



STS ANARGIRI
GREEK LANGUAGE CENTRE

KNOWLEDGE • LEARNING • TRADITION
ΓΝΩΣΗ • ΜΑΘΗΣΗ • ΠΑΡΑΔΟΣΗ

STS ANARGIRI

GREEK LANGUAGE

CENTRE

HANDBOOK

GENERAL INFORMATION

CONTACT DETAILS

Postal 77-73 81 Willesden Road, Hughesdale, VIC 3166

Telephone (03) 8554 0055

Website www.stsanargirglc.vic.edu.au

Email info@stsanargirglc.vic.edu.au

LOCATION

Sts Anargiri Greek Language Centre - Oakleigh Grammar Campus

77-73 81 Willesden Road,
Hughesdale, VIC 3166

LEADERSHIP TEAM

Kostas Pataridis – Coordinator (kpataridis@stsanargirglc.vic.edu.au)

Eleni Stefanidou – Coordinator (Estefanidou@stsanargirglc.vic.edu.au)

PARISH PRIEST

Father George Adamakis

PRESIDENT OF THE GREEK ORTHODOX COMMUNITY OF OAKLEIGH AND DISTRICTS

Angelo Sardellis

WELCOME TO STS. ANARGIRI GREEK LANGUAGE CENTRE

Sts Anargiri Greek Language Centre is located in the Melbourne suburb of Oakleigh with over 400 students enrolled across the four days (Wednesday, Thursday, Friday, Saturday) which the school offers classes on. Today, the language centre continues a long tradition of service to the local Greek community, which began over 50 years ago. Operating under the auspices of the Greek Orthodox Community of Oakleigh and Districts through the teaching and learning of the Greek language our core aim is for our students to maintain their Greek cultural identity.

Having an established relationship with Oakleigh Grammar, operating classes out of their premises, Sts Anargiri Greek Language Centre is a leading provider of Greek educational and cultural classes with access to modern state of the art teaching facilities. At Sts. Anargiri Greek language Centre we offer Greek language educational programs for 3 year old and 4 year old Kinder aged students, Modern Greek Prep to VCE classes, advanced Greek classes based on curriculum taught in Greece and VCAA Accredited Classical (Ancient) Greek classes.

Our curriculum and text books are also carefully collated to specifically address the needs of students studying Greek as a LOTE (Language Other than English). Understanding that the needs of students have changed over the years in relation to undertaking the study of the Greek language, our educational programs reflect this transition and incorporate learning strategies that assist students in developing their language skills to a competent level.

Our dedicated and highly skilled teachers undertake professional learning to continually improve the teaching and learning programs and deliver engaging and relevant curriculum. Students at Sts Anargiri Greek Language Centre together with the guidance of their teachers develop a strong working relationship built on mutual respect and a passion for learning. Classes are inclusive and students develop the appropriate skills to complete VCE successfully.

We believe that learning is not only what occurs within the classroom. At Sts Anargiri Greek Language Centre we offer a range of extra curricula activities providing students with a well-rounded education including dance lessons, cultural programs and music lessons (bouzouki). A number of our students undertake the examination for the Certificate of Attainment in Greek achieving excellent results in comparison to other schools in the local area.

It is our aim at Sts Anargiri Greek Language Centre to create an environment where teachers and parents work together to provide our students with a priceless gift, that being the opportunity to learn the Greek language. To achieve this goal, teachers work closely with students in order to establish a safe and engaging learning environment focused on student well-being and their educational development. Through various innovative programs, students are in a stronger position to flourish during the duration of their studies, as competent and independent learners who develop a positive attitude towards their learning of the Greek language.

Kosta Pataridis

Eleni Stefanidou

VISION

To be a school of choice and leader in Greek language and cultural education

MISSION

We strive to offer a safe and engaging learning environment with the aim to instil within our students a great appreciation and knowledge of the rich linguistic, cultural and historical traditions of our Hellenic heritage.

VALUES

Inspired and guided by Orthodox Christian values we focus on:

- Respect
- Integrity
- Responsibility
- Engaging Teaching and Learning
- Hellenic traditions

OUR CHILD SAFETY COMMITMENT

At Sts. Anargiri Greek Language Centre we are committed to providing every child under supervision an environment in which they feel **WELCOME AND SAFE**. As such we are committed to the **PROTECTION** and **SAFETY** of all children under our care.

SCHOOL HOURS

Lessons begin during the first week of February.

Classes operate on the following days and times at the Oakleigh Grammar Campus:

Day	Year Level	Time
Wednesday	<ul style="list-style-type: none">• Foundation to VCE (including dance lessons)	5.00 pm – 8.30 pm
	<ul style="list-style-type: none">• VCE Classical Greek• Yr 7-10 Advanced Class	5.00 pm – 8.15 pm
Thursday	Advanced classes: <ul style="list-style-type: none">• Junior Primary• Middle/Upper Primary• Middle Secondary Classical Greek	5.00 pm – 8.15 pm
Friday	<ul style="list-style-type: none">• 3 and 4 year old kinder program• Foundation to VCE (including dance lessons)	5.00 pm – 8.30 pm
Saturday	<ul style="list-style-type: none">• 3 and 4 year old kinder program• Foundation to VCE (including dance lessons)	9.30 am – 1.00 pm

ARRIVAL, DEPARTURE AND SAFETY OF CHILDREN

Supervision of the front yard and corridors is provided 10 minutes prior to the commencement of lessons. Children are expected to be punctual. Students will only enter a classroom under the supervision of a teacher. Students should only gather in the front yard or outside of their classroom. Before school, during recess and after school, students should not be in out of bounds areas (please refer to page 33 for further details).

