



*Information for
Parents and Students
Primary Courses*



Dear parents/caregivers,

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 cognitive skills not related to language. Research shows that the bilingual experience 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 compare between their own language and the one studied, thus improving their literacy skills, and 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 the development of their intercultural experiences.

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.

School of Languages is on Facebook and I invite you to Like, Follow and Share our page!



Lia Tedesco

Principal



Section 1:
Useful information before lessons start

Section 2:
School expectations

Section 3:
How you can help your child with their language studies

Section 4:
Curriculum information

Section 5:
Important dates

Section 6:
Subject charges and payment

SECTION 1:

Useful information before lessons start

Lesson time and length

Lessons for primary school students are 1.5 hours long on weekdays and 3 hours long on Saturdays. The majority of classes start at 3.30pm and finish at 5.00pm, with some exceptions, while most Saturday classes start at 9.00am and finish at 12.00pm.

Please refer to the Primary timetable on the School of Languages website for the time and location of your child's language class.

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 A4 flyer accompanying this booklet, titled Languages, Teaching Centres and Subject charges, or visit the School of Languages website at: www.schooloflanguages.sa.edu.au

Enrolment procedures

All new enrolments must be discussed with a School of Languages enrolment officer prior to submitting an enrolment form. You can contact the school on 8301 4800 during office hours to speak to an enrolment officer.

Once enrolments are approved by an enrolment officer, students will receive a Confirmation of Enrolment letter and a welcome package.

Enrolments for students in R-7 are accepted as follows:

Term 1 – ongoing basis

Terms 2-4 – until the end of Week 2

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

Reception students – only students who turn five on or before 30 April are eligible to enrol.

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

If students and parents are familiar with the facilities of the school where their language class is held, they can proceed directly to the designated classroom. In cases where students are new to the centre, they need to report to Reception before their first lesson. A map of the Teaching Centre will be sent with the Confirmation of Enrolment letter. A map of the Teaching Centre locations is also available on the school website.

What to bring to the language class

The School of Languages provides all primary students with either a bag or a spiral display folder, for storage of lesson materials. Students can choose between the two.

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

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

Dress code

Students who have a school uniform may wear this to class. Otherwise, neat casual clothes are expected.



SECTION 2:

School expectations

Attendance

Regular attendance is essential to your child's 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 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
- message the teacher via Edmodo (the Edmodo access code can be found on the Weekly Lesson Plan)
- for classes held at Adelaide High School, phone the Supervisor on 0403 607 566 or by sending an email to ahs.supervisors460@schools.sa.edu.au

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

Late arrivals and early departures

If your child's lateness on a regular basis cannot be avoided please inform your child's teacher in advance and complete the relevant form provided by the teacher. If your child is late on a one-off basis, please inform the teacher via a text message or in an e-mail.

Similarly, in instances when your child needs to leave the class earlier than the regular dismissal time, please inform your child's teacher in advance and complete the relevant form.

Extended absence

In the case of an extended absence, such as a family holiday, the Principal must be notified in writing.

Early dismissals

As a rule there are no early dismissals. When special arrangements occur, students and parents/caregivers 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.

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.

Withdrawals

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

Good organisation and study habits

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 through:

- completion of homework tasks
- using the class e-learning space, Edmodo
- reading aloud in the language
- engaging in web-based languages activities
- practising oral skills
- watching TV programs and listening to radio programs in the language.

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

Years R-2: up to 1/2 hour

Years 3-7: 1/2 hour to 1 hour.

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.

The management of student behaviour is a responsibility shared by the School of Languages, parents, students' day schools and, of course, the students themselves. Parents 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, Cyber-safety Policy and Drug Policy can be found at www.schooloflanguages.sa.edu.au

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 learning of the language:

- 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.
- Join the class Edmodo page as a parent, to see the online materials and activities for your child's class.
- 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, either the texts provided in class or commercially available readers. Junior primary students will be receiving from their language teacher various age appropriate readers on short-term loans.
- 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 School Council.
- Become an advocate for language learning and promote its benefits throughout the wider community.

