



**XIN JIN SHAN Chinese Language and Culture School**

## **Admission Guide 2024**

**(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, foundation and Year 1-12 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 complies all the standards and requirements of DET and CLV and develops curriculum based on the requirements of VCAA, trying her best to be a high quality Chinese language school recognized by students, parents and community members.

The VIT-registered and CLV-qualified teachers have made teaching teams of XJS professional, responsible, stable and rich in experience. XJS has regularly organized professional training and teaching seminars for teachers to improve their teaching skills and expertise. All the staff and volunteers of XJS hold active Working with Children Check, registered teachers holding active VIT and they have understood and signed relevant child safety 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 pay registration fees and tuition fees. The registration fee is payable once a year and the tuition fees are term-based.
- 2) 2023 existing students are required to update their online Student Enrolment Form in accordance with the relevant Payment Notices received and make the payment online for registration.
- 3) New students could register online directly through our school website, or visit our Chinese offices on each campus for enquiry, or send emails to relevant email addresses below for instructions on registration process.  
**Early-learning and Prep classes:** [xjsmn@xjs.vic.edu.au](mailto:xjsmn@xjs.vic.edu.au)  
**Y1-9 (including ACP Advanced Chinese classes):** [xjsms@xjs.vic.edu.au](mailto:xjsms@xjs.vic.edu.au)  
**Y10-12 (including VCE11-12 classes):** [xjsvce@xjs.vic.edu.au](mailto:xjsvce@xjs.vic.edu.au)  
**ACP Y1-9 classes:** [xjsmj@xjs.vic.edu.au](mailto:xjsmj@xjs.vic.edu.au)  
**ACP Y10-12 (including VCE11-12 classes):** [xjsvce@xjs.vic.edu.au](mailto:xjsvce@xjs.vic.edu.au)
- 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 applies if original copies are lost).
- 6) Enrolled students are permitted to request temporary class transfer up to twice per term.

## 2. Discount Policies

- 1) Early-bird discounts apply for students registering for 2024 (**25% off each term's tuition fees**) by 22 December 2023.
- 2) Discount applies to XJS alumnus (**25% off each term's tuition fees**).
- 3) Discount applies to the 3<sup>rd</sup> child of a family (**50% off each term's tuition fees**).
- 4) Discount applies to the children of current staff and teachers (**50% off each term's tuition fees**).
- 5) Discount applies ONLY ONCE.

## 3. Refund Policies

- 1) Registration fees are not refundable.
- 2) Tuition fees are term-based. Enrolled students can request a refund within the first three weeks of each term. After the first three weeks of each term, the tuition fees for the term are not refundable.
- 3) If refund is requested within the first three weeks of the term, tuition fees for the weeks taken (10% of each term's full-price tuition fees per week) and the registration fees would be deducted.
- 4) If paid with discount, once the refund is requested, the tuition fees for the weeks taken and the registration fees would be deducted based on the full prices.
- 5) For special refund request or credit transfer request, please email [enquiry@xjs.vic.edu.au](mailto: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](mailto: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. For the 2023 existing students, they are expected to put their student number and their full name (passport name) in the payment reference. For the new students, they are expected to put "NEW" and their full name (passport name) in the payment reference. For the new ACP students, they are expected to put their student number (please refer to the Placement Notice received) and their full name (passport name) in the payment reference.

### Bank Details

Account Name: XJS Chinese School

BSB: 063 000

Account Number: 132 719 98

## IV. 2024 School Calendar

<b><u>Term 1 (8 weeks)</u></b>	<b>3 /4 February, 2024 – 23 /24 March, 2024</b>
<b><u>Term 2 (10 weeks)</u></b> <u>(8/9 June, Curriculum Day, students-free)</u>	<b>20 /21 April, 2024 – 22 /23 June, 2024</b>
<b><u>Term 3 (9 weeks)</u></b>	<b>20 /21 July, 2024 – 14 /15 September, 2024</b>
<b><u>Term 4 (9 weeks)</u></b>	<b>12 /13 October, 2024 – 7 /8 December, 2024</b>

## **Class Time <sup>1</sup>**

### **Saturdays & Sundays <sup>2</sup>**

#### **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)**

#### **Full-day Class (Prep, Y1-6)**

**9:30 am – 4:00 pm**

#### **Notes:**

1. Chinese prep, Year 1-12 Chinese offer morning and afternoon Chinese Programs. Details see below *Courses & Costs*.
2. Full-day classes are available for Prep and Y1-6, offering Chinese classes in the morning and Chinese maths plus Chinese painting or Chinese culture in the afternoon.

## **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](mailto: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 damage 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
<b>Early-Learning</b> (Sat&Sun morning and afternoon, parents company required, small class)	Children Aged 3-4	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> .
<b>Chinese Prep</b> (Sat&Sun, morning and afternoon, small class)	Children Aged 4-5	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)

<b>Year 1-6 Chinese</b> (Sat&Sun, morning/afternoon/full-day)	Children Aged 5+	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.
<b>Year 7-9 Chinese</b> (Sat&Sun, morning and afternoon)	Primary & secondary school students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	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 exercises are provided for students over Year 7.

