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Dear Mad on Music Parents,

HAPPY NEW YEAR!

We hope you and your family are well and have enjoyed 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, 2025. 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 as per protocol, will be re-enrolled automatically unless written notification of discontinuance is received by the due date.

WHEN DO THE LESSONS START in 2025?

Lessons will commence the week starting **Monday 10th February** – Lessons will remain on the normal day as per last year unless notified 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 via the Website - www.madonmusic.com.au and it will be automatically emailed to us. *This term is a 7 week MOM term.*



INVOICING

Invoices will be emailed to students 3 weeks before the start of every term. You should already have received an emailed invoice for Term 1. Students enrolling after the 10th Feb will receive their invoice once their enrolment form is received and they have been given a place. Your invoice also contains the password to the parent's corner.

Our Website (madonmusic.com.au) is now the focal point of MOM information. Please visit the parent's corner (***password protected page – password is on your emailed invoice***) 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

Information regarding Mad On Music's promoters can be found on the homepage.



STUDENT'S PRACTICE!

Students are reminded to keep to a strict home practice schedule of **20 minutes per day**. This will aid in regular advancement and being prepared for the MOM Concert in Term 3. Practice! Practice! Practice!



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.



PREP/ONE'S

Prep and Grade 1 students will be commencing in **TERM 2!!**



ENROLMENTS - Mad On Music **does not** take enrolments in Terms 3 & 4.



REMINDER

MOM run a 36-lesson calendar year. Prep/Grade Ones are invoiced for 29 lessons as they start in Term 2. These lessons are dispersed through the appropriate terms according to how long each term is. Where possible, 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 makeup lessons given for curriculum days, public holidays, teacher absences etc. To help better understand we have outlined the structure for the year.

TERM	School WKS	MOM weeks
Term 1	10	7
Term 2	11	10
Term 3	9	9
Term 4	11	10



REGARDING BOOKS & TIME OF LESSON

All existing students are reminded to bring relevant books to the first lesson and **EVERY LESSON thereafter**. When books are left at home this greatly affects the progress of your child. All new students will receive relevant books at their 1st lesson. If you have not finalised your account please do as asap, as MOM has purchased books on your behalf and needs to be reimbursed. All guitar students please bring your guitars to all lessons. Students must also come to lessons on time. Keyboard students do not bring keyboards to the lesson as there are keyboards at school. **NB: MOM teachers cannot make up time for students coming late to their lessons.**



STUDENT ABSENCES:

If a student is ill on the day of a lesson, Mad on Music is required to be advised, by email or text 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. Makeup lessons once given will be documented on your child's Signature Chart.



DUE DATES FOR YOUR INVOICE

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 phone the MOM Office ASAP. Students may be discontinued if we cannot contact you or if we have not received payment. Constant chasing is tiresome and costly for everyone. We are a small family run business please.



CASH PAYMENTS THROUGH SCHOOL & TEACHERS

MOM does not accept cash payments via the school. Cash payments are only accepted in person at the Mad On Music office. (19 Dunoon St Doncaster)



CREDIT CARD PAYMENTS

MOM do not offer CREDIT CARD options. Internet transfer is cost effective and keeps prices down.



SPECIAL DEALS

Termly specials are on the Website. Please refer to this if you would like to buy an instrument. Please support these stores as they look after you and us throughout the year.



OFFICE HOURS/ EMAIL ADDRESS!!

MOM office hours are from 9.00am -4.00pm Monday -Thursday. If we cannot get back to you in a timely manner, please email all inquiries for a faster response. Phones are or not attended while we are teaching.

OUR EMAIL ADDRESS IS: admin@madonmusic.com.au



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. 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 be automatically 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.

TO SAVE MONEY AND TIME, 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 2 is:

Monday 17th March 2025

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

Sincerely,
Ashley Smith, Lee I Smith.
(Directors) 2025