



# **Saturday School of Community Languages**

Connection Diversity Excellence

Information for  
Students and Parents

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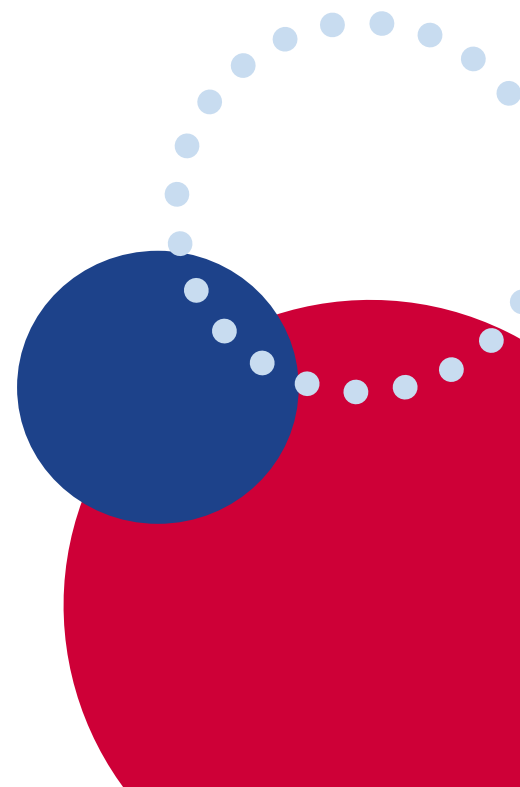
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## Dear parents/caregivers and students,

Thank you for enrolling with us at the Saturday School of Community Languages. I would like to take this opportunity to welcome you to our school and wish you all the best for your language studies.

At the Saturday School of Community Languages, our students are driven to learn and our classes are welcoming and dynamic. I work with a team of qualified and experienced teachers who are passionate about their work and who participate in extensive professional learning that keeps them at the forefront of languages education in NSW.

I am very proud of our Higher School Certificate results, which are above state average, and the many students who have been awarded First in Course in the HSC.

The benefits of learning a language are extensive and long-lasting. Language skills are vital to navigate and succeed in an increasingly globalised world. In the words of the world-renowned academic, Frank Smith, "One language sets you in a corridor for life. Two languages open every door along the way."



*Sana Zreika*

Sana Zreika  
Principal

## About us

The Saturday School of Community Languages (SSCL) is a NSW Department of Education program and is the largest provider of face-to-face languages education in NSW, operating in centres located at 15 high school sites. The school offers 26 language courses on Saturdays to students from Year 7 to Year 12.

Our school has been providing excellence in languages teaching and learning since its inception in 1978. It provides a vibrant learning environment which caters to the individual needs of all students.

The SSCL offers courses to students from public and non-government secondary schools and TAFE. Students are eligible to enrol at the school to study their background community language when it is not available at their weekday school.

Students at the SSCL follow NSW Education Standards Authority (NESA) syllabuses. Language study at the SSCL is included as part of a student's Record of School Achievement (RoSA) and Higher School Certificate (HSC). All of our Year 12 languages are Board Developed Courses.



## Languages offered

Arabic	Italian	Portuguese
Armenian	Japanese	Punjabi
Bengali	Khmer	Russian
Bosnian	Korean	Serbian
Chinese	Macedonian	Spanish
Croatian	Maltese	Tamil
Filipino	Modern Greek	Turkish
Hindi	Persian	Vietnamese
Hungarian	Polish	



## Centre information

The SSCL operates out of 15 Centres based in high schools across NSW. These Centres are located at:

- Arthur Phillip High School
- Ashfield Boys High School
- Bankstown Girls High School
- Birrong Boys High School
- Birrong Girls High School
- Chatswood High School
- Kogarah High School
- Liverpool Boys High School
- Liverpool Girls High School
- Merewether High School
- NSW School of Languages Petersham
- Smiths Hill High School
- St George Girls High School
- Strathfield Girls High School
- The Hills Sports High School



Every SSCL Centre is co-educational and offers a different array of language courses. For more specific information related to your SSCL Centre, please refer to the brochure you received with your enrolment pack or speak to your Centre Executive. Further information is available the [SSCL website](#).

The contact details of each SSCL Centre are available on the following page. Centres are only contactable during office hours on Saturdays.

