

# Western Chinese Language School

## Admission Guide 2020

### I. Introduction

Western Chinese Language School Inc., is a community language school registered under the Australian Associations Incorporation Act. (Registration No.: A0053090M). The school has obtained the authorization from VCAA to provide VCE LOTE Chinese (Authorization No.: VCAA15528).

In the last Few years, our students have achieved excellent results in VCE Chinese exams and a good amount of SL and SLA students have obtained the scores of 40+.

Currently WCLS is offering Chinese language classes from Early Learning, Prep to VCE (including VCE prep, FL, SL, SLA, Chinese Language, Culture and Society) on Braybrook, Caroline Spring and City (VCE only) campuses with over 400 students. Each year, the school has organized Chinese Culture Camp and Chinese Culture Trip with Xin Jin Shan Chinese Language and Culture School and these cultural events are widely applauded by the students and their parents.

All the teachers, staff and volunteers hold active Working With Children Check or VIT and have learnt and signed child safety related documents.

The school is specialized in providing custom-tailored learning services to the students and the great results achieved in VCE Chinese exams and various Chinese writing competitions have approved our success.

We have pleasant learning environment, experienced teachers and student-centered teaching methods here at WCLS. You are more than welcome to enroll for 2020.

### II. Admission Process

#### 1. Student Registration

All enrolling students are required to fill in the Student Information Form which would be submitted to the Department of Education and Training by the school.

After paying tuition and registration fee, students are allowed access to classrooms.

The school provides free textbooks for enrolled students (additional fee will apply if original copies are lost).

#### 2. Discount Policies

- 1) Discounts apply for students who paid off full-year tuition fees by December 24<sup>th</sup>, 2019. (Please refer to *2020 Admission Guide*)
- 2) The third enrolled child of a family receives 50% discount of tuition fee (plus registration fee to be paid once ONLY) if paid off full-year.
- 3) All Chinese-origin children adopted by Australian families are exempted from paying tuition fee. Only registration fee needs to be paid once.
- 4) Children of WCLS current teachers receive 50% discount of tuition fee (plus registration fee to be

paid once ONLY) if paid off full-year.

- 5) Children of WCLS retired teachers receive 30% discount of tuition fee (plus registration fee to be paid once ONLY).
- 6) Children of WCLS alumni receive 30% discount of tuition fee (plus registration fee to be paid once ONLY) (Graduate Certificate required).
- 7) Early-learning is tuition-free. Only registration fee needs to be paid per semester.
- 8) Discount applies ONCE only.

### 3. Refund Policies

If enrolled and paid students need to drop out the semester, refund can be made within the first three weeks of Term 1 for Semester 1 or Term 3 for Semester 2.

A processing fee of \$20 and the tuition fee of the weeks taken will be deducted from the refund payment. Registration fee is not refundable at any time.

All refund application must be submitted in written forms (with a copy of payment receipt) either by post or through email to the principal of the school. Once the relevant information is confirmed, the cheque of refund payment would be sent out within 10 business days after the application.

E-mail Address: sunlili1969@hotmail.com

Phone: 0402 963 295 (Ms Sun)

## III. Methods of Payment

Payments can be made by cheque, debit card, credit card or UNIPAY (conditions apply).

If you pay by cheque, please include your cheque (payable to: Western Chinese Language School) and the completed Student Enrollment Form (<https://wclschool.vic.edu.au/download/>) in an envelope and post it to: Western Chinese Language School, PO Box 5042, Pinewood Vic 3149. Online bank transfer is currently not available and please also try not paying by cash.

If you pay by debit card, no surcharge applies. If you pay by credit card or UNIPAY (America Express is not acceptable), 1.5% surcharge applies.

