



| Saturday School of Community Languages

Student handbook



Contents

School information 2

Welcome
About us
Our centres

School policies 6

Attendance
Homework
Merit awards
Assessment
Malpractice
Bullying

Frequently asked questions 8

What time are lessons?
What do I need to bring to class?
What happens if I am absent?
What happens if I am late or need to leave class early?
What happens if I miss an assessment task?
What do I need to do if my circumstances change?
How can I get the most out of my language studies?

Further information 11

Calendar 2021
Useful websites



Welcome

Dear student

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

At the SSCL our teachers are qualified and experienced professionals who are passionate about their work. Our students are driven to continue developing their language skills and intercultural understanding in a dynamic learning environment. I am very proud of our student's dedication and results – last year our students achieved 20 First in Course in the HSC and 76 students were recognised as Top Achievers!

The benefits of learning a language are extensive and long-lasting. Language skills are vital to succeed in an increasingly complex and globalised world. In the words of world-renowned academic, Frank Smith –

*“One language sets you in a corridor for life.
Two languages open every door along the way.”*



Sana Zreika
Principal



About us

Saturday School of Community Languages is a NSW Department of Education school and the leading provider of face-to-face languages education in the state. Our classes take place on Saturdays at 14 centres, offering 25 languages to over 3,000 students.

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Our school has been providing excellence in languages teaching and learning since its inception in 1978. We pride ourselves on providing a safe and caring learning environment which caters to the individual needs of all students. Our staff are highly qualified and committed professionals who inspire students to achieve their personal best.

Our school is driven by the core values of **connection**, **diversity** and **excellence** in languages education. We believe that cultivating these values promotes a strong sense of cultural identity in our students and a feeling of belonging to their heritage within and beyond the Australian context.

At the SSCL we deliver courses to Years 7-12 students from public high schools and other educational providers. Students are eligible to enrol with us to study their background community language when it is not available for study at their weekday school.

Our students follow NSW Education Standards Authority (NESA) syllabuses. Courses undertaken at our school are included as part of a student's Record of School Achievement (RoSA) and Higher School Certificate (HSC). All of our Year 12 courses are Board Developed Courses and contribute to the award of an ATAR.



Our vision

To provide a diverse and vibrant learning environment where every student connects linguistically and culturally while striving to achieve excellence in their language learning.



Our centres

Our centres provide a welcoming and vibrant learning environment for students to facilitate quality languages teaching and learning each Saturday.

SSCL operates at 14 high school sites across NSW – 12 in metropolitan Sydney, one in Newcastle and one in Wollongong. Each centre offers a different array of language courses. Centres are contactable during office hours on Saturdays. Head office is contactable during office hours Monday to Saturday.

Arthur Phillip HS Centre

Arabic, Persian, Turkish
Macquarie St, Parramatta 2150
SSCL-ArthurPhillip@det.nsw.edu.au
0436 652 301

Ashfield Boys HS Centre

Chinese, Modern Greek, Polish, Spanish
Liverpool Rd, Ashfield 2131
SSCL-Ashfield@det.nsw.edu.au
0459 879 104

Bankstown Girls HS Centre

Filipino, Hungarian, Macedonian
Mona St, Bankstown 2200
SSCL-BankstownGirls@det.nsw.edu.au
0436 633 830

Birrong Boys HS Centre

Chinese, Vietnamese
Rodd St, Birrong 2143
SSCL-BirrongBoys@det.nsw.edu.au
0459 879 101

Birrong Girls HS Centre

Arabic
Cooper Rd, Birrong 2143
SSCL-BirrongGirls@det.nsw.edu.au
0436 652 444

Chatswood HS Centre

Armenian, Chinese, Japanese, Korean,
Polish, Russian, Spanish
Centennial Ave, Chatswood 2067
SSCL-Chatswood@det.nsw.edu.au
0436 659 357 and 0436 659 455

Kogarah HS Centre

Arabic, Chinese, Macedonian,
Modern Greek, Spanish
Gladstone St, Kogarah 2217
SSCL-Kogarah@det.nsw.edu.au
0436 659 358

