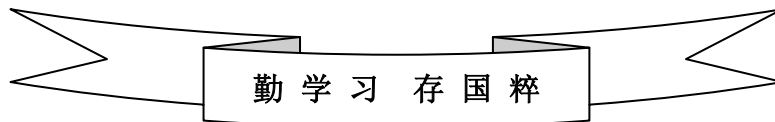
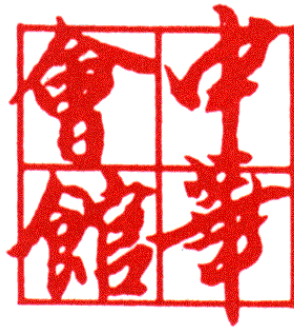


Chung Wah Chinese School Leeming

黎明中华中文学校
华文教育示范学校



SCHOOL HANDBOOK

v4 last updated 6 Feb 2016

School Location: Leeming Senior High School
Aulberry Parade, Leeming

Post Address: PO Box 479, Willetton 6155 WA

Phone: 08 9332 7202 / 0401686306

Email: ChineseSchool.Leeming@gmail.com

Website: <http://cwcsleeming.org.au/>



School Mission

To provide the facilities and opportunities for students to learn to listen, speak, read and write Chinese (Mandarin).

To gain greater appreciation of the Chinese culture and traditions.



CONTENTS

<i>School Hours</i>	3
<i>Term Dates 2015</i>	3
ABOUT US	3
<i>Chung Wah Chinese School Leeming</i>	3
<i>Chung Wah Association Inc.</i>	3
SCHOOL HISTORY	3
<i>Timeline of Chung Wah Chinese School Leeming:</i>	3
SCHOOL POLICIES	4
<i>The First Day at School</i>	4
<i>Emergency Information</i>	4
<i>Newsletter</i>	4
<i>Assemblies</i>	4
<i>Fire Drill</i>	4
<i>Lost Property</i>	4
<i>Snacks</i>	4
<i>Standards and Regulations</i>	5
<i>Drop Off and Pick Up</i>	5
SCHOOL CURRICULUM	6
<i>Absentees and Lateness</i>	6
<i>Class Capacity</i>	6
<i>Teaching Philosophy</i>	6
<i>Homework</i>	6
<i>Cultural Class Syllabus</i>	6
<i>Assessment Guidelines</i>	6
<i>Syllabus</i>	7
OUR SCHOOL COMMUNITY	8
<i>Fundraising</i>	8
<i>Volunteering</i>	8
<i>School Management Committee</i>	8
ENROLMENTS	9
<i>Enrolment Periods</i>	9
<i>Fees</i>	9
<i>Refunds</i>	9
<i>Payment Methods: Cash, Cheque or EFT</i>	9
ADULT CHINESE CLASSES	10
<i>Aim</i>	10
<i>Class Hours</i>	10
<i>Class Capacity</i>	10
<i>Syllabus</i>	10
<i>Fees</i>	10



School Hours

Saturday mornings during term:

Mandarin Playgroup	9:30am - 11:00am
Mandarin Classes (Kindy to Year 12)	9:00am - 11:30am
Extra-Curricular Activities	11:30am - 12:30pm
Recess	10.10am and 10.30am

Term Dates 2015

We follow the WA Department of Education's school term dates:

Term 1	Monday 2 February - Thursday 2 April
Term 2	Monday 20 April - Friday 3 July
Term 3	Monday 20 July - Friday 25 September
Term 4	Monday 12 October - Thursday 17 December

ABOUT US

Chung Wah Chinese School Leeming

Chung Wah Chinese School Leeming is a not for profit, teacher and volunteer powered community school, and has been since it was set up in 1991 by Chung Wah Association Inc. Students and Parents love connecting with one another and having the chance to learn and express themselves in their mother tongue and celebrate traditional festivities.

For families of any ethnicity or language background who want their child to learn Mandarin, we operate Saturday morning language classes (9am - 11.30am) and cultural activity classes (11.30am - 12.30pm) at Leeming Senior High School.

Chung Wah Association Inc.

Founded in 1909, Chung Wah Association Inc. is the largest and most established Chinese organisation in Western Australia. It is recognised by the federal, state, and local governments as the spokesperson for the Chinese community in Western Australia which numbers around 140,000.

The association serves the Chinese Community in numerous ways including providing cultural education, multilingual aged care services, media publications and community events.

SCHOOL HISTORY

The school was established on its current premises (Leeming Senior High School) by the Chung Wah Association in 1991 with five classes of about 100 students, four teachers and a principal. Now the school has over 450 students in 31 classes, and approx. 45 staff members.