Students from Kinder to Grade 4 should be dropped off and picked up from the classroom. In an instance where a parent is running late, the school should be advised. Contact details of the coordinators are as follows: 0405 163 578 (Eleni Stefanidou) or 0433 188 992 (Kosta Pataridis).

Parents should discuss with their child/ren where they will pick them up from after school. In cases where a parent is running late after school student's should wait in the room used as the school office.

Students leaving early need to be signed out by their parents through their classroom teacher. No student leaving early should leave the school without being signed out by a parent or a guardian.

COMMUNICATION WITH PARENTS

The building of good relationships with our parents is of great importance to our school.

Communication is provided in the following ways:

- Term calendar
- Notices
- letters to parents
- telephone calls
- emails

Contact can be made with one of the school's Coordinators outside of the Language Centre's operating hours via email or telephone.

Eleni Stefanidou

0405 163 578

Estefanidou@stsanargiriglc.vic.edu.au

Kosta Pataridis

0433 188 992

kpataridis@stsanargiriglc.vic.edu.au

Parents that need to discuss a concern are asked to firstly discuss the concern with their child's teacher. If the concern is not resolved then the issue is to be raised with the School Coordinators.

Any parent concerns will be dealt with in a respectful and timely manner.

Parents are reminded that their concerns are to be communicated in a respectful manner. The school is committed to building strong relationships with parents and the wider school community. Only through cooperation will these effective relationships be built and will provide students with the best possible outcomes.

PARENT INVOLVEMENT AND THE PARENT'S ASSOCIATION

Parent involvement is an important part of a child's education and assists the school in providing the best possible educational outcomes for our students.

Parents are encouraged to become involved in the activities conducted throughout the year by the school. There are various opportunities for parents to become involved:

- Meet and Greet sessions held at the beginning of the school year
- School concerts
- Come along with your children to the 25th March parade held at the Shrine of Remembrance commemorating Greek Independence Day
- Support the school's fundraising efforts
- Volunteer to assist in the Oakleigh Glendi held by our community
- Attend Parent Teacher Interviews
- Become involved in the Parent's Association

Parents are encouraged to join our Parent's Association. Please speak to Eleni Stefanidou or Kosta Pataridis if you are interested in joining the PA.

ABSENCES FROM SCHOOL

Regular school attendance is essential for the overall development of children. The school should be notified of any absence via info@stsanargirlc.vic.edu.au.

If a parent has not communicated a student's absence, the school will contact parents if a student has been absent for two or more weeks.

Extended absences, due to health issues or family holidays, need to be communicated to the school in writing.

Sometimes it may be necessary for parents/guardians pick up their children early. On such occasions advance notice is appreciated with the classroom teacher. Under no circumstances may a child leave school without a parent/guardian signing them out. Students leaving early need to be signed out by their parents through their classroom teacher.

SCHOOL CANTEEN

The school canteen currently operates on Friday evenings during primary and secondary school recess times.

STUDENT ATTIRE AT SCHOOL

We do not have a school uniform at Sts. Anargiri Greek Language Centre, however, we do request that students are dressed appropriately at all times.

For health and safety purposes we encourage parents/guardians to ensure that children in the warmer weather come to school wearing appropriate footwear.

Please note that it is preferable that all students wear closed shoes to school as they continue to conduct dance lessons and either play ball games or play on the playground facilities.

The wearing of closed shoes will enable students to conduct these activities in a much safer manner.

**SCHOOL
CURRICULUM AND
PROGRAMS OFFERED
AT
STS. ANARGIRI
GREEK LANGUAGE
CENTRE**

PROGRAMS OFFERED AT STS ANARGIRI GREEK LANGUAGE CENTRE

At Sts. Anargiri Greek Language Centre we offer the following programs:

- 3 and 4 year old kinder classes with qualified early childhood educators
- Foundation to Year 10 based on the Victorian Curriculum
- VCE – Year 11 and 12
- Advanced classes
- VCE Classical Greek classes (junior secondary is also available)
- Adult classes
- Dance/cultural immersion lessons
- Music lessons (bouzouki - offered by an independent music instructor)

KINDER PROGRAM – 3 AND 4 YEAR OLD

Research shows that learning a second language can increase ones IQ. So what better for your child than to learn the Greek language and culture in a structured educational setting whilst gaining basic skills and having fun at the same time?

At Sts. Anargiri Greek Language Centre we are offer an educational program for 3 year old and 4 year old children.

Children are able to learn the Greek language through:

- educational games
- songs
- story books
- dramatisation
- role playing
- dance
- begin to develop their writing skills
- begin to recognise letters of the Greek alphabet

WHEN DO KINDER CLASSES RUN?

Wednesday and Friday classes run from 5:00 pm to 8:30 pm

Saturday class runs from 9:30 am to 1:00 pm

AIMS OF THE PROGRAM

Children in the 3 and 4 year old kinder program have the opportunity to:

- interact with other children their age and develop interpersonal relationships and social skills
- make sense of their Greek heritage and identity
- learn structure and to be considerate of others
- develop a sense of independence
- through play understand the basics of the Greek language
- enjoy themselves

OUTCOMES OF THE PROGRAM:

The program's outcomes are, but not limited to, the following:

- students develop a sense of belonging and social skills
- students develop a basic understanding of the Greek language (written and spoken)
- students develop their cognitive and fine motor skills

FOUNDATION TO YEAR 10

The school's curriculum is developed according to the Victorian Curriculum.

