



PARENT INFORMATION HANDBOOK

MISSION STATEMENT

1. *Teach school aged children the language and culture of their parents and grandparents.*
2. *Encourage other school-aged children to learn the language and culture of people from other countries who live in Australia.*
3. *Develop an interest in students in Russian literature, drama, music.*
4. *Co-operate with and assist other organisations, which promote multiculturalism.*

CRITERIA FOR ENROLMENT ELIGIBILITY

Student will be accepted and offered a placement in Harmony Russian School of Sydney if they meet the eligibility requirement:

- A child aged between 4 -5 years old is eligible to enrol and be considered for acceptance into the preschool class.
- Children aged 4,5 -17 years who attend a mainstream Australian primary school are also eligible to enrol into the school.

ENROLMENT PROCEDURES

Applications for new enrolments are available from the Principal. New students will need to complete the following forms:

- New Enrolment Form.
- Permission to Publish or Photograph.
- Re-enrolments of students are required each year. Parents/carers will be required to complete this one form at the start of each new school year.
- Parents/carers are required to inform the school immediately if there are any changes to personal details such as:
 - Changed address/contact numbers/new school
 - Medical condition or illnesses that the school needs to be aware of and a management plan provided where necessary.

SCHOOL FEES

- School Fees are required to be paid **each school term the first three weeks** of that given school term.

Family Discounts: Where there are 2 or more children from one family currently attending the School, the following discounts will apply:

- Second Child \$25.00 discount per term.
- Third Child \$30.00 discount per term.

Registration Fee: \$50.00 – BHPS, \$30.00 Miranda PS (stationary, books) registration fee is payable with an application for enrolment students.

This fee is not refundable.

METHODS OF PAYMENT

Cheque, money order or cash can make payments.

HARMONY RUSSIAN SCHOOL OF SYDNEY INC
1038 4720

BSB: 062 193 Account number:

- If a child missed classes due to illness or other commitments, no refund will be made for this period. However, the tasks will be given and assessed.
- Parents are responsible for the payment of avoidable breakage or damage to hired premises property by a student.

Overdue Fees: We understand that it is easy to sometimes overlook payments responsibilities. If parents/carers fail to make a payment within the specified timeframe, the Principal will contact you about your outstanding account and arrange for payment to be updated. However, if you are unable to meet this financial obligation, we ask that you discuss this matter with the Principal at a suitable time. A financial plan can be developed to help you better meet this responsibility.

SCHOOL UNIFORMS

- Students are requested to wear appropriate clothing and footwear to school.
- Students should **not wear thongs** to school and should preferably wear closed in shoes that provide protection for their feet. Similarly, a hat should be brought to school and worn during school breaks and when playing in the playground.

DAILY ROUTINES

- The school requests that students attend school regularly and on time. Regular attendance is essential for progress.
- School commences promptly at 9.30am each Saturday during the NSW school calendar term at BHPS and at 4.30 pm – Miranda PS
- Parents collect their child promptly from their class.
- Students do receive two (2) short breaks, which are supervised. Parents are requested to pack appropriate food for their child at BHPS.
- Children in preschool are provided with more regular toilet breaks. A teacher's aide is available to ensure that children are adequately supervised always.

COMMUNICATION

Parents are welcome to visit our school. For practical reasons and **to prevent classroom disruptions**, it is preferable if parents make appointments to speak to Teachers or the Principal. Alternatively, teachers commence school at 9.15am and are available after school classes (BHPS) and 4.15 pm (Miranda PS)/ **Parents are requested to approach teachers during this allocated time rather than interrupt the classroom.**

EXPERIENCING PROBLEMS OR CONCERNS

If your child is experiencing a problem such as learning, medical, emotional or home difficulties, please advise your teacher. The school cannot provide appropriate support or assistance if we are unaware of such situations that can significantly impact a child and their learning.

Parents can be assured that any information disclosed to a teacher will be treated in a confidential and respectful manner.