## IV. 2020 School Calendar

<b>Semester One</b>	<b><u>Term 1</u></b>	<b>1<sup>st</sup> /2<sup>nd</sup> February, 2020 - 21<sup>st</sup> /22<sup>nd</sup> March, 2020</b> 29 <sup>th</sup> March – 10 <sup>th</sup> April, 2020: Chinese Culture Camp in China
	<b><u>Term 2</u></b>	<b>18<sup>th</sup> /19<sup>th</sup> April, 2020 – 20<sup>th</sup> /21<sup>st</sup> June, 2020</b> 13 <sup>th</sup> /14 <sup>th</sup> June, Public Holiday, school closes
<b>Semester Two</b>	<b><u>Term 3</u></b>	<b>18<sup>th</sup> /19<sup>st</sup> July, 2020 – 12<sup>th</sup> /13<sup>th</sup> September, 2020</b> 21 <sup>st</sup> – 25 <sup>th</sup> September, 2020: Chinese Culture Camp at Melbourne
	<b><u>Term 4</u></b>	<b>10<sup>th</sup> /11<sup>th</sup> October, 2020 – 5<sup>th</sup> /6<sup>th</sup> December, 2020</b> 3 <sup>rd</sup> October, 2020: Curriculum Day

## Class Time <sup>1</sup>

### Saturdays

#### Morning Chinese Class

9:30 am – 12:15 pm

#### Afternoon Chinese Class

1:15 pm – 4:00 pm <sup>3</sup>

#### Afternoon Chinese Culture Program

1:15 pm – 4:00 pm

#### Notes:

1. Different campuses may have a slight difference in school times based on specific situations.
2. **Chinese prep, Grade 1-12 Chinese offer morning and afternoon Chinese Programs. Class time is 9:30am – 12:15pm, 1:15pm – 4:00pm. Details see below Courses & Costs.**
3. **Chinese Culture Program offers Chinese traditional maths, traditional culture and customs and traditional arts classes etc. Class time is 1:15pm – 4:00pm. The detailed course offering is based on the requirements of students and teachers on specific campuses.**

## V. Rules and Regulations

1. The school observes the rules and regulations framed by the Department of Education and Training including those of Child Safety Standards.
2. Students observe the regulations framed by the school, protect the school's reputation and intellectual properties and take the responsibility for the damages caused by themselves.
3. Within school terms, students are not allowed to enter the campus without the company of adults before 9:10am.
4. Without permission, students cannot leave school for shopping or go home during school time.
5. During class time, students are not allowed to use mobile phones; Without permission of class teachers, students are not allowed to use tablets in class.
6. Students are not suggested to bring any valuable items to school. They would take full responsibilities for any loss or damage.
7. Early collection is only accepted with written confirmation from the Chinese Office after completing the Student Early Collection Form.
8. All the students not being collected 15 minutes after class would be sent to the Chinese Office on

campus.

9. Parents need to provide written authorization for other guardians or friends to collect their children if they are not able to do so themselves.
10. All the campuses are NUTS-FREE and EGGS-FREE due to food allergic concerns.
11. The school takes no responsibility for any students who breach the rules mentioned above. If any students breach the regulations above, they may receive suspension/expulsion considering the seriousness of the conduct.

**Note:** Details of Students Regulations, Reward and Punishments, Student Collection Policy, Student Attendance Policy, Behaviour Management Policy, Anti-bullying Policy and Cyber Safety Policy, etc can be found at <https://wclschool.vic.edu.au/>.