Rationale

Students acquire communication skills in Modern Greek. They develop an understanding about the role of language and culture in communication. Their reflections on language use and language learning are applied in other learning contexts.

Learning languages broadens students' horizons about the personal, social, cultural and employment opportunities that are available in an increasingly interconnected and interdependent world. The interdependence of countries and communities requires people to negotiate experiences and meanings across languages and cultures. A bilingual or plurilingual capability is the norm in most parts of the world.

Learning Languages:

- contributes to the strengthening of the community's social, economic and international development capabilities
- extends literacy repertoires and the capacity to communicate; strengthens understanding of the nature of language, of culture, and of the processes of communication
- develops intercultural capability, including understanding of and respect for diversity and difference, and an openness to different experiences and perspectives
- develops understanding of how culture shapes and extends learners' understanding of themselves, their own heritage, values, beliefs, culture and identity
- strengthens intellectual, analytical and reflective capabilities, and enhances creative and critical thinking.

Aims

The Languages curriculum aims to develop the knowledge, understanding and skills to ensure that students:

- communicate in the language they are learning
- understand the relationship between language, culture and learning
- develop intercultural capabilities
- understand themselves as communicators.

Strands and Sub-strands

The content descriptions of the Languages curriculum F–10 are organised through two interrelated strands. The two strands are Communicating and Understanding. Each strand contains several sub-strands.

Strand	Communicating	Understanding
	Using language for communicative purposes in interpreting, creating and exchanging meaning.	Analysing and understanding language and culture as resources for interpreting and shaping meaning in intercultural exchange.
Sub-strands	Socialising Interacting orally and in writing to exchange ideas, opinions, experiences, thoughts and feelings, and participating in planning, negotiating, deciding and taking action.	Systems of language Understanding language as a system that includes sound, writing, grammatical and textual conventions.
	Informing Obtaining, processing, interpreting and conveying information through a range of oral, written and multimodal texts, developing and applying knowledge.	Language variation and change Understanding how languages vary in use (register, style, standard and non-standard varieties) and change over time and place.
	Creating Engaging with imaginative experience by participating in, responding to and creating a range of texts, such as stories, songs, drama and music.	The role of language and culture Analysing and understanding the role of language and culture in the exchange of meaning.
	Translating Moving between languages and cultures orally and in writing, recognising different interpretations and explaining these to others.	
	Reflecting Participating in intercultural exchange, questioning reactions and assumptions, and considering how interaction shapes communication and identity.	

For more information visit:

<http://victoriancurriculum.vcaa.vic.edu.au/languages/modern-greek/introduction/rationale-and-aims>

VCE – UNITS 1 – 4 GREEK

THE LANGUAGE

The language to be studied and assessed is the modern standard version of Greek. Students are expected to know that dialects and language variations exist, but they are not required to study them.

RATIONALE

The study of Greek contributes to the overall education of students, particularly in the areas of communication, cultural understanding, literacy and general knowledge. The ability to communicate in Greek may, in conjunction with other skills, also enhance vocational opportunities in fields such as the arts, banking, diplomacy, education, law, medicine, shipping, social services and tourism.

STRUCTURE

The study is made up of four units. Each unit deals with specific content and is designed to enable students to achieve a set of outcomes. Each outcome is described in terms of key knowledge and skills.

SATISFACTORY COMPLETION

Completion of a unit will be reported on the Statement of Results issued by the Victorian Curriculum and Assessment Authority as S (Satisfactory) or N (Not Satisfactory).

PRESCRIBED THEMES AND TOPICS, AND SUGGESTED SUB-TOPICS

The individual	The Greek-speaking communities	The changing world
<ul style="list-style-type: none">• Personal identity <i>For example, personal opinions and values, adolescence, Greek-Australian identity, identity through poetry and song.</i>• Relationships <i>For example, friends, family, school/ social relationships, peer group pressure, neighbourhood/community.</i>• The school experience <i>For example, experiences of schooling, subject choices and future aspirations, student exchange.</i>	<ul style="list-style-type: none">• Lifestyles <i>For example, daily life, Greek-Australian lifestyles, living in a Greek community, living in Greece/Cyprus, tourism and travel, health and leisure.</i>• The Greek cultural heritage <i>For example, myths and legends, folklore, festivals and celebrations, customs, famous Greeks in a selected field of endeavour (the arts, sports, business), Olympic Games.</i>• Historical/contemporary people and events <i>For example, important historical events (national days, Greek Revolution, the Asia Minor issues, Greece in World War II), Greece in the European Union.</i>• The migrant experience <i>For example, early Greek migration to Australia, post-war migration to Australia, a selected Greek immigrant community, immigrants in contemporary Greece.</i>	<ul style="list-style-type: none">• Contemporary issues <i>For example, entertainment choices, sport and sportsmanship, environment, urbanisation, globalisation, cultural diversity, hopes and concerns, technological change.</i>• The world of work <i>For example, Greek used in the workplace, occupations and careers, unemployment, jobs of the future, life long learning and flexible working environments, work experience and vocational pathways.</i>

Note: **Bold** = Prescribed themes, **Bold Italics** = Prescribed topics, *Italics* = Suggested sub-topics.

Information obtained from <http://www.vcaa.vic.edu.au/Pages/vce/studies/lote/greek/greekindex.aspx>

ADVANCED CLASSES

Our Advanced Greek classes are based on the curriculum provided by the department of Education in Greece. Books and teaching materials used are those that are currently used within schools in Greece. Experienced teaching staff, who have teaching experience in the Greek educational system as responsible for the development of an innovative and engaging curriculum, which addresses the needs of students attending these advanced Greek classes.

