



The United Vietnamese Buddhist Congregation of South-Eastern Melbourne

School Charter 2019-2021

Document Control

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School Profile

Brief History

The United Vietnamese Buddhist Congregation of South-Eastern Melbourne, known as Hoa Nghiem Vietnamese Language School, commenced our first class in 2005 with more than 10 students from year 1 to 4. Since then, the school has grown to 215 students in 2018. The organisation was incorporated in 1987. The school has been operated:

Location: 442-448 Springvale Road, Springvale South Vic 3172

Operating hours: Saturdays 9.30am – 12.30pm and 1.30 - 4.30pm

Typical Student/Family Profile

In general, the ages of students from Hoa Nghiem Vietnamese Language School range from four to 16 and come from families where both parents are Vietnamese or one parent is Vietnamese. Typically, Vietnamese is spoken as the first language at home. A significant number of students derive from families that migrated from Vietnam and has been in Australia for more than 10 years. For these students, the school's academic goal is to provide strong academic skills with high-order thinking capabilities so that they can achieve the level of VCE.

School Staff

The school employs several teachers and one office administrator. The teaching staff come from a variety of occupational backgrounds including two primary-trained and one secondary-trained teacher.

Available positions are normally advertised on the school notice board and the Vietnamese community newspaper. A position description is prepared for any vacant position which includes tenure of the position, qualification requirements, the role and responsibilities of the position. All applicants receive the same information in relation to a particular position. Shortlisted candidates will be interviewed by a panel including the school principal and coordinators. The panel members are aware of the *Equal Opportunity Act 2010* to provide reasonable and adequate measures to eliminate discrimination. Successful applicants will be required to provide VIT registration or Working with Children Check.

The main aim of Hoa Nghiem Vietnamese Language School for teaching staff is to provide teachers with the skills to teach and assess for deep understanding and to develop students' cognitive skills. All teaching staff at the school are advised to take a minimum of 20 hours of professional learning. Teaching staff will be paid to attend appropriate professional learning that is relevant to their teaching pedagogies and interests. Professional learning will enhance teachers' understanding of the content they teach and equip them with a range of effective strategies that enable their students to learn that content.

School Committee/Board

A committee elected by the parents (members) is responsible for the running of the school. Its current constitution may be revised on 30/06/2019 or when it is required.

The following table details the members of the School Committee/Board.

Name of Member	Committee Role
Venerable Thich Thien Tam	Chairman
Ms. Tu My Nguyen	Secretary
Ms. Tuyen Huynh	Treasurer
Mr. Hieu Nghia Nguyen	Committee member
Mr. Tai Giang	Committee member
Ms. Vy Nguyen	Committee member

School Vision and Values

Curriculum and Learning Goals

The school aims to provide progressive and cumulative opportunities for students to develop language and cultural understanding through a program aligned with the Victorian Curriculum.

School Ethos

The Hoa Nghiem Vietnamese Language School's primary goal is to ensure that all students are provided an opportunity to achieve language skill development, academic excellence and culture in a safe and nurturing learning environment.

The school's program is guided in a language-based manner by the following ethos and principals.

- All children regardless of family backgrounds and learning abilities can contribute to the positive and supportive learning environment.
- All children who are capable of achieving high levels of academic excellence are encouraged to accelerate.
- All children are provided an equal opportunity to gain confidence and fluency in Vietnamese language skills as well as the values of Vietnamese cultures and traditions.

School Management Plan

The school operates according to the following Code of Conduct.