The school has a variety of classes ranging from Playgroup for the children aged 1 to 3, Kindergarten (children aged 4), Pre-Primary (children aged 5), Years 1 through to 10/11, and multiple Adult Classes to cater for the different levels of knowledge of students.

Timeline of Chung Wah Chinese School Leeming:

- 1991 We established the Leeming Campus at the current premises.
- 2002 we began an adult class
- 2005 we began a pre-primary class
- 2007 we began computer lessons for all secondary students
- 2009 we began a kindergarten class
- 2010 we began a Cultural Learning & Karaoke class
- 2011 we began a HSK & Playgroup class
- 2015 we began a conversational class



SCHOOL POLICIES

The First Day at School

On your child's first day at school,

- There will be a whiteboard of class lists and the class map outside the Office. Please check the lists and consult the map to find out which classroom your child will be in.
- Leave your child with the teacher at bell time to settle into class.

Emergency Information

Occasionally, an emergency arises when it is imperative that the school is able to get in touch with you or a person designated by you. Your co-operation in keeping us up to date with the following is necessary:

- **Address**
- **Telephone numbers - work and home, especially mobile numbers.**
- **Emergency contact persons**

In some cases of sickness, children need to go home. If you are contacted, it would be appreciated if arrangements were made to pick your child up promptly.

If your child is not well, please do not send him or her to school. Staff are advised not to accept responsibility for administering any medication to students.

Newsletter

Newsletters are produced and distributed via email to students on week 2 and week 7 for each term. These provide up-to-date information on school activities and events.

Assemblies

Assemblies are conducted on the last day of each term, in the school covered assembly/canteen area, as a way to keep parents informed.

Assemblies are an opportunity to recognize the efforts of the students and for students to demonstrate their skills with wonderful performances. Parents and friends are encouraged to attend these assemblies and support the children. We often hold Talent Shows during assembly.

A large part of the school assemblies is also dedicated to promoting Chinese culture and traditions. These include celebrating major Chinese Festivals including:

- Chinese New Year
- Duan Wu Festival (Dragon Boat Festival)
- Mid – Autumn Festival (Moon Cake Festival)

Fire Drill

The fire drill will be held at the beginning of Term 1, familiarizing the students with the emergency evacuation procedures.

Lost Property

Please label **ALL** belongings with your child's name and class. Lost property is placed in the Library. At the end of each term, unclaimed items are disposed of.

Large sums of cash, valuable jewelry, electronics and toys should not be brought to school, as their security cannot be guaranteed.

Snacks

Please supply your child with a water bottle to drink from in class. Food cannot be eaten inside the classrooms, however during recess snacks can either be purchased from the Canteen or brought from home to be eaten outside the classrooms.

Please keep in mind that some of your child's classmates may have **serious allergies** (e.g. to peanuts) when deciding what type of snacks to pack.



Standards and Regulations

As the school is an accredited ethnic school, the usual school standards and regulations apply:

Courtesy

- Students are expected to be courteous and considerate to the staff and their fellow students at all times.
- **Bullying will not be tolerated.**

Dress

- Students are encouraged to be proud of their appearance.
- Please ensure that your child leaves for school neatly and appropriately dressed.
- **Hats and sunscreen** are recommended to be worn by all students throughout the whole school year when children are outside for any reason, at recess or at lunch.
- It is strongly suggested that all items of clothing are marked with the student's name.
- All students with hair past shoulder length should have it tied back.
- There is no uniform however a school T-Shirt is available for purchase from the library for \$10.

Footwear

- Thongs and bare feet are **not permitted**. Students should wear lace up shoes, such as joggers.

Equipment

- A proper school bag is necessary. Shopping bags are not acceptable.

School Rules

- Running inside classrooms is not permitted.
- Students are not permitted to enter any classroom unless a staff member is present.
- Food is not been consumed inside classrooms.
- Littering and vandalism are prohibited, and viewed very seriously by school.
- No electronic devices (iPad, iTouch, MP3 player, Games) are allowed in school.
- Mobile phones can only be used outside of school hours.

Drop Off and Pick Up

Please **do not park** in the bus stops or bays in front of the school or in Carpark 3 which is for staff.

Play Group, Kindergarten, Pre-Primary, Year 1 and Year 2 students

Parents of this age group are recommended to use Carpark 1 and 2 as Play group, Kindergarten and Pre-primary students must be taken to and picked up from their classrooms. If you attend ECA classes please use Carpark 1 as Carpark 2 is locked at an earlier time.

