

Admission Guide 2022

(Regis. No. A0053090M) (VCAA Code. VCAA15528)

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 2022.

II. Admission Process

From the day when the enrolment notice is issued, new students are required to enroll online (not applicable for existing students) and pay the tuition fees online (except for special occasions). Parents are required to read this Admission Guide carefully before raising any concerns.

From 2022, each student would be given a Student Number which would stay with you while you are enrolled in WCLS. This Student Number would be used for school management, receiving school notice, tracking learning progress and payment information.

1. Student Registration: Enrolment and payment online

- 1) All enrolling students are required to make the payment online.
- 2) New students are expected to fill in the Student Information Form and pay tuition fees online at www.wclschool.vic.edu.au (or Google Western Chinese Language School)
For any enquiry, please email us at admin@wclschool.vic.edu.au
- 3) For new student enrolment, please following the steps below:
 - A. Click the Enrolment on the school website or scan the QR Code below:



B. Fill in the form as instructed and submit it.

- 4) All the enrolled students (after paying tuition and registration fees) are given access to classrooms.
- 5) The school provides free textbooks for enrolled students (additional fee will apply if original copies are lost).

2. Discount Policies

Please pay the tuition fees based on the price guide provided and discount applies as follows:

- 1) Discounts apply for students who paid off full-year tuition fees by December 19th, 2021.
- 2) Discounts apply for students who paid off full-year tuition fees by February 5th, 2022
- 3) Any one of the following persons enjoy special discounts:
 - A. The third child of a family
 - B. Children of current WCLS teachers
 - C. Children of retired WCLS teachers
 - D. Children of alumnus

3. Refund Policies

- 1) Refund request must be in writing and sent to school email at admin@wclschool.vic.edu.au with payment receipt and bank details.
- 2) Refund can only be claimed by semester and be accepted within the first three weeks of the semester.
- 3) 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.
- 4) Requests for dropout or suspension must be in writing and the school would present relevant document for credit and status reservation for future re-entry.
- 5) Once the relevant information is confirmed, the refund payment would be made within 10 business days after the application.

III. Methods of Payment

During Covid-19 restriction periods, WCLS follows all the government instructions. Concerning the health and safety of the school community, parents are encouraged to make the payment by online bank transfer or other methods such as cheque, debit card, credit card or UNIPAY. No cash is accepted.

After making the payment, please download the payment confirmation PDF or screenshot and send it to acc@wclschool.vic.edu.au.

Once your payment is confirmed, the invoice would be sent to your email address.

WCLS Bank details:

Commonwealth Bank of Australia
Western Chinese Language School
BSB: 063-000
AC: 1324-0489

IV. 2022 School Calendar

Semester One	<u>Term 1</u> (9 weeks)	5 /6 February, 2022 - 2 /3 April, 2022
	<u>Term 2</u> (8 weeks)	30 April /1 May, 2022 – 18 /19 June, 2022
Semester Two	<u>Term 3</u> (9 weeks)	16 /17 July, 2022 – 10 /11 September, 2022
	<u>Term 4</u> (9 weeks)	8 /9 October, 2022 – 3 /4 December, 2022

Class Time: Saturdays

<u>Morning Chinese Class</u>	9:30 am – 12:15 pm
<u>Afternoon Chinese Class</u>	1:00 pm – 3:45 pm

V. Child safety policies

WCLS complies with all the child safety policies required by DET and CLV and has developed all the relevant regulations such as Code of Conduct, Child Safe Policy, Student Collection Policy, Anti-bullying Policy and Cyber Safety Policy etc. If you have any concern or suggestions regarding our school policies on child safety, please visit our school website <https://wclschool.vic.edu.au/child-safety/> or email us at admin@wclschool.vic.edu.au.

VI. Covid-safe policies

WCLS complies with all the regulations and instructions regarding Covid-safe and health protection required by DET and CLV. The health and safety of students and staff of WCLS is always the first priority of the school.

