



**school of
languages**

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*Information for
Parents and Students
Reception – Year 6 Courses*

2024



Government of South Australia
Department for Education

Dear parents/carers

Thank you for your enquiry about language studies at the School of Languages. Whether your child already has some knowledge of the language or is starting from the beginning, the benefits of language learning for their education and personal development will be long lasting.

Being able to communicate in another language has obvious practical benefits in an increasingly globalised world, and also improves children's general cognitive skills and intercultural capability. Research shows that the bilingual experience positively influences the brain from infancy to old age. The earlier children start learning a language and the more languages they learn the better their chances for future success.

At the School of Languages students are involved in an engaging program developed around their knowledge and skills. They learn how to communicate in the language of their choice, to make connections between their own language and culture and the one studied, thus improving their literacy skills, their intercultural understanding and their capability to reflect on themselves as learners.

We highly value the partnership between our school and our students' families, and encourage you to take every opportunity to engage in your child's journey with the language they are studying with us and their development as multilingual young people.

Your feedback on how these partnerships can be further strengthened is greatly appreciated.

We hope that you will find the enclosed information both relevant and useful. Please note that our website www.schooloflanguages.sa.edu.au also has further information.

The School of Languages is on Facebook and Instagram and I encourage you to like, follow and share our page!

School of Languages Principal



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“ Writing in Hiragana is the most fun part about learning Japanese. I like to speak Japanese at home and with some friends and when I’m in Japan. I learn German at my day school. One day I’d like to learn French and Spanish. ”

Student of Japanese



SECTION 1:

Useful information before lessons start

Language Offerings

The School of Languages offers 22 languages after hours in 25 different locations around the broader metropolitan area.

For the most up-to-date list of languages, courses and Teaching Centres, please refer to the R-6 Timetable which can be found on the School of Languages website at www.schooloflanguages.sa.edu.au

Where lessons are held

In response to community needs and in partnership with mainstream schools, the school has over the years established a number of Teaching Centres.

For the most up-to-date list of Teaching Centres for this year, please refer to the R-6 Teaching Centres and Subject Charges document which can be found on the School of Languages website at: www.schooloflanguages.sa.edu.au

Enrolment procedures

Reception - Year 6 enrolment forms can be accessed from the School of Languages website. The completed form can be sent via email, post, fax or in person.

If you have an enrolment enquiry, please complete the enquiry form available on the Contact Us page on the School's website or call the School on 8301 4800 during office hours.

Once enrolments are approved, students will receive a Confirmation of Enrolment letter via email, along with other information relevant to language learning at the School of Languages.

Enrolments for students in R-6 are accepted as follows:

- Term 1 – ongoing basis
- Terms 2-4 – until the end of Week 2 of each term

Enrolment enquiries made after Term 4, Week 2 will be held over until the new school year.

Children who turn 5 years old before 1 May can commence classes at the beginning of the year.

Children who turn 5 years old from 1 May to 31 October can commence classes at the start of Term 3.

First lesson

All classes begin in Week 2 Term 1. During this lesson detailed information about the course will be provided.

Where to report for the first lesson

Students attending classes at all Teaching Centres should report to the School's Front Office, as indicated on the map which will be emailed with the Confirmation of Enrolment letter. From here students will be directed to their classroom.

What to bring to the language class

The School of Languages provides all primary students with a spiral display folder for storage of lesson materials.

In addition to the folder, please ensure that your child brings the following to every lesson:

- lead and colour pencils
- writing pad or a notebook
- healthy snack and drink.

Dress code

Students who have a school uniform may wear this to class. Otherwise, neat casual clothes are expected. Sun smart guidelines/procedures are followed.



SECTION 2:

School expectations

Attendance

Regular attendance is essential to students' progress in their language learning. Given that the School of Languages lessons are held once a week, being absent for one lesson means missing out on an entire week of learning.

To report student absences or lateness, please advise us in advance through one of the following means:

- phone the School on 8301 4800, Monday-Friday between 8:30am and 3:30pm, or Saturday between 8:30am and 12:00pm, or leave a voice message outside of business hours
- email the teacher (the email address is provided on the Weekly Lesson Plan) or the School on dl.1802.admin@schools.sa.edu.au
- text only absence notification on 0418 149 916, Monday-Friday before 4:00pm.
- for classes held at the School of Languages send an email to: Sol.Supervisors218@schools.sa.edu.au (before 4:00pm if possible).

If your child is late to class or absent without prior notice, you will be notified via an automatically generated SMS, to which you are requested to reply with a reason for the absence.