Year 3 to Year 12 students

Parents of this age group are recommended to use street parking or drop their children off at the pedestrian gates, these are located:

- At the bus stop in **Ramsdale Loop**
- At the drop off bay at the front of the school in **Aulberry Parade**

The gates will be open from **8:45am – 11.45pm**.



Bikes, skateboards and scooters are a healthy way to get to school but are not to be ridden once school is in session for the safety of others. It is expected that all children **wear helmets** if they are travelling by these methods.

PLEASE DRIVE SLOWLY AND WATCH OUT FOR STUDENTS



SCHOOL CURRICULUM

Absentees and Lateness

Before 8.45am and after 12.45pm, we cannot guarantee there will be staff on hand to supervise your child. Students are required to be at school on time and parents will be informed if the child is late more than twice a term. Lateness disrupts the entire class and is unfair to other students.

We ask for your fullest co-operation in seeing that your child attends school each day for the entire day. Absence from school places hardship on the student and a written note explaining the absence is required. It is policy that assignments or worksheets are not prepared in advance for children going on holidays.

ABSENTEEISM is an assessment criterion in all classes.

Class Capacity

All classes have a maximum class capacity of 25 students. Larger sized classes will have a teacher's assistant.

Teaching Philosophy

The school has chosen to use the Communicative Approach in all class levels. This approach emphasizes interaction as both the means and the ultimate goal of study.

Homework

Although the amount of homework set depends on an individual teacher's own policy, school policy is that all children from Years 1 to 12 will have some homework set for them during the week. The amount will vary depending on the child's age. Students should know exactly what is required of them before they leave school and have sufficient personal pride to want to complete the assignment. Parents are encouraged to check their child's homework regularly.

Cultural Class Syllabus

Year 1 – 10 has the option of attending their respective year's cultural class, where the emphasis is on conversational skills only. They use the same textbooks as their corresponding class.

Assessment Guidelines

All students are monitored and assessed by their class teacher from the start to the end of the school year. The school has designed assessment guides specific to the different levels of classes. These assessment guides and criteria are reflected in the report card that each student.

For Kindy to Year 1, students are assessed based on their participation in class activities, speaking and writing.

For years 2 to 10, students are assessed based on their on-going marks (40%), reading, writing and their formal examination at the end of each half year semester, after which a report card and portfolio of work is issued to the parents. On-going marks are obtained by class attendance and doing term homework, holiday homework, class tests, and new word dictations etc.

For years 11-12, students are assessed as students in years 2 to 10 but are also expected to undertake the HSK exams. The Hànyǔ Shuǐpíng Kǎoshì (HSK) 汉语水平考试, is China's only standardized test of Standard Chinese language proficiency for non-native speakers. The annual test is administered by Hanban at UWA's Confucius Institute in Crawley. There are 6 HSK levels and each level has a listening, reading, writing and oral component.

Awards

The school annually bestows the below awards on selected students from every year group in recognition of their hard work:

- Best Oral in their Year group
- Best Writing in their Year group
- Most Improved in their Year group
- Top Student (Dux) of their Year group

These awards give students something to aspire to and encourages them to improve throughout the year.

ABSENTEEISM is an assessment criterion in all classes, as well as for deciding which students receive awards.

**Syllabus**

Classes are split according to ability and age.

In all years, teachers also provide complementary materials designed to cater for the standard of the classes, in order to help with the listening, speaking, reading and writing skills.

Year	Textbooks	Workbooks	Supplementary	
Playgroup 幼乐班	n/a	n/a	n/a	This class has structured play. The textbook fees will be used to purchase materials for the class to share by the teacher.
Kindergarten 幼儿班	Electronic Book Console 识字卡 玩具 Shizi kǎ wánjù	n/a	Folder x 1 (Will be distributed by the class teacher)	
Pre-Primary 小学前班	Children's Chinese 幼儿汉语 2 Yòu'ér hànǔ 2	Write and Learn Chinese 描描写学汉语 Miáo miáoxiě xiě xué hànǔ	Folder x 1 BLUE Exercise Books x 2	
Junior Years	Chinese 中文 Zhōngwén	Workbook A 练习册 A Liànxìcè A Workbook B 练习册 B Liànxìcè B	Folder x 1 BLUE Exercise Books x 2	 These textbooks will be progressively implemented throughout the school, replacing the current textbooks below.
Senior Years	Chinese 汉语 Hànyǔ Speech 说话 Shuōhuà	Workbook 练习册 Liànxìcè	Folder x 1 Years 4 - 5 BLUE Exercise Books x 2 Years 6 – 10 YELLOW Exercise Books x 2	
HSK 1 - 2 (Years 11-12) 汉语水平考试班	To be set by and distributed by the class teacher			



OUR SCHOOL COMMUNITY

Fundraising

The School is a not-for-profit organization, which finances itself largely through the enrollment fees, which are kept low to ensure affordable access to all students interested in learning the Chinese Language. Thus, it is essential we conduct fundraising activities to provide for all the resources and activities needed by the students. To view our fundraising goals for the year, please visit our website.