## VI. Chinese Courses (EL, Prep, Grade 1-9)

Courses	Requirements	Contents
<b>Early-Learning</b> (Parent Accompany Required)	Children Aged 3-4	<b>Morning class: 9:30am-12:15pm, Afternoon class: 1:15pm-4pm</b> Children are immersed in a Chinese-speaking environment through various activities to culture a sense for the language. The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Taught by qualified early childhood education teachers.
<b>Chinese Prep</b>	Children Aged 4-5	<b>Morning Chinese class: 9:30am-12:15pm</b> <b>Afternoon Chinese class: 1:15pm-4pm</b> <b>Afternoon Chinese culture class: 1:15pm-4pm</b> The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Drawing, singing and handicraft making are supplemented in class teaching. Taught by qualified early childhood education teachers.
<b>Grade 1-3</b>	Children Aged 5+	<b>Morning Chinese class: 9:30am-12:15pm</b> <b>Afternoon Chinese class: 1:15pm-4pm</b> <b>Afternoon Chinese culture class: 1:15pm-4pm</b> Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-3 of the Chinese textbook series <i>Chinese</i> are used. There would be a balanced focus on reading, writing, listening and speaking to cultivate a good learning habit and an interest in Chinese for students. The Chinese Culture Program is a special program provided by XJS to get students familiar with Chinese culture and arts, while strengthen their listening and speaking at the same time. Taught by teachers experienced in Australian and Chinese primary school education.
<b>Grade 4-9</b> (Including Advanced Chinese Class)	Primary & Middle School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	<b>Morning class: 9:30am-12:15pm, Afternoon class: 1:15pm-4pm</b> Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 4-9 of the Chinese textbook series <i>Chinese</i> are used. More intensive speaking and writing exercise are provided for students over Grade 7. The school provides Advanced Chinese Class to meet the demand of students with higher Chinese levels. Textbooks are the middle school version of the <i>Chinese</i> series. Each grade is taught by experienced teachers with both Chinese and Australian teaching backgrounds.

## VII. VCE Chinese Programs

WCLS has obtained the authorization from VCAA to provide VCE LOTE Chinese (Authorization No.: VCAA15528) including VCE Chinese as First Language (FL), Chinese as Second Language (SL) and Chinese as Second Language Advance (SLA) and Chinese Language, Culture and Society programs. Students can be enrolled at WCLS for VCE purpose or just join the VCE coaching program at ECLS.

In the last few years, our students have achieved excellent results in VCE Chinese exams and a good amount of SL and SLA students have obtained the scores of 40+.

Courses	Requirements	Contents
<b>Grade 10 (VCE Chinese Prep)</b>	Grade 9 & 10 students in 2020 with acceptable Chinese proficiency.	Textbooks and supplementary materials are well-chosen and designed preparing students for later VCE studies. The course provides students with knowledge basic and essential to further VCE Chinese studies. Taught by teachers qualified and experienced in VCE Chinese education.
<b>VCE Chinese G11, G12</b>	Grade 10, 11, 12 students in 2020 with acceptable Chinese proficiency.	The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society courses based on relevant regulations of VCAA. Textbooks and supplementary materials are well-chosen and designed according to the VCE Chinese Syllabus as well as the test requirement. The course provides students with essential reference materials and tailored training to fully prepare them for the test. Taught by teachers qualified and experienced in VCE Chinese education.
<b>Chinese Language, Culture and Society</b>	Grade 9-11 students in 2020 with interest in Chinese culture and acceptable Chinese proficiency.	The program is a new VCE Chinese course approved by VCAA. Based on the VCAA curriculum, the course is supplemented with VCAA specified literature and relevant teaching resources and taught by experienced VCE Chinese teachers.

## VIII. Costs

	Semester ONE		Semester TWO		Full-Year Pay-Off	EARLY BIRD (Before 2019.12.24)	Third Child (FYPO)
	Tuition	Registration	Tuition	Registration		Full-Year Pay-Off	
Early Learning	-	\$90	-	\$90	\$180	-	\$90
Foundation	\$240	\$90	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330
Grade 1-3 (Chinese)	\$240	\$90	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330
Grade 1-3 (Chinese culture)	\$240	-	\$240	-	\$480	\$440 (\$40 OFF)	\$240
Grade 4-9	\$240	\$90	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330
Grade 10 (VCE Prep)	\$240	\$160	\$240	\$160	\$800	\$640 (\$160 OFF)	\$400
VCE 11	\$360	\$160	\$360	\$160	\$1,040	\$880 (\$160 OFF)	-
V11 (Overseas students)	\$440	\$160	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	-
VCE 12	\$440	\$160	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	-
V12 (Overseas students)	\$510	\$160	\$510	\$160	\$1,340	\$1,180 (\$160 OFF)	-
Chinese Language, Culture and Society	\$360	\$160	\$360	\$160	\$1,040	\$880 (\$160 OFF)	-

## IX. Parent/Guardian Complaint Procedure

A complete Parent/Guardian complaint procedure is available based on the requirements of the Department of Education and Training. More details are available on our website at <https://wclschool.vic.edu.au/wp-content/uploads/2019/10/Parent-Complaints-Procedure.pdf>.