Liverpool Boys HS Centre

Arabic, Croatian, Vietnamese
Forbes St, Liverpool 2170
SSCL-LiverpoolBoys@det.nsw.edu.au
0459 879 004

Liverpool Girls HS Centre

Bosnian, Khmer, Polish, Serbian,
Spanish, Tamil
Forbes St, Liverpool 2170
SSCL-LiverpoolGirls@det.nsw.edu.au
0436 652 445

Merewether HS Centre

Chinese
Chatham Rd, Broadmeadow 2292
SSCL-Merewether@det.nsw.edu.au
0436 652 302

NSW School of Languages Centre

Portuguese, Turkish, Vietnamese
West St, Petersham 2049
SSCL-Petersham@det.nsw.edu.au
0459 879 005

Smiths Hill HS Centre

Arabic, Chinese, Macedonian,
Modern Greek, Serbian
Campbell St, Wollongong 2520
SSCL-SmithsHill@det.nsw.edu.au
0436 653 832



Strathfield Girls HS Centre

Chinese, Italian, Korean
Oxford Rd, Strathfield 2135
SSCL-StrathfieldGirls@det.nsw.edu.au
0436 653 833

The Hills Sports HS Centre

Chinese, Hindi, Korean, Maltese,
Modern Greek, Punjabi, Spanish
Best Rd, Seven Hills 2147
SSCL-TheHillsSports@det.nsw.edu.au
0436 651 019

Head office

Phone: 02 7814 2115
Email: Saturdaycl-h.school@det.nsw.edu.au
Address: 105 Phillip St, Parramatta NSW 2150
Website: Saturdaycl-h.schools.nsw.gov.au

School policies

Rules and procedures are in place to make sure that students remain safe and well at the SSCL. You can visit our school website for more information.

Attendance

Consistent and punctual attendance is essential to your progress in language learning. As classes only run on Saturdays it's important to remember that **missing one lesson is equivalent to missing an entire week of school!**

All absences, including partial absences like late arrivals, are recorded on your report. When a student has extended absences the Principal may determine that they have not met course completion criteria, which could result in an N-Determination.

To maintain satisfactory attendance, students should regularly attend on Saturdays, consistently engage in the course, submit work on time and participate in class discussions.

If anything impacts your ability to regularly attend on Saturday you should speak to your centre Assistant Supervisor as soon as possible.

Homework

Homework is a valuable part of learning languages. It allows students to practise, consolidate and extend upon work completed in the classroom. The nature, frequency and volume of homework will be determined by the teacher.

Students and parents/carers will be advised of homework expectations at the beginning of the year. Centres will follow up with students who do not complete homework on a regular basis.

Merit awards

Merits are awarded to students to recognise effort, improvement, positive attitude and academic achievement. Students may hand in:

- 3 merits for a Silver Award
- 6 merits for a Supervisor's Award
- 9 merits for a Principal's Award

Assessment

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 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 their yearly report in Term 3). These reports can also be accessed by your weekday school.

Malpractice

Cheating or malpractice is about 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, or using information and not acknowledging the source.

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.

Bullying

Everyone has a right to learn in a safe, happy and productive environment.

Our school 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 should talk to their teacher or centre supervisor as soon as possible.



Frequently asked questions



What time are lessons?

Lessons start at 8:30am for all students. Lessons for Years 7-10 students finish at 10:30am. For Year 11-12 students there is a short recess break from 10:30am to 10:45am. Lessons continue after the break for Year 11-12 students until 11:45am. Year 12 Extension classes run from 11:45am to 1:00pm.



What do I need to bring to class?

You will need a notebook and pencil case for every class. We recommended that you bring a school diary with you to keep track of homework and assessment due dates. Students are also encouraged to bring their own monolingual or bilingual print dictionary.

Canteen facilities are not available at our centres and students are not permitted to leave school grounds to purchase food. Students in Year 11 and 12 should bring a drink and a snack for the 15 minute recess break.



What happens if I am absent?