<p><b>Arthur Phillip High School</b>  Macquarie St, Parramatta 2150  <a href="mailto:SSCL-ArthurPhillip@det.nsw.edu.au">SSCL-ArthurPhillip@det.nsw.edu.au</a>  0436 652 301</p>	<p><b>Liverpool Girls High School</b>  Forbes St, Liverpool 2170  <a href="mailto:SSCL-LiverpoolGirls@det.nsw.edu.au">SSCL-LiverpoolGirls@det.nsw.edu.au</a>  0436 652 445</p>
<p><b>Ashfield Boys High School</b>  Liverpool Rd, Ashfield 2131  <a href="mailto:SSCL-AshfieldBoys@det.nsw.edu.au">SSCL-AshfieldBoys@det.nsw.edu.au</a>  0459 879 104</p>	<p><b>Merewether High School</b>  Chatham Rd, Broadmeadow 2292  <a href="mailto:SSCL-Merewether@det.nsw.edu.au">SSCL-Merewether@det.nsw.edu.au</a>  0436 652 302</p>
<p><b>Bankstown Girls High School</b>  Mona St, Bankstown 2200  <a href="mailto:SSCL-BankstownGirls@det.nsw.edu.au">SSCL-BankstownGirls@det.nsw.edu.au</a>  0436 653 830</p>	<p><b>NSW School of Languages Petersham</b>  West St, Petersham 2203  <a href="mailto:SSCL-Dulwich@det.nsw.edu.au">SSCL-Dulwich@det.nsw.edu.au</a>  0459 879 005</p>
<p><b>Birrong Boys High School</b>  Rodd St, Birrong 2143  <a href="mailto:SSCL-BirrongBoys@det.nsw.edu.au">SSCL-BirrongBoys@det.nsw.edu.au</a>  0459 879 101</p>	<p><b>Smiths Hill High School</b>  Campbell St, Wollongong 2520  <a href="mailto:SSCL-SmithsHill@det.nsw.edu.au">SSCL-SmithsHill@det.nsw.edu.au</a>  0436 653 832</p>
<p><b>Birrong Girls High School</b>  Cooper Rd, Birrong 2143  <a href="mailto:SSCL-BirrongGirls@det.nsw.edu.au">SSCL-BirrongGirls@det.nsw.edu.au</a>  0436 652 444</p>	<p><b>St George Girls High School</b>  Victoria St, Kogarah 2217  <a href="mailto:SSCL-StGeorgeGirls@det.nsw.edu.au">SSCL-StGeorgeGirls@det.nsw.edu.au</a>  0436 659 456</p>
<p><b>Chatswood High School</b>  Centennial Ave, Chatswood 2067  <a href="mailto:SSCL-Chatswood@det.nsw.edu.au">SSCL-Chatswood@det.nsw.edu.au</a>  0436 659 357 &amp; 0436 659 455</p>	<p><b>Strathfield Girls High School</b>  Oxford Rd, Strathfield 2135  <a href="mailto:SSCL-StrathfieldGirls@det.nsw.edu.au">SSCL-StrathfieldGirls@det.nsw.edu.au</a>  0436 659 456</p>
<p><b>Kogarah High School</b>  Regent St, Kogarah 2217  <a href="mailto:SSCL-Kogarah@det.nsw.edu.au">SSCL-Kogarah@det.nsw.edu.au</a>  0436 659 358</p>	<p><b>The Hills Sports High School</b>  Best Rd, Seven Hills  <a href="mailto:SSCL-TheHillsSports@det.nsw.edu.au">SSCL-TheHillsSports@det.nsw.edu.au</a>  0436 651 019</p>
<p><b>Liverpool Boys High School</b>  Forbes St, Liverpool 2170  <a href="mailto:SSCL-LiverpoolBoys@det.nsw.edu.au">SSCL-LiverpoolBoys@det.nsw.edu.au</a>  0459 879 004</p>	

# Frequently asked questions

## What do I need to know before I start?

### Lesson time, length and location

Lessons start at 8:30am and students should aim to arrive 15 minutes early. Lessons for Years 7-10 finish at 10:30am. For senior students, there will be a short recess break from 10:30am – 10:45am. Canteen facilities are not available at our Centres so students should bring a drink and a snack if they wish. Lessons for senior students continue after the break until 11:45am. Year 12 Extension classes continue from 11:45am – 12:45pm.