Late arrivals and early departures

Students who have no choice but to arrive late or leave early on a regular basis must negotiate this with the teacher and complete the relevant form, available in class. If students are late on a one-off basis, please use one of the above-mentioned methods to inform the teacher or the School of Languages.

Students will not be given permission to leave a class early unless a valid reason is provided in writing by parents/carers or the day school. A promise to bring a note the following week will not be accepted.

Extended absence

If it is known that a student will be absent for more than 3 lessons (e.g. family holiday, overseas trip) parents/carers need to seek permission in writing from the Principal for an Extended Student Absence, prior to the absence.

Early dismissals

As a rule there are no early dismissals. When special arrangements occur, students and parents/carers are advised in advance.

Leaving school grounds

Leaving school grounds or unsupervised areas is not allowed during lessons, including recess times. This rule is in the interest of students' personal safety. Your child will be informed of what constitutes the supervised area at their first lesson.

Withdrawals

If your child will no longer attend a School of Languages class, please notify the School of this decision by email as soon as possible.

Food and drink in teaching centres

Students may bring bottled water to class. The consumption of food and other drinks is permitted only during the recess break and outside of the classroom. No nut snacks are permitted. If your child has any serious food allergies please notify the school.

Behaviour code and expectations

We believe that all students should feel comfortable and safe so they can succeed in, and enjoy, language learning in a supportive environment.

Our expectations have been set up to make sure that all students achieve the most out of their time at the School of Languages.

The School's Code of Conduct emphasises that students are responsible for their own behaviour and that all behaviours, positive and negative, are a choice and lead to consequences. It is underpinned by the assumption that teachers have the right to teach and students the right to learn in an environment that is safe and free of harassment and discrimination.

To support learning, primary school students cannot use their mobile phones and personal devices during lessons and lesson breaks.

The management of student behaviour is a responsibility shared by the School of Languages, parents/carers, students' day schools and, of course, the students themselves. Parents/carers can expect that lateness, absence, disruptive classroom behaviour or failure to complete work on time will be followed up by teachers or Coordinators at the School of Languages. Where appropriate, students' day schools will be contacted. In the case of extremely inappropriate behaviour or repeated non-compliance with the School's expectations, the Principal reserves the right to review a student's enrolment.

Please note: The School's Code of Conduct, Mobile Phone and Personal Devices Policy, Cyber-safety Policy and Drug Policy and other policies and procedures related to school expectations can be found at: www.schooloflanguages.sa.edu.au

Parent emergency contact procedure

In the event of an emergency during lesson time, please use the following procedure:

- Until 4.30pm phone the School of Languages on 8301 8400 and the school will contact the appropriate Teaching Centre.
- After 4.30pm phone the Admin Support Person on 0403 607 566 and they will contact the appropriate Teaching Centre.



SECTION 3:

How you can help your child with their language studies

There are many simple things you can do to assist your child to maximise their language learning:

- Encourage your child to take pride in their language learning.
- Ensure that your child attends lessons regularly.
- Find out what was taught in class and what is set by the teacher to be completed at home and help your child with homework. This information can be found in the Weekly Lesson Plan, which students receive in every lesson.
- Communicate to your child's language teacher any information about your child's learning that will enable the teacher to provide the best possible support for your child.
- Listen to your child read the texts provided in class or commercially available readers.
- Consult with your child's language teacher about practical ways that you can assist both at home and at school. These can include becoming a volunteer in your child's language classroom or becoming a member of the Governing Council.
- Become an advocate for language learning and promote its benefits throughout the wider community.

Communication with parents

Most of our communication with parents/carers is via email or SMS. It is critical that you advise us of any change to your contact details as soon as possible.

Parents/carers are encouraged to communicate to their child's language teacher any information that will support their child's learning (eg, if the child is following a personalised Learning Plan in their day school, any health issues, etc).

Any issues, comments or concerns can be raised directly with the teacher or by phoning the school on 8301 4800.

Parents as volunteers

At the School of Languages, we believe that volunteers make a significant contribution to the school community by giving their time and sharing their skills and expertise with others.

For the latest updates or detailed information on how to become a volunteer at the school, please go to our website at www.schooloflanguages.sa.edu.au.



Governing Council

The Governing Council is a vital advisory body for the School. Its role is to:

- provide general oversight for the well-being of the School
- advise the Principal on the correlation between the work of the School and the educational needs of the School community
- broadly consider the School's general education policy and provide advice to the Principal on School community views regarding any new educational developments
- in liaison with the Principal, make decisions on the distribution of School finances.

The Governing Council may form a number of committees to advise it on various aspects of the School. There are eight positions for parent representatives and one position for a student representative on Council. Elections take place at the Annual General Meeting in March.