<b>ACP Year 1-9 Chinese</b> (Accelerated Chinese Program, Sat&Sun, morning and afternoon)	Accelerated Chinese Program provides a selective entry test for advanced students of Chinese fluency.	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.
<b>ACP Advanced Chinese</b> (Sat&Sun, morning and afternoon)	For young students with high Chinese level and education background in China.	ACP Advanced Chinese is designed for young students with high Chinese level and education background in China. Textbooks are the secondary school version of the <i>Chinese</i> series.

## IX. Chinese Courses (Year 10-12)

Courses	Requirements	Contents
<b>Year 10 Chinese</b> (Sat&Sun, morning and afternoon)	Year 9 & 10 students in 2024 with acceptable Chinese proficiency.	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 familiar with Year 10 and VCE Chinese teaching.
<b>Year 11/12 Chinese</b> (Sat&Sun, morning and afternoon)	Year 10, 11, 12 students in 2024 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 familiar with VCE Chinese teaching.
<b>Year 10 Chinese-Accelerated Chinese Program</b> (Sat&Sun, morning and afternoon)	Year 9&10 students in 2024 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 familiar with VCE Chinese teaching catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.
<b>Year 11/12 Chinese-Accelerated Chinese Program</b> (Sat&Sun, morning and afternoon)	Year 10, 11&12 students in 2024 with advanced Chinese proficiency. Selective entry test applies.	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 familiar with VCE Chinese teaching catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.

<b>IB Chinese</b>	Year 11&12 students in 2024 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.
-------------------	------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## X. VCE Chinese Courses (Year 11-12)

XIN JIN SHAN is a VCE Chinese institution authorized by the Department of Education and Training Victoria (DET), Victorian Registration and Qualifications Authority (VRQA) 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 (CLCS) courses. All the VCE classes are taught by qualified teachers with VIT.

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
<b>VCE Chinese Year 11/12</b> (Sat&Sun, morning and afternoon)	Year 10, 11, 12 students in 2024 with acceptable Chinese proficiency.	<p>The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses based on relevant regulations of VCAA.</p> <p>Textbooks and supplementary materials are well-chosen and the curriculum is carefully designed according to the VCAA VCE Study Designs as well as the test requirements. The course provides students with essential reference materials and tailored training to fully prepare them for the VCE exams.</p> <p>Taught by teachers with VIT and experienced in VCE Chinese teaching.</p>
<b>VCE Chinese Year 11/12- Accelerated Chinese Program</b> (Sat&Sun, morning and afternoon)	Year 10, 11&12 students in 2024 with advanced Chinese proficiency. Selective entry test applies.	<p>The program is selective entry only and entry tests are provided each year for students interested (in limited places).</p> <p>The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses based on relevant regulations of VCAA.</p> <p>Textbooks and supplementary materials are well-chosen and the curriculum is carefully designed according to the VCAA VCE Study Designs as well as the test requirements.</p> <p>Taught by teachers with VIT and experienced in VCE Chinese teaching catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.</p>

<b>Chinese Language, Culture and Society</b>	Year 9, 10&11 students in 2024 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 with VIT.
----------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## XI. 2024 Registration and Tuition Fees Cost Guide (please refer to the registration link on the school's website)

## XII. Parent/Guardian Compliant 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 – Prep-Y9

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

**Class time:** Saturdays & Sundays morning/afternoon

**Contact:** xjsms@xjs.vic.edu.au

**Mt Waverley Senior Campus – Y10-12 (including VCE11&12)**

**Classes:** Y10-12 Chinese, VCE 11&12 First Language, Second Language, Second Language Advance & Chinese Language, Culture and Society, IB Chinese Y11&12

**Class time:** Saturdays & Sundays morning/afternoon

**Contact:** xjsvce@xjs.vic.edu.au

**Accelerated Chinese Program Y10-12 (including ACP VCE 11&12)**

**Classes:** ACP Y10-12 Chinese, ACP VCE 11&12 First Language, Second Language, Second Language Advance & Chinese Language

**Class time:** Saturdays & Sundays morning/afternoon

**Contact:** xjsvce@xjs.vic.edu.au

**Chinese Language, Culture & Society, IB Chinese**

**Classes:** Chinese Language, Culture and Society, IB Chinese Year 11&12

**Class time:** Saturdays & Sundays morning/afternoon

**Contact:** xjsvce@xjs.vic.edu.au

For further enquiry about the 2024 admission, please feel free to contact us on (03) 9888 1688 or [admin@xjs.vic.edu.au](mailto:admin@xjs.vic.edu.au).

Xin Jin Shan Chinese Language and Culture School Inc.

[www.xjs.vic.edu.au](http://www.xjs.vic.edu.au)