



NSW SCHOOL OF LANGUAGES

Learn locally. Communicate globally.

NSW School of Languages

School Guide for Students

October 2014

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Section I

1.1 Welcome to NSW School of Languages

Welcome to NSW School of Languages. We are pleased that you have chosen to learn a language through distance education with us and we hope that you will enjoy your studies.

Although you are possibly the only student from your school doing this course, there are other students in your class. They come from all over the state and even overseas. We currently have over 2,500 students studying 13 languages in over 100 courses, and over 120 teachers.

Contact your teacher if you have questions about your studies at NSW School of Languages, which are not covered in this **Student Guide**. We are always happy to help you and it's best to contact your teacher immediately, rather than let a small problem develop into a big one.

Advise your supervisor and/or phone your NSW School of Languages teacher immediately if any problem arises. This includes difficulties accessing and using our E-learning site or a change in personal details.

Check our official [school website](#) regularly. It contains a lot of information and news, such as an interactive location map, information about the language you are studying, and some very useful downloads, including assessment notices, school forms and policy documents. We have provided some important links in this document. Click on the hyperlinked words when they appear.

1.2 How do I complete and send in my work?

When your enrolment has been approved, your teacher will send you a welcome email. If you are concerned that you have not yet received the email, please contact the relevant language Head Teacher (see section 4.1). It is important to have contact with your teacher to develop a relationship and talk about expectations for the course. You will also need to schedule a regular time for speaking lessons with your teacher, and you may even want to talk about your learning style or ask your teacher to give you advice on completing online work.

How you begin work depends on what course you are studying. You will receive your instructions via email, and you may be instructed to download and print your materials via our e-learning site.

Complete and submit your work to your teacher according to the supplied instructions. If you are scanning your written work, please ensure you scan to PDF for your teacher to provide you with feedback.

Your teacher will email you your login details to the email address specified in your enrolment application to access the NSW School of Languages e-learning site. It is important to check that email account regularly. If you need to change the email address that you provided with your enrolment application, please contact your teacher as soon as possible.

1.3 When do I complete my work?

Use the timetabled periods at your school to complete your NSW School of Languages course work. Work not completed during this time must be completed as homework.

When your teacher marks your corrected work, note carefully his/her messages and comments. Attend to any corrections required. Label these clearly and return them to your teacher as soon as possible.

Check that you have not overlooked any part of your supplied instructions when submitting your work to your teacher. Organise your course work and your corrected work in special folders to make revision and exam preparation easier.

1.4 Textbooks and equipment

Your home school has agreed to provide the textbooks and equipment necessary for the course. Discuss this matter with your supervisor.

A bilingual dictionary can be useful. Your teacher will be able to recommend one that is appropriate. Students in the senior years studying Beginners, Continuers, Extension and Language and Literature courses are permitted by NESA to use a paper dictionary during the HSC written examinations.

1.5 Course progress

To be eligible for the award of the Higher School Certificate you must satisfy NESA requirements for satisfactory course completion.

1.5.1 Satisfactory course progress

Satisfactory course progress is determined by the following:

- Quality of work returned
- Course coverage/how much work you have completed

Each course is divided into a certain number of units of work. These units are provided to you as work through your modules online. Examinations, assessment tasks, projects, lesson days and speaking lessons are included in the total number of units. Regular and frequent submission of your work and participating in regular speaking lessons is mandatory.

1.5.2 Unsatisfactory course progress

If your course progress is not satisfactory, your teacher may phone your supervisor and/or contact your Principal and parents or caregiver in writing.

At all times your teacher will monitor your course progress and be available for help should you need it. Contact your teacher as soon as you feel you need extra help. If necessary, a Recovery Program will be devised to help you catch up.

Section II

2.1 Cybersafety

NSW School of Languages promotes cybersafety. Cybersafety is about understanding how to stay safe and protected when using the internet and digital technologies. See the [Cybersafety](#) section of our website for further information and links.