VII. On-campus conducts of students and parents

1. The school observes the rules and regulations framed by the Department of Education and Training including those of Child Safety Standards.
2. The school has developed relevant policies such as Discipline Procedures, Student Attendance Policy, etc.
3. 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.
4. Within school terms, students are not allowed to enter the campus without the company of adults before 9:10am.
5. Without permission, students cannot leave school for shopping or go home during school time.
6. 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.
7. Students are not suggested to bring any valuable items to school. They would take full responsibilities for any loss or damage.
8. Early collection is only accepted with written confirmation from the Chinese Office after completing the Student Early Collection Form.
9. All the students not being collected 15 minutes after class would be sent to the Chinese Office on campus.
10. Parents need to provide written authorization for other guardians or friends to collect their children if they are not able to do so themselves.
11. All the campuses are NUTS-FREE and EGGS-FREE due to food allergic concerns.
12. During class time, parents and non-WCLS staff are not allowed to stay on campus.

VIII. Chinese Courses (Early-learning & Prep)

Courses	Requirements	Contents
Early-Learning (Parent Accompany Required) (Quota restrictions apply)	Children Aged 3-4	Morning class 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> .
Chinese Prep	Children Aged 4-5	Morning classes The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Drawing, singing and handicraft making are supplemented in class teaching.

IX. Chinese Courses (Year 1-9)

Grade 1-5	Children Aged 5+	Morning/ Afternoon classes Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-5 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. Pinyin class would be available for year 1 students. The Chinese Culture Program (for full-day class) is a special program including Chinese maths, Chinese culture and arts, while strengthen their listening and speaking at the same time.
Grade 6-9 (Including Advanced Chinese Class)	Primary & Middle School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	Morning/ Afternoon class Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 6-9 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.

X. 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 WCLS.

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
Grade 10 (VCE Chinese Prep)	Grade 9 & 10 students in 2022 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.

VCE Chinese G11, G12	Grade 10, 11, 12 students in 2022 with acceptable Chinese proficiency.	<p>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.</p> <p>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.</p> <p>Taught by teachers qualified and experienced in VCE Chinese education.</p>
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XI. Costs

Year level	Standard Price		2021 Advanced payment	2022 Advanced payment	Special Discount	
	Half-year	Full-year	Full-year	Full-year	3 rd child, child of retired teachers and alumnus	Child of current teachers
	(including registration fee)	(including registration fee)	By 19 Dec 2021	By 5 Feb 2022	Full-year (including registration fee)	Full-year (including registration fee)
EL (Half-day) (quota restriction)	\$250 (Reg: \$90)	\$500 (Reg: \$180)	\$350 (Reg: \$180)	\$450 (Reg: \$180)	\$300 (Reg: \$90)	\$250 (Reg: \$90)
Prep (Half-day)	\$350 (Reg: \$90)	\$700 (Reg: \$180)	\$550 (Reg: \$180)	\$650 (Reg: \$180)	\$400 (Reg: \$90)	\$300 (Reg: \$90)
Year 1-5 (Half-day)	\$350 (Reg: \$90)	\$700 (Reg: \$180)	\$550 (Reg: \$180)	\$650 (Reg: \$180)	\$400 (Reg: \$90)	\$300 (Reg: \$90)
Year 6-9, Advanced Class (Half-day)	\$350 (Reg: \$90)	\$700 (Reg: \$180)	\$550 (Reg: \$180)	\$650 (Reg: \$180)	\$400 (Reg: \$90)	\$300 (Reg: \$90)
Year 10/VCE Prep (Half-day)	\$400 (Reg: \$160)	\$800 (Reg: \$320)	\$650 (Reg: \$320)	\$700 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE 11 (Half-day)	\$550 (Reg: \$160)	\$1,100 (Reg: \$320)	\$900 (Reg: \$320)	\$1,000 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE11 Overseas (Half-day)	\$650 (Reg: \$160)	\$1,300 (Reg: \$320)	\$1,100 (Reg: \$320)	\$1,200 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE 12 (Half-day)	\$650 (Reg: \$160)	\$1,300 (Reg: \$320)	\$1,100 (Reg: \$320)	\$1,200 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE12 Overseas (Half-day)	\$700 (Reg: \$160)	\$1,400 (Reg: \$320)	\$1,200 (Reg: \$320)	\$1,300 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)

XII. 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://wcdschool.vic.edu.au/wp-content/uploads/2019/10/Parent-Complaints-Procedure.pdf>.