



XIN JIN SHAN Chinese Language and Culture School

Admission Guide 2022

(Regis. No. A0045640G) (VCAA Code. VCAA14309)

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. The school has been participating various community events and cultural root seeking activities.

As a non-profit, non-religious and non-political school, XJS provides Chinese language and culture learning services to better create a multicultural community in Australia. XJS complies all the standards and requirements of DET and CLV and develops curriculum based on the requirements of VCAA. The VIT-registered and CLV qualified teachers have made of teaching teams of XJS professional, responsible, stable and rich in experience. All the staff and volunteers of XJS 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 safe and supportive facilities on mainstream school venues and it welcomes all students interested in Chinese language learning and teachers passionate in promoting Chinese language and culture.

II. Admission Process

1. Student Registration

- 1) All enrolling students are required to fill in the Student Information Form and make the payment online for registration.
- 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 on campus.
- 3) All the new students are required to make registration in the Chinese office on campus.
- 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).

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 *2022 Admission Guide*)
- 2) Discounts apply for students who pay off full-year tuition fees (Please refer to *2022 Admission Guide*)
 - Advanced payment discount: paid by the end of Term 1, 2022

Note: Discount applies ONCE only.

3. Refund Policies

- 1) Refund can only be claimed by semester and be accepted within the first three weeks of the 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.
- 3) Special refund issues or credit transfer are to be resolved in writing with responsible campus manager and the corresponding results are to be kept as records by both parties.
- 4) All refund requests must be submitted in writing (with a copy of payment receipt) either directly to

responsible campus manager or to school email address. 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

III. Methods of Payment

During Covid-19 restriction periods, XJS follows all the government instructions. Concerning the health and safety of the school community, please refer to the payment notices issued by XJS regarding payment methods.

IV. 2022 School Calendar

Semester One	<u>Term 1</u> (9 weeks)	5 /6 February, 2022 - 2 /3 April, 2022
	<u>Term 2</u> (8 weeks)	30 April /1 May, 2022 – 18 /19 June, 2022
Semester Two	<u>Term 3</u> (9 weeks)	16 /17 July, 2022 – 10 /11 September, 2022
	<u>Term 4</u> (9 weeks)	8 /9 October, 2022 – 3 /4 December, 2022

Class Time ¹

Saturdays & Sundays ²

Morning Chinese Class

9:30 am – 12:15 pm (MWN campus: 10:00 am – 12:30 pm)

Afternoon Chinese Class

1:15 pm – 4:00 pm (MWN campus: 1:30 pm – 4:00 pm) ³

Full-day Class: Afternoon Chinese Maths and Culture Program

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. 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. Details see below *Courses & Costs*.**

3. **Full-day Chinese Maths and Culture Program offers Chinese traditional maths, traditional culture and customs and traditional arts classes etc. The detailed course offer is based on the requirements of students and teachers on specific campuses.**

V. Child safety policies

XJS 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://xjs.vic.edu.au/child-safety/> or contact us on 9888 1688 or admin@xjs.vic.edu.au

VI. Covid-safe policies

XJS complies with all the regulations and instructions regarding Covid-safe and health protection required by DET and CLV. The health and safety of students and staff of XJS is always the first priority of the school.

VII. 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-XJS staff are not allowed to stay on campus.

VIII. Chinese Courses (Early-learning & Prep)

Courses	Requirements	Contents
Early-Learning (Parent Accompany Required) (Quota restrictions apply)	Children Aged 3-4	Morning/ Afternoon class 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> .
Chinese Prep	Children Aged 4-5	Morning/ Afternoon/ Full-day classes The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Drawing, singing and handicraft making are supplemented in class teaching.

IX. Chinese Courses (Year 1-9)

Grade 1-5	Children Aged 5+	Morning/ Afternoon/ Full-day classes Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-5 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. The Chinese Culture Program (for full-day class) is a special program including Chinese maths, Chinese culture and arts, while strengthen their listening and speaking at the same time.
Grade 6-9 (Including Advanced Chinese Class)	Primary & Middle School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	Morning/ Afternoon class Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 6-9 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.
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/ Afternoon class Classes are mainly taught in Chinese (limited places). 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.

X. 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 Code: VCAA14309).

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 among 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 2022 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 2022 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 2022 with advanced Chinese proficiency.	The program is selective entry only and entry tests are available each year for students interested (limited places). 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 2022 with advanced Chinese proficiency.	The program is selective entry only and entry tests are provided each year for students interested (limited places). 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 2022 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 2022 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.

XI. Costs

Year level	Standard price		3 rd child, child of retired teachers and alumnus	Child of current teachers
	Half-year (including registration fee)	Full-year (including registration fee)	Full-year (including registration fee)	Full-year (including registration fee)
EL (Half-day) (quota restriction)	\$250 (Reg: \$90)	\$500 (Reg: \$180)	\$300 (Reg: \$90)	\$250 (Reg: \$90)
Prep (Half-day)	\$350 (Reg: \$90)	\$700 (Reg: \$180)	\$400 (Reg: \$90)	\$300 (Reg: \$90)
Year 1-5 (Half-day)	\$350 (Reg: \$90)	\$700 (Reg: \$180)	\$400 (Reg: \$90)	\$300 (Reg: \$90)
Year 6-9, Advanced Class (Half-day)	\$350 (Reg: \$90)	\$700 (Reg: \$180)	\$400 (Reg: \$90)	\$300 (Reg: \$90)
Prep, Year 1-5 (Full-day)	\$550 (Reg: \$90)	\$1,100 (Reg: \$180)	\$600 (Reg: \$90)	\$500 (Reg: \$90)
Year 10/VCE Prep (Half-day)	\$400 (Reg: \$160)	\$800 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
ACP Year 1-9 (Half-day)	\$500 (Reg: \$120)	\$1,000 (Reg: \$240)	\$500 (Reg: \$120)	\$400 (Reg: \$120)
ACP Year 10/ ACP VCE Prep (Half-day)	\$550 (Reg: \$160)	\$1,100 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE 11 (Half-day)	\$550 (Reg: \$160)	\$1,100 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
ACP VCE11 (Half-day)	\$650 (Reg: \$160)	\$1,300 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE11 Overseas (Half-day)	\$650 (Reg: \$160)	\$1,300 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE 12 (Half-day)	\$650 (Reg: \$160)	\$1,300 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
ACP VCE12 (Half-day)	\$700 (Reg: \$160)	\$1,400 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
VCE12 Overseas (Half-day)	\$700 (Reg: \$160)	\$1,400 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
IB Year 11	\$650 (Reg: \$160)	\$1,300 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
IB Year 12	\$700 (Reg: \$160)	\$1,400 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)
Chinese language, culture and society	\$550 (Reg: \$160)	\$1,100 (Reg: \$320)	\$500 (Reg: \$160)	\$400 (Reg: \$160)

XII. 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

新金山中文学校早教学前部

(周六授课)

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VCE中文部

(周六、周日授课)

上课地址: Mt Waverley Secondary College (高中部、初中部)
100 Stephensons Rd, Mt Waverley 3149
咨询电话: 03 9888 1688

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

新金山西区中文学校

(周六授课)

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

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: 0406 999 896

For further enquiry about the 2022 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.

www.xjs.vic.edu.au