



Eastern Chinese Language School

Admission Guide 2023

(Regis. No. A0044328U) (VCAA Code. VCAA1868)

I. Introduction

Eastern Chinese Language School Inc., founded in 1993, is a community language school registered under the Australian Associations Incorporation Act. The school has obtained the authorization from VCAA to provide VCE LOTE Chinese.

As a non-profit, non-religious and non-political school, ECLS provides Chinese language and culture learning services to better create a multicultural community in Australia. ECLS complies all the standards and requirements of DET and CLV and develops curriculum based on the requirements of VCAA, which would keep on improving her teaching quality and upgrading her teaching facilities, presenting a brand-new look in the future.

ECLS locates in the suburb of Doncaster where local Chinese community members observe the tradition of taking good care of their children's education and well-beings, which in turn encouraging a sound learning environment in the school.

Currently the school is offering Chinese language classes from Prep to VCE (including VCE prep, FL, SL, SLA) taught by the teachers with rich teaching experience both in Australia and China and passion in Chinese language education. All the teachers, staff and volunteers hold active Working With Children Check or VIT and have learnt and signed child safety related documents.

In the last 20 years, our students have achieved excellent results in VCE Chinese exams and a good amount of FL, SL and SLA students have obtained the scores of 40+.

II. Admission Process

1. Student Registration

- 1) All enrolling students are required to fill in the Student Information Form which would be submitted to the Department of Education and Training by the school. Enrolment link:
<https://www.xjssc.com.au/index.php/east-doncaster-campus-online-enrollment>
- 2) Those who receive special payment benefits such as the 3rd child of a family, the children of current and retired teachers and alumnus are required to make registration in the Chinese office (Room 527).
- 3) All the new students are required to make registration in the Chinese office (Room 527).
- 4) Students who have completed registration and payment procedures would get access to classrooms.
- 5) The school provides free textbooks for enrolled students (additional fee will apply if original copies are lost).
- 6) Students may apply for temporary change of classes for special reasons after enrollment, up to two times per semester.

2. Discount Policies

- 1) The 3rd child of a family, the children of current and retired teachers and alumnus would receive special payment benefits (Please refer to *2023 Admission Guide*)
- 2) Discounts apply for students who pay off full-year tuition fees (Please refer to *2023 Admission Guide*)
 - First stage discount: paid by 18 December 2022
 - Second stage discount: paid by the end of Term 1, 2023

Note: Discount applies ONCE only.

3. Refund Policies

- 1) If enrolled and paid students need to drop out the semester, refund can be made within the first three weeks of Term 1 for Semester 1 or the first three weeks of Term 3 for Semester 2.
- 2) The refund will be calculated at the normal price for those who have paid for a full year of tuition and received a discount.
- 3) Refund of tuition fees paid and requested one week before the start of the first and third semesters, less a fee of \$20.
- 4) Refund of the first three weeks after the start of the school year is subject to the deduction of the tuition, registration fee and processing fee of \$20 for the first three weeks of attendance.
- 5) Special refund issues or retention, please email to admin@eclschool.vic.edu.au (Reply within 5 working days)
- 6) All refund requests must be submitted to email with a copy of payment receipt. Once the relevant information is confirmed, refund payment directly paid into your nominated bank account within 10 business days after the application.
E-mail Address: admin@eclschool.vic.edu.au

III. Methods of Payment

1. Parents are encouraged to make the payment online through online bank transfer.

Bank Transfer	Bank Name: Commonwealth Bank of Australia	Account Name: Eastern Chinese Language School	BSB: 063 254	Account Number: 10123295
----------------------	--	--	---------------------	---------------------------------

Please send the online transfer information to admin@eclschool.vic.edu.au.

2. Onsite reception is for new students. Payments can be made by cheque, debit card, credit card or UNIPAY (conditions apply). If you pay by debit card, no surcharge applies. If you pay by credit card or UNIPAY (America Express is not acceptable), 1.5% surcharge applies. Cash-free payment applies this year.

