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Escuela Hispanoamericana
PO Box 310
Noble Park Vic 3174

SCHOOL RULES

The School Committee would like to welcome all parents and students for the beginning of the school year. The school continues a tradition of over thirty years of teaching Spanish and providing parents and students with the opportunity to share the various cultural backgrounds and participate in the activities of the school community.

The school is a community run organisation that relies on the participation of parents to run the school and participate in fundraising activities. It is essential that fees are paid to enable the school to be able to deliver this service. Please ensure that you contact the School Committee for further information regarding the fee structure.

Child Safe

The school is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, there is a new regulatory landscape surrounding child safety, underpinned by the new PROTECT Child Safe Standards.

Child Safe Statement

The Escuela Hispanoamericana de Springvale Inc. takes deliberate steps to protect children from physical, sexual, emotional, psychological and cultural abuse and neglect. The Escuela Hispanoamericana's commitment to protecting children must be embedded in our Organisation's Culture and Policies. Responsibility for taking action must be understood and accepted by everyone.

The Escuela Hispanoamericana fosters and demonstrates openness in a variety of ways. This directly and indirectly creates a culture in which everyone – staff, volunteers, parents, carers and children feel confident, enabled and supported to safely disclose child safety concerns. All children, their families and carers should feel welcome at the Escuela Hispanoamericana.

Escuela Hispanoamericana's Child Safety Code of Conduct

Committee of Management, staff, volunteers, educators and contractors at The Escuela Hispanoamericana de Springvale Inc. are required to abide by the school's Child Safety Code of Conduct.

A completed and signed code of conduct is required by all Committee of Management members, staff, volunteers, educators and contractors involved in the care of children on behalf of the Escuela Hispanoamericana.

The Department of Education per Capita School Grant

The Department of Education offers the school a subsidy for student enrolments. The school will inform parents/guardians what information is required at the beginning of the school year so that a subsidy can be provided to the student where applicable.

Class Times - Recess

- Classes are conducted between 6.00pm to 9.00 pm all Fridays of the Victorian School Term. There are no classes run on Public Holidays.
- There is a break from classes of 15 minutes between 7:30pm and 7:45 p.m. **It is important to supervise the students during this break and parents are required to assist with the supervision of children.**
- Please ensure that students and parents attending the school behave in a manner that demonstrates respect for individuals and property. Failure to do so could result in suspension and exclusion from the school.
- Students are urged to look after their own property and refrain from bringing valuables to school. Items such as mobile devices including mobile phones are not permitted in classrooms and the school cannot take responsibility if they are damaged, misplaced or stolen.
- Unless otherwise authorised by teachers in a supervised function, drinks and edibles are not to be consumed in classrooms
- The school adheres to the Victorian School Term Dates
- Running is prohibited inside classrooms and passageways.
- Students must attend a minimum 80% of classes to be able to pass.
- Smoking is prohibited on school grounds.
- If your child is leaving early, please ensure that you have notified the teacher and that this is recorded in the attendance roll.
- Students are not permitted to leave the school premises during school hours without being accompanied by a parent, guardian or agent of the parent or guardian who has been nominated as an alternative contact and has informed the school.

Reports

The school will provide students with a report at the end of Semester One and at the conclusion of the school year.

Working with Children Check

The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing people who pose an unjustifiable risk to children from working with or caring for them.

A Working with Children Check is different from a police check because 'Working with Children' cardholders are monitored on an ongoing basis for any new relevant offences or adverse professional conduct reports from prescribed professional bodies. New charges, convictions or findings relevant to the Working with Children Check will instigate a re-assessment of the person's eligibility to hold a card.

All parents supervising children in a voluntary capacity on behalf of the school must have a working with children check. All parents will be required to submit a copy of their working with children card and register their number with the school.

Other

The school is run by a Committee of parents who contribute their time voluntarily to ensure that the school continues to operate and to keep fees as affordable as possible. All fees must be paid in full before the first week of each term. Failure to pay fees will preclude students from attending class. Please consider giving some of your time to join the school committee or help with the supervision of children during their recess, with the school canteen or with fundraising activities such as the Bingo and the Annual Fundraising Dinner Dance.

The school is a tight knit community that requires that all members are respectful and demonstrate tolerance and consideration to others. Parents are urged to ensure that they communicate to their children the need to comply with school rules and to be respectful to teachers and to parents who enable the existence of the school by volunteering.

Please ensure that your child:

- has the necessary items to be able to fully participate in class; the school will provide students with an exercise book, pen and/or pencil on payment of school fees. Teachers may request additional items such as colouring pencils, glue stick and scissors for example;
- arrives at the school by 6.00pm;
- is picked up by a responsible adult at the conclusion of classes;
- behaves in a non-disruptive manner in class; and
- completes tasks set as homework for teachers.

Photographs

From time to time photographs of students may be taken for promotion of the school and to share information about the school's activities.

If you do not wish for photographs to be taken of your child/ren please inform the committee of management at the time of enrolment.

Donations of time and materials are most welcome.

The School has a commitment and an obligation to adhere to privacy legislation.

La Directiva Escuela Hispanoamericana