



# NSW SCHOOL OF **LANGUAGES**

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## **Parent and Carer Handbook**

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**2020**



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## Welcome to NSW School of Languages

The school community welcomes all new students and their families to NSW School of Languages.

We are committed to providing our students with quality language learning programs in a blended learning environment. We do this in a spirit of collegiality, through the flexible delivery of lessons incorporating a deep knowledge of languages pedagogy, current and emerging technologies and targeted, research-informed programs to best suit the needs of our learners.

The staff members at NSW School of Languages are extremely proud of the school's achievements and hold high expectations for all school community members.

Here at NSW School of Languages we want to ensure that there is clear communication between the home school, students, parents/carers and NSW School of Languages. Clear communication comes from the concise articulation of the school's expectations. To achieve this we have developed a number of systems to ensure you are well informed. These include comprehensive information on our website, parent/teacher conferences, a Facebook page and regular emails and phone calls. In addition, a designated Supervisor from the home school will be assigned to help your child to organise their language study and to regularly pass on information to you.

This information booklet is designed to answer many of the questions you might have about the day-to-day functions of NSW School of Languages, the key contact people, times for various activities, transport issues and policies. Hopefully, it will help save time and confusion.

Keep the booklet handy and refer to it regularly.

Should there be questions not answered in this booklet, please call the school on 9381 4800 and you will be directed to a member of staff who can help you.

We hope your child enjoys their time with us!

### Senior Executive



**Hilary Hughes**  
Principal



**Teresa Naso**  
Deputy Principal



**Tomoko Takahata**  
Deputy Principal

## Enrolment

The Enrolment application for NSW School of Languages begins at the student's home school before being sent to NSW School of Languages. Whilst we make every effort for students to be engaged in their learning as soon as possible, there may be a number of issues to be resolved before the enrolment is completed, e.g. the student doesn't provide an active school email address, the enrolment application is incomplete, or there is a problem with eligibility. If you need to find out what is happening with your child's enrolment, please start by contacting your home school. If you have further enquiries, please contact the Head Teacher Enrolments at NSW School of Languages.

**Ms Belinda Munro-Laylim**

**Tel:** (02) 9381 4807 or 9381 4808

**Email:** [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au)

## Enrolment

All students are enrolled via the home school, therefore NSW School of Languages requests payment of fees from the home school. Whilst some home schools cover the cost of the fees, others pass these costs on to the parent/carer. This is a matter for parents/carers to discuss with the home school. NSW School of Languages cannot intervene on the student's behalf.

The student's home school will make the payment for the school service fee. Payment from the parent or guardian cannot be accepted by the school.

## Other Expenses

Some subjects request that students buy a textbook, workbook or pay for a site licence before the student commences work. Your child will receive all these details with their initial email. Please encourage your child to discuss these needs with you as soon as possible so they can start their coursework immediately.

NSW School of Languages also encourages all students to purchase a bilingual dictionary. Your child's teacher will be able to recommend one that is appropriate. Students in the senior years studying Beginners, Continuers, Extension and Literature (Background) Speakers courses are permitted by the NSW Educational Standards Authority (NESA) to use a paper dictionary during the HSC written examinations.

### To pay NSW School of Languages for other expenses:

There is a Payment Portal on the school website. You will receive instructions for completing the payment from your child's teacher if a payment is required. <http://www.nswschoolang.schools.nsw.edu.au/>

**Language Perfect** is an optional online vocabulary course that students may purchase. The 2020 cost is \$33.00. This is not mandatory; however we encourage all our students to purchase this application. NSW School of Languages has worked closely with Language Perfect to customise the courses and their outcomes. Payment can be made via BPAY on the Language Perfect website. <http://worldseries.educationperfect.com/payment-ohs.html>

## Supplying Information to NSW School of Languages

It is very important that NSW School of Languages has your child's school email address as this is essential for using Moodle and Canvas as well as being an efficient way for NSW School of Languages to exchange information and resources between teachers and students. Parents are requested to supply their home and work numbers and an email address to assist us to communicate with you.

The home school is not obliged to disclose any information regarding your child's health and specialised learning needs. For this reason we ask you to complete all of the information concerning your child's wellbeing. Should there be any changes to your child's condition, we ask that you update these records so that we can assist your child as much as possible.

If your child suffers from asthma or any allergies that can cause an anaphylactic reaction, he/she must bring the relevant medication to NSW School of Languages when attending lesson days.

