



雪梨中文學校

**SYDNEY CHINESE SCHOOL**

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## Attention students, parents and guardians

The following procedures and policies are put in place for the benefit and safety of everyone. Please bear in mind that we have children as young as 4 years old.

### Minimum Age for Enrolment

To enrol at our school a child must be a minimum age of 4 years for Pre-Kindergarten or 4 years and 9 months for Kindergarten on January 31 in the year of enrolment.

### School Fees Refund Policy

School fees are non-refundable. All School Fee paid are NOT transferable or refundable in full or in part.

### School Assembly

All students are expected to arrive 5 minutes early (9.25am or 12.55pm) to attend assembly in our playground before class starts. This is not an optional part of coming to our school. We regularly make announcements during assembly which are of interest to both students and parents, such as reminding students of upcoming exams or extracurricular school activities.

### Late Pick Ups

Our staff cannot go home until all the children have safely left our school grounds. We ask parents to cooperate and ensure children are picked up on-time after classes have finished. Children who are left unattended 15 min after school will wait in our school office. A **caring fee** will be applied.

### Staff Availability

Our resource work very hard to keep the school running smoothly. We need to allow them to have a break during the day, to have their lunch, for example. If you need to speak to our staff, if at all possible, please choose one of the following times.

- Admin/office – 9:30am-12:30pm and 1:00pm-4pm
- Teacher – in a normal school day our teachers are either teaching in class or on a lunch break. So please email the school to arrange an appointment. This way the teacher can give you the time needed to discuss anything of interest to you.

Of course if the issue is urgent then we are happy to speak with you at any time.

## School Hours

	Morning School	Afternoon School
Class starts	9:30 am	1:00pm
Recess	11:00 – 11:20am	2:30 – 2:50pm
Class ends	12:30pm	4:00pm

Note: Lunchtime 12:30pm – 1pm

Please bring a letter or contact the School if:

- You are absent from School for your session.
- You need to leave early.
- Do not leave the School grounds or go to the shops whilst you are at a morning or afternoon session.

## Class behaviour

We expect our students to be courteous and respectful at all times to all teachers and to other students.

- Please raise your hand when you wish to speak.
- Please complete your homework and submit it on time.
- If you need to leave the class room, please seek permission before leaving the room.
- Mobile phone is not allowed during lesson period.

The School we are using does not belong to the SCS and the classrooms must not be damaged.

- Please respect the work of week-day students including any displays, posters or models.
- Please leave the classrooms clean and tidy with all rubbish removed or placed in the appropriate receptacle.
- Please do not move any furniture or equipment around in the classroom without permission from class teacher.
- Lift is for teacher and staff only.

## Behaviour within the school grounds and buildings

Teachers with SCS name badge are on duty to supervise in the playground, therefore:

- Please do not come into the school buildings before school or during recess without supervision or permission from a teacher.
- Please do not run or shout within the building, on the stairs or in hallways.
- Fighting or swearing in any language is not permitted.
- Please use the toilets provided for students and leave the toilets clean and tidy, paper is not thrown on the floor.
- Please do not wear thongs in the school

## Penalties

- Parents and guardians will be contacted if students cannot follow these procedures and a process put in place to bring students into line. This process may involve detention or suspension depending on the nature of the misconduct.
- Any wilful damage to property has to be paid for by the parent or guardian.