Communication with parents

Parents 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 Negotiated Education 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.

Detailed information on how to become a volunteer at the school can be found on the school website at www.schooloflanguages.sa.edu.au

School Council

The School Council is a vital advisory body of the school. The role of the School Council is to:

- exercise general oversight over 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
- consider in broad outline the general education policy within the school and advise the Principal of the considered view of the school community regarding educational developments within the school
- decide, in liaison with the Principal, on the distribution of school finances.

The School Council may form a number of committees to advise it on various aspects of the school. There are eight positions for parent representatives on Council, elected at its AGM in March.

Parent / caregiver information sessions

These sessions, held in the first few weeks of Term 1, serve as information forums and give parents/caregivers a chance to:

- meet members of the Leadership Team and 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.

Parent / caregiver / student / teacher interviews

Parent/caregiver/student/teacher interviews are held in Term 2.

They provide a formal opportunity for parents/caregivers 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 are welcome to discuss their child's progress with the teacher at any time during the year.

SECTION 4:

Curriculum information

R-7 Language courses are based on the Australian Curriculum and are aimed at second language learners, with the exception of Afrikaans, Khmer and Polish.

For the most up-to-date list of languages available this year, please refer to the Timetable accompanying this booklet, or visit the School of Languages website at www.schooloflanguages.sa.edu.au

For each course taught at the school, comprehensive curriculum planning is undertaken and documented at three main levels:

- **Course Overview** – shows the Modules which are to be covered over the year along with Key inquiry questions, Key Concepts, Key Processes and relevant Content Descriptions. This document can be found on the school website.
- **Module Plan** – translates the Course Overview into a comprehensive statement of student learning. The plan includes specific learning intentions including main grammar and linguistic elements, cultural understandings as well as a description of the major assessments. A copy of the Module Plan is given out to students and can also be found on the class Edmodo page.
- **Weekly Lesson Plan** – a detailed lesson plan that contains information about learning intentions, content covered in class, tasks set for homework, information about upcoming assessments, teacher contact details and the class Edmodo code.

Each class has an e-learning space, Edmodo, which provides a platform for students to receive support from their teacher and each other. The above mentioned curriculum documents, lesson materials and other relevant resources, such as useful links, audio and visual resources, are shared on Edmodo to allow students to engage with the language learning in-between lessons.

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 mailed to the parent/caregiver and to the Principal of the student's home 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 students.

There are four awards:

- Outstanding Academic Achievement
- Award of Merit
- Community Award
- Award of Excellence.



SECTION 5:

Important dates

Term 1 Week 2	First lesson for the year
Term 1 Weeks 3-5	Parent/caregiver information sessions
Third Tuesday of March	School Council AGM
Term 2 Week 2	R-7 enrolments close for Term 2
Term 2 Week 3	Parent/caregiver/student/teacher interviews
Term 3 Week 2	R-7 enrolments close for Term 3
Term 4 Week 2	R-7 enrolments close for the current school year
Term 4 Week 8	Last lesson for the year 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 families and home schools

SECTION 6:

Subject charges and payment

Schedule of charges

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

For the most up-to-date subject charges, please refer to the Timetable accompanying this booklet, or visit or the School of Languages website at www.schooloflanguages.sa.edu.au

Making payments

- Language subject charges are payable on invoice.
- Charges are not refundable in the event of withdrawal from a course.
- Invoices are issued towards the end of Term 1. Payment is required two weeks after receiving the invoice.
- Phone credit card payments are accepted for Visa and Mastercard on (08) 8301 4800.
- Cheques, money orders and credit card payments can be made by mail.
- Payment can also be made in person during office hours 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.

I learn French because my mum was in Vietnam but she moved to France so she speaks a lot of it in the house and that's why she wants me to learn it. And I like it because I like learning another language and my mum says that if you learn it when you're younger it's easier to learn another language than when you're older, so I like it because I like doing the activities in the class and it's fun.



255 Torrens Road
West Croydon SA 5008

 (08) 8301 4800

 (08) 8301 4801

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

 www.schooloflanguages.sa.edu.au

 School of Languages