Any change of details throughout the year, e.g. change of address, phone numbers, email addresses (parent/carer and student) should be sent to the school. [nswschoolang.school@det.nsw.edu.au](mailto:nswschoolang.school@det.nsw.edu.au)

## The Role of the Home School Supervisor

A Supervisor (usually a languages teacher, librarian, careers advisor, Head Teacher Administration) is appointed at the home school to look after your child's needs whilst undertaking their studies with NSW School of Languages. The Supervisor is the main contact and has a number of duties. These could include: arranging an appropriate place for your child to do their languages studies, including a quiet place to have their weekly phone lessons; providing equipment; passing on all relevant information between the home school and NSW School of Languages, including work packages, reports, invitations to face-to-face lessons, examination dates; organising exams; contacting you if your child is having difficulties with their work or is not engaging in their work.

Supervisors are also responsible for ensuring that students have been given time in their school timetable to complete their language work at school. **Students are not permitted to undertake their studies at NSW School of Languages as an additional subject outside the school timetable.** Their language study must be part of their normal school timetable.

We encourage you to maintain regular contact with the home school Supervisor to keep abreast of your child's progress.

### Getting Started

Once students are enrolled they will receive an email from their NSW School of Languages teacher asking them to confirm their email address and mobile phone number. Once your child has confirmed this information, he/she will receive a second email with a link to the Orientation Module which he/she is asked to complete within a week. This module is designed to inform students of the various requirements of studying through distance education and familiarise them with the E-Learning site – Moodle or Canvas, in addition to educating them on important issues such as digital citizenship and cyber safety and familiarisation with the site.

Shortly after students receive their Orientation Module, students are requested to telephone their teacher to introduce themselves. Teachers will give the student an explanation of how the course works and may also conduct a small test with your child to check for eligibility. This is important for those students wishing to undertake Stage 6 Beginners, Asian Continuers and Context (Heritage) courses.

## Our Expectations - Requirements for Success in Distance Education

It is self-evident that any course of study requires effort on the part of the learner. Students are expected to attend phone lessons, send in work on a weekly basis and/or complete the units in their online Moodle or Canvas course, as advised by their teacher.

Some of the advantages of distance education for students are the development of independent learning skills and the ability to be more flexible with study time. However, the consequences of *regularly* putting off the distance education work are obvious. Students should use the periods assigned by the home school for their distance education studies. Encouraging your child to become self-disciplined in this regard is one of the most important ways of supporting them in their distance education work. Please reinforce to your child that failing to hand in work regularly is the equivalent of being absent from class.

Students should *communicate* with their NSW School of Languages teacher regularly – at least once a week by phone, mail or email.

Students should carry out their teacher's instructions and follow their suggestions for improvement. If students have concerns that must be addressed quickly, it is advisable to contact their teacher by phone or email. If your child has difficulties with telephone or email access at their home school, you may be able to negotiate a solution with the home school Supervisor. If this fails, please contact the NSW School of Languages Deputy Principals, Ms Teresa Naso or Ms Tomoko Takahata, for support. Please encourage your child to contact their teacher rather than let a problem persist and as a result, interfere with their work over a longer period.

## Moodle and Canvas– Our E-learning Sites

The NSW School of Languages' E-learning sites are Moodle and Canvas. In 2020, some Year 9 and 10 courses will be conducted through a Canvas. NSW School of Languages favours a blended approach to course delivery and Moodle and Canvas deliver the online course component. We have found that using a blend of course delivery methods is the most effective way of maintaining engagement with our students. This includes traditional paper-based coursework and interactive online coursework, combined with face-to-face lesson days, phone lessons and web or video conferencing sessions.

Most of the courses we teach at NSW School of Languages include coursework that is either downloaded from, or completed in, Moodle or Canvas. Your child will be informed of the specific course requirements by their individual teacher and should ensure that they follow the instructions provided to them. Your child's teacher will also email their Moodle or Canvas login details and other important information to them, so it is imperative that your child **checks their school email account regularly**. If they need to change the email address that they provided with the enrolment application, please ask them to contact their teacher as soon as possible.

### Beginning Work

How your child begins work depends on what course he/she is studying. In some courses students may receive a package of work via their home school Supervisor which may contain instructions, course materials, audio files or information relating to Moodle or Canvas. In other courses, your child may receive instructions via email to download and print some materials via Moodle or Canvas. Either way, they will need to carefully follow the supplied instructions in order to understand the requirements of the specific language course.

