



NSW SCHOOL OF LANGUAGES

Parent and Carer Information Booklet

2024

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Welcome to NSW School of Languages (NSL)

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 NSL are extremely proud of the school's achievements and hold high expectations for all school community members.

Here at NSL we want to ensure that there is clear communication between the home school, students, parents/carers and NSL. 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 NSL, 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 learning experience with us!

Senior Executive



Teresa Naso
Principal



Janelle Byrne
Deputy Principal



Tomoko Takahata
Deputy Principal

Enrolment

The Enrolment application for NSW School of Languages (NSL) needs to be completed by the student and parent/carer then sent to the NSL supervisor at the home school. It is checked by the supervisor before being sent to NSL. 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, for example, 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 NSL.

Ms Danielle Elvy

Tel: (02) 9381 4800

Email: enrolments.nswsol@det.nsw.edu.au

Enrolment

As all students are enrolled via the home school, NSL 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. NSL 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.

NSL 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, In Context and Literature 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.

Supplying information to NSW School of Languages

It is very important that NSL has your child's school email address, as this is essential for using Moodle and Canvas as well as being an efficient way for NSL 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 NSL when attending lesson days.

Any change of details throughout the year, for example, change of address, phone numbers, email addresses (parent/carer and student) should be sent to the school. 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 (NSL). 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 speaking lessons; providing equipment; passing on all relevant information between the home school and NSL, including 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 NSL 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 NSL 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 contact their teacher to introduce themselves. Teachers will give the student an explanation of how the course works and may also assess the student's suitability to study via distance education. This is important for those students undertaking Stage 6 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 speaking 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 NSL teacher regularly – at least once each week by online (by phone if internet services are unavailable) and by 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 email or phone. If your child has difficulties with internet 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 NSL Deputy Principals, Ms Janelle Byrne 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. All courses are in Canvas except for: Year 11 and 12 Japanese in Context, Year 11 and 12 Chinese in Context, Year 12 Chinese, French, German, Japanese, Korean, Modern Greek, Portuguese, Russian and Spanish, Continuers courses, which are in Moodle. NSL 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 some traditional paper-based coursework and interactive online coursework, combined with face-to-face lesson days, and online speaking lessons.

Most of the courses we teach at NSL 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. Your child will receive instructions via email to complete online activities or download and print some materials via Moodle or Canvas. 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. Students scan and send their work electronically and submit via their online course or via email.

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 speaking 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. If required, the student's NSL teacher may create a study plan to help them catch up.

Speaking Lessons

Speaking 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. *Speaking lessons should be planned and timetabled as part of the weekly/fortnightly routine.*

Students and teachers set up a regular time for their speaking 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 speaking 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 is not online for an online speaking lesson, students should remain online and request their supervisor/librarian or an available teacher to call the NSL teacher. If the teacher does not answer, they must leave a voicemail message, which specifies where they are and how they can be reached (e.g., *phone extension number/library*). Please understand that the teacher may be online with another student. If there is no reply, the student should call again 5 minutes later and leave another message. If these attempts are unsuccessful, the student needs to email their NSL teacher, alerting them of the missed speaking lesson and the actions taken.

Communication and support

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

- online video calls (i.e., Teams) for regular lessons and by phone (with special arrangement)
- email (students need to check their @education email regularly)
- Moodle or Canvas notification
- Moodle or Canvas message
- SMS messaging (*for assessment notification*).

The NSL teacher also communicates regularly with the home school via:

- Emails to the home school supervisor
- phone calls to home school supervisor
- voice mail messages.

Parents and carers may also be contacted by the home school supervisor or NSL teacher by email, phone and 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 (for example, 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 NSL 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

Lesson days, examinations and assessments

Face-to-face lesson days at NSW School of Languages

Lessons at NSL 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 usually 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 Canvassite.

Students are reminded to obtain a parental signature (this is an important legal requirement) and to hand it in to the supervisor for a signature and email it to NSL.

Your child's teacher will also be pleased to see them any time they have the home school Principal's permission to visit NSL. An appointment should be made by telephoning your child's teacher if an extra catch-up lesson is required. 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/carer** 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 10:30 am and 11:00 am. Lunch usually begins at 12:30 pm and concludes at 1:00 pm. 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 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.

NSL also follows the no mobile phone policy. Students are welcome to bring their mobile phones, but they must be switched off and stored in their bags. Parents and carers are welcome to call the school landline if they need to communicate with their child.