Students have the opportunity to become familiar with our rich, cultural heritage through Greek history, art and culture.

Students, also, learn about the magical world of mythology, exploring the adventures of heroes such as Hercules, Theseus and Odysseus.

Most importantly students learn the Greek language in a practical setting, participating in plays and choirs. Students prepare sketches and songs which they present at the school's end of year concert.

When do Advanced Greek classes run?

Wednesday and Thursday from 5:00 pm to 8:15 pm.

Please contact Eleni Stefanidou for further details regarding the advanced classes - Estefanidou@stsanargiriglc.vic.edu.au

PLEASE NOTE:

Entrance to the advanced classes is based on the student meeting certain pre-requisite requirements.

CLASSICAL GREEK – JUNIOR SECONDARY AND VCE UNITS 1 – 4

Sts, Anargiri Greek Language Centre is one of a small number of schools that offer Ancient/Classical Greek classes for students in years 7 to 10. The students have the ability to continue their studies in Classical Greek undertaking our fully accredited VCAA VCE classes.

The Greek philosophers, poets and writers are among those great spirits who have influenced many people worldwide. The Ancient/Classical Greek Language has maintained an amazing cohesion of structure and vocabulary for thousands of years, having contributed to the structure of other languages too, so why shouldn't all the students take advantage of its positive influence?

With skilled teaching staff and appropriate teaching material, students learn by translating, summarising or responding to questions based on the classical Greek texts. Students develop lexical skills and they consolidate knowledge of grammatical and spelling rules. By studying the Greek famous writers and philosophers students understand the influence and contribution of the Ancient Greek civilization. The added advantage with studying Classical (Ancient) Greek at VCE level is that it scales up for ATAR. For example in 2013, 16 extra points were awarded to a student achieving a study score of 30.

(source: http://www.vtac.edu.au/pdf/scaling_report.pdf)

When do Classical Greek classes run?

Wednesday (VCE) and Thursday classes (Junior Secondary) run from 5:00 pm to 8:00 pm

Please contact Eleni Stefanidou for further details regarding Classical Greek classes - Estefanidou@stsanargiriglc.vic.edu.au

ASSESSMENT AND REPORTING

Assessment is based on the achievement standards as provided by the Victorian Curriculum. Tools used at SAGLC to assess student performance include

- diagnostic
- formative
- summative

Parents receive formal written reports throughout the school year. Teachers also provide feedback on student performance through various means such as conversations conducted with parents, test results and Parent Teacher Interviews.

Parents need to support their child's learning by encouraging their child to complete their set homework tasks. Further regular attendance at school is also important to the development of key language skills. Continual absences will lead to student missing out on key skill development sessions and will therefore be disadvantaged at assessment time.

FACILITIES AND RESOURCES

When making choices about your child's education it is important to take into consideration what the school can offer to provide the best possible outcomes for their learning. When making this choice, why not choose a school that can provide the best.

At Sts. Anargiri Greek language Centre we offer the following facilities:

- Interactive whiteboards
- Televisions with AppleTV capabilities
- Activities and Youth Centre with audio visual facilities
- Playgrounds for kinder and primary school aged children
- Access to sporting facilities (indoor gym, basketball court and 5 a side soccer court)
- Hall facilities where end of year concerts are conducted
- Library with access to Greek text books, encyclopedias and story books
- Safe and fun learning environment
- Dedicated and experienced educators

EXTRA CURRICULA ACTIVITIES AT STS ANARGIRI GREEK LANGUAGE CENTRE

DANCE LESSONS

All students at St Anargiri Greek Language Centre have the opportunity to attend Greek cultural dance lessons as part of their curriculum.

The school is very proud to be able to provide lessons in traditional and Modern Greek dance from many different regions of Greece such as Macedonia, Thrace, Pontos, Epirus and Crete.

Greek dance is an important part of our historical and cultural make up and plays a crucial role within a holistic language and cultural education for all students.

MUSIC LESSONS

Music plays an important role in increasing academic performance and forming positive characters as it increases a student's attention, social nature and creative skills.

Learning how to play a musical instrument contributes positively to the learning development of a student as it will increase their ability to retain information, increasing their memory and attention span. It also provides a student with confidence and social skills as they participate in a group setting whilst creating a better understanding of people's emotions and adding to their creative nature.

Taking all of the aforementioned into consideration the school, committed to providing the best possible educational programs to our students, in an attempt to broaden the curriculum offers the opportunity for students to undertake bouzouki lessons through an external music instructor.

The school facilitates this service with an external music instructor. Parents wishing to enroll their child in the music program will need to discuss arrangements (times and fees) directly with the music instructor.

HOMWORK POLICY

At the beginning of each term students receive a Weekly Homework Booklet. In this booklet, students and parents will find the weekly homework that needs to be completed at home that week. If for any reason a student is absent, they can complete that week's homework as indicated in the homework sequence contained within the booklet.

Homework helps students by:

- complementing and reinforcing classroom learning
- fostering good lifelong learning and study habits
- providing an opportunity for students to become responsible for their own learning
- developing self-regulation processes such as goal-setting, self-efficacy, self-reflection and time management
- supporting partnerships with parents by connecting families with the learning of their children

Homework set provides students with opportunities to practice skills, review content and deepen understanding of concepts learned. Homework and practice can also help students to develop self-regulation processes, such as time management and study skills.

The table below describes quality homework practice for the different year levels.