All students will need to complete and submit work to their teacher according to the supplied course schedule. Most students scan and send their work electronically. If they are sending in work to their teacher on paper via the home school Supervisor, it must be attached to the special cover sheet supplied by their teacher. At NSW School of Languages we call this sheet a Cover Page. It is a very important sheet as it helps the mail room direct the work to the correct teacher once it arrives at NSW School of Languages. The instructions your child receives from their teacher will tell them whether to post or email their work to the NSW School of Languages teacher.

Please reinforce with your child the importance of initial contact with their teacher so they can develop a relationship and talk about expectations for the course. They will also need to schedule a regular time for phone lessons with their teacher and they may want to talk about their particular learning style or ask their teacher to help them develop a timetable for completing their work.

### Late Enrolments

Late enrolment students are expected to make an effort to work at a faster pace so they can catch up with the course schedule. The student's NSW School of Languages teacher will assist the student by negotiating a Personalised Learning Plan.

### Phone Lessons

Phone lessons are an essential part of the learning program and a great opportunity for students to speak in the target language. However, they are not simply a way to deliver pre-prepared speaking skills. They are also an opportunity for teachers and students to go over the unit of work, consult on difficulties experienced, to obtain clarification on points of language and ultimately a way to develop a teaching and learning relationship between teacher and student. *Phone lessons should be planned and timetabled as part of the weekly/fortnightly routine.*

Students are encouraged to set up a regular time for their phone lesson at the beginning of the term and try to stick to the routine. On occasions when a change is required, good communication is essential. *Students should let their teacher know if they will not be able to attend the phone lesson by sending a message (via email/Moodle/Canvas) prior to the lesson and offering an alternative time or day.* They should then check to see what the response has been.

If a teacher does not answer their phone at the appointed time, *students are asked to phone again within 5 minutes* and leave a voicemail message which specifies where they are and how they can be reached (e.g. *phone extension number/library*). Please understand that teachers are usually on the phone to another student. On occasions when teachers are absent, another teacher will cover for their arranged phone lessons.

## Communication and Support

There are several avenues of communication available for NSW School of Languages teachers to communicate directly with their students. The most efficient are:

- Phone calls for regular lessons
- Email (*when students check regularly*)
- Moodle or Canvas notification
- Moodle or Canvas message
- SMS messaging
- Post to home school and/or home

The NSW School of Languages teacher also communicates regularly with the home school via:

- Phone calls to home school supervisor
- Voice mail messages
- Emails to the home school supervisor.

Parents and carers may also be contacted by the home school supervisor or NSW School of Languages teacher by phone/email and/or post regarding:

- Your child's progress and attendance
- School events
- If your child is behind in the course and perhaps not engaging in part of the course (e.g. no phone lessons, not doing activities in Moodle or Canvas)
- If your child has not handed in a project or has missed an examination/assessment task
- If your child has not attended a Face-to-Face lesson when they have indicated they would be.

### When is it essential for parents to communicate with NSW School of Languages?

Communication between the NSW School of Languages teacher/Head Teacher and a parent is essential, for example, where a student is ill or is experiencing difficulties due to unforeseen circumstances or events which may affect his/her performance in the subject. When you have concerns regarding your child's progress and you need information but cannot find it on the school's website, please let us know. [nswschoolang.school@det.nsw.edu.au](mailto:nswschoolang.school@det.nsw.edu.au)

## Lesson Days, Examinations and Assessments

### Face-to-Face Lesson Days at NSW School of Languages

Lessons at NSW School of Languages provide an opportunity for teachers and students to meet and work together. In some subjects, several lesson days are organised during the year. Classes are held from 9:30 am to 2:30 pm.

Students, as a matter of routine, are also normally reminded of this event by either phone, email or on Moodle or Canvas by their teacher. These lesson dates are also advertised on the school's website well in advance. Please ask your child to make a note of the lesson day in his/her diary.

A permission note is essential to attend these days and either will be sent to students by email AND/OR students will download the permission note from their Moodle or Canvas site.

Until then, students are reminded to:

- Obtain parental signature (this is an important legal requirement)
- Hand it in to the supervisor for a signature and email it to NSW School of Languages.

Your child's teacher will also be pleased to see them any time they have the home school Principal's permission to visit NSW School of Languages. An appointment should be made by telephoning your child's teacher. However, regular weekly appointments for an individual face-to-face lesson cannot be made.

**Dress** - Students are **not** required to wear their normal school uniform, unless instructed differently at the bottom of the lesson notification page.

**Car parking** - There is **no student or parent/carers** parking in the school grounds. Limited parking is available in surrounding streets.

