



XIN JIN SHAN Chinese Language and Culture School

Admission Guide 2023

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

I. Introduction

Founded in 1992, XIN JIN SHAN (XJS) 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, including early-learning, prep and Year 1-9 Chinese language lessons, and VCE Year 11 and 12 Chinese programs (including VCE Chinese as First Language, VCE Chinese as Second Language, VCE Chinese as Second Language Advanced, Chinese Language, Culture and Society).

As a non-profit, non-religious and non-political school, XJS provides Chinese language and culture learning services to better promote a multicultural community in Australia. XJS complies all the standards and requirements of DET and CLV and develops a curriculum based on the requirements of VCAA. The VIT-registered and CLV-qualified teachers have made 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 well-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 about 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 visit the Chinese Office onsite.
- 3) All the new students are required to make registration in the Chinese office on campus during school terms or on Open Days.
- 4) Students who have completed registration form and made payment would get access to classrooms.
- 5) The school provides free textbooks for enrolled students (an additional fee will apply if original copies are lost).
- 6) Enrolled students are permitted to request temporary class transfer twice every term.

2. Discount Policies

- 1) The 3rd child of a family, the children of current and retired teachers and XJS alumnus can receive discount payment as a special benefit (**Please refer to the *Costs Guide***)
- 2) Discounts apply for students who pay off full-year tuition fees (**Please refer to the *Costs Guide***)
 - Stage-1 early-bird discount: paid by 18 December 2022
 - Stage-2 Term 1 discount: paid by the end of Term 1, 2023

Note: Discount does not apply to payment by semester. 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) If paid with discount for full-year fees, the tuition fees for the past weeks would be deducted based on full prices.
- 3) A processing fee of \$20 will be deducted if the refund is requested before Term 1 and Term 3.
- 4) If refund is requested within the first three weeks of the semester, the tuition fees for the past weeks, registration fees and processing fee of \$20 would be deducted.
- 5) For special refund requests or credit transfer request, please email enquiry@xjs.vic.edu.au and the response is expected to be received within 5 business days.
- 6) All refund requests must be submitted in writing (with a copy of payment receipt) to enquiry@xjs.vic.edu.au and the response is expected to be received within 5 business days. Once the outcomes are confirmed by parents, refund payment would be made within 10 business days.

III. Methods of Payment

All the payments are to be transferred to the designated bank account of XJS with reference notices of students' full name and campus code.

Bank Details

Account Name: XJS Chinese School

BSB: 063 000

Account Number: 132 719 98

Campus Code

Mt Waverley North Campus on Saturday: MN

Mt Waverley Junior Campus on Saturday: MJ6

Mt Waverley Junior Campus on Sunday: MJ7

Mt Waverley Senior Campus on Saturday: MS6

Mt Waverley Senior Campus on Sunday: MS7

VCE on Saturday/Sunday: VCE

VCE Overseas on Saturday/Sunday: VCEOS

Accelerated Chinese Program VCE on Saturday/Sunday: ACPVCE

Chinese Language, Culture and Society: CLCS

IB Chinese Coaching: IB

IV. 2023 School Calendar

Semester One	<u>Term 1</u> <u>(9 weeks)</u>	4 /5 February, 2023 - 1 /2 April, 2023
	<u>Term 2</u> <u>(8 weeks)</u>	29 /30 April, 2023 – 17 /18 June, 2023
Semester Two	<u>Term 3</u> <u>(9 weeks)</u>	15 /16 July, 2023 – 9 /10 September, 2023
	<u>Term 4</u> <u>(9 weeks)</u>	7 /8 October, 2023 – 2 /3 December, 2023

Class Time ¹

Saturdays & Sundays ²

Morning Chinese Class

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

Afternoon Chinese Class

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

Full-day Class: Morning Chinese, Afternoon 2-session Chinese Maths + 1 session

Chinese Painting/Chinese Culture

9:30 am – 4:00 pm

Notes:

1. Different campuses may have a slight difference in school times based on specific situations.
2. Chinese prep, Year 1-12 Chinese offer morning and afternoon Chinese Programs. Details see below *Courses & Costs*.
3. Full-day classes offer 3-session Chinese classes in the morning and 2-session Chinese Maths plus 1-session Chinese painting or Chinese culture in the afternoon. 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 at 9888 1688 or admin@xjs.vic.edu.au.

VI. 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 9:15 am.
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 responsibility 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 allergies concerns.
12. During class time, parents and non-XJS staff are not allowed to stay on campus.

