



February 2013

Dear Members

Welcome back to a new school year. I hope that you all had an enjoyable break over the summer holidays and you used the opportunity to get some much needed rest.

2013 should be another exciting and productive year. Community Language Schools around NSW will continue to provide a valuable service to all the communities of NSW that want their young members to maintain the language of their heritage. Therefore, it is up to the Community Language Schools to strive to provide a service of the highest quality so that the students will enjoy and want to come to school but also for the parents and families of the students to see outcomes in their children's language education.

Please remember that the Federation is always willing to assist its members, so do not hesitate to contact the office.

Community Languages Schools Program On-line Applications

The NSWFCLS has been informed that the DEC - Community Languages School Program has opened the on-line applications for the 2013 grants. It is in the interest of your school/ organization to start completing the applications as soon as possible by updating students' details and other relevant information.

By completing your applications by the due date, you will assist the administration staff of the Community Languages

Schools Program to process the applications much sooner.

A major issue that holds up the distribution of funds is the number mistakes made by schools on the Per Capita Grant funding applications. Please check the spelling and contact details for each individual student. Use the same name that the student uses to enroll in the mainstream school. If your school gives incorrect details of a student, that student will not be funded.

When applying for a Special Project Grant, you have to demonstrate how it will benefit not only your school but other schools within your language group. It's all about capacity building and sharing of resources.

Student Safety

As you are all aware, student safety or child welfare is of paramount importance in any organization that deals with children. Community Language Schools are no exception. Your school/ organization should have procedures and policies in place in order to protect the well-being of your students.

The following points should be considered:

1. Screening of teachers and volunteers
2. Supervision before, during and after school
3. First Aid qualified attendant on site
4. Updated medical records of students with special needs
5. Check school site for any dangerous situations

6. Emergency procedures for ambulance access etc.
7. Names of family members or carers that have authority and access to the students

It is not only the responsibility of the teachers to care for the students but management committees are also responsible to provide leadership, guidance and assistance when operating a community language school. Like mainstream schools, the management committee has to be pro-active in ensuring the well-being of the students and the staff.

Professional Development

Professional development training of teachers and management committee members is an ongoing matter. During the year your school teachers have the opportunity to attend professional development in a number of ways.

1. On-site training provided by the Education Officers
2. Professional development organized for language specific groups
3. Attending Federation conferences or CLS Program organized courses

Your school should endeavor to provide your teachers with as much professional development training as possible, especially new teachers. This way the staff will be able to provide the students with new and interesting ways to learn your language.

Please contact one of the three Education Officers: Mr Alex Di Prinzio, Ms Sabine Hauth or Ms Heidi Lindgren for professional development courses.

Electronic Whiteboards or Smart Boards

As many of you know or have experienced, many schools have refurbished their classrooms and replaced the traditional blackboard / whiteboards with new electronic whiteboards. The removal of the old style whiteboards has

created problems for some community language schools because of the lack of writing space for the teachers. However some mainstream schools are allowing community language schools to use the new Smart Boards.

If there are new smart boards in the classrooms you are using, why not approach the school principal asking for their permission to use the new technology.

The Federation can organize training for your teachers so they have the knowledge, skill and confidence to use the new smart boards. If your school can come to some agreement with the mainstream school principal that hosts your community language school, we can arrange the necessary training.

Events and Functions for 2013

Over the last number of years, Community Language Schools as a group, have taken the opportunity to successfully raise the profile and awareness of the valuable service that they provide the communities of NSW. This is due to the increase of the attendance of the community language schools at events either organized by the Federation or functions associated with the multicultural communities of NSW.

This year, the Federation will again seek your support by attending the following functions:

1. Premier's Harmony Dinner on Wednesday, 10 April at the Doltone House, Darling Island Wharf from 6.30 till 10.30pm. Cost \$85 per person or \$800 for a table of ten. Dress code: black tie or National Dress. Please let us know so we can arrange seats for your representatives.

2. Federation's Annual Dinner in June (to be announced when date is finalized)

3. Federation's Annual Conference/ Professional Development Training Day on Saturday, 5th of October at the Sydney University.

Your school should set aside funds in its budget to allow teachers and management committee members attend these functions or events. It is in the interest of the community language school sector of NSW to maintain and increase the awareness of its role in the wider Community. We have strength in numbers just like any other organization and the diversity of our communities is one of our key strengths.

Membership and Insurance renewal forms

Please ensure that whoever completes the forms, answers all questions so we have the appropriate information about your school and everything we need to know in case of insurance claim etc. He/she should go through the check list to make sure all questions are answered before returning the forms to our office. If anything changes through the year because of the election of new committee members or new teachers are employed, please let the office administrator know so that she can update your school's files.

Annual General Meeting

The Annual General Meeting will be held on Wednesday, February 27, at 6.30 pm in the hall of the Marrickville West Public School – Please enter from the Livingstone Road side of the school. The entrance to the school is opposite Harnett Street.

First Aid Course

It is in the interest of your school to have someone with a First Aid qualification to ensure that the welfare of an injured or sick student is attended to.

The Federation will again organize a First Aid Course for community language schools teachers or committee members.

The date for the course is Sunday 24 March, at the Marrickville West Public School (you will soon receive flyer and form with more information). Places are limited so if you are interested to attend please return the form and payment as soon as possible to secure your place. You can contact Mr Alex Di Prinzio, Education Officer for further details regarding this course.



Kind regards

A handwritten signature in black ink, appearing to read 'Albert Vella'.

Albert Vella
President – NSWFCLS