**Behaviour** - Students must always behave in a safe and considerate manner.

**Recess and Lunch** - A recess of 15 minutes is usually taken some time between 10:30am and 11:00am. Lunch usually begins at 12:30pm and concludes at 1:00pm. Students are not permitted to leave the school grounds at



recess or lunchtime and should therefore bring their own recess snacks and lunch. Students are asked NOT to bring NUTS or NUT Products onto the premises as some students have allergies. Students who normally carry an EpiPen, AnaPen or Asthma medication are asked to bring it to the lesson day.

The school has no canteen facilities and therefore we encourage students to bring their own lunch and drinks unless otherwise notified on the permission note. There is a refrigerator and microwave in the Student Common Room for student use.

## **Student Progress**

When a student is not progressing satisfactorily, a student support process is adopted to prevent the situation from becoming unsatisfactory. This process is essential and highly dependent on good communication channels between all stakeholders.

It must be clearly understood that in a distance education context, work completion (*inclusive of phone lessons and online tasks*) is the equivalent of attendance at lessons in an ordinary school setting. NSW School of Languages teachers are therefore obliged to follow-up on students who do not hand in/complete work or participate in phone lessons.

### **What does *follow-up* consist of?**

A student who has not handed in and/or completed work for two to three weeks is a matter of concern. In such cases, a teacher may:

- Email and/or phone the student
- Contact the supervisor
- Contact the parent/carer.

In the majority of cases, this first contact is sufficient to remind a student to get back on track. At the time of this initial contact, it is essential that a student who is experiencing difficulties with any aspect of the course bring this to the attention of their NSW School of Languages teacher and/or Head Teacher. Supporting a student may involve one of the following strategies:

- Extra phone lessons
- Home school visit by the NSW School of Languages teacher
- Individualised face-to-face lesson at NSW School of Languages.

In the case when a student does not respond, teachers are obliged to follow-up with the official Warning Letters process. This process involves the following steps:

#### *Step 1*

**Letter of Concern** with a recovery program is sent to the student, the home school and parents. It identifies work to be completed and dates by which it must be completed. A courtesy phone call is made to parents.

#### *Step 2*

**Warning letter 1** (*for students who have not responded to the Letter of Concern*) with a further recovery program is sent to the student, the home school and parents. It identifies work to be completed and dates by which it must be completed. A courtesy phone call is made to parents.

#### *Step 3*

**Warning letter 2** (*for students who have not responded to the first Warning Letter*) with a further recovery program which identifies work to be completed and dates by which it must be completed. This is sent to the student, the home school and parents. A courtesy phone call is made to parents.

#### *Step 4*

**Warning letter 3 or 4 – as per step 3 above**

#### *Step 5*

**Principal Warning letter** (*for students who have not responded to any of the previous attempts at communication*) is sent to the home school by the Principal, NSW School of Languages. This clearly identifies the issues and the timeline involved in the recovery program if the student is to redeem him/herself, in order to be considered satisfactory in the study of this subject.

## Examinations and Assessments

All students in all courses at NSW School of Languages will have assessments throughout the year. An Assessment and Examination Schedule and all Assessment and Examination timetables for the year are available on the NSW School of Languages website. Parents and carers can support their child by downloading these important documents and adding the dates on the family calendar. [www.nswschoollang.schools.nsw.edu.au](http://www.nswschoollang.schools.nsw.edu.au)

In all year groups, in some courses, metropolitan students are required to attend NSW School of Languages to sit for some of their examinations/assessments to ensure:

- Integrity of the assessment process, including confidentiality of the examination contents
- Equity for all students
- Consistency in the marking process
- Efficiency in returning examinations promptly to the students
- Timely creation and distribution of semester reports.

## HSC Extension Courses – Year 12 Only

Students who are currently enrolled at NSW School of Languages and who have completed the Year 11 Continuers course do not need to fill in another Enrolment Application if they also wish to undertake the Extension course.

Students who study Beginners, Context (Heritage) or Literature (Background Speakers) courses are not eligible for Extension courses. NSW School of Languages will send home schools an Intentions Notice at the beginning of September requesting an update on each student's details and querying if they are continuing in the course. There is an additional cost for all Extension courses which is explained in the Intentions Notice. Please be advised that not all courses have an Extension component.

Students who are accelerated in their Continuers course may not undertake the Extension course at the same time. They may undertake the Extension course the following year.

## Parent Information Evenings

Information evening for all new students and their parents/carers will be held in Term 1 for Years 9 and 10 on **Wednesday 19 February 2020** and for Years 11 and 12 on **Wednesday 26 February, 2020**. Parents/Carers will receive an invitation early in Term 1.