2.2 Digital citizenship

NSW School of Languages promotes digital citizenship. Digital citizenship is about understanding how to use digital technologies responsibly, critically and pro-actively to contribute to our digital society in a positive way. See the [Digital Citizenship](#) section of our website for further information and links.

2.3 Anti-bullying

NSW School of Languages rejects bullying, including cyberbullying, in all its forms. All incidents of bullying involving NSW School of Languages students will be taken seriously and will be dealt with according to the disciplinary procedures set out in [NSW School of Languages' Anti-Bullying Policy](#).

2.4 Tips for succeeding in an online course

Objectives & Goals

What do you hope to accomplish by the end of the course? What will you use your language skills for in the future? Once you define your goals and objectives, you will be better able to stay on track.

Find your most effective motivations

You need to be a successful self-motivated, self-directed learner to succeed in a distance education course. What makes you keep working at any task? Do you get excited when you master a skill? Do you need a reward? Whatever works, use it!

Get help from classmates and teachers

You can contact other people in your class via your online course messaging feature. As a distance education student at NSW School of Languages, it is important that you keep in regular contact with other students in your class. Studying with others increases learning. Regular contact with your teacher is also important. Teachers are your partners in learning; let them help!

Understand the assessment process

Make sure you understand the assessment process and how your performance in the course will be evaluated. You will be able to better understand what is expected of you. If the information is not provided in the course, do not hesitate to ask the teacher.

Plan ahead

Read the course schedules and make sure you understand what is required and when assignments are due. Add events to your school diary so you can easily recall important dates, times, locations, and tasks.

Check email regularly

Make sure your teacher has an email address that you check regularly so that he or she can contact you at the start of the course and throughout the year. Get in the habit of checking your email at least daily, if not more frequently.

Participate

Like your other school subjects, you need to participate in class activities and discussions in your e-learning course as well. Communication with your teacher and fellow students can provide great insight into the subject you are studying. You learn by communicating, reading, and applying the content.

Create some personal space

Find a quiet place at school where you can go to study. When you are a student in an e-learning course, your desk serves as the classroom. A private, personal space gives you a place where you can shut the door, study, and work in a peaceful, focused manner. A room in your school library is perfect for this, if available. Speak to your supervisor at your home school about finding a quiet private place for your NSW School of Languages studies.

Login frequently

Login to your online course regularly. It is often the only way to find out what's happening in the course and to stay informed of any last-minute changes. If you ignore this step to success, you may fall behind.

Use correct netiquette

Netiquette is a combination of Internet and etiquette. It describes things you should and shouldn't do while communicating online. Here are some examples:

- Don't capitalise all letters while posting a thought or emailing someone. THIS IS CONSIDERED SHOUTING, AND IT IMPLIES THAT YOU ARE ANGRY. Capitalise words only to highlight an important point or to distinguish a title or heading.
- Never use profanity or make hurtful comments toward someone or when referring to someone's work. This is considered flaming.
- Be careful when using humour or sarcasm; you never know how someone else will interpret it.
- Be respectful of diverse opinions.
- Don't post inappropriate pictures, links, or comments. Use your good judgment.

Abide by the golden rule and treat others how you would want to be treated. Just because you are shielded by a computer doesn't give you a licence to be rude and disrespectful.

Speak up

If you are having difficulties in the course, speak up. The teacher is not able to see your hand raised or the blank expression on your face. The only way he/she will know that you are having problems is if you discuss those problems with him/her. Besides, you never know if other students are also having the same difficulties; speaking up will enable your teacher to clarify the problems not only for you, but for the other students as well.

Be on time

Complete all assigned activities, and hand in all projects and assignments on time. Your teacher cannot evaluate your progress in the course if he/she does not have anything to base that evaluation on.

Study schedule

Place yourself on a study schedule and stick to it. Doing so will help you stay organised and help to ensure that you have read the material and completed the assigned activities and assignments.

