



XIN JIN SHAN Chinese Language and Culture School

Admission Guide 2020

I. Introduction

Founded in 1992, XIN JIN SHAN Chinese Language & Culture School (Regis. No. A0045640G) is a community language school registered under the Associations Incorporation Reform Act. The school provides a wide range of Chinese-related courses, starting from early Chinese education to VCE Chinese programs.

As a non-profit, non-religious and non-political school, XJS provides Chinese language and culture learning opportunities to better create a multicultural community in Australia. With a responsible, warm-hearted, stable, dedicating while experienced teaching team, XJS aims to be qualified by its students, parents and community, as the best weekend Chinese language school in their heart. The school regularly arranges professional trainings – held by both Chinese and Australian education departments – for its teachers, as well as various seminars and activities to ensure a consistently improving teaching quality. All the teachers, staff and volunteers hold active Working With Children Check or VIT and have learnt and signed child safety related documents.

XJS will continue to guarantee its fully-qualified teachers, well-designed curriculum and highly-supportive facilities, and it welcomes all students interested in Chinese language studies.

II. Admission Process

1. Student Registration

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.

After paying tuition and registration fee, students are allowed access to classrooms.

The school provides free textbooks for enrolled students (additional fee will apply if original copies are lost).

2. Discount Policies

- 1) Discounts apply for students who paid off full-year tuition fees by December 24th, 2019. (Please refer to *2020 Admission Guide*)
- 2) The third enrolled child of a family receives 50% discount of tuition fee (plus registration fee to be paid once ONLY) if paid off full-year.
- 3) All Chinese-origin children adopted by Australian families are exempted from paying tuition fee. Only registration fee needs to be paid once.
- 4) Children of XJS current teachers receive 50% discount of tuition fee (plus registration fee to be paid

- once ONLY) if paid off full-year.
- 5) Children of XJS retired teachers receive 30% discount of tuition fee (plus registration fee to be paid once ONLY) if paid off full-year.
 - 6) Children of XJS alumni receive 30% discount of tuition fee (plus registration fee to be paid once ONLY) if paid off full-year (Graduate Certificate required).
 - 7) Early-learning class is tuition-free. Only registration fee needs to be paid per semester.
 - 8) Discount applies ONCE only.

3. Refund Policies

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.

A processing fee of \$20 and the tuition fee of the weeks taken will be deducted from the refund payment. Registration fee is not refundable at any time. Special refund issues are to be resolved with responsible campus manager.

All refund application must be submitted in written forms (with a copy of payment receipt) either by post or through email to the responsible campus manager. Once the relevant information is confirmed, the cheque of refund payment would be sent out within 10 business days after the application.

E-mail Address: admin@xjs.vic.edu.au

Phone: (03) 9888 1688 (9:00 am – 5:00 pm)

III. Methods of Payment

Payments can be made by cheque, debit card, credit card or UNIPAY (conditions apply).

If you pay by cheque, please include your cheque (payable to: XJS Chinese School) and the completed Student Enrollment Form (can be downloaded from <https://xjs.vic.edu.au/enroll-2/>) in an envelope and post it to: XJS Chinese School, PO Box 5042, Pinewood Vic 3149. Online bank transfer is currently not available and please also try not paying by cash.

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.

IV. 2020 School Calendar

Semester One	<u>Term 1</u> <u>(7 weeks)</u>	15st /16st February, 2020 - 28th /29th March, 2020
	<u>Term 2</u> <u>(10 weeks)</u>	18th /19th April, 2020 – 20th /21st June, 2020
Semester	<u>Term 3</u> <u>(9 weeks)</u>	18th /19th July, 2020 – 12th /13th September, 2020

Two	<u>Term 4</u> <u>(9 weeks)</u>	10th /11th October, 2020 – 5th /6th December, 2020 3 rd October, 2020: Curriculum Day
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Class Time ¹