School Committee/Board

The school acknowledges that it operates within its Constitution and the Department of Education and Training (DET)'s *Community Language Schools Funding Program* guidelines'. Within these regulations and guidelines, the school has resolved that it will operate with integrity and observe the following principles:

- The learning needs of the student will be the primary consideration in decision-making
- Loyalty to the school, its Charter, its Administration and Staff will be demonstrated
- Members of the Committee, Staff and Administration will be required to undertake training regarding their responsibilities to current school policies and practices and DET guidelines
- The views of the school community will be sought and considered on key issues
- Decisions of the school Committee will be available to the members of the School Association
- Encourage parents to become involved in the school's programs, excursions, camps and other activities
- Use the skills and experiences within the community as a valuable resource
- The committee will meet at least once per term in addition to the Annual General Meeting
- Minutes of the meetings will be kept, and business will be conducted according to normal meeting procedures; and
- The Administrator will advise all members of the scheduled meeting, ensure that an agenda is prepared in advance of the meeting, minutes are taken, and decisions of the committee are implemented

Principal / School Administrator

The School Administrator is responsible to provide effective management of the school in accordance with the School Charter, DET guidelines, expectation and code of practice.

- Manage and monitor the implementation of the school's policies and the Charter
- Ensure the provision of planning, implementing and evaluating of new school policies and programs
- Establish effective and efficient administrative structures and procedures
- Plan and invoke practices, which provide for the professional development and growth of staff; and
- Ensure the school's website is consistently updated

In return the School Administrator can expect:

- A safe and harassment-free environment; and
- Close cooperation and support from the School Coordinator, the Committee and the teachers.

Child Safe Officer

The school appoints a Child Safe Officer at the campus – Hoa Nghiem Vietnamese Language Buddhist School. The Child Safe Officer provides advice across the organisation on all policies and procedures that relates to child safety in accordance with the Victorian Child Safe Standards:

- Perform the role under delegation from the principal, and report to the board of management
- Provide a first point of contact/central point for reporting allegation of abuse
- Implement quality business and practice systems and standards

- Oversee that child protection services that are provided comply with relevant legislation, delegations, policies, quality standards and our Child Safety Practice Manual
- Have a clear process in place to report allegations of child abuse.
- Establish enduring productive partnerships with foster and kinship carers, the community
- Oversee ongoing professional development and management of staff in relation to the Child Safe Standards
- Convene internal child safety meetings, on a regular basis

School Coordinator

The school coordinator is responsible to ensure that the school's charter and the codes of practice that apply to the teaching staff and students are implemented. The school coordinator shall also:

- Promote and support good relations between the School and its members
- Communicate with parents, teachers and students
- Ensure a safe and pleasant learning environment
- Ensure the roster for school yard duties is implemented
- Select staff and designate tasks
- Monitor the quality of education for all students
- Ensure the implementation of the school policy on assessment and of student progress; and

In return School Coordinator can expect:

- A safe and harassment-free environment
- Participation in the decision-making process; and
- Support from the Principal and the Committee

Teaching Staff

The teaching staff will demonstrate a commitment to the school by:

- Implementing the School Charter, Goals and Priorities
- Presenting a positive role model to students
- Demonstrate a high standard of professional behaviour
- Supporting other staff members; and
- Treating all students equitably and justly

In addition to specific role statements, teachers will:

- Provide a positive learning environment, catering to individual needs
- Will be in attendance before school commences, be well prepared and ready to begin lessons at the given time

- Supervise children during recess by setting up a roster system for yard duties
- Participate in the teachers' meeting held each term and at the annual curriculum planning day, as well as demonstrate a commitment to sharing and implementing new ideas
- Develop professionally through courses provided through DET, internal workshops and professional reading
- Support the school's committee, Principal, coordinator and the school community generally
- Participate in all school activities including school excursions and the annual family camp
- Provide reports to students and parents in a clear and accurate form, in accordance with the Victorian Curriculum; and
- Encourage parental involvement

In return all staff can expect:

- A safe and harassment-free environment
- Participation in the decision-making process; and
- Support from the School- coordinator and the Committee

Students

The students will demonstrate a commitment to the school by:

- Respecting and following the classroom rules
- Respecting their fellow students and allowing them to learn without interruption
- Caring for their own property, other's property and environment; and
- Acting in a safe and responsible manner for themselves and others

In return students can expect to:

- Learn, work and play in a supportive environment
- Be heard and be able to express their opinions appropriately; and
- Be safe and secure in the school environment

School Community

The school recognises that the parents of its students are also integral to the school community. We acknowledge their involvement and contribution to our school and encourage them to support:

- The committee
- The teachers; and
- The administration

Opportunities for participation and contribution will be provided through:

- Activities and programs within the school

- Parent/teacher interviews
- Taking an active interest in the school's operation and activities; and
- Attending parental information sessions

This will be achieved through communication via:

- The school's newsletter
- Committee reports and policy documents
- The Annual General Meeting; and
- The school's website

Curriculum

Alignment with Victorian Curriculum

The school's curriculum is developed in line with the Victorian Curriculum Languages F to 10. The languages curriculum is organised through themes and topics which are arranged to provide progressive and cumulative opportunities for students to develop language and cultural understandings.

The curriculum is designed to develop the knowledge, understanding and skills to ensure that students:

- can communicate in Vietnamese
- understand the relationships between the language, social values and learning
- develop intercultural capabilities

Assessment and Student Reporting

Reports will be written each term, outlining a student's progress and the ways in which parents can support their child's learning. It is important that parents acknowledge that absences will have an impact on a student's report.

School Policies and Procedures

Enrolment and Withdrawal Procedures

The procedure for enrolling in and withdrawing from the school is outlined on the school's website.

Discipline Procedures

The Hoa Nghiem Vietnamese Language School's aim is for all students to develop an understanding of appropriate and inappropriate behaviours. The school focuses on positive and supportive relationships. All

students are encouraged to exercise self-discipline, respect for the rights of others and to take responsibility for their own actions. Student discipline is a responsibility shared between the school and parents.

If a student behaves in an unacceptable way, the following steps will be taken:

- FIRST STEP Warning and consequences of continued misbehaviour will be explained to the student.
- SECOND STEP The student will be sent to another classroom with work to be completed.
- THIRD STEP The student will be counselled by the school principal/Vice principal.
- FOURTH STEP Parents will be informed and requested to attend a meeting together with the student, with the school's principal/Vice principal, to try and resolve the problem.
- FIFTH STEP The student may be suspended or expelled from the school.

Grievance Procedures

The school adheres to the Department's *Guidelines for Parent/Guardian Complaints* procedure. A copy of the document can be downloaded from the [Department's website](http://www.education.vic.gov.au/school/teachers/teachingresources/discipline/languages/Pages/clsschool.s.aspx) at:

<http://www.education.vic.gov.au/school/teachers/teachingresources/discipline/languages/Pages/clsschool.s.aspx>

Anti-Bullying Policy

The School does not tolerate harassing or bullying behaviour by any member of its staff or student body. Every member of the School has a responsibility to refrain from harassing or bullying others, to actively discourage harassment and bullying and to support all parties involved in situations of potential conflict.

Breaches of school policy will be immediately acted upon by the Principal, and where appropriate, by the School Committee.

Students who complain of bullying can rely on staff to investigate their complaint promptly and in a thorough and confidential manner. Staff will respond to any acts of harassment or bullying immediately and positively.

In its aim to protect its students and staff from bullying and harassment, the school is taking steps to prevent the harm that can be caused by the misuse of online technology.

Equal Opportunity Policy

The school operates in accordance with Victorian and Commonwealth equal opportunity legislation which aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination and sexual harassment; and provide redress for people whose rights have been breached. All employees,

students, parents, school council members, contractors and volunteers are required to act in accordance with equal opportunity, anti-discrimination, harassment and vilification legislation.

Privacy Policy

A school may instead choose to use and link to the [Victorian Department of Education and Training's Information privacy policy](http://www.education.vic.gov.au/Pages/privacypolicy.aspx) at <http://www.education.vic.gov.au/Pages/privacypolicy.aspx> >

The school is committed to protecting the privacy of personal information. The school is required by the Privacy Act 1988 (Cth) (Privacy Act) to comply with the National Privacy Principles (NPP), subject to the other provisions of the Privacy Act. The NPPs regulate the way personal information is handled throughout its life cycle, from collection to use and disclosure, storage, accessibility and disposal.