Year	Homework
Prep to 4	<ul style="list-style-type: none">▪ can foster a sense of self-discipline and responsibility and prepare students for upper grades▪ enables the extension of class work by practising skills or gathering of extra information or materials▪ will mainly consist of reading to, with, and by parents/carer or older siblings▪ weekly writing tasks will also be set▪ basic grammar skills will be introduced and developed from year to year
5 to 9	<ul style="list-style-type: none">▪ should include independent reading▪ may extend class work, projects and assignments, essays and research.▪ Practice reading, writing and grammar skills
10 to 12	<ul style="list-style-type: none">▪ as a general guide, from Year 10 to 12, homework would be expected to increase, and require from 1 up to 3 hours per week.

SCHOOL EVENTS AND PARTICIPATION IN COMMUNITY EVENTS

Throughout the year the school organises a variety of events which enhance the building of relationships with students, parents and the wider school community. These events include:

- Parent Meet and Greet Sessions held in the first 3 weeks of Term 1
- Apokries activities (Beginning of Lent celebrations)
- Greek Independence Day celebrations
- Parent Teacher Interviews
- Mother's Day and Father's Day celebrations
- End of year celebrations/concert
- Talks for the Battle of Crete and other important historical events

The school also participates in the following community events:

- Greek Independence Day celebrations held at the Shrine of Remembrance
- Student participation in the Certificate of Attainment in the Greek language organised by the Education Office of the Greek Consulate of Melbourne
- Student participation in the Greek Film Festival
- Student participation in competitions held by various Greek organisations
- Oakleigh Glendi

**ENROLLING YOUR
CHILD AT
STS. ANARGIRI
GREEK LANGUAGE
CENTRE**

ENROLMENT PROCEDURE

A student's application for enrolment will only be accepted upon the completion and return of the following forms:

- Enrolment form
- Health form
- Parent declaration form (Page 9 of 9 of the Enrolment Policy)

All sections of the enrolment form and health form need to be completed in order for it to be processed.

Students are considered enrolled only when the parent declaration form is signed by both parents/guardians. Page 9 of 9 of the enrolment policy is to be returned to the school – Parent Declaration form. Signing this form is an acknowledgement by the parents/guardians that they have read and that they accept the school's policies. If for any reason both parents/guardians cannot sign the parent declaration form, this needs to be indicated on the form.

ENROLMENT POLICY – OVERVIEW (REFER TO THE ENROLMENT POLICY DOCUMENT FOR MORE INFORMATION)

Parents and guardians are asked to please read and take the following into careful consideration:

NOTE: Sts. Anargiri Greek Language Centre herein is referred to as the School

1. The School accepts enrolments on the basis that the student will attend the whole school year. Therefore fees are payable taking this into consideration.
2. Acceptance of enrolments:
 - i. The school will communicate a formal acceptance of enrolment in writing after the submission of the enrolment form, health form and parent declaration form (Page 9 of 9 of the Enrolment Policy).
 - ii. Enrolments will not be accepted unless the aforementioned forms are returned.
 - iii. The School reserves the right to not accept or cancel the proposed enrolment of a student should it be determined that we are not able to meet the specific needs of the student.
3. All parents and students are required to attend a brief induction to the school conducted by the Coordinators of the school prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses and programs provided.
4. The schedule of current fees and business regulations, as included herein, are accepted in their entirety.
5. Charges, in addition to the published fees may be incurred if students are required to participate in special activities, functions or services not completely covered by government funding or school fees.
6. Students may not be permitted to return to the School while any part of a fee instalment is in arrears for more than two terms. The School retains the right to withhold reports as well as to cancel the enrolment of a student, if fees remain unpaid by the due date without an appropriate extension discussed and approved by the School Administration Officer in writing.
7. a. A minimum of one **academic term's notice** (approx. 10 weeks) in writing to the Coordinator's must be given before the removal of a student from the School, otherwise the School reserves the right to withhold refunds or charge the fees for that term.

b. In case of cancellation or withdrawal of a student from the School, a refund will be issued for fees that have been paid in advance, provided:

- i. The School has been informed in writing with a minimum of one academic terms notice given.
- ii. The current school term's fees are paid in full.
- iii. The amount of \$100 representing the administrative and educational expenses (included in the annual fees), is covered.

If the fees have not been paid in full, the parents must meet all the above commitments as specified in 7. b. i,ii,iii.

8. Management may undertake an annual review of fees taking into account expenses to deliver a quality service. As a not-for-profit organisation we are mindful and sensitivity of fee adjustments and make every effort to keep fees at reasonable levels. Any increase in fees will be communicated to parents in a prompt manner via written correspondence.
9. A pro rata charge is made for new students entering the School for the first time after a term has commenced. If a student leaves during a term without giving the required notice, no refund will be made for the remaining portion of that fee instalment.
10. At all times it is at the School's discretion to determine the level of refund.
11. Refunds/Discounts will not apply for students who are away temporarily. Full fees are still payable (e.g. student being absent overseas). The School accepts students on the basis that they will be present for all teaching weeks and therefore expenses are determined and allocated accordingly for each student based on this assumption.
12. Students and parents are expected to show an interest in and participate in the school's extra-curricular activities. Attendance at events such as 25th March celebrations held at the Shrine of Remembrance and school concerts are compulsory.
13. It is a condition upon enrolment of the student that the parents on their own behalf and on behalf of the student, agree to abide by the School rules. Parents acknowledge that they are aware of the content of the rules. The School, through the Coordinators, retain the right to suspend or dismiss any student from the School, or otherwise discipline the student, on the grounds of the student's unsatisfactory conduct or performance, or failure to observe any rule.
A student dismissed for breaches of conduct will not be entitled to a refund.
14. Parents are responsible for payment for avoidable breakages or damage to School property by a student. Items such as computers, Library books and resources, specialist equipment and tools etc. are included.
15. Parents who wish to insure their children for accidental injury that may occur at Sts. Anargiri Greek Language Centre, or as a result of curricular or extra-curricular activities, may undertake this privately. The School does, however, insure students under a general policy, resulting in a blanket cover for all students. Parents requiring more information or details in relation to the cover provided, may obtain these details from the School.