Whatever the situation, the school is committed to supporting students and their family as much as possible throughout these difficult times.

HOMEWORK

Homework can be a valuable part of schooling. Homework provides students with the opportunity to deepen understanding and proficiency in key learning areas. It allows for practising and consolidating work learnt in the classroom. It has potential to stimulate, challenge and extend learning.

As the Russian lessons are only held weekly, homework becomes an important component to build learning between lessons. Regular practise in the Russian language is invaluable for ongoing student progress.

Parents have an important role to play in assisting the school to develop effective homework procedures. These procedures are designed to consolidate learning:

- Reading and speaking to your child in Russian. Talk and involve your child at home in shopping, playing games and general discussion.
- Using the Russian language is a significant way of promoting learning.
- Helping students to complete set tasks and discussing key questions.
- Encouraging students to read in Russian and discuss the content.
- Watch Russian films and utilise Russian educational websites.

Contact your child's teacher to discuss any concerns you may have about homework tasks.

BEHAVIOUR MANAGEMENT & SUPPORT

Harmony Russian School of Sydney values respect for self, others and the environment.

The rules to achieve this are:

- Participate and cooperate.
- Be safe.
- Speak to Please.
- Care for Property and the Environment.

These rules are mandatory and are reinforced in the classroom.

Harmony Russian School Student Rights & Responsibilities

Students have the right:	Students are responsible for:
To learn and achieve to their individual potential.	Allowing others to learn and play without interference
To be rewarded for hard work and effort.	Accepting others as individuals with differing backgrounds, personalities and interests.
To be accepted as an individual.	Treating and speaking to teachers, students and parents in a fair and respectful manner.
To be treated and spoken to fairly and respectfully by teachers, students and parents.	Keeping our school clean by eating food in the designated areas and putting all rubbish in the bin.
To learn and play in a clean and tidy environment	Listening to and valuing others opinions and ideas.
To have appropriate access to school facilities and equipment	Careful and acceptable use of school facilities and equipment.
To feel safe in the school environment.	Playing safely within the designated areas around the school
	Being in control of their own thoughts and feelings and making strong choices.
	Coming into class at the beginning of the day and after each break on time.

Harmony Russian School Teacher Rights & Responsibilities

Teachers have the right to:	Teachers are responsible for
To be treated with respect by students, parents and colleagues	Treating students, parents and colleagues how they would like to be treated.
To feel safe in the school environment	Maintaining a school environment where all children have the opportunity to learn and play happily without interference from others.
	Discussing and reinforcing school rules and expectations.
	Providing appropriate levels of supervision for children both inside and outside the classroom.

To teach without disruption, in a clean and tidy environment.	Providing opportunities for all children to experience personal success.
	Coming to school on time and prepared for effective teaching.
	Attending teachers' meetings, training and workshops
	Level testing, grading, evaluation, and assessment of students
	Curriculum design and implementation

Harmony Russian School Parent Rights & Responsibilities

Parents have the right:	Parents are responsible for :
To know their child is safe.	Being aware of school rules and encouraging acceptable social behaviour.
To be kept informed of their child's learning progress and behaviour at school	Providing the school with up to date contact information.
To know where their child is at all times.	Ensuring children attend school regularly and punctually and to provide explanations for all school absences.
	Supporting the schools homework

GENERAL INFORMATION

The following information should be carefully read and followed by students and their Parents/carers:

Personal Property

Bags, lunch boxes, drink bottles and pencil cases should also be clearly labelled. Parents are requested not to allow children to bring valuable items to school. The school takes no responsibility for items lost or misplaced.

Photographs

The school does take photographs of students during various activities and school events. The photos are displayed on the school website and Facebook.

Parents are requested to only take photographs of their own child at school events.



Facebook and Website

The school has a Facebook page and Website <http://sydneyrussianschool.com.au/> that is updated regularly with relevant information and photos, Parents are encouraged to check the site regularly for updated information about the school and upcoming events.