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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, 2018. 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).



WHEN DO THE LESSONS START IN 2019?

Lessons will commence the week starting **MON 11th February** – Lessons will remain on the normal day unless notified otherwise by text 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.

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. Term 1 2018 is a 7 week Mad On Music Term.



REGARDING BOOKS & INSTRUMENTS

All existing students please bring relevant books to the first lesson. All new students will receive relevant books *at their 1st 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.



EXAMS SAT IN 2018

CONGRATULATIONS to all Gr: 2-6 students who sat their Mad on Music Exams in Term 4, 2018. We are so proud of everyone's efforts! Upon completion of the Exams, all Certificates and written reports were handed to your school principal for distribution. Please make sure you received your copy.



PREP/ONES

CONGRATULATIONS to all students who completed the 'Prep & One Program' in Term 4 2018. Parents make sure you have received your child's annual Term 4 report, and certificate of completion. These were also 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 enrol online asap, and send payment upon receipt of invoice.



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 were sent out **3 weeks prior to the end of term 4**. **Term 1 invoices for new students are sent out upon receipt of your enrolment form**. 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 timetables, 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.

All invoicing is delivered online, 3 weeks prior to the end of Terms 1, 2, 3 and 4.

Please refer to the website (madonmusic.com.au) for:

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

Note: the areas are password protected. The password can be found on your Mad On Music invoice.



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 2019 is:
Thursday, 25th January, 2019.**

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

Sincerely,

Two handwritten signatures in black ink. The first signature is "Ashley Smith" and the second is "Lee Inglese Smith".

Ashley Smith, Lee Inglese Smith
(Directors) 2019