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 speaking 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 speaking 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 NSL teacher and/or Head Teacher. Supporting a student may involve one of the following strategies:

- extra speaking lessons
- home school visit by the NSL teacher
- individualised face-to-face catch-up lesson at NSL.

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.

Step 2

Warning letter 1 (*for students who have not responded to the Letter of Concern and/or have not completed the required work*) 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.

Step 3

Warning letter 2 (*for students who have not responded to the first Warning Letter and/or have not completed the required work*) 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.

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, NSL. 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 (NSL) will have assessments throughout the year. An Assessment and Examination Schedule and all Assessment and Examination timetables for the year are available on the NSL [website](#). Parents and carers can support their child by downloading these important documents and adding the dates on the family calendar.

Year 11 and 12 metropolitan students are required to attend NSL 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 (NSL) 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 or Literature courses are not eligible for Extension courses. NSL 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 Evening

Information evening for all new students and their parents/carers will be held in Term 1 on **Tuesday 27 February 2024**. Parents/Carers will receive an invitation early in Term 1.

Parent/Carer Teacher Interviews

Parent/Carer Teacher interviews will be held online or over the phone on **Wednesday 26 June 2024** from 2.30pm-7.30pm. This is a great opportunity for students and parents/carers to meet with the NSL teacher to reflect on the previous semester and to plan strategies to improve student outcomes for the following semester. Parents who are unable to make an appointment on this date can make an alternative 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

NSW Public Schools

The fee is **non-refundable** for students who submit an application then withdraw once the application is approved. No refund is given for students who withdraw after one year.

Other Educational Providers

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

The pro rata adjustment for other educational providers only is listed below.

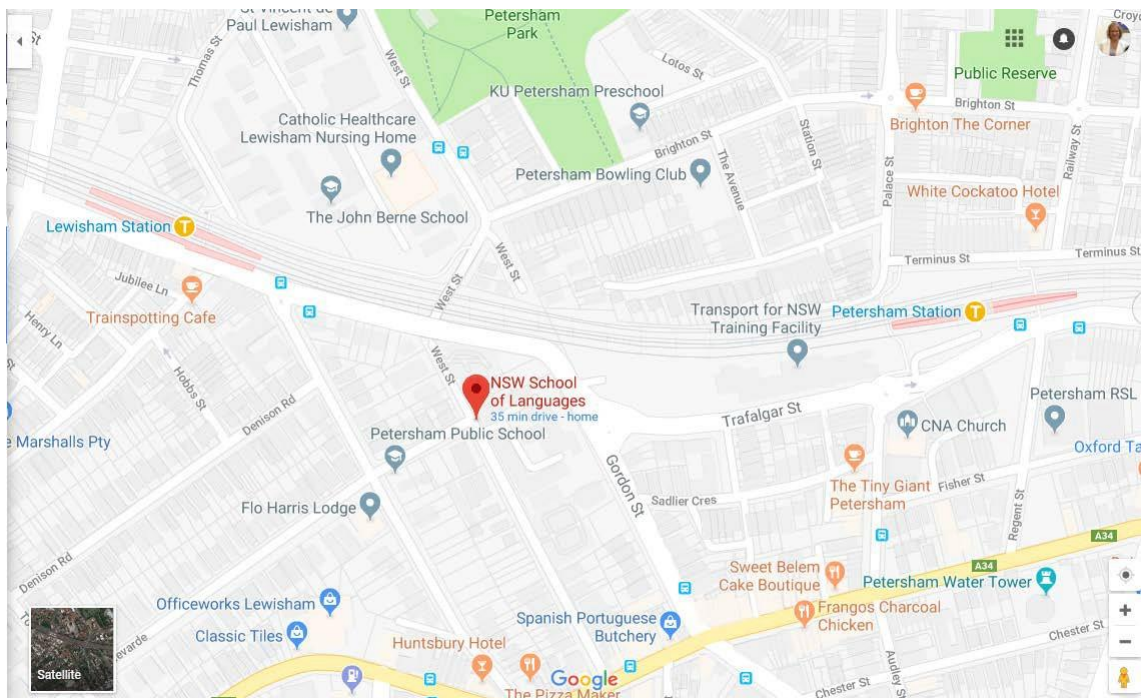
Years 11-12		Years 9-10	
<i>Studying up to</i>	<i>Amount refunded</i>	<i>Studying up to</i>	<i>Amount refunded</i>
4 terms	NIL	4 terms	NIL
3 terms	NIL	3 terms	NIL
2 terms	\$400	2 terms	\$170
1 term	\$600	1 term	\$230
< 1 term	\$600	< 1 term	\$230