SCHOOL FEES AND GOVERNMENT FUNDING/GRANTS

The operation of the School depends on two main sources of income:

1. The fees and levies paid by the parents of the School, and
2. The funding provided by the State Government for Prep to VCE students

Child/ren	Term 1	Term 2	Term 3	Term 4	For year	Full year payment upfront 5% discount	10% discount for travel > than 10km (Full year upfront payment only)
1 child	\$205	\$205	\$205	\$205	\$820	\$779	\$738
2 Children	\$382.50	\$382.50	\$382.50	\$382.50	\$1530	\$1453.50	\$1377
3 or more Children	\$485	\$485	\$485	\$485	\$1940	\$1843	\$1746
Kinder (3-4 years old)	\$110	\$110	\$110	\$110	\$440	\$418	\$396
Oakleigh Grammar students - per child for all classes (Multiple children discounts don't apply)	\$110	\$110	\$110	\$110	\$440	\$418	\$396
Non Oakleigh Grammar students - per child for Advanced or Classical Greek classes (Multiple children discounts don't apply)	\$135	\$135	\$135	\$135	\$540	\$513	\$486

Dates for payments of fees

Fees for each term are to be paid by the end of the second week of each respective term.

Payment Options

Cash, Cheque/Money Order should be made payable to The Greek Orthodox Community of Oakleigh and Districts.

EFTPOS, credit cards and direct debit facilities are also available. Please note that the School will not levy a surcharge on credit card payments.

Delays in payment

Prompt payment of school fees is essential to the provision of our educational services. The school reserves the right to charge a **late payment fee of \$50.00** on an account which has not been paid within 30 days of the prescribed due date. Parents are encouraged to discuss any financial difficulties in meeting the due dates with the School Coordinators in order to avoid the late payment fees. The School reserves the right to take whatever other action it considers appropriate, to recover outstanding debts.

AVAILABLE DISCOUNTS ON FEES

Pre-Payment

5% discount on the current year's tuition fees, if the full amount of all fees owing are paid in full by the first instalment date (2nd week of Term 1).

Travelling more than 10 kilometres

A 10% discount, **ONLY with upfront payment**, is available for parents who travel more than 10 kilometres to bring their child/ren to school. **(Not available with any other discount)**

Health Care Card discount

A 10% discount is provided to parents that possess a health care card. Proof of possession of a Health Care Card is required. **(Not available with any other discount)**

Specialist Classes - Advanced Greek and Classical Greek

Although there is no direct discount applicable for these classes, the community subsidises running costs in order to maintain our interest in Classical Greek and as an incentive for children to progress in advance levels of Modern Greek study. As such these classes are offered at a reduced cost from nominal class fees. Any child that wishes to study Classical Greek has access to the Classical Greek classes at the subsidised rate as listed on the fee structure table. However access to the Advanced Greek classes is assessment based. For a child to access the Advanced Greek classes, at a subsidised rate as listed on the table below, he/she must sit for an assessment test to determine their ability at the Advanced Greek Level. Successful test results will allow the child to access the Advanced Greek class.

**STUDENT
WELLBEING AND
DISCIPLINE AT STS.
ANARGIRI GREEK
LANGUAGE CENTRE**

CHILD SAFE STANDARDS – OUR COMMITMENT

At Sts. Anargiri Greek Language Centre we are committed to providing every child under supervision an environment in which they feel WELCOME AND SAFE. As such we are committed to the PROTECTION and SAFETY of all children under our care.

At Sts. Anargiri Greek Language Centre we are committed to providing every child in our care an environment in which they feel welcome and safe. We aim to achieve this through:

- Creating an inclusive and welcoming teaching and learning environment
- Promoting respect and having a zero tolerance to bullying
- Actively working towards listening to and empowering children
- Creating a learning environment in which children of all levels of ability can achieve their best.
- Committing to embedding within the school a culture of respect, inclusion and empowerment of all stakeholders
- Promoting a zero tolerance for child abuse
- Implementing systems to protect children from abuse, and taking all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedure
- Making a commitment to providing equal opportunities for children of all backgrounds, and to providing a safe environment for children with a disability

STUDENTS AND THEIR PARENTS – COMMITTING TO THE SCHOOL'S VISION, VALUES AND CODES OF CONDUCT

The students will demonstrate a commitment to The School by:

- respecting and following the classroom rules
- respecting their fellow students and allowing them to learn without interruption
- caring for their own property, other's property and the environment;
- acting in a safe and responsible manner for themselves and others

Parents are asked to ensure that their child/children understand and adhere to these guidelines of behaviour.

In return students can expect to:

- To learn, work and play in a supportive environment
- Be heard and able to express their opinions appropriately
- Be safe and secure in the school environment;

ANTI-BULLYING POLICY

Every child should feel safe at school.