Saturdays & Sundays ²

Morning Chinese Class

9:30 am – 12:15 pm

Afternoon Chinese Class

1:15 pm – 4:00 pm ³

Afternoon Chinese Culture Program

1:15 pm – 4:00 pm

Notes:

1. Different campuses may have a slight difference in school times based on specific situations.
2. **Chinese prep, Grade 1-12 Chinese offer morning and afternoon Chinese Programs. Class time is 9:30am – 12:15pm, 1:15pm – 4:00pm. Details see below Courses & Costs.**
3. **Chinese Culture Program offers Chinese traditional maths, traditional culture and customs and traditional arts classes etc (three sessions in total). Class time is 1:15pm – 4:00pm. The detailed course offering is based on the requirements of students and teachers on specific campuses.**

V. Rules and Regulations

1. The school observes the rules and regulations framed by the Department of Education and Training including those of Child Safety Standards.
2. 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.
3. Within school terms, students are not allowed to enter the campus without the company of adults before 9:10am.
4. Without permission, students cannot leave school for shopping or go home during school time.
5. 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.
6. Students are not suggested to bring any valuable items to school. They would take full

responsibilities for any loss or damage.

7. Early collection is only accepted with written confirmation from the Chinese Office after completing the Student Early Collection Form.
8. All the students not being collected 15 minutes after class would be sent to the Chinese Office on campus.
9. Parents need to provide written authorization for other guardians or friends to collect their children if they are not able to do so themselves.
10. All the campuses are NUTS-FREE and EGGS-FREE due to food allergic concerns.
11. The school takes no responsibility for any students who breach the rules mentioned above. If any students breach the regulations above, they may receive suspension/expulsion considering the seriousness of the conduct.

Note : Details of *Students Regulations, Reward and Punishments, Student Collection Policy, Student*

Attendance Policy, Behaviour Management Policy, Anti-bullying Policy and Cyber Safety Policy, etc can be found at <https://xjs.vic.edu.au/school-policies/>.

VI. Chinese Courses (EL, Prep, Grade 1-9)

Courses	Requirements	Contents
Early-Learning (Parent Accompany Required)	Children Aged 3-4	Morning class: 9:30am-12:15pm, Afternoon class: 1:15pm-4pm Children are immersed in a Chinese-speaking environment through various activities to culture a sense for the language. The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Taught by qualified early childhood education teachers.
Chinese Prep	Children Aged 4-5	Morning Chinese class: 9:30am-12:15pm Afternoon Chinese class: 1:15pm-4pm Afternoon Chinese culture class: 1:15pm-4pm 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.
Grade 1-3	Children Aged 5+	Morning Chinese class: 9:30am-12:15pm Afternoon Chinese class: 1:15pm-4pm Afternoon Chinese culture class: 1:15pm-4pm Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-3 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. The Chinese Culture Program is a special program provided by XJS to get students familiar with Chinese culture and arts, while strengthen their listening and speaking at the same time. Taught by teachers experienced in Australian and Chinese primary school education.
Grade 4-9 (Including Advanced Chinese Class)	Primary & Middle School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	Morning class: 9:30am-12:15pm, Afternoon class: 1:15pm-4pm Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 4-9 of the Chinese textbook series <i>Chinese</i> are used. More intensive speaking and writing exercise are provided for students over Grade 7. The school provides Advanced Chinese Class to meet the demand of students with higher Chinese levels. Textbooks are the middle school version of the <i>Chinese</i> series. Each grade is taught by experienced teachers with both Chinese and Australian teaching backgrounds.
ACP Grade 1-9 (Accelerated Chinese Program) (Only available on Mt Waverley campus)	* Accelerated Chinese Program provides selective entry tests every year for advanced students of Chinese fluency.	Morning class: 9:30am-12:15pm, Afternoon class: 1:15pm-4pm Classes are mainly taught in Chinese. 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 language and culture for students. There are also contents designed specifically for Accelerated Program Students for better understanding and application of the Chinese language.