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

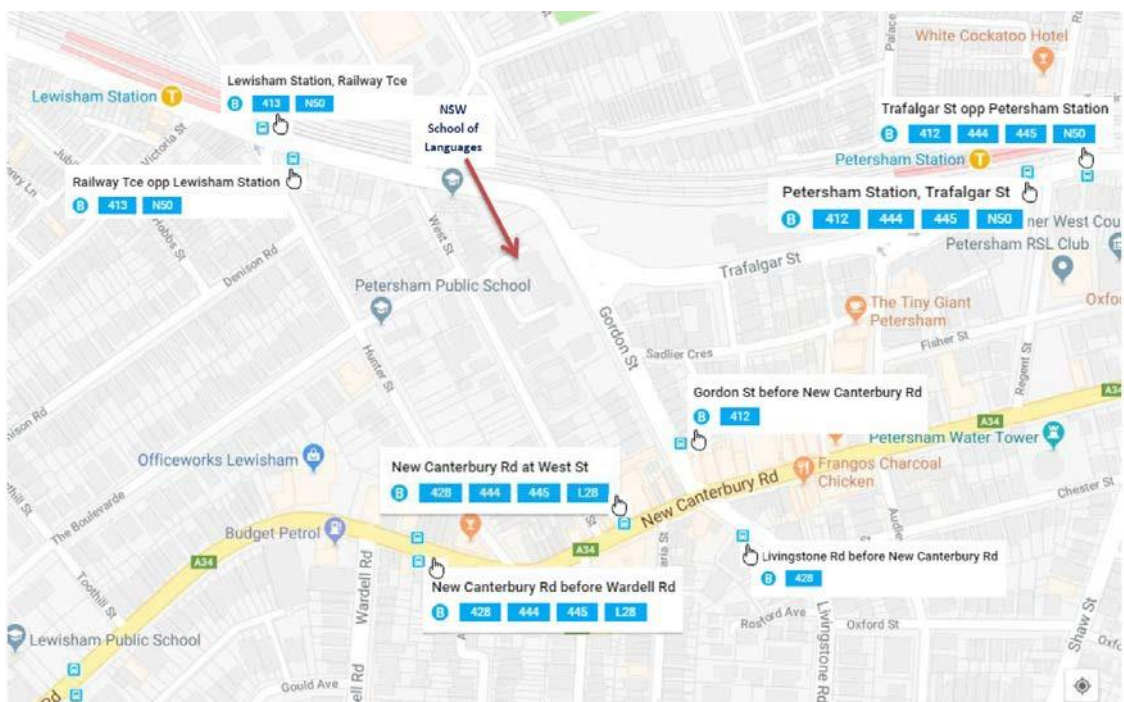
Refunds must be requested by the home school in writing. Refunds will be sent to the student's home school *not* to the parent/carer.

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](#)

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.

