



XIN JIN SHAN Chinese Language and Culture School

Admission Guide 2021

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

- 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.
- 2) All the enrolled students (after paying tuition and registration fees) are given access to classrooms.
- 3) 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, 2020. (Please refer to *2021 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 fees (except for VCE tuition fees). 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.

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) 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.

- 3) Requests for dropout or credit transfer must be approved by responsible campus principals.
- 4) 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

Parents are encouraged to make the payment by online bank transfer (based on the price guide and STUDENT CODE provided). 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. Please try to use cash-free payment methods.

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/>) in an envelope and post it to: XJS Chinese School, PO Box 5042, Pinewood Vic 3149.

IV. 2021 School Calendar

Semester One	<u>Term 1</u> (9 weeks)	31 Jan /1 February, 2021 - 27 /28 March, 2021
	<u>Term 2</u> (8 weeks)	24 /25 April, 2021 – 12 /13 June, 2021
Semester Two	<u>Term 3</u> (9 weeks)	17 /18 July, 2021 – 11 /12 September, 2021
	<u>Term 4</u> (9 weeks)	9 /10 October, 2021 – 4 /5 December, 2021

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. You could select 2 sessions or 3 sessions.**

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 2021 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 2021 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 2021 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 2021 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 2021 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

	Half Year		Full-Year Pay-Off	EARLY BIRD (Before 2020.12.24)	Current Teacher's Child/Third Child (FYPO)	Retired Teacher's Child/ Alumni (FYPO)
	Tuition	Registration		Full-Year Pay-Off		
Early Learning	-	\$90	\$180	-	\$90	\$90
Foundation	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330	\$426
Grade 1-3 (Chinese)	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330	\$426
EL, Grade 1-3 (2 Chinese culture lessons)	\$160	-	\$320	\$300 (\$20 OFF)	\$160	\$224
EL, Grade 1-3 (3 Chinese culture lessons)	\$240	-	\$480	\$440 (\$40 OFF)	\$240	\$336
Grade 4-9	\$240	\$90	\$660	\$530 (\$130 OFF)	\$330	\$426
Grade 10 (VCE Prep)	\$240	\$160	\$800	\$640 (\$160 OFF)	\$400	-
ACP Grade 1-9	\$360	\$120	\$960	\$800 (\$160 OFF)	\$480	\$624
ACP Grade 10 (VCE Prep)	\$360	\$160	\$1,040	\$880 (\$160 OFF)	\$520	-
VCE 11	\$360	\$160	\$1,040	\$880 (\$160 OFF)	\$520	-
ACP VCE 11	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	\$600	-
V11 (Overseas students)	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	\$600	-
VCE 12	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	\$600	-
ACP VCE 12	\$490	\$160	\$1,300	\$1,140 (\$160 OFF)	\$650	-
V12 (Overseas students)	\$510	\$160	\$1,340	\$1,180 (\$160 OFF)	\$670	-
IB Chinese 11	\$440	\$160	\$1,200	\$1,040 (\$160 OFF)	\$600	-
IB Chinese 12	\$490	\$160	\$1,300	\$1,140 (\$160 OFF)	\$650	-
Chinese Language, Culture and Society	\$360	\$160	\$1,040	\$880 (\$160 OFF)	\$520	\$664

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/>.

For further enquiry about the 2021 admission, please feel free to contact us on (03) 9888 1688 or admin@xjs.vic.edu.au.

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