IV. 2023 School Calendar

Semester One	<u>Term 1</u> (9 weeks)	4 February, 2023 - 1 April, 2023
	<u>Term 2</u> (8 weeks)	29 April, 2023 – 17 June, 2023
Semester Two	<u>Term 3</u> (9 weeks)	15 July, 2023 – 9 September, 2023
	<u>Term 4</u> (9 weeks)	7 October, 2023 – 2 December, 2023

Class Time

Saturdays

Morning Chinese Class

9:30 am – 12:15 pm

Afternoon Chinese Class

1:15 pm – 4:00 pm

VCE Morning Class

9:30 am – 12:15 pm

VCE Afternoon Class

1:30 pm – 4:15 pm

Notes:

1. **Chinese prep, Grade 1-12 Chinese classes are available in the morning.**
2. **Chinese prep, Grade 1-6, and VCE Chinese classes are available in the afternoon. Details see below Courses & Costs.**
3. **Also opened:**
 - VCE 12 classes are available on Sunday morning 9:30am-12:15pm.**
 - VCE 12 classes are available on Sunday afternoon 1:30pm-4:15pm.**

V. Child safety policies

ECLS complies with all the child safety policies required by DET and CLV and has developed all the relevant regulations such as Code of Conduct, Child Safe Policy, Student Collection Policy, Anti-bullying Policy and Cyber Safety Policy etc. If you have any concern or suggestions regarding our school policies on child safety, please visit our school website <https://eclschool.vic.edu.au/child-safety/> or admin@eclschool.vic.edu.au.

VI. On-campus conducts of students and parents

1. The school observes the rules and regulations framed by the Department of Education and Training, including those of Child Safety Standards.
2. The school has developed relevant policies such as Discipline Procedures, Student Attendance Policy, etc.
3. Students observe the regulations framed by the school, protect the school's reputation and intellectual properties and take the responsibility for the damages caused by themselves.
4. Within school terms, students are not allowed to enter the campus without the company of adults before 9:10am.
5. Without permission, students cannot leave school for shopping or go home during school time.
6. During class time, students are not allowed to use mobile phones; Without permission of class teachers, students are not allowed to use tablets in class.
7. Students are not suggested to bring any valuable items to school. They would take full responsibilities for any loss or damage.
8. Early collection is only accepted with written confirmation from the Chinese Office after completing the Student Early Collection Form.
9. All the students not being collected 15 minutes after class would be sent to the Chinese Office on campus.
10. Parents need to provide written authorization for other guardians or friends to collect their children if they are not able to do so themselves.
11. All the campuses are NUTS-FREE and EGGS-FREE due to food allergic concerns.
12. During class time, parents and non-ECLS staff are not allowed to stay on campus.

VII.Chinese Courses (Prep)

Courses	Requirements	Contents
Chinese Prep	Children Aged 4-5	Morning/ Afternoon class The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Drawing, singing and handicraft making are supplemented in class teaching. Taught by qualified early childhood education teachers.

VIII. Chinese Courses (Year 1-9)

Grade 1-3	Children Aged 5+	Morning/ Afternoon class Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-4 of the Chinese textbook series <i>Chinese</i> are used. There would be a balanced focus on reading, writing, listening and speaking to cultivate a good learning habit and an interest in Chinese for students. Pinyin class would be available for year 1 students. Taught by teachers experienced in Australian and Chinese primary school education.
Grade 4-6	Primary & Middle School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	Morning/ Afternoon class Classes focus on the development of listening, speaking, reading and writing skills, and transition from teaching words to teach sentences and paragraphs. Book 4-6 of the Chinese textbook series <i>Chinese</i> are used. Each grade is taught by experienced teachers with both Chinese and Australian teaching backgrounds.
Grade 7-9	Primary & Middle School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	Morning class Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 7-9 of the Chinese textbook series <i>Chinese</i> are used. More intensive speaking and writing exercise are provided for students over Grade 7. Each grade is taught by experienced teachers with both Chinese and Australian teaching backgrounds.

IX. VCE Chinese Programs

ECLS has obtained the authorization from VCAA to provide VCE LOTE Chinese (Authorization No.: VCAA1868) including VCE Chinese as First Language (FL), Chinese as Second Language (SL) and Chinese as Second Language Advance (SLA). Students can be enrolled at ECLS for VCE purpose or just join the VCE coaching program at ECLS.

