

Canberra Chinese School  
After School Chinese Program  
@Red Hill Primary School



Welcome to our After School Chinese Program (ASCP)@Red Hill with our highly qualified and experienced teachers and tutors! The following table provides program details.

<b>Learning activity</b>	<p>The program provides Chinese language learning activities for students from Year 1 and above.</p> <p>The teaching is in line with the ACT Mandarin Blueprint. Our teachers are all native Chinese speakers, who have extensive teaching experiences. We aim for the students to learn Chinese effectively in a fun and natural environment, progressing through with plenty engaging fun activities at affordable prices.</p> <ol style="list-style-type: none"> <li>1. The Canberra Chinese School (CCS) is a non-commercial community language school, running weekend classes at Radford College, Palmerston Primary and Canberra College and after school Chinese classes. Our mission is to promote the learning of Chinese language in the community and local schools. For more information please visit our school website at <a href="http://www.canberrachineseschool.net">www.canberrachineseschool.net</a>.</li> <li>2. This After School Chinese Program (ASCP) is designed for all background students. The two hours and 15 minutes learning program on Wednesdays consists of small learning sessions with breaks between each session. The program will have big and small group learning activities to facilitate the learning and meet different learning needs.</li> <li>3. The new Chinese textbooks we are using for ASCP from 2019 are in line with the National Curriculum and will support the students in choosing a second language at secondary schools.</li> </ol>
<b>Number of sessions</b>	10 sessions/term
<b>Session date</b>	Wednesday 6 February 2019 to Wednesday 10 April 2019
<b>Session time</b>	Wednesday afternoon 3:15-5:30pm ( <b>2 hours and 15 minutes</b> )
<b>Venue</b>	Art Room and an adjacent room
<b>Term fee</b>	\$220/term (\$22/session); an extra fee might be collected for the textbook early next year.
<b>Class size</b>	8-20 students (minimum enrolments of 8 students required for running this program). <b>Note this program is for Year 1 and above students only.</b>
<b>Enrolment method</b>	<ol style="list-style-type: none"> <li>1. Email the scanned enrolment <a href="#">form</a> (as below) signature to <a href="mailto:canberraclca@gmail.com">canberraclca@gmail.com</a></li> <li>2. Post the enrolment form to <u>16 Lachlan Street Macquarie ACT 2614</u></li> <li>3. Drop off the enrolment form at School Reception at 3:00pm by due date</li> </ol> <p><b>Please note the attached Enrolment Form is requested by the ACT government and you need to fill out the form every year for your child.</b></p>
<b>Last enrolment/payment date</b>	By Sunday 16 December 2018 Late enrolments may be considered if places are available.
<b>Last date of confirming enrolment</b>	By Sunday 21 December 2018

<b>Payment method</b>	Electronic Bank transfer details <ul style="list-style-type: none"> <li>• Account name: CLCA</li> <li>• BSB Number: 112-879</li> <li>• Account number: 432663465</li> </ul> Payment reference is 'Red1+Student surname+initial' (e.g. Red1 SmithA)
<b>Contact person</b>	Ms Suzie Cong Mobile: 0411 106 353 Email: canberraclca@gmail.com Please send me a SMS message or email me during working hours and I will attend to you ASAP Please direct all enquires to me instead of Red Hill Primary School to get a response as soon as possible.
<b>School website</b>	<a href="http://www.canberrachineseschool.net">www.canberrachineseschool.net</a> Enrolment form: <a href="https://www.canberrachineseschool.net/ccs-newsletters">https://www.canberrachineseschool.net/ccs-newsletters</a>

## The Following CCS's ASCP (Enrolment Information Form & Terms and Conditions) For Current Students of Red Hill Primary School Only

**Please Note both Payments and Application Forms need to be received by the last day of enrolment.**

Please read the following terms and conditions carefully before completing an enrolment application form:

- If you require **cancellation** of your enrolment, please ensure to make your request in writing as soon as possible – one week before the class commencement date. Requests after this date there will be no refunds.
- There are no make-up lessons for absent students.
- For those students who are new to the program, especially in K to Year 2, it is advisable that a parent/guardian accompanies them to the initial few sessions. If not, could you please make alternative arrangements, such as, let your child's/children's teacher/s know, who may or may not be able to assist you with this.
- Responsibility of our program begins once the students are marked as present at roll-call.
- **Absences** – Please notify our contact person if your child or children will be absent from class.
- **Behaviour and Safety** – Please remind your child to behave appropriately and safely during the class time.
- Red Hill Primary School's **evacuation point in case of an emergency** is the Basketball Court on La Perouse Street.
- **Collection time** – **when collecting your child or children**, please collect on time. If you are unable to collect on time, **please refer to below the School Late Collection Policy.**

Late collection fee of \$5.00 per 5 minutes late will be applied in line with the CCS's after school class policy. This is payable by cash only to the teacher at the time of collection of the student.

- Please collect your child from the designated areas after you have checked-out/signed on the Collection Timesheets, as provided by the teachers.



**ACT COMMUNITY LANGUAGE SCHOOLS ASSOCIATION (ACT CLSA)  
ENROLMENT FORM – 2019**

**NAME OF SCHOOL:** Canberra Chinese School    **Language:** Chinese

<p><b>STUDENT'S PERSONAL DETAILS</b></p> <p>Chinese School campus location: Red Hill Primary School</p> <p>Family name: _____</p> <p>Given name: _____</p> <p>Date of birth: _____</p> <p>Sex: Female</p> <p>Address: _____</p> <p>Suburb: _____</p> <p>Postcode: _____</p> <p>Telephone: .....</p> <p>Day School attending: _____</p> <p>Year Level in day school: _____</p> <p>Level in community language school: Year 2</p> <p>Your resident status (please circle): Permanent Resident / Citizen / Temporary Resident</p>	<p><b>1. PARENT/GUARDIAN'S DETAILS</b></p> <p>Family _____</p> <p>Given name: _____</p> <p>Relationship to _____</p> <p>Country of Birth: _____</p> <p>Languages spoken: _____</p> <p>Emergency contact No: _____</p> <p>Email: _____</p> <p><b>2. PARENT/GUARDIAN'S DETAILS</b></p> <p>Family name: _____</p> <p>Given name: _____</p> <p>Relationship to student: _____</p> <p>Country of Birth: _____</p> <p>Languages spoken: _____</p> <p>Emergency contact No: _____</p> <p>Email: _____</p>	
<p>Name of Parent/Guardian: _____ (Please print)</p> <p>Signature of Parent/Guardian: ..... (Parent/Guardian)                      Date: _____</p>		
<p><b>ACCIDENT DECLARATION</b></p> <p>In the event of illness or injury to my child whilst at school, or on an excursion, or travelling to or from school, I authorise the Principal or senior staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and/or operations. (Strike out if consent is not given for any of these procedures).</p> <p><b>PRIVACY DECLARATION</b></p> <p>I DO/DON'T wish my child's photo or homework to be published on school newsletter, website or brochure.</p> <p>Signature of Parent/Guardian: .....</p>		
<p><b><u>To be completed by student's day school</u></b></p> <p><b>DAY SCHOOL ATTENDED BY STUDENT:</b> .....</p> <p><b>DECLARATION BY PRINCIPAL/DELEGATE OF STUDENT'S DAY SCHOOL</b></p> <p>I certify that the applicant is a student in full - time attendance at this school and in the year level stated above. The school has noted that the student is studying an additional language at the above community language school.</p>		
<p>Name of Principal or Delegate</p> <p>.....</p> <p>Date: ...../...../2018</p>	<p>Signature of Principal or Delegate</p> <p>.....</p>	<p align="center">(Official stamp of school)</p>