The student representative on Council also chairs a School Student Council. The role of this student body is to enhance student voice within the School.

Parent / carer information sessions

These sessions, held in Weeks 3/4 of Term 1, serve as information forums to:

- meet members of the Leadership Team, teachers and other members of the School community
- provide feedback to the School on how it is meeting the needs of students and ways of further improving its services
- ask questions specific to each language and Teaching Centre as required.

The sessions may be face-to-face or online. Further information will be provided in the Term 1 Newsletter.

Parent / carer / teacher interviews

Parent/carer/teacher interviews are held in Term 2. Interviews are by phone or online, or parents/carers can request a face-to-face interview. They provide a formal opportunity for parents/carers to discuss their child's progress and to discuss ways of making sure they achieve their best while studying at the School of Languages.

Parents/carers are welcome to discuss their child's progress with the teacher at any time during the year.



SECTION 4:

Curriculum information

R-6 Language courses are based on the Australian Curriculum and are aimed at second language learners.

For each course taught at the School, comprehensive curriculum planning is undertaken and documented at the following levels:

- **Learning Map** - outlines the key concepts, broad learning intentions, grammar and linguistic elements, and intercultural understandings, that will be covered in the course.
- **Unit Plan (Years R-6)** - translates the Learning Map into a comprehensive statement of student learning term by term. The plan includes concepts, learning intentions, teaching and learning experiences, and the major assessments.
- **Weekly Lesson Plan** - a detailed lesson plan that contains more specific information about learning intentions, learning activities and resources, homework and information about upcoming assessments as appropriate.

Getting the most out of language studies

In order for students to make the most of their language studies we recommend that they practise the language between lessons. This can be achieved for example through:

- completion of homework tasks
- reading aloud in the language
- engaging in web-based language activities
- practising oral skills
- viewing programs and video clips in the language.

Homework is an essential part of the program. The recommended minimum times per week are:

- Years R-2: up to 30 minutes
- Years 3-6: 30 to 90 minutes.



Reporting student achievement

Student learning is assessed and reviewed on an ongoing basis, both in a formal and informal manner. Reports on student progress are prepared at the end of each term. A copy of the report is emailed to the parent/carer and to the Principal of the student's day school.

Celebrating student success

Principal's Awards

At the end of each term our language teachers recommend students in their classes for Principal's Awards. These awards are in the form of a certificate and are formally presented to students by a member of the Leadership Team.

Celebration of Achievement: Term 4

The Celebration of Achievement ceremony, which takes place towards the end of Term 4, formally and publicly recognises the achievements and endeavours of our outstanding students.

There are 2 awards:

- Outstanding Academic Achievement Award
- Award of Merit



SECTION 5:

Important dates

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|-------------------------|--|
| Term 1 Week 2 | First lesson for the year |
| Term 1 Weeks 3/4 | Parent/carers information sessions |
| Fourth Tuesday of March | Governing Council AGM |
| Term 2 Week 2 | R-6 enrolments close for Term 2 |
| Term 2 Week 3 | Parent/carer/student/teacher interviews |
| Term 3 Week 2 | R-6 enrolments close for Term 3 |
| Term 4 Week 2 | R-6 enrolments close for the current school year |
| Term 4 Week 8 | Last lesson for R-6 students Presentation of certificates to all primary students |
| Late Term 4 | Celebration of Achievement ceremony |
| Last week of each term | Presentation of Principal's Awards to nominated students |
| Each school holidays | Student term reports and School newsletter distributed to parents/carers and day schools |



SECTION 6:

Subject charges and payment

Schedule of charges

Charges are set annually by the Governing Council and are GST free.

For R-6 students the annual subject charge is \$150.

Making payments

Language subject charges are payable on invoice, due within two weeks of receiving the invoice. Charges are not refundable in the event of withdrawal from a course.

Payments can be made in the following ways:

- Preferred payment method is Qkr! Smartphone App downloaded to your mobile device (instructions will be provided with the invoice).
- Bpoint payments can be made at the following link:
<https://www.bpoint.com.au/pay/SCHOOLOFLANGUAGESCOUNCILINC>
- Phone credit card payments are accepted for Visa and Mastercard on (08) 8301 4800.
- Cheques and credit card payments are accepted by mail or in person at the School of Languages, 255 Torrens Rd, West Croydon, SA 5008.

Requests for payment by instalment or to have special circumstances taken into account may be made in writing to the Principal.





255 Torrens Road
West Croydon SA 5008



(08) 8301 4800



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dl.1802.admin@schools.sa.edu.au



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