All cases of bullying (for example physical, mental, Cyber Bullying) are taken seriously by staff. Our community is united in stating that bullying will not be tolerated in any form at Sts. Anargiri Greek Language Centre. This means that all members of our community – students, staff and parents/carers treat each other with dignity and respect by modelling polite speech and socially acceptable interactions. Parents will be notified if a child is bullied or is accused of bullying through a phone call or letter. All reports of bullying behaviour will be taken seriously and acted upon.

The School does not tolerate harassing or bullying behaviour by any member of its staff or student body. Every member of the School has a responsibility to refrain from harassing or bullying others, to actively discourage harassment and bullying and to support all parties involved in situations of potential conflict. Breaches of school policy will be immediately acted upon by the School Coordinators, and where appropriate, by the School Committee.

To protect all parties in complaints of student or workplace bullying, the following principles of natural justice and restorative practice will be followed in all formal investigations.

- a) All allegations will be investigated promptly
- b) The person accused of harassment or bullying will be treated as innocent unless the allegations are proved to be true
- c) All allegations are clearly explained to the person they are made against
- d) The person is given a chance to explain his or her version of events
- e) If the complaint is upheld, any action taken will be commensurate with the seriousness of the matter
- f) Mitigating factors will be taken into account when assessing if action is necessary
- g) Their Right of Appeal is explained to both parties
- h) No retaliatory behaviour is taken against any complainant or any participant in the complaint process.

Implementation of this policy would normally be successful in resolving the complaint. If not, other measures may be considered and external agencies may be used.

Staff at SAGLC are trained in anaphylaxis management. This forms part of our school's ongoing commitment to providing a safe and supportive learning environment for all children and young people in compliance with Ministerial Order 706 – Anaphylaxis Management.

It is the responsibility of parents/guardians to indicate at the time of enrolment on the enrolment/health form if the student has anaphylaxis.

It is the responsibility of the parents to:

- obtain the ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up to date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with an adrenaline autoinjector that is current (ie the device has not expired) for their child
- participate in annual reviews of their child's Plan.

ASTHMA MANAGEMENT

Staff at SAGLC are trained in asthma management. This forms part of our school's ongoing commitment to providing a safe and supportive learning environment for all children and young people.

It is the responsibility of the parents/guardians at the time of enrolment and during the students enrolment at SAGLC to provide the school with information if a student suffers from asthma. An Asthma Foundation Victoria Asthma Care Plan for Schools should be:

- completed by the student's medical/health practitioner in consultation with the parents/guardians
- provided annually by the:
 - doctor to the parents/guardian
 - parents/guardians to the school.

PLEASE NOTE:

Students that have been identified to have anaphylaxis, asthma or any other allergy are required to have their prescribed medication on them at all times. If the student does not have the adequate medication with them, the school reserves the right to not accept the student at school until such time that the adequate medication they require according to their Action Plan is on their person.

(For further information please refer to the School's Anaphylaxis and Asthma Management policy)

BASIC PRINCIPLES GUIDING OUR SCHOOL RULES

As a language school our core aim is to provide students with the opportunity to learn the Greek language and traditions in a positive educational setting.

Strategies for positive reinforcement behaviour are implemented in order to achieve this important goal. The goal of this (and any) behaviour plan is to help students feel safe and happy at school. In order to achieve this core aim it is imperative that all stakeholders work together to ensure that student discipline is maintained.

The school, however, will need to intervene and enforce the school rules where appropriate.

According to our vision, mission and values three principles form the basic rules that are expected to be followed by students. These rules will help us achieve our aims and support the rights and responsibilities of all stakeholders:

We show courtesy and respect for others.

We allow students to learn and teachers to teach.

We care for the environment in which we work and live.

SCHOOL RULES AND EXPECTATIONS

Our rules and expectations are as follows:

- be a Responsible Learner
- develop a genuine love of learning
- pursue excellence and high standards
- take pride in your work
- contribute to class discussion and respect the views and ideas of others
- encourage creative thinking about issues and problems
- accept roles in group activities
- exhibit a strong sense of fairness and social justice in the classroom and beyond
- respect the rights of other learners
- arrive on time for class and be prepared for each learning session
- follow class rules, speak courteously and cooperate with instructions and learning activities
- Respect Yourself and Others
- treat staff, other students and members of the school community with dignity, care and respect
- actively participate as a responsible citizen
- behave safely, considerately and responsibly including when travelling to and from school
- Care for Your School and Others in regards to both the person and property
- care for property belonging to yourself, the school and others
- maintain a neat appearance and wear appropriate clothing and footwear (e.g. closed shoes, no dangerous jewellery)

Any behaviour that infringes on other people's safety such as harassment, bullying or any other inappropriate behaviour will not be tolerated at our school.

RESTORATIVE PRACTICES

In addressing major issues of student discipline, Sts. Anargiri Greek Language Centre adopts Restorative Practice approaches which acknowledge that harm has been done, relationships are damaged and that restoration is needed. In trying to resolve such matters, teachers focus on the following guiding questions with those involved:

1. What happened?
2. Who has been hurt?
3. What are their needs?
4. Whose obligations are these?
5. Who has a stake in the situation?
6. What is the appropriate process for involving stakeholders in an effort to put things right?

The emphasis on behaviour management at Sts. Anargiri Greek Language Centre focuses on re-educating students about pro-social values and behaviours. Based on our Christian principles, personal responsibility and self-discipline is encouraged within our students.

Restorative practices encourage engagement and build pride, respect and responsibility in each individual student.

Restorative practices are intended to:

- move away from a punitive consequence that is based on the establishment of wrong doing. - seek to value and support those involved so that they feel empowered to take positive action to address the situation and move forward.
- establish respect for every member of our school community, encourage responsible behaviour and actions and ensure that personal pride and dignity is maintained.