VII. VCE Chinese Programs

XIN JIN SHAN is a VCE Chinese institution authorized by the Department of Education and Training Victoria and the Victorian Curriculum & Assessment Authority (VCAA). The school is authorized to provide VCE Chinese as First Language (FL), VCE Chinese as Second Language (SL), Chinese as Second Language Advanced (SLA) and Chinese Language, Culture and Society courses. All students willing to take VCE can enroll in the Chinese programs provided by XJS, and register at the school to take VCE Chinese exams.

Students of XIN JIN SHAN have achieved distinguished results since the school's VCE Chinese program is established. The number of high-score students is Top 1 in Victoria, and the average score of XJS students is far above that of from other schools. In recent years, XJS students have started to achieve beyond high scores. There have been full-scorers for years, and many students have received the *Premier's VCE Awards* – the highest award for single subject study in Victoria. The school has thus become even more well-known due to its frequent presence on the High-score Rankings of mainstream media such as *The Age* and *Herald Sun*.

Courses	Requirements	Contents
Grade 10 (VCE Chinese Prep)	Grade 9 & 10 students in 2020 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 2020 with acceptable Chinese proficiency.	The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society courses 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.
VCE Prep (Accelerated Chinese Program)	Grade 9 & 10 students in 2020 with advanced Chinese proficiency.	The program is selective entry only and entry tests are available each year for students interested. Textbooks and supplementary materials are well-chosen and designed according to the test requirement and VCE Chinese Syllabus. The course prepares students with knowledge basic and essential to further VCE Chinese studies. Taught by teachers qualified and experienced in VCE Chinese education catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.
VCE 11, 12 (Accelerated Chinese Program)	Grade 10, 11 & 12 students in 2020 with advanced Chinese proficiency.	The program is selective entry only and entry tests are provided each year for students interested. The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society courses 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 catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.

Chinese Language, Culture and Society	Grade 9-11 students in 2020 with interest in Chinese culture and acceptable Chinese proficiency.	The program is a new VCE Chinese course approved by VCAA. Based on the VCAA curriculum, the course is supplemented with VCAA specified literature and relevant teaching resources and taught by experienced VCE Chinese teachers.
IB Chinese	Grade 11, 12 students in 2020 with acceptable Chinese proficiency.	The school provides IBA Chinese, IBB Chinese Standard Level (SL) and Higher Level (HL) tutoring. In-class materials and content are designed based on the IB Chinese Syllabus to fully meet the test requirements. Taught by teachers experienced in IB curriculum and familiar with the syllabus. Many students from XJS have received full-score in recent years.

VIII. Costs

	Semester ONE		Semester TWO		Full-Year Pay-Off	EARLY BIRD (Before 2019.12.24)	Third Child (FYPO)
	Tuition	Registration	Tuition	Registration		Full-Year Pay-Off	
Early Learning	-	\$90	-	\$90	\$180	-	\$90
Foundation	\$240	\$90	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330
Grade 1-3 (Chinese)	\$240	\$90	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330
Grade 1-3 (Chinese culture)	\$240	-	\$240	-	\$480	\$440 (\$40 OFF)	\$240
Grade 4-9	\$240	\$90	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330
Grade 10 (VCE Prep)	\$240	\$160	\$240	\$160	\$800	\$640 (\$160 OFF)	\$400
ACP Grade 1-9	\$360	\$120	\$360	\$120	\$960	\$800 (\$160 OFF)	\$480
ACP Grade 10 (VCE Prep)	\$360	\$160	\$360	\$160	\$1,040	\$880 (\$160 OFF)	\$520
VCE 11	\$360	\$160	\$360	\$160	\$1,040	\$880 (\$160 OFF)	-
ACP VCE 11	\$440	\$160	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	-
V11 (Overseas students)	\$440	\$160	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	-
VCE 12	\$440	\$160	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	-
ACP VCE 12	\$490	\$160	\$490	\$160	\$1,300	\$1,140 (\$160 OFF)	-
V12 (Overseas students)	\$510	\$160	\$510	\$160	\$1,340	\$1,180 (\$160 OFF)	-
IB Chinese 11	\$440	\$160	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	-
IB Chinese 12	\$490	\$160	\$490	\$160	\$1,300	\$1,140 (\$160 OFF)	-