## Parent/Carer Teacher Interviews

Parent/Carer Teacher interviews will be held on **Wednesday 17 June 2019** from 2.30pm-7.30pm. This is a great opportunity for students and parents/carers to meet with the NSW School of Languages teacher to reflect on the previous semester and to plan strategies to improve student outcomes for the following semester. Parents who are unable to attend at these times can make a telephone appointment with their child's teacher.

We also encourage parents/carers to contact the school at any time of the year if they have any concerns.

## Refunds

### *Government Schools*

The school service fee is not refundable if the enrolment is terminated after the initial work has been mailed out or the student has been given entry to the E-Learning site. No refund is given for students who withdraw after one year.

### *Non-Government Schools*

- Where a student in a non-government school discontinues a course within one term, the course fee is 75% refundable.
- Where a student in a non-government school discontinues a course within one to two terms, the course fee is 50% refundable.
- Where a student in a non-government school discontinues a course after more than two terms, the course fee is non-refundable.

**The pro rata adjustment for non-government school students only is listed below.**

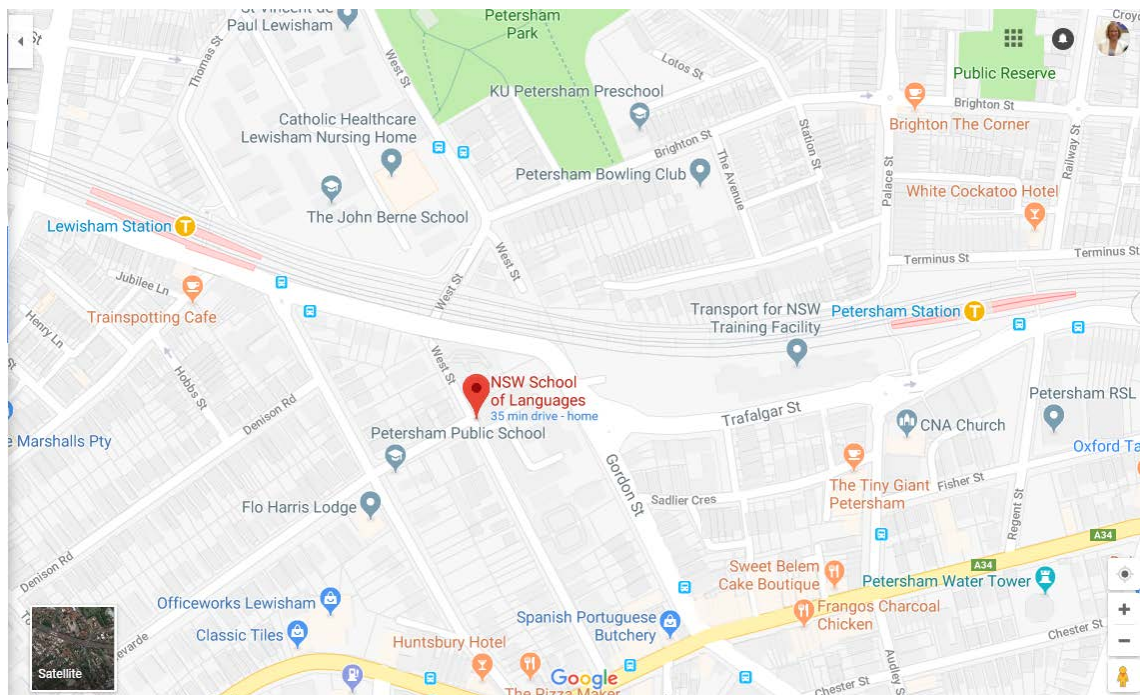
<b>Years 11-12</b>		<b>Years 9-10</b>	
<i>Studying up to</i>	<i>Amount refunded</i>	<i>Studying up to</i>	<i>Amount refunded</i>
4 terms	NIL	4 terms	NIL
3 terms	NIL	3 terms	NIL
2 terms	\$400	2 terms	\$170
1 term	\$600	1 term	\$255
< 1 term	\$600	< 1 term	\$255

All materials – paper based, online, audio and examinations are the property of NSW School of Languages and are copyright protected. Any reproduction of these materials and/or their distribution for school or personal use is prohibited.

