event designed to enhance the students' musical life, improve their musical skills, and give them a taste of a professional performance setting. The 'Production Cost' per family is compulsory and is calculated according to the total amount of students learning in Term 3. It covers the daytime concert, concert helpers, van, lighting, sound equipment hire costs, props and all set up costs. It also includes attendance for your relatives and friends. The costs are shared amongst everyone to bring you a professional and long lasting experience your child will never forget. *NB: The costs apply even if your child does not attend the evening concert, as they will have participated during the day.*

STUDENT'S PRACTICE!

Students are encouraged to practise 20-30 minutes per night, not forgetting their theory homework! Not practising affects other students in the group and can create a stressful situation for the teacher and student. So please remember: Practice! Practice! Practice!

REGARDING BOOKS & TIME OF LESSON

All students are reminded to bring relevant books to **EVERY LESSON**. When books are left at home this greatly affects the progress of your child. All guitar students please remember to bring your guitars to all lessons. Students must also come to lessons on time. **NB: MOM teachers cannot make up time for students coming late to their lessons.**

THANK YOU!

Many thanks to all the parents who have been keeping us up to date with school excursions and camps. This has greatly helped our teachers in arranging make-up lessons.

WHEN DO THE LESSONS START FOR TERM 3?

Lessons resume the week starting Monday, 17 July & will be held on the same day as they were in Term 2. Your MOM teacher will make your lesson time known on this day. This term is a 9-week MOM term.

 **ENROLMENTS** have now closed. Mad On Music **does not** take enrolments in Terms 3 & 4.

REMINDER

MOM reserves the last week of any given term as SPARE WEEK. – We do not charge you for this week –It is kept in reserve for make-up lessons for curriculum days, teacher absences, or anything else that may arise. Parents will be notified in advance if there are make-ups or tests to be given in the last week of term.

STUDENT ABSENCES:

If a student is ill on the day of a lesson, Mad on Music is required to be advised, by email, of the student's absence before 9am on the day of the lesson, otherwise no opportunity to make up the missed lesson will be provided. Make-up lessons once given will be documented on your child's Signature Chart. One make-up lesson per term is allocated to each student.

DUE DATES FOR YOUR INVOICE

Unfortunately MOM has had to clamp down on late payers. **Please understand that for this reason your invoice must be finalised by the due date, or a \$15 late fee will apply.** If you cannot finalise your account by the due date please email the MOM Office ASAP.

CASH PAYMENTS THROUGH SCHOOL & TEACHERS

MOM does not accept cash payments via the school unless pre-arranged and agreed by MOM office. Cash payments can be made in person at the Mad On Music office. (19 Dunoon St., Doncaster)

SPECIAL DEALS

Termly specials will be placed on the website in the parents' corner!

OFFICE HOURS/EMAIL ADDRESS

Mad On Music hours for 2017 are Monday-Thursday 8.30am-4.30pm.

DISCONTINUING

MOM goes to great lengths to give the best possible tuition and ensures we hire quality teaching staff to enrich your child's learning. To do this we must ensure the teachers a set timetable for the term. Like everyone, teachers need to budget and financially plan their term and they cannot do this if students discontinue after the cut off day. This makes for unhappy teachers, and good teachers leave to find positions elsewhere. Teachers need to be respected just as MOM respects your child's place in the program. Once the timetable has been set your position has been accounted for, and the teachers are paid in advance for the term according to the timetable. Therefore aiming to discontinue after the final cut off day below is not tenable.

If your child is discontinuing lessons, notification must be given **in writing** to the **MOM OFFICE (not the school office)** three (3) weeks before the start of the school term. If that is not received, your child will automatically be enrolled and payment will be expected by the due date. You **MUST** follow up your discontinuing letter by a phone call to make sure we have received your letter.

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 is:

Monday, 26th June, 2017

Many thanks to all the parents and students for supporting the Mad On Music Program.

Sincerely,
Ashley Smith, Lee Smith.
(Directors) 2017