In the last 20 years, our students have achieved excellent results in VCE Chinese exams and a good amount of FL, SL and SLA students have obtained scores of 40+. These classes are led by teachers with more than 10 years of VCE teaching experience, and each year has a high score 8% compared with Victoria.

Courses	Requirements	Contents
Grade 10 (VCE Chinese Prep)	Grade 8, 9, 10 students in 2023 with acceptable Chinese proficiency.	Textbooks and supplementary materials are well-chosen and designed preparing students for later VCE studies. The course provides students with knowledge basic and essential to further VCE Chinese studies. Taught by teachers qualified and experienced in VCE Chinese education.
VCE Chinese G11, G12	Grade 10, 11, 12 students in 2023 with acceptable Chinese proficiency.	The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) based on relevant regulations of VCAA. Textbooks and supplementary materials are well-chosen and designed according to the VCE Chinese Syllabus as well as the test requirement. The course provides students with essential reference materials and tailored training to fully prepare them for the test. Taught by teachers qualified and experienced in VCE Chinese education.

X. Cost

Year level	Standard price		Advanced payment-1 (By 18 Dec 2022)	Advanced payment-2 (By the end of T1,2023)	child of retired teachers and alumnus	3 rd child, Child of current teachers
	Half-year (including registration fee)	Full-year (including registration fee)	Full-year (including registration fee)	Full-year (including registration fee)	Full-year (including registration fee)	Full-year (including registration fee)
Prep (Half-day)	\$400 (Reg: \$100)	\$800 (Reg: \$200)	\$600 (Reg: \$200)	\$700 (Reg: \$200)	\$500 (Reg: \$100)	\$400 (Reg: \$100)
Year 1-9 (Half-day)	\$400 (Reg: \$100)	\$800 (Reg: \$200)	\$600 (Reg: \$200)	\$700 (Reg: \$200)	\$500 (Reg: \$100)	\$400 (Reg: \$100)
Year 10/VCE Prep (Half-day)	\$450 (Reg: \$170)	\$900 (Reg: \$340)	\$700 (Reg: \$340)	\$800 (Reg: \$340)	\$550 (Reg: \$170)	\$450 (Reg: \$170)
VCE 11 (Half-day)	\$600 (Reg: \$170)	\$1,200 (Reg: \$340)	\$1000 (Reg: \$340)	\$1,100 (Reg: \$340)	\$700 (Reg: \$170)	\$600 (Reg: \$170)
VCE11 Overseas (Half-day)	\$700 (Reg: \$170)	\$1,400 (Reg: \$340)	\$1,200 (Reg: \$340)	\$1,300 (Reg: \$340)	\$800 (Reg: \$170)	\$700 (Reg: \$170)
VCE 12 (Half-day)	\$750 (Reg: \$170)	\$1,500 (Reg: \$340)	\$1,300 (Reg: \$340)	\$1,400 (Reg: \$340)	\$850 (Reg: \$170)	\$750 (Reg: \$170)
VCE12 Overseas (Half-day)	\$850 (Reg: \$170)	\$1,700 (Reg: \$340)	\$1,500 (Reg: \$340)	\$1,600 (Reg: \$340)	\$950 (Reg: \$170)	\$850 (Reg: \$170)

XI. Parent/Guardian Complaint Procedure

A complete Parent/Guardian complaint procedure is available based on the requirements of the Department of Education and Training. More details are available on our website at

<https://eclschool.vic.edu.au/wp-content/uploads/2019/10/Parent-Complaints-Procedure.pdf>.

Our Campuses

Eastern Doncaster Secondary College
26 George St, East Doncaster, VIC 3109

For further enquiry about the 2023 admission, please send email to admin@eclschool.vic.edu.au or [contact us on:0423 877 841d](tel:0423877841d)

Eastern Chinese Language School Inc. (Reg. No.: A0044328U)

VCAA School Code: 01868

Website: <https://eclschool.vic.edu.au/>