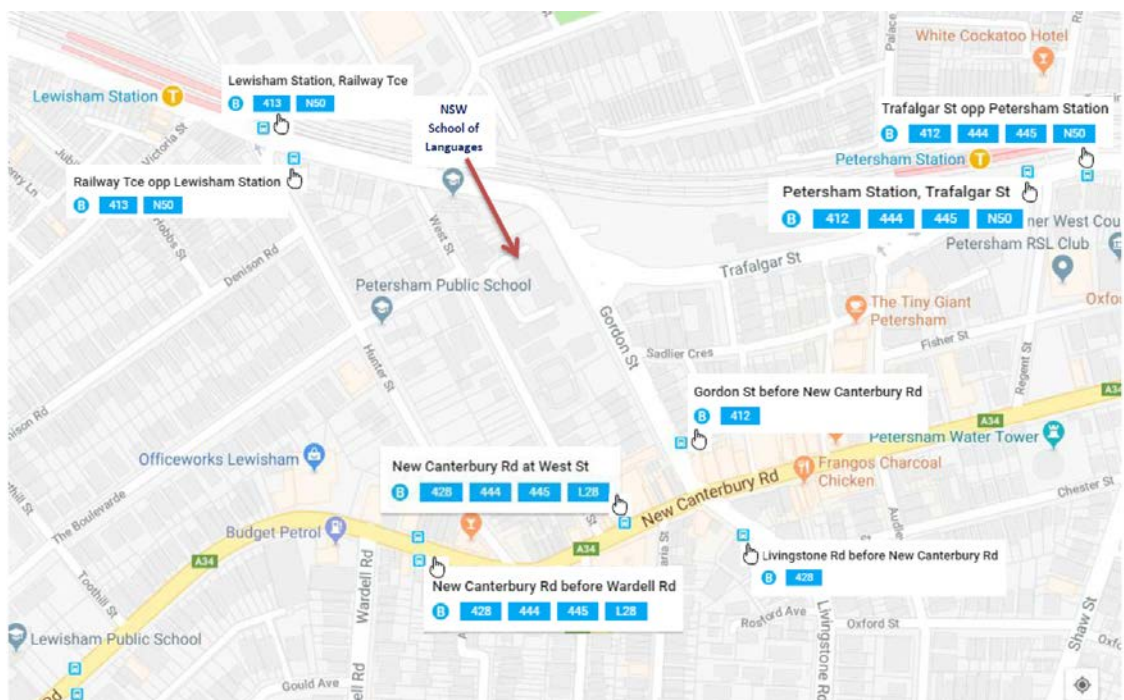
Refunds must be requested by the home school in writing. Refunds will be sent to the student's home school *not* to the parent/carers.

## Location

NSW School of Languages is located at **35 West Street Petersham**.



## Bus Routes to and from NSW School of Languages

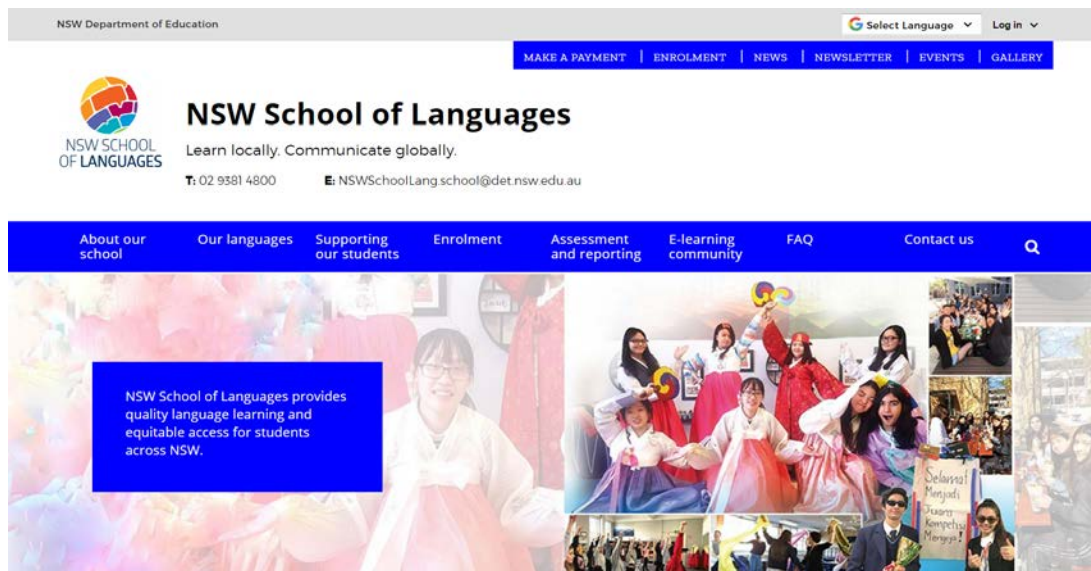


For students travelling to NSW School of Languages by public transport, please consult Sydney Transport Planners <https://transportnsw.info/trip#/>