Put in the time

Plan on spending around 3 - 7 hours a week working in your NSW School of Languages course. In junior courses, you should spend 2 hours working through your course, plus an extra ½ - 1 hour on your homework. In senior courses, you should spend 4 hours working through your course, plus an extra 2 – 3 hours on your homework.

Section III

3.1 Visits to NSW School of Languages

Your teacher will be pleased to see you any time you have your Principal's permission to visit NSW School of Languages. An appointment must be made in advance by phoning or emailing your teacher.

3.2 Visits to home schools

During the year your teacher may arrange to visit your home school or a central location near your home school. You will be notified well in advance if this is the case.

3.3 Lessons at NSW School of Languages

Lessons at NSW School of Languages provide an opportunity for teachers and students to meet and work together. Lesson days are usually held between 9.30am and 2.30pm.

A variety of learning activities and speaking practice sessions are usually organised for the lesson days.

3.3.1 Permission to attend lessons

Permission from your home school Principal and from your parent or caregiver is required prior to attendance at the lesson days. The lesson day permission note needs to be downloaded from your online course. Please ensure this note has been signed by your Principal and parent or caregiver and has been scanned and emailed back to NSW School of Languages prior to the lesson day.

3.3.2 Dress

You **do not** need to wear your normal school uniform, unless instructed otherwise by your teacher.

3.3.3 Car parking

You or your parents cannot park in the school car park. This car park is for staff use only. Limited parking is available in surrounding streets.

3.3.4 Behaviour

You must always behave in a safe and considerate manner.

3.3.5 Recess

A recess of 15 minutes is usually taken some time between 10.30 am and 11.00 am.

3.3.6 Lunch

Lunch usually begins at 12.30 pm and concludes at 1.00 pm.

You are not permitted to leave the school grounds at lunchtime or recess and should therefore bring your own lunch.

3.3.7 Smoking, drugs and alcohol

NSW School of Languages campus is an alcohol-free, drug-free, and smoke-free zone. It is of course permissible for you to have in your possession medication that are medically prescribed for you.

3.3.8 Dangerous weapons

NSW School of Languages is a safe environment. It is unlawful for you to bring to school a weapon of any kind.

3.4 Map and directions to NSW School of Languages

Visit the NSW School of Languages website to read information about our [location](#) and to view an interactive map or download an electronic map.

Section IV

4.1 Examination procedures

Please note the following general information and requirements:

- Examinations are compulsory if you have been enrolled in your course for a sufficient length of time. Your results will form part of your reported achievement in that course.
- Failure to attempt set examinations could adversely affect your reported overall achievement in the course.
- Examination(s) are scheduled at specific times during the year.
- Some of the examinations may be conducted at NSW School of Languages; others will take place at your home school.

- You will be advised of the scope and format of, and necessary equipment for, your examinations well before the examination dates, in the form of assessment notices which must be downloaded from NSW School of Languages' website.
- You are not usually required to complete any course work in the week of the examination.

4.1.1 For examinations conducted at NSW School of Languages

4.1.1.1 Preparation

- Arrive approximately 15 to 20 minutes before the exam is scheduled to commence.
- Phone your teacher as soon as possible if you know you will be arriving late (due to missed connections, traffic problems).
- You will need to park on the street if you plan to drive to NSW School of Languages for your examination as there are no guest/student parking spaces on site.
- Attend to your personal needs before commencing the examination.
- Make sure you do not leave valuables unattended in your bag.
- Come prepared with pens, paper and dictionaries (if applicable).
- Bring some food and drink.

4.1.1.2 What to do in the examination room before the start of the examination

- Switch off your mobile phone: do not leave it in on silent.
- Place your bag at the front of the room, after taking out your writing materials.
- Listen carefully to all instructions and directions.
- Do not place any materials on or near your desk which may compromise you.
- Request that you sit at the front of the room, if you have a hearing problem.
- No electronic dictionaries are allowed in the examination room.