VII. Chinese Courses (Early-learning & Prep)

Courses	Requirements	Contents
Early-Learning (Parent Accompany Required) (Quota restrictions apply)	Children Aged 3-4	Morning/Afternoon Chinese classes Children have immersed in a Chinese-speaking environment through various activities to culture a sense of the language. The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> .
Chinese Prep	Children Aged 4-5	Morning/Afternoon Chinese classes / 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.

VIII. Chinese Courses (Year 1-9)

Year 1-6	Children Aged 5+	Morning/Afternoon Chinese classes / Full-day classes Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-6 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 full-day classes are specially designed including Chinese maths, Chinese culture and arts in the afternoon, while strengthening their listening and speaking skills in Chinese at the same time.
Year 7-9 (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 Chinese classes Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 7-9 of the Chinese textbook series <i>Chinese</i> are used. More intensive speaking and writing exercise are provided for students over Year 7. The school provides Advanced Chinese Classes to meet the demand of students with higher Chinese levels. Textbooks are the secondary school version of the <i>Chinese</i> series.

<p>ACP Year 1-9 (Accelerated Chinese Program)</p>	<p>Accelerated Chinese Program provides a selective entry test by the end of each year for advanced students of Chinese fluency. Outstanding students enrolled in general Chinese programs at XJS could be accepted by mid-year based on the places available.</p>	<p>Morning/ Afternoon Chinese classes</p> <p>Classes are mainly taught in Chinese (in 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.</p>
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IX. 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), VCE 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 well above that of other schools. There have been several years that a number of XJS students keep receiving VCE full-scores, 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
<p>Year 10 (VCE Chinese Prep)</p>	<p>Year 9 & 10 students in 2023 with acceptable Chinese proficiency.</p>	<p>Textbooks and supplementary materials are well-chosen and designed for students to prepare 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.</p>
<p>VCE Chinese Year 11/12</p>	<p>Year 10, 11, 12 students in 2023 with acceptable Chinese proficiency.</p>	<p>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.</p>

VCE Prep (Accelerated Chinese Program)	Year 9&10 students in 2023 with advanced Chinese proficiency.	The program is selective entry only and entry tests are available each year for students interested (in 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)	Year 10, 11&12 students in 2023 with advanced Chinese proficiency.	The program is selective entry only and entry tests are provided each year for students interested (in 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	Year 9, 10&11 students in 2023 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	Year 11&12 students in 2023 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.

X. Costs (Discounts apply to full-year advanced payment only)

Year level	Full price		Early-bird discount (By 18 Dec 2022)	Term 1 discount (By the end of T1, 2023)	child of retired teachers and alumnus	3 rd child, child of current teachers
	Half-year (including registration fee)	Full-year (including registration fee)	Full-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: \$100)	\$500 (Reg: \$200)	██████████	Discount \$50 \$450 (Reg: \$100)	Discount \$200 \$300 (Reg: \$100)	Discount \$250 \$250 (Reg: \$100)
Prep (Half-day)	\$400 (Reg: \$100)	\$800 (Reg: \$200)	██████████	Discount \$100 \$700 (Reg: \$100)	Discount \$300 \$500 (Reg: \$100)	Discount \$400 \$400 (Reg: \$100)
Prep (Full-day)	\$600 (Reg: \$100)	\$1,200 (Reg: \$200)	██████████	Discount \$300 \$900 (Reg: \$100)	Discount \$500 \$700 (Reg: \$100)	Discount \$600 \$600 (Reg: \$100)
Year 1-6 (Half-day)	\$400 (Reg: \$100)	\$800 (Reg: \$200)	██████████	Discount \$100 \$700 (Reg: \$100)	Discount \$300 \$500 (Reg: \$100)	Discount \$400 \$400 (Reg: \$100)
Year 7-9, Advanced Class (Half-day)	\$400 (Reg: \$100)	\$800 (Reg: \$200)	██████████	Discount \$100 \$700 (Reg: \$100)	Discount \$300 \$500 (Reg: \$100)	Discount \$400 \$400 (Reg: \$100)