## Our website

Our website provides detailed, up to the minute information on all things NSW School of Languages. Notices of Assessment are posted as well as a calendar of lesson days, examination timetables and school events. You will also find a Student Guide, Language Guide and location information. Enrolment packages are readily available for download. Our E-Learning management systems Moodle and Canvas can also be accessed via our website. Please visit the site regularly to keep informed.

**[www.nswschoollang.schools.nsw.edu.au](http://www.nswschoollang.schools.nsw.edu.au)**



## Facebook

NSW School of Languages uses Facebook as a complementary communication tool to our website and Moodle and Canvas. We post articles, relevant websites, photographs, specific language events to encourage our students in their chosen language. Please 'Like' our page and be part of our expanding social media profile.

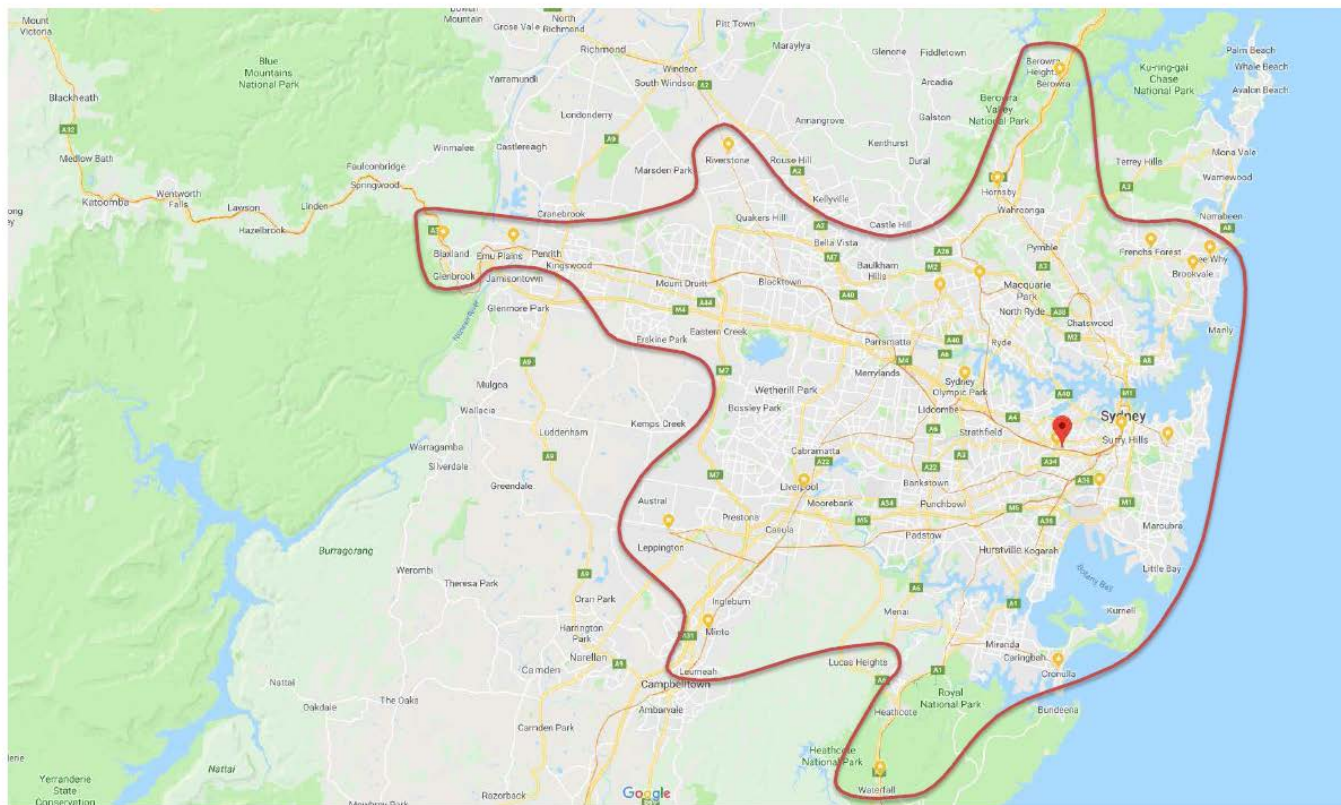
[www.facebook.com/nswschooloflanguages](http://www.facebook.com/nswschooloflanguages)





## Schools within the Metropolitan Area

### Schools within the Metropolitan Area of NSL Petersham



The Metropolitan Area covers schools within the red line. This is based on public transport time.