To the extent required by the Privacy Act:

- The school will not collect personal information unless that information is necessary for one or more of our functions or activities
- The school will collect personal information only by lawful and fair means and not in an unreasonably intrusive manner

To the extent required by the Privacy Act, the school will take reasonable steps to:

- make sure that the personal information that we collect, use and disclose is accurate, complete and up to date
- protect the personal information that we hold from misuse and loss and from unauthorised access, modification or disclosure
- destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act

The school collects personal information for a range of purposes, including to:

- process applications for membership and membership renewals
- manage the membership lifecycle
- record and maintain membership details and profile information
- coordinate payment of fees to The school
- provide teachers with adequate information for them to plan their classes
- communicate information about the school to members, for example term schedule and news letters
- notify members about school events

The school may contact parents/guardians in a variety of ways, including by post, email, SMS or telephone call. In performing our functions and activities, we may need to disclose personal information to third parties. Third parties with whom the school may share personal information include, where appropriate:

- government and regulatory bodies such as the Ethnic Schools Association of Victoria (ESAV) and Department of Education and Training for funding purposes
- financial institutions for payment processing.

Parents/guardians should contact the school if they have any queries about the personal information that the school holds about them or the way it handles that personal information.

Student Attendance Policy

Students are required to attend classes on a regular basis. Absences may mean that students miss assessments and may not have the opportunity to demonstrate achievements of the relevant standards.

Classes may be cancelled in cases of extreme heat. Extreme heat is defined as when the predicted temperature for the school day exceeds 40°C. The Bureau of Meteorology (BOM) website will be used as the definitive source of the forecast. During periods of elevated temperatures, all parents should monitor the predicted temperature to prepare for any eventual cancellation of classes.

Student Collection Policy

Schools may wish to inform their policy based on information available on the [Department's website](http://www.education.vic.gov.au/school/principals/spag/safety/pages/studentcollection.aspx) at <http://www.education.vic.gov.au/school/principals/spag/safety/pages/studentcollection.aspx> >

The school has the following procedures in place for the safe collection of students from school, both during and after normal school hours:

The school provides staff supervision for students during school hours from 9.30 am to 12.30 pm in the morning and from 1.30 pm to 4.30 pm in the afternoon. This information is provided to parents/carers during the enrolment process. Outside of these times, the supervision and the collection of students is the responsibility of parents/carers.

Students must be signed out of the school by parents if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- When a student departs from the school (initial attendance recorded) without authorisation, the parent/carer will be informed immediately.
- No students will be sent home on their own outside of normal dismissal times.
- Students can only be collected by a responsible person 18 years and over.

Students remaining in the school yard awaiting collection after 12.30 pm or 4.30 pm will be directed to the Administration Office. If a student who is normally collected from the school, remains at school beyond the normal time of collection, attempts will be made to contact the parents/carers or the emergency contact person in the school records.

Child Safe Standards and Working With Children Check Policy

The school complies with current Child Safe Standards and all staff, volunteers and committee members are required to have a valid Working With Children Check or current Victorian Institute of Teaching registration. Copies of these are to be kept on file.

Management of Personnel and Resources

Staff Professional Learning

All staff are required to undertake a minimum of 20 hours of professional learning each year. Teachers are encouraged to develop their teaching and learning skills. Most of our teachers completed LOTE Methodology. In addition, teachers are empowered to learn among themselves through teacher run professional development monthly.

Record Keeping Practices

The school maintains accurate records of all financial transactions. Student records such as enrolment forms and attendance records are also held in accordance with the school's privacy policy.

Annual Reporting

The school prepares and circulates a report of all activities on an annual basis at the annual general meeting.