nswschoolang.schools.nsw.gov.au



Facebook

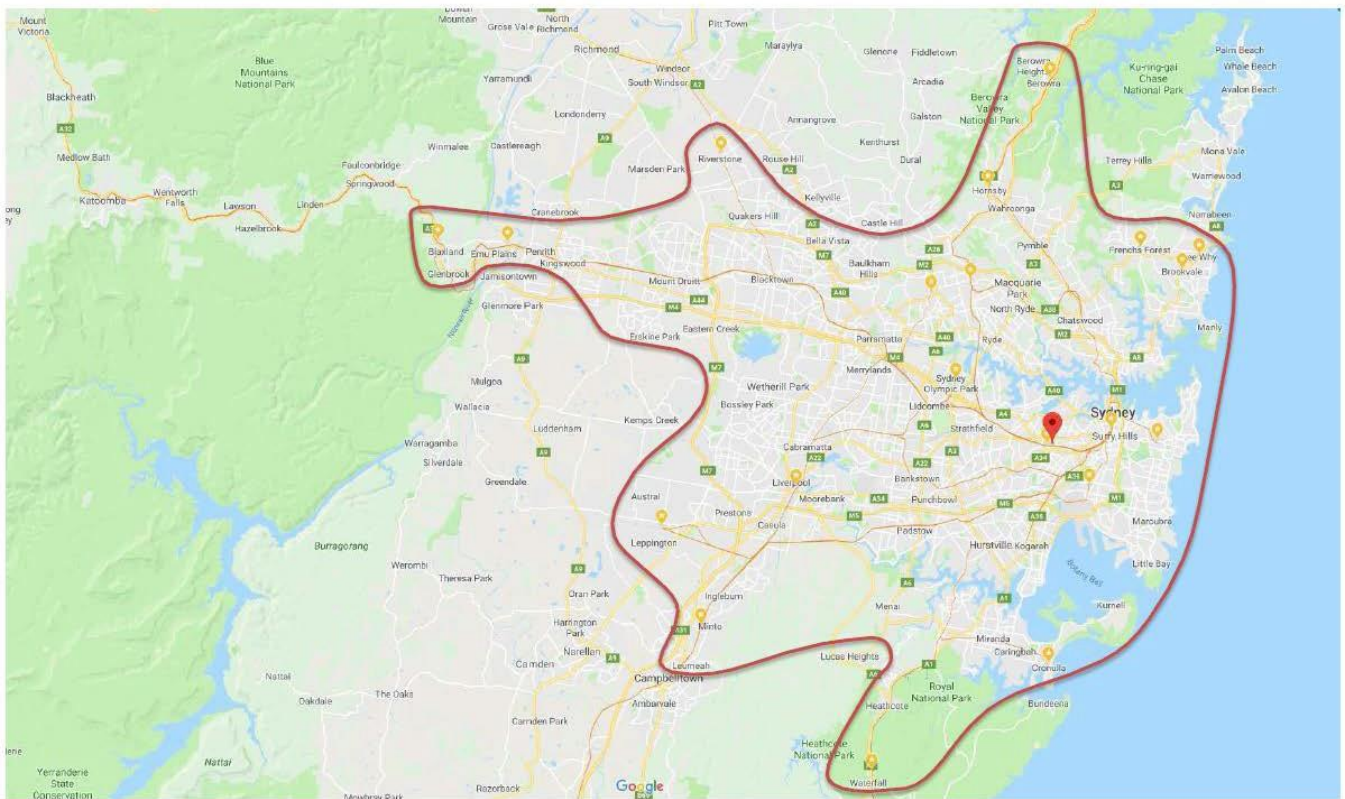
NSW School of Languages uses Facebook as a complementary communication tool to our website and Moodle and Canvas. We post articles, relevant websites, photographs, specific language events to encourage our students in their chosen language. Please 'Like' our page and be part of our expanding social media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

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

Note: 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.

2024 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 2023	Term 1 2024	Term 3 2024	
	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	22 November	18 – 22 March	29 July – 2 August	
Continuers (except Latin)		11 – 15 March	22 – 26 July	
Indonesian & Literature		12 March	23 July	
Language In Context		11 – 15 March	29 July – 2 August	

Year 12 Course	Semester 1		Semester 2
	Term 1 2024	Term 2 2024	Term 3 2024
	Assessment 1	Assessment 2	Assessment 3
Extension	14 February	5 June	5 - 9 August

Year 12 Course	Semester 1		Semester 2	
	Term 4 2023	Term 1 2024	Term 2 2024	Term 3 2024
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
English (EAL/D)	4 December	28 March	19 June	14 and 16 August
Latin	22 November	22 March	19 June	1 August

Year 11 Course	Assessment Task 1	Assessment Task 2	End of Course Examination Assessment Task 3
Beginners	13 – 17 May 2024	24 – 28 June 2024	9 – 13 September 2024
Continuers	6 – 10 May 2024		2 – 6 September 2024
Language In Context			
Latin			
English EAL/D	1 – 5 April 2024		9 – 13 September 2024

Stage 5	Assessment Task 1	Assessment Task 2	Assessment Task 3	Yearly Examination
Year 10 (200 hours)	25 – 28 March 2024	27 – 31 May 2024	19 – 23 August 2024	28 Oct – 1 Nov 2024
Year 9 & 10 (100 hours)	3 – 7 June 2024	26 – 30 August 2024	NIL	

Progress reports

Course	Reporting Period 1	Reporting Period 2
Year 12 Courses Beginners, Continuers, Literature, In Context, EAL/D, Latin, Extension	9 October 2023 to 28 March 2024	1 April 2024 to 23 August 2024
Year 11 Courses Beginners, Continuers, Literature, In Context, EAL/D, Latin	1 February 2024 to 24 May 2024	27 May 2024 to 27 September 2024
Year 10	1 February 2024 to 31 May 2024	3 June 2024 to 15 November 2024
Year 9	1 February 2024 to 7 June 2024	10 June 2024 to 22 November 2024

2024 term dates for students

TERM 1	Thursday 1 February – Friday 12 April
TERM 2	Tuesday 30 April – Friday 5 July
TERM 3	Tuesday 23 July – Friday 27 September
TERM 4	Monday 14 October – Wednesday 18 December