For information regarding Centre locations, please visit the [‘Our Centres’ tab on the SSCL website](#). All Centres are easily accessible via public transport, however for most Centres there is limited parking available on site.

### What to bring to class

You will need to bring something to write on and something to write with – for example, a book and a pencil case. You may choose to bring a dictionary with you, and all students in Years 11 and 12 are encouraged to do so. It is also recommended that you bring a school diary to keep a record of homework and assessment due dates.

### Dress code

There is no school uniform at the SSCL however students are expected to wear appropriate clothing, including enclosed shoes.



## What happens when I am absent, or late, or need to leave early?

### **Absences**

If you are unable to attend a lesson, make sure to bring a note signed by your parent/caregiver on the day you return. Alternatively, your parent/caregiver can email the Centre with an explanation. Please refer to our website or your Centre information brochure for the email address.

If you are travelling overseas and will miss lessons, you must provide a copy of your itinerary or other travel documentation to the Centre. Extended absences must be communicated to the Centre in writing.

### **Late arrivals**

If you arrive late, please report directly to the Centre office. The staff there will record your arrival and provide you with a late slip to give to your teacher. Late arrivals and early departures are included on your report and contribute to your overall attendance percentage.

### **Early departures**

If you need to leave early on a Saturday, please bring a note signed by your parent/caregiver to the Centre office before classes start. The staff will record it on the system and provide you with an early leaver slip to hand to your teacher. Where possible, please avoid scheduling any appointments on Saturdays.





## What happens if I miss an assessment task?

You will receive a notification 2 weeks prior to all assessment tasks.

Students who know in advance they will be absent for a task must inform the Centre Supervisor in person or via the Centre email as soon as they are aware of the impending absence. If an emergency arises on the day and you are unable to attend, please call your Centre to inform them of your absence as soon as possible.

On the first Saturday of your return, you must see the Centre Supervisor to submit a Request for Consideration form. In all cases, appropriate supporting evidence must be provided, such as a police report or medical certificate dated on or before the date of the task.

If your Request for Consideration is accepted by the Centre Supervisor they will arrange for you to attempt the task at a different time. If it is not accepted, or if no form is submitted, a mark of zero will be given and an N Award will be issued.

## What do I need to do if my circumstances change?

If your personal circumstances change at any time please make sure you inform the Centre Executive staff.

Please advise the SSCL immediately of any changes to:

- emergency contact details, phone number, email, home address
- weekday school
- medical information
- learning support requirements
- any situation that may impact on your studies at SSCL

Parents/caregivers are required to formally advise the SSCL if a student wishes to withdraw from their studies.

## How can I get the most out of my language studies?

Success in language studies requires commitment and dedication from students. In order to get the most out of your language studies at the SSCL, we recommend:

- **Developing good organisation and study habits**

Students should engage in independent learning and continue to consolidate their knowledge and skills in between lessons. This could involve reading books in the target language, or conversing with family and friends. It's a good idea to set some time aside each week to revisit what you learned on the previous Saturday.

- **Regularly completing homework**

Homework is an essential part of language learning. We recommend that students in Years 7-10 spend 1 ½ hours to 2 ½ hours completing homework each week. Students in Years 11-12 are expected to spend a minimum of 3 to 4 hours per week on homework and revision.

- **Understanding the different types of assessment**

Students at the SSCL will be assessed in the four skills of listening, speaking, reading and writing. It's important to know how to prepare for assessments in each of these areas. For tips, check out the [Languages Study Guide](#).



## Policies and procedures

### Attendance

Consistent and punctual attendance is essential to your progress in language learning. As the SSCL only operates on Saturdays, it is important to remember that missing one lesson is equivalent to missing an entire week's worth of school! It is therefore essential that all students commit to arriving on time, every Saturday. Any changes to student attendance should be communicated with the Centre Executive as soon as possible.

All absences, including partial absences, will be recorded on your report. International students and HSC students must maintain an attendance percentage of at least 80% in order to meet visa/ course requirements. If your attendance falls below this percentage you may be issued a Warning Letter.

### Homework and assessment

#### Homework

Homework is a valuable part of teaching and learning at the SSCL. It allows students to practice, consolidate and extend upon work completed in the classroom. The nature, frequency, and volume of homework set will be determined by the classroom teacher. Students and parents/caregivers will be advised of homework expectations at the beginning of the year. Failure by students to complete homework on a regular basis will be followed up with parents/caregivers.

