

SOUTH COAST CHINESE LANGUAGE SCHOOL INC.

南岸中文學校

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SCHOOL RULES

Attention students, parents and guardians

The following procedures and policies are put in place for the benefit and safety of everyone. Please read it carefully.

Minimum Age for Enrolment

To enroll at our school, the child must be a minimum age of 4 years for pre-kindergarten and/or 4 years old in the year of enrolment.

School Fees Refund Policy

School fees are non-refundable and non-transferable after attending the first lesson. Payment methods include Cash, Bank Transfer or Cheque. A penalty fee of \$10 will be charged for delayed payment made later than Week 3 of each school term.

Late Pick Ups and/or Leave Early

Our staff cannot go home until all the children have safely left the school grounds. We ask parents to cooperate and ensure their children are picked up on-time after classes have finished.

Please inform the class teacher if your child needs to leave school early.

Staff Availability

If you need to speak to our staff concerning the Chinese class or any other matters relating to your child's learning progress, please email the school to arrange for an appointment. A confirmation email will give you a suggested appointment date and time to meet. However, if you perceive that your concern is urgent, we are happy to speak with you at any time.

School Hours

Class starts at 3.30pm on Fridays according to the NSW school calendar

Recess: 4.30-4.45pm

Class ends: 5.30pm

Classroom Behaviour

We expect our students to be courteous and respectful at all times to all teachers and to other students. Other specific classroom behaviours that are enforced include:

- Mobile phone is not allowed during lesson period
- Please raise your hand when you wish to speak
- Please seek permission if you need to leave the classroom
- Please complete your homework and submit it on time

Behaviour within the school grounds

- Cars are not allowed to enter the school ground before 4.00pm.
- Do not run or shout within the classroom and the grounds between the classrooms
- Fighting, quarreling or swearing in any language is not permitted
- Leave the toilets clean and tidy
- Do not wear thongs in the school

Penalties

- Parents and guardians, as well as, the Education Officer of AICLS (Association of the Illawarra Community Language Schools) will be contacted if students cannot follow these school rules and a process will be put in place to bring the students into line. The process may involve detention or suspension depending on the nature of the misconduct
- Any willful damage to property has to be paid for by the parents or guardian.

Date: 01/02/2019