### Our Campuses

<b>Braybrook 校区</b> (周六授课) 上课地址: Caroline Chisholm College 204 Churchill Ave, Braybrook 3019 咨询电话: 0402 963 295	<b>西区中文学校</b> (周六授课) 上课地址: Brookside College Stevenson Crescent, Caroline Springs 3023 咨询电话: 0431 429 864	<b>Caroline Springs 校区</b> (周六授课) 上课地址: Brookside College Stevenson Crescent, Caroline Springs 3023 咨询电话: 0431 429 864	<b>墨尔本市中心VCE班</b> (周六授课) 上课地址: ANIBT L 8, 474 Flinders St, Melbourne 3000 咨询电话: 0422 247 037
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### Local Chinese Schools Recommended

<b>新金山中文学校MW总校区</b> (周六、周日授课) 上课地址: Mt Waverley Secondary College Senior Campus (高中部) 100 Stephenson Rd, Mt Waverley 3149 咨询电话: 0432 716 193	<b>新金山中文学校学前早教部</b> (周六、日授课) 上课地址: Mt Waverley North Primary School, Marcus Avenue, Mount Waverley VIC 3149 咨询电话: 0424 288 018	<b>新金山中文学校精英中文部</b> (周六、周日授课) 上课地址: Mt Waverley Secondary College Junior Campus (初中部) 145 Stephenson Rd, Mt Waverley 3149 咨询电话: 0430 236 665
<b>新金山中文学校亲子校区</b> (周六授课) 上课地址: Koonung Secondary College 615 Elgar Rd, Mont Albert North / Box Hill North 咨询电话: 0411 271 599 / 0415 119 696	<b>新金山中文学校东南校区</b> (周六授课) 上课地址: Nazareth College Manning Drive, Noble Park 3174 咨询电话: 0431 690 798	<b>新金山中文学校Brighton校区</b> (周日授课) 上课地址: Firkbank Grammar Senior School Middle Cr. Brighton 3186 咨询电话: 0421 484 888
<b>东区中文学校</b> (周六授课) (周日仅限VCE) 上课地址: East Doncaster Secondary College 26 George st, East Doncaster 咨询电话: 0415 639 198	<b>VCE、IB中文辅导站</b> (周五、周六、周日授课) 上课地址: 新金山中文图书馆 13 Windsor Ave, Mt Waverley Vic 3149 在Jordanville 火车站附近 咨询电话: 03 9888 1688 / 0432 716 194	<b>Mentone VCE中文辅导站</b> (周五下午授课) 上课地址: Mentone Girls Grammar School 11 Mentone Parade, Mentone 3194 咨询电话: 03 9888 1688 / 03 9581 1200
<b>云登中文学校</b> (周六授课) 上课地址: Emmanuel College 2 Foxwood Dr, Point Cook VIC 3030 咨询电话: 0422 899 646	<b>本迪戈中文学校</b> (周六授课) 上课地址: Golden Dragon Museum 1-11 Bridge St Bendigo VIC 3550 咨询电话: 0429 066 332	<b>辅导学校</b> (周六、周日授课) 帮助各年级学生提高英文和数学技能 上课地区: Mt Waverley Senior, Junior 咨询电话: 0478 789 041

For further enquiry about the 2020 admission, please feel free to contact us on (03) 9888 1688 or [sunlili1969@hotmail.com](mailto:sunlili1969@hotmail.com).

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