The Metropolitan Area covers the following schools in the area within the red line. This is based on public transport travel time:

- North** – All schools up to and including the Berowra area
- North-East** – All schools in the Northern Beaches areas including Frenchs Forest, Manly, Freshwater, (excluded Dee Why and Cromer areas)
- South-East** – All schools down to and including the Cronulla area
- South** – All schools down to and including Heathcote and Engadine areas
- South-West** – All schools up to and including Macquarie Fields and Liverpool areas
- West** – All schools up to and including the Blacktown area (excluded: Castle Hill area)
- North-West** – All schools up to and including the Epping area

**NB:** Students outside these areas are welcome to travel to the school for examinations/assessment tasks should they wish.

**Permission to attend lessons, examinations and assessments** - Written permission from you (parent/carer) will be required *prior* to attendance at lesson days and examinations and assessments.

**NSL Teacher Visits to home schools** - During the year teachers may organise visits to your child's home school or a central location near your child's home school.

## 2020 NSL Assessment and Progress Report Dates

Assessments will be held as scheduled in the following table. They are compulsory for every student who has been enrolled in the relevant course for a sufficient length of time and the results will form part of the reported achievement in the course for each student.

*Home schools are advised to consider NSW School of Languages assessment dates when organising activities and ensure these are not conducted on the date(s) specified in this timetable.*

Year 12 Course	Semester 1		Semester 2	
	Term 4 2019	Term 1 2020	Term 3 2020	
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
	Students attending NSW School of Languages for Assessment 3 and 4 will complete these tasks on the same day.			
Beginners	26 November	9 March – 20 Mar	23 July – 2 August	
Continuers	26 November	9 March – 20 Mar	23 July – 2 August	
Indonesian & Literature	27 November	9 March – 20 Mar	23 July – 2 August	
Language In Context	27 November	9 March – 20 Mar	23 July – 2 August	

Year 12 Course	Semester 1		Semester 2	
	Term 1 2020	Term 2 2020	Term 3 2020	
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
Extension	2 March	6 May	5 August	

Year 12 Course	Semester 1		Semester 2	
	Term 4 2019	Term 1 2020	Term 2 2020	Term 3 2020
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
English (EAL/D)	26 November	27 March	17 June	5 August
Latin	27 November	25 March	17 June	5 August

<b>Year 11 Course</b>	<b>Assessment Task 1</b>	<b>Assessment Task 2</b>	<b>End of Course Examination Assessment Task 3</b>
Beginners	Term 2 Week 5	Term 2 Week 9	An examination for each course will be held in the period:  <b>31 August to 11 September 2020</b>
Continuers	Term 2 Week 5	Term 2 Week 9	
Indonesian & Literature	Term 2 Week 6	Term 3 Week 3	
Language In Context	Term 2 Week 5	Term 2 Week 9	
Latin	Term 2 Week 2	Term 2 Week 8	
English EAL/D	Term 1 Week 9	Term 2 Week 9	

Year 10 (100 & 200 hours)	Continuous Assessment during Terms 1-3	Yearly Examination 12 October - 16 October 2020
Year 9	Continuous Assessment during Terms 1-3	Yearly Examination 2 November – 6 November 2020

## Progress Reports

<b>Course</b>	<b>Reporting Period 1</b>	<b>Reporting Period 2</b>
<b>Year 12 Courses</b> Beginners, Continuers, Literature, In Context	15 October 2019 to 9 April 2020	28 April 2020 to 23 August 2020
<b>Extension</b> English EAL/D	14 October 2019 to 15 May 2020	18 May 2020 to 21 August 2020
<b>Year 11 Course</b>	31 January 2020 to 3 May 2020	4 May 2020 to 25 September 2020
<b>Year 10</b>	31 January 2020 to 29 May 2020	1 June 2020 to 13 November 2020
<b>Year 9</b>	31 January 2020 to 7 June 2020	9 June 2020 to 20 November 2020

### TERM DATES 2020 for students

TERM 1	Tuesday 29 January – Friday 9 April
TERM 2	Monday 28 April – Friday 3 July
TERM 3	Monday 21 July – Friday 25 September
TERM 4	Monday 12 October – Friday 16 December