STUDENT RIGHTS AND RESPONSIBILITIES

Based on the school's vision, mission and values *students have following rights and responsibilities:*

Rights	Responsibilities
I have the right to be respected and treated as an individual.	I have the responsibility to treat everyone with respect. I have the responsibility to respect the right of others to be different.
I have a right not to be laughed at, teased, abused or to have my feelings hurt.	I have the responsibility not to laugh at, tease unkindly, abuse or hurt the feelings of others.
I have the right to work and play safely in areas that are indicated as appropriate.	I have the responsibility to abide by the School rules and to play safely in supervised areas. I have the responsibility to not play in areas that are out of bounds and unsupervised.
I have the right not to be hurt by anyone else's dangerous or careless behaviour.	I have the responsibility not to hurt anyone else by dangerous or careless behaviour.
I have the right to expect that the School will be a pleasant place.	I have the responsibility to do everything I can to make sure the School will be a pleasant place.
I have the right to expect that the things I own will be safe at the School.	I have the responsibility not to touch or damage the property of others or School property.
I have the right to a clean, tidy, safe and comfortable School.	I have the responsibility to keep my School neat, clean, tidy and safe and to report any possible dangers.
I have the right to be told the truth.	I have the responsibility to be honest and truthful.
I have the right to explain my behaviour in a civil manner and to be listened to.	I have the responsibility to listen courteously while others are talking.
I have the right not to be disturbed by others during work or play.	I have the responsibility to ensure that my actions do not disturb others at work or play.
I have the right to feel safe and secure while at the School.	I have the responsibility to try to achieve my best in all School activities.

EXPECTATIONS OF STUDENTS DURING RECESS TIME

Expectations:

Students receive a 15 minute recess break. Students are expected to play in a safe and orderly manner at recess time in the designated play/social areas which are supervised by teachers. Students are expected to respect the physical and natural environment by not causing property damage or littering.

Wet day timetable:

When it is raining students will remain in their classrooms for the 15 minute recess period. Students will be allowed to eat their snack and participate in orderly activities (watch a short video, play appropriate indoor games, etc) which will allow them time to rest. Students will be allowed to go to the toilet and get a drink during this time. Students should be allowed in pairs and informed that they should be back in a reasonable timeframe.

Out of Bounds areas:

Supervision is provided in the appropriately designated play/social areas at recess time. Students should not be in out of bounds areas. This means:

- areas of the school (inside and outside of buildings) where SAGLC students would otherwise not be expected to be in. These include:

- staff offices
- rooms not used by the Language Centre – science rooms, art rooms, any other buildings not used by the Language Centre
- The Art Area/Photocopier room: back of upstairs corridor in the secondary building
- Locker Area: back of downstairs corridor in the secondary building
- Behind the Primary school building
- In an area (inside or behind any building) which would make a student ‘out of sight’ to a teacher

For their own safety students should ensure that they are visible to teachers at all times during recess sessions.

Students should be respectful of facilities that are provided to them. Any property damage will be dealt with as per the enrolment policy.

Any breach of this school rule will be dealt with accordingly by the School Coordinators.

Litter and respect for school facilities

Students should respect the school facilities by not littering. Students should ensure that they pack up after themselves and ensure that the areas that they have used – inside and outside – are left in an orderly state.

ACCIDENTS AND INJURIES/EMERGENCY MANAGEMENT

It is our aim as a school to provide a safe environment for all children under our care. Our staff are trained in first aid, anaphylaxis and asthma management. Unfortunately at times, however, accidents and injuries may occur. As children practice and master their emerging skills, accidents and injuries can occur within the school setting. Parents will be notified by phone of any injury that occurs above the shoulders or that is deemed serious by the educators. An incident report will be completed and the parent/guardian will need to sign the report when collecting their child.

In cases of emergency, the Emergency Management Procedure will be put in place. Parents will be notified in a timely manner of any immediate threat or danger to the safety of students.

In cases of emergency please refer to the following contact details:

Eleni Stefanidou - 0405 163 578

Kosta Pataridis - 0433 188 992

Georgia Kokkoti - 0498 724 366

The school will make every effort to contact parents/guardians. In cases where a school cannot come into contact with a parent/guardian it will act accordingly to assist the child.

If your child is unwell please keep him/her at home in order to prevent the risk of spreading the infection.

If a child develops an injury or illness during a session, parents will be contacted to come and collect their child. The school requests that parents/guardians ensure that during school hours you are always contactable. Should we be unable to contact you, we will ring your emergency contact person. Please ensure that contact details are up-to-date.

If your child has infection which is listed on the Department of Human Services Communicable Diseases List, you are required to notify the school as soon as possible and keep your child home according to the exclusions table. Please refer to the following link for further details: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/infectiousdiseases.aspx>

GENERAL POLICIES

All schools are responsible for the well-being and safety of students and staff and must also comply with, and be accountable for funding and administration of government programs. The following are links to further regulations and advice as outlined on the Department of Education and Training website or the Independent Schools Victoria website:

- Sun Smart
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/sun.aspx>
- Smoking on and around school premises
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/smokingban.aspx>
- Illicit drugs
<https://www.is.vic.edu.au/managing-a-school/compliance-framework/school-operations/illicit-drugs/>
- Head lice Management
<http://www.education.vic.gov.au/school/principals/health/Pages/headlice.aspx>
- Infectious disease
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/infectiousdiseases.aspx>
- Supervision and Access
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervisionaccess.aspx>
- Students using mobile phones
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>