Year 1-6 (Full-day)	\$750 (Reg: \$150)	\$1,500 (Reg: \$300)		Discount \$200 \$1,300 (Reg: \$150)	Discount \$550 \$950 (Reg: \$150)	Discount \$750 \$750 (Reg: \$150)
Year 10/VCE Prep (Half-day)	\$450 (Reg: \$170)	\$900 (Reg: \$340)		Discount \$150 \$750 (Reg: \$170)	Discount \$350 \$550 (Reg: \$170)	Discount \$450 \$450 (Reg: \$170)
ACP Year 1-9 (Half-day)	\$550 (Reg: \$130)	\$1,100 (Reg: \$260)		Discount \$150 \$950 (Reg: \$130)	Discount \$450 \$650 (Reg: \$130)	Discount \$550 \$550 (Reg: \$130)
ACP Year 10/VCE Prep (Half-day)	\$600 (Reg: \$170)	\$1,200 (Reg: \$340)		Discount \$150 \$1,050 (Reg: \$170)	Discount \$500 \$700 (Reg: \$170)	Discount \$600 \$600 (Reg: \$170)
VCE 11 (Half-day)	\$600 (Reg: \$170)	\$1,200 (Reg: \$340)		Discount \$150 \$1,050 (Reg: \$170)	Discount \$500 \$700 (Reg: \$170)	Discount \$600 \$600 (Reg: \$170)
ACP VCE11 (Half-day)	\$700 (Reg: \$170)	\$1,400 (Reg: \$340)		Discount \$150 \$1,250 (Reg: \$170)	Discount \$650 \$750 (Reg: \$170)	Discount \$750 \$650 (Reg: \$170)
VCE11 Overseas (Half-day)	\$700 (Reg: \$170)	\$1,400 (Reg: \$340)		Discount \$150 \$1,250 (Reg: \$170)	Discount \$650 \$750 (Reg: \$170)	Discount \$750 \$650 (Reg: \$170)
VCE 12 (Half-day)	\$700 (Reg: \$170)	\$1,400 (Reg: \$340)		Discount \$150 \$1,250 (Reg: \$170)	Discount \$650 \$750 (Reg: \$170)	Discount \$750 \$650 (Reg: \$170)
ACP VCE12 (Half-day)	\$750 (Reg: \$170)	\$1,500 (Reg: \$340)		Discount \$150 \$1,350 (Reg: \$170)	Discount \$750 \$750 (Reg: \$170)	Discount \$850 \$650 (Reg: \$170)
VCE12 Overseas (Half-day)	\$750 (Reg: \$170)	\$1,500 (Reg: \$340)		Discount \$150 \$1,350 (Reg: \$170)	Discount \$750 \$750 (Reg: \$170)	Discount \$850 \$650 (Reg: \$170)
IB Year 11	\$700 (Reg: \$170)	\$1,400 (Reg: \$340)		Discount \$150 \$1,250 (Reg: \$170)	Discount \$650 \$750 (Reg: \$170)	Discount \$750 \$650 (Reg: \$170)
IB Year 12	\$750 (Reg: \$170)	\$1,500 (Reg: \$340)		Discount \$150 \$1,350 (Reg: \$170)	Discount \$750 \$750 (Reg: \$170)	Discount \$850 \$650 (Reg: \$170)
Chinese Language, Culture and Society	\$600 (Reg: \$170)	\$1,200 (Reg: \$340)		Discount \$150 \$1,050 (Reg: \$170)	Discount \$550 \$650 (Reg: \$170)	Discount \$600 \$600 (Reg: \$170)

XI. 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

Mt Waverley North Campus

Classes: Early-learning and Prep classes

Class time: Saturdays morning/afternoon

Contact: xjsmn@xjs.vic.edu.au

Mt Waverley Junior Campus

Classes: Accelerated Chinese Program Year 1-9 classes

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsmj@xjs.vic.edu.au

Mt Waverley Senior Campus

Classes: Early-learning, Prep, Year 1-9 & Advanced Chinese classes

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsms@xjs.vic.edu.au

VCE (General)

Classes: VCE prep, VCE 11&12 First Language, Second Language, Second Language Advance & Chinese Language, Culture and Society classes

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsvce@xjs.vic.edu.au

VCE (Accelerated Chinese Program)

Classes: VCE prep, VCE 11&12 First Language, Second Language, Second Language Advance Accelerated Chinese Program classes

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsvce@xjs.vic.edu.au

IB Chinese

Classes: IB Year 11 and Year 12 Chinese

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsvce@xjs.vic.edu.au

Fellow Schools Links

East Doncaster – Eastern Chinese Language School (Saturdays & Sundays)

Website: <https://eclschool.vic.edu.au/>

Braybrook – Western Chinese Language School (Saturdays)

Website: <https://wclschool.vic.edu.au/>

Box Hill – Box Hill Chinese School (Saturdays)

Website: <https://www.bhcls.vic.edu.au/>

Point Cook – Werribee Chinese School (Saturdays)

Website: <https://wyndhamchinese.com.au/>

For further enquiry about the 2023 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