4.1.1.3 What to do during the examination period

- Start and finish times will be written up on the whiteboard in the examination room.
- You are not allowed to make or receive phone calls during the examination.
- You will not be allowed to leave the examination room until the examination is finished or unless specifically instructed by the supervising teacher.
- Follow the written and oral instructions given to you by the supervising teacher.
- If you have a question during the examination, put your hand up and wait for the supervising teacher to attend to you.
- Do not ask to borrow equipment from another student. Request help from the supervising teacher.
- During oral examinations, you should not have any contact with the person who has completed the examination before you.

4.1.1.4 What to do after the examination has finished

- Make sure your name is on every sheet of paper you hand in for marking.
- Pick up all your used paper and rubbish and place it in the bin provided.
- If requested, see your teacher to pick up extra material and/or work packages.
- For security reasons, if you have no further business at NSW School of Languages leave the premises as soon as you have been instructed by teachers.

4.1.2 For examinations conducted at the home school

- Supervisors are asked to contact the relevant NSW School of Languages Head Teacher if the assessment has not been received prior to the examination date.

- For security reasons, examinations should be held on the scheduled dates. This is particularly important for HSC courses. Supervisors are asked to liaise with the NSW School of Languages teacher if this presents difficulties.
- It is expected that the active examination supervision will be provided.
- Completed examination papers are due back at NSW School of Languages no later than one day after the examination date.

4.2 Examination/Assessment schedules and timetables

Visit the [Assessment and reporting](#) section of our website to download schedules and timetables.

4.3 Progress reports

Two progress reports per year will be provided if you have been enrolled in your course for a sufficient length of time or if you have completed a sufficient amount of work in that course.

Each report will provide information on any examination or assessment task sat in that semester together with course progress for that semester. The report will be issued as soon as practicable after the end of the reporting period. The reporting periods are available on our website. Please download the [NSL Progress Report and Examination Summary](#).

Section V

5.1 Phone or email NSW School of Languages

Phone:	(02) 9381 4800
Email:	NSWSchoolLang.school@det.nsw.edu.au

5.2 Physical and postal addresses for NSW School of Languages

Physical address:	35 West St Petersham, NSW, 2049
Postal address:	Locked Bag 88, Strawberry Hills, NSW 2012

5.3 Principal, Deputy Principal and Head Teacher Contact Information

Principal	Teresa Naso	(02) 9381 4800
Deputy Principal	Janelle Byrne	(02) 9381 4804
Deputy Principal	Tomoko Takahata	(02) 9381 4805
Head Teacher Italian, Modern Greek	Athina Papanikolaou	(02) 9381 4910
Head Teacher French and Latin	Maria Lomis	(02) 9381 4840
Head Teacher German & Russian	Paul Atkins	(02) 9381 4870

Rel. Head Teacher Chinese, Indonesian & Korean	Sophie Choi	(02) 9381 4802
Head Teacher Japanese & EAL/D	Anna Peers-Hooper	(02) 9381 4960
Head Teacher Spanish & Portuguese	Sonia Copelo	(02) 9381 4824
Head Teacher Enrolments	Danielle Elvy	(02) 9381 4808
Head Teacher Teaching & Learning (E-learning)	Jannan Assaad	(02) 9381 4998
Rel. Head Teacher Teaching & Learning (Curriculum)	Karin Maeder-Han	(02) 9381 4884
Rel. Head Teacher Teaching & Learning (Curriculum)	María Encarnación Pérez	(02) 9381 4720
Rel. Head Teacher Teaching & Learning (Curriculum)	Ida Harsojo	(02) 9381 4812
Rel. Head Teacher Secondary Studies	Adam Hashambhoy	(02) 9381 4857
Head Teacher Administration	Astra Vilkins	(02) 9381 4974
Head Teacher Student Wellbeing	Margarita Diaz	(02) 9381 4896
Business Manager	Jason Sellick	(02) 9381 4890