Chinese Language, Culture and Society	\$360	\$160	\$360	\$160	\$1,040	\$880 (\$160 OFF)	-
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IX. 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://xjs.vic.edu.au/school-policies/guidelines-for-parent-guardian-complaints/>.

Our Campuses

新金山中文学校MW总校区

(周六、周日授课)

上课地址: Mt Waverley Secondary College Senior Campus (高中部)
100 Stephensons Rd, Mt Waverley 3149
咨询电话: 0432 716 193

新金山中文学校学前早教部

(周六、日授课)

上课地址: Mt Waverley North Primary School, Marcus Avenue, Mount Waverley VIC 3149
咨询电话: 0424 288 018

新金山中文学校精英中文部

(周六、周日授课)

上课地址: Mt Waverley Secondary College Junior Campus (初中部)
145 Stephensons Rd, Mt Waverley 3149
咨询电话: 0430 236 665

新金山中文学校亲子校区

(周六授课)

上课地址: Koonung Secondary College
615 Elgar Rd, Mont Albert North / Box Hill North
咨询电话: 0411 271 599 / 0415 119 696

新金山中文学校东南校区

(周六授课)

上课地址: Nazareth College
Manning Drive, Noble Park 3174
咨询电话: 0431 690 798

Brighton中文学校

(周日授课)

上课地址: Firkbank Grammar Senior School
Middle Cr. Brighton 3186
咨询电话: 0421 484 888

Local Chinese Schools Recommended

东区中文学校

(周六授课) (周日仅限VCE)

上课地址:
East Doncaster Secondary College
26 George st, East Doncaster
咨询电话: 0415 639 198

Braybrook 校区

(周六授课)

上课地址: Caroline Chisholm College
204 Churchill Ave, Braybrook 3019
咨询电话: 0402 963 295

西区中文学校

Caroline Springs 校区

(周六授课)

上课地址: Brookside College
Stevenson Crescent,
Caroline Springs 3023
咨询电话: 0431 429 864

墨尔本市中心VCE班

(周六授课)

上课地址: ANIBT
L 8, 474 Flinders St, Melbourne 3000
咨询电话: 0422 247 037

VCE、IB中文辅导站

(周五、周六、周日授课)

上课地址: 新金山中文图书馆
13 Windsor Ave, Mt Waverley Vic 3149
在Jordanville 火车站附近
咨询电话: 03 9888 1688 /0432 716 194

Mentone VCE中文辅导站

(周五下午授课)

上课地址: Mentone Girls Grammar School
11 Mentone Parade, Mentone 3194
咨询电话: 03 9888 1688 / 03 9581 1200

云登中文学校

(周六授课)

上课地址:
Emmanuel College
2 Foxwood Dr, Point Cook VIC 3030
咨询电话: 0422 899 646

本迪戈中文学校

(周六授课)

上课地址:
Golden Dragon Museum
1-11 Bridge St Bendigo VIC 3550
咨询电话: 0429 066 332

辅导学校

(周六、周日授课)

帮助各年级学生提高英文和数学技能
上课地区: Mt Waverley Senior, Junior
咨询电话: 0478 789 041

For further enquiry about the 2020 admission, please feel free to contact us on (03) 9888 1688 or admin@xjs.vic.edu.au.

Xin Jin Shan Chinese Language and Culture School Inc. (Reg. No.: A0045640G)

VCAA School Code: 14309

13A Windsor Ave., Mount Waverley VIC 3149 (Near Jordanville Station)

www.xjs.vic.edu.au