If you are unable to attend a lesson you need to bring a note signed by your parent/carer and hand it to the office on the day you return. Alternatively, your parent/carer can call or email the centre on the day with an explanation. Extended absences must be discussed with the centre Assistant Supervisor.



What happens if I am late or need to leave class early?

If you arrive late you should report directly to the centre office. The office staff will record your arrival and give you a late slip to hand to your teacher.

If you must leave early on a Saturday you need to bring a note signed by your parent/carer and hand it to the office before classes start. The office staff will record your departure time and give you an early leaver slip to hand to your teacher.

Partial absences are included on your report and will affect your overall attendance percentage. The centre Assistant Supervisor will follow up with students who consistently arrive late or leave early.



What happens if I miss an assessment task?

You will receive an assessment schedule with task dates at the start of the school year. You will also get a notification 2 weeks prior to all assessment tasks.

If you know in advance that you will be absent for a task you must inform the centre Supervisor as soon as you are aware of the impending absence. If you are unable to attend on the day of the task due to illness or misadventure you must call the centre to inform them of the absence as soon as possible.

On the day you return to school, you should see the centre Supervisor to submit a Request for Consideration form. You will have to supply appropriate documentation, such as a medical certificate dated on the day of the task.

If your Request for Consideration is approved by the centre Supervisor they will arrange for you to attempt the task at a different time, arrange for you to attempt an alternative task assessing the same outcomes, or in exceptional cases they may generate an estimate mark.

Attendance at sporting or cultural events, or family holidays, are not considered to be valid reasons to miss an assessment task.



What do I need to do if my circumstances change?

It is important that the SSCL has up-to-date information. Please advise your centre immediately by phone or email if there are any changes to your:

- emergency contact details
- weekday school
- medical information
- learning support requirements, including HSC adjustments.

If there is anything that may impact your studies at the SSCL you should speak to the centre Supervisor to discuss how the school can best support you.



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

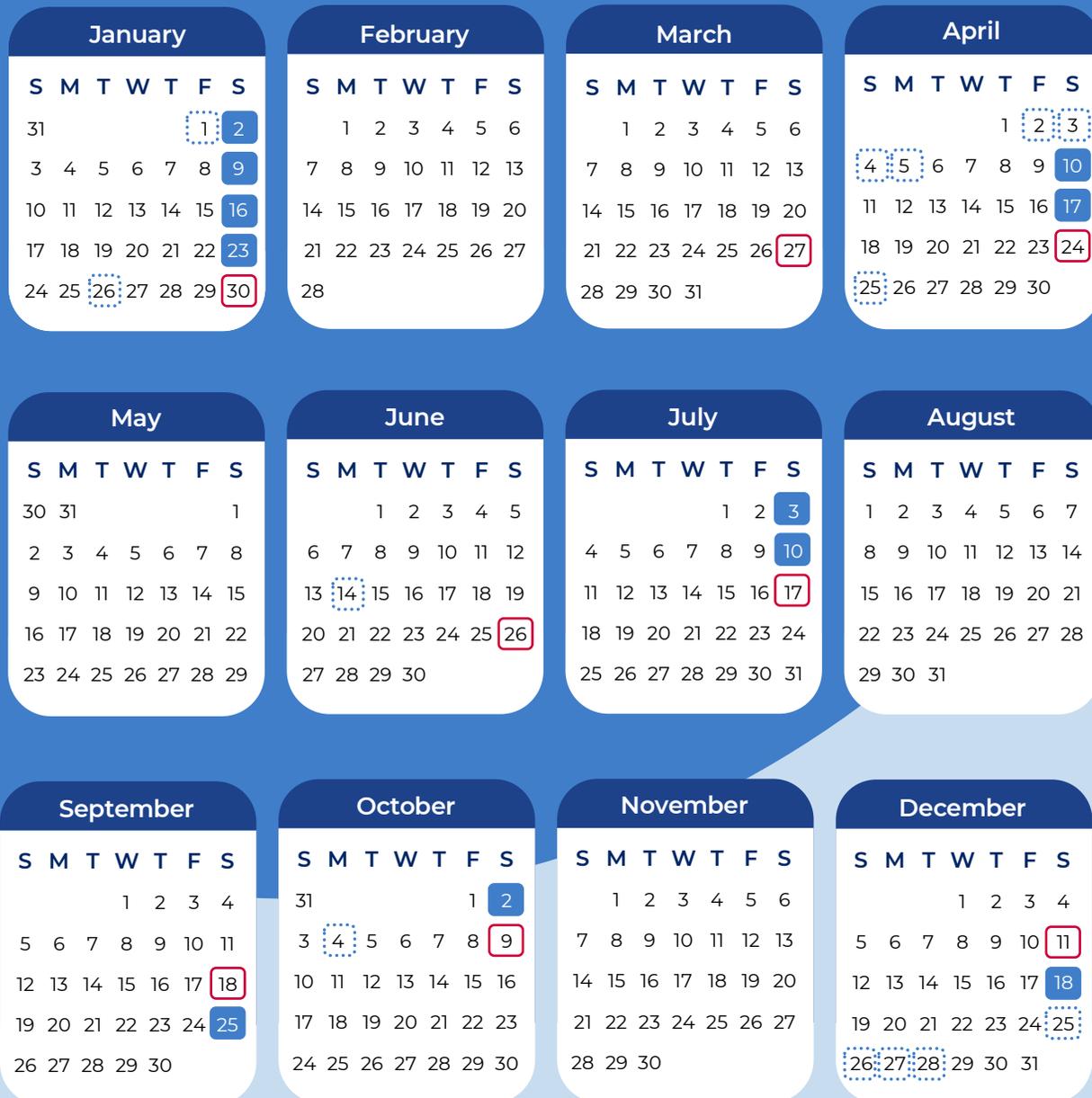
Success in language studies requires commitment and dedication. In order to get the most out of your learning at SSCL we recommend:

Developing good organisation and study habits – students should engage in independent learning and continue to consolidate their knowledge in between lessons. This could involve reading books or watching movies in the target language and conversing with family or friends.

Regularly completing homework – homework is an essential part of language learning. We recommend that Year 7-10 students spend 1-2 hours completing homework each week. Students in Year 11-12 are expected to spend at least 3-4 hours per week on homework and revision.

Understanding the different types of assessment – students at the SSCL are 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. Preparing for tasks may look different depending on which skills are being assessed. Check out the study guides on page 12 for some tips.

Calendar 2021



Key dates

 **SSCL term start and end dates**

- Term 1 – 30 Jan to 27 Mar 2021
- Term 2 – 24 Apr to 26 June 2021
- Term 3 – 17 July to 18 Sept 2021
- Term 4 – 9 Oct to 11 Dec 2021

 **SSCL vacation dates**

- Summer – 18 Dec 2020 to 23 Jan 2021
- Autumn – 3 Apr to 17 Apr 2021
- Winter – 3 July to 10 July 2021
- Spring – 25 Sept to 2 Oct 2021
- Summer – 18 Dec 2021 to 3 Feb 2022

 **Public holidays**

Useful websites

Translated school information

education.nsw.gov.au/translated-documents

NESA

educationstandards.nsw.edu.au

Year 7-10 language syllabuses

educationstandards.nsw.edu.au/wps/portal/nesa/k-10/learning-areas/languages

Year 11-12 language syllabuses

educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/stage-6-languages

Guide for students in Year 10-12

educationstandards.nsw.edu.au/wps/portal/nesa/students/student-guide

HSC languages study guide

smh.com.au/hsc-study-guide-2020

Check out our website

Access this guide online and explore our resources to help students get the most out of their languages education. Scan the QR code or visit Saturdaycl-h.schools.nsw.gov.au



Say hello

 @SSCLNSW

 @SSCLNSW

 @SSCLNSW

We acknowledge the homelands of all Aboriginal and Torres Strait Islander peoples. We pay our respect to the Elders, past, present and emerging, for they hold the memories, traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.