Volunteering

Parents, guardians, school alumni, and members of the community are welcome to volunteer and provide support for school activities. We would love if all families could volunteer at least **twice a year** in the duties of their choice. Grandparents and extended family members are also welcomed to volunteer, as they are an important part of your children's lives and our school community.

There is always work to do, for are some examples of what helping hands are need for, please visit our website. The library and canteen especially need regular volunteers for the weekly rosters.

If you have a skill or suggestion; or would like to lend a helping hand, please contact the SMC at **smc.leeming@gmail.com**. We need you!

School Management Committee

The school is managed by the School Management Committee (SMC). The committee members are current students' parents and are elected annually at an Annual General Meeting held in March.

Monthly meetings are held on the last Saturday of each month starting at 9:30 am in the staff room. Being a part of the SMC is rewarding and fun, all parents of students are welcome to join the SMC. It is also a great way to find out what is happening at school and be involved in a passionate school community. By being a member of the SMC, you have the opportunity to direct and improve the school's current activities as well as shape the school's future direction for the benefit of your children.

- Through the SMC; the Canteen, the Library and all cultural events such as Chinese New Year, and Mooncake Festival are available.
- Through the SMC fundraising; the books in the library, the iPads and music players to share between classes area are available.
- Through the SMC policy changes; the EFT option for paying school fees is available.

Annually in March, the SMC will hold an Annual General Meeting is to inform parents of the work and activities undertaken by the School Management Committee (SMC) over the past year and to account for the monies spent and received. Elections for the SMC will also be held at the AGM.



ENROLMENTS

Enrolment Periods

Enrolments can occur at any time of the year but the main enrolment period usually takes place in November. Enrolments that occur during this time will receive a discount on the annual school fee. Based on the education grant funding procedure, enrolment on or after **1st March** will be charged an additional non-refundable fee per student.

Fees

Please refer to our website for this year's fees.

Note that the optional extra-curricular classes fees are non-refundable and cannot be apportioned.

Refunds

Students may decide to withdraw their enrolment. Please speak with the School Administration for assistance with this process. Note that refunds are processed on a semester basis and there will be no refund after the first two weeks of each semester. An administration fee will apply.

Students who wish to transfer to another Chung Wah Association Chinese School (Campus) during the course of the year, are to first withdraw from the current school, obtain a partial refund of school fee (based on apportionment), then enroll at the new school.

Payment Methods: Cash, Cheque or EFT

If paying via Cheque

1. Cheques should be crossed and marked payable to: Chung Wah Chinese School – Leeming
2. With the following written on the back of the cheques:-
 - Full Name of child/children
 - Year Group/s enrolled for

If paying via Electronics Fund Transfer (EFT)

1. Make an EFT to this bank account via computer or smart phone.

Account Name: Chung Wah Chinese School Leeming

BSB: 086-146

Account Number: 83-775-7929

2. In the payment description field, please include:
 - Student ID Number/s found on the top right hand of your enrolment form (for new enrolments, enter child's surname)
 - Year Group enrolled for

Example 1 (single child):1223 Yr3

Example 2 (multiple children):1223 Yr3 1001 Yr6

3. Print out the payment confirmation and submit with your enrolment form.
4. The Treasurer has to confirm that the payment has been received before issuing a receipt. Please note that funds transfers could take up to 3 business days to complete.
5. Upon confirmation of successful funds transferred, the enrolment process can be completed and a receipt issued.

The school does not have EFTPOS (Electronic Fund Transfer at Point of Sale) facilities.



ADULT CHINESE CLASSES

Aim

The aim of the class is to provide opportunities for adults (including parents) to learn speaking, writing, reading and listening Chinese (Mandarin); and to gain greater appreciation of the Chinese culture.

Class Hours

9.00am - 11.30am

Class Capacity

15-25 persons

Syllabus

It is set by the teachers according to the class' level.

Reference books: 《当代中文》 《博雅汉语》 《标准中文》

Fees

Please refer to our website for this year's fees.

Adult fees are non-refundable due to being non-grant-funded and to secure class numbers.