## **Assessment and reporting**

The purpose of school assessment is to measure performance and progress in relation to the course outcomes. Students will be assessed in the four skills of listening, speaking, reading and writing.

All students will receive an Assessment Information Booklet at the beginning of the school year which will detail the dates, weightings, objectives, outcomes, and types of assessment tasks to be completed. The booklets are also available to download from the school website.

You will receive a half yearly report at the end of Term 2, and a yearly report at the end of Term 4 (students in Years 11 and 12 will receive theirs in Term 3). These reports can also be accessed by your weekday school.

## **Cheating and malpractice**

Cheating or malpractice means doing the wrong thing by behaving dishonestly. This could involve:

- copying in an exam from another student or using information you secretly brought in
- handing in work someone else did and saying it is your own
- using information from the internet or elsewhere and not acknowledging the source

You have a responsibility to make sure you understand the difference between what is honest and what is dishonest in relation to your school work. Dishonest behaviour will result in a zero mark and an N Award being issued. Students may also jeopardise the award of a RoSA or HSC.

## Student wellbeing and engagement

### Behaviour code and expectations

All members of the SSCL community have a right to learn and teach in a safe, happy, and productive environment.

The SSCL does not tolerate bullying or harassment in any form. The Department of Education defines bullying as repeated verbal, physical, social or psychological behaviour that is harmful, and involves the misuse of power by an individual or group towards one or more persons. This includes cyberbullying.

Students who experience or witness bullying are strongly encouraged to talk to their classroom teacher or Centre Executive.

### Student rights and responsibilities

As a student, it is your right to:

- have the opportunity to learn
- be treated with fairness and respect
- Have your property be safe and secure
- be safe and happy at school

It is your responsibility to:

- come prepared to learn
- allow other students to learn
- treat others with fairness and respect
- look after school property
- act in ways which keep yourself and others safe



## **Merit awards**

Merit certificates are awarded to students by their teachers to recognise effort, improvement, positive attitude, and academic achievement.

The SSCL merit award system operates on 3 levels:

- 3 merit certificates equate to a bronze award
- 6 merit certificates equate to a silver award
- 9 merit certificates equate to a gold award

Merit certificates will remain valid for the duration of the school year. Once you have sufficient certificates for an award, present them to your Centre Assistant Supervisor. Gold awards will be awarded at the end of year Presentation Day.

## **Electronic devices**

Like weekday schools, mobile phones are not permitted for private use in SSCL classrooms. Students that need to use a phone in an emergency situation should seek approval from their teacher or go to the office. It is prohibited for any student to take photographs or videos on school grounds. Any student in breach of this rule will be automatically suspended.

On occasion, students may be permitted to use mobile phones as part of an approved class activity. This may involve accessing educational apps, such as a language dictionary. Phones may be used during recess, unless otherwise directed by a teacher.

## Further information

### Useful links

Saturday School of Community Languages website

[saturdaycl-h.schools.nsw.gov.au](http://saturdaycl-h.schools.nsw.gov.au)

NSW Education Standards Authority Homepage

[educationstandards.nsw.edu.au/wps/portal/nesa/home](http://educationstandards.nsw.edu.au/wps/portal/nesa/home)

Stage 4-5 Syllabuses

[educationstandards.nsw.edu.au/wps/portal/nesa/k-10/learning-areas/languages](http://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/learning-areas/languages)

Stage 6 Syllabuses

[educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/stage-6-languages](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/stage-6-languages)

Guide for Students in Years 10 to 12

[educationstandards.nsw.edu.au/wps/portal/nesa/students/student-guide](http://educationstandards.nsw.edu.au/wps/portal/nesa/students/student-guide)

HSC Languages Study Guide

[hsc-study-guide-2019.smh.com.au/](http://hsc-study-guide-2019.smh.com.au/)





## Contact us

**Phone:** 02 7814 2115

**Email:** [Saturdaycl-h.school@det.nsw.edu.au](mailto:Saturdaycl-h.school@det.nsw.edu.au)

**Address:**

NSW Department of Education  
C/o Saturday School of Community Languages  
Level 11, 105 Phillip Street, Parramatta

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