

Hamzakaine Armenian Educational and Cultural Society

Nairi Chapter – Ryde NSW

Toomanian School



School General Policy

1 GENERAL

1.1 Introduction

Welcome to Toomanian School.

Toomanian School operates under Nairi Chapter of Hamzakaine Armenian Educational and Cultural Society. The school is partially funded by the Department of Education of NSW and partially by parents' financial contribution through student registration fees. All teachers and staff at the school are volunteers.

Toomanian School has been serving the Armenian community for over 30 years. Our teachers and staff are committed to providing a safe and supportive learning environment for the needs of all our students.

This document has been prepared as a guide for both new and existing parents, outlining general information and requirements such as school uniform and school routine. We hope that your child will have a rewarding, enriching and enjoyable time at this school learning the Armenian language, culture and heritage while making enduring friendships.

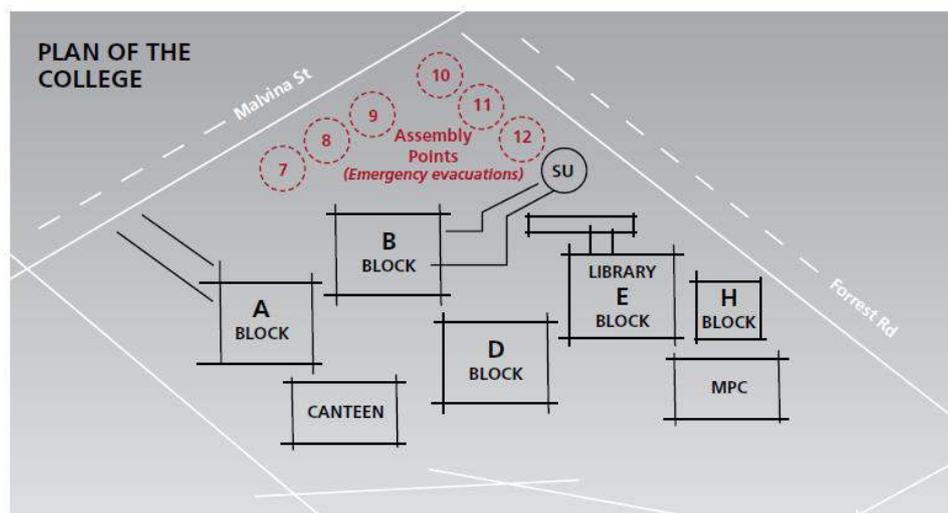
Toomanian School caters for junior and senior students. The total number of years at school is 12 years. The school year generally follows the NSW public school terms. There are 4 terms in the school year with 2 weeks break in between terms except during summer break where there are 6 weeks break.

Depending on the number of students and availability of extra volunteer teachers, some of the grades are divided into two classes to maintain the quality of education and standard of care. Whenever it's not possible to form classes with smaller number of students, assistant teachers are provided to support the teacher in charge.

1.2 School address and layout

Toomanian School classes are convened at Ryde Secondary College located at 5 Malvina Street, Ryde NSW 2112.

The school layout is shown below. It should be noted that Toomanian School has access to Blocks A and D only.



1.2.1 School entry and parking

All parents and students shall use the Forest Road gate to enter and exit the school grounds. On-street parking is available on Forrest Road. For safety reasons, parents are not permitted to drive on the school grounds including the staff car park unless they have prior permission or are on duty for supervision or assistance in canteen.

1.3 Enrolment

1.3.1 Minimum age of enrolment

Students enrolling for pre-school shall be at least 4 years of age by 31st of March in the year of enrolment.

Students enrolling for kindergarten shall be of 5 years of age by 31st of March in the year of enrolment.

Students enrolling as new students in higher classes will be assessed and advised entry to appropriate classes as the respective head teacher and Principal see fit.

1.3.2 Census date

The census day, i.e. the last day for enrolment in each school year, is week 3 of the school year. Enrolments after this shall have valid reasons and may incur additional charges.

In special circumstances, the school could allow enrolment after the census date, e.g. new migrant students.

1.3.3 How to enrol

For enrolment, for new students new registration forms shall be completed by their parents and for current students pre-filled forms are provided to the parents for them to check the details. The registration form is available for download from the school website.

All new students are to present their birth certificate (or a certified copy of its translation if it is not in English).

For continuing students, the report card of the previous year shall also be presented. Other documents may be requested for enrolment depending on the student's circumstances.

No copy of the presented documents will be kept at school, in school files or computer for privacy reasons.

All forms shall be signed.

1.4 Lost property

Any belongings found should be handed to a staff member at school. Found items are held in a lost property box in the office.

It is encouraged that all items belonging to students are clearly labelled with their name to reduce the possibility of losing items.

2 HEALTH AND SAFETY

2.1 Supervision

The school playground is supervised by volunteer parents and school staff.

Parents shall make sure a member of the school staff is present on school grounds before dropping off their child at school.

2.2 Injuries and illnesses

Students shall not be sent to school if they are unwell. Children who become sick during school hours will be looked after in the canteen area until a parent, or an emergency contact person is able to attend and take the child home.

Should your child be injured in the playground or at school during school hours one of the following actions will be carried out.

If the injury is minor, the child is treated at school and given verbal or explanatory note to the parent.

If the injury requires more attention, the child will be looked after by one of the school first aid staff until an emergency contact person arrives. Every effort will be made to contact the parent or guardian in serious cases.

2.3 Emergency contact people

Full name and phone number of an emergency contact person, other than the parents or guardians, are required to be provided during the enrolment.

3 CODE OF CONDUCT

At Toomanian School, the aim is to create a harmonious and positive learning environment. The following sections outline what is expected from the students.

3.1 Courteous, responsible and respectful behaviour

Students are taught and expected to:

- Arrive at school on time and line up for assembly when the bell rings
- Attend school in full school uniform (no hats or caps are to be worn during assembly)
- Respect school property and equipment and personal possessions of other students
- Follow the directions of teachers and school staff
- Use polite and courteous language (no swearing, violence, discrimination, intimidation or bullying is tolerated)
- Raise their hand before speaking
- Ask for help when needed
- Respect the rights, feelings and safety of others
- Encourage and support fellow students
- Use rubbish bins for proper disposal of their rubbish and keep the classroom and playground areas clean

3.2 Academic and school activities

Students are taught and expected to:

- Work co-operatively with their teachers and fellow students during class
- Complete all prescribed homework and assessments to the best of their ability and submit all work on time
- Maintain a commitment to excellence in learning
- Have a positive and active attitude to learning and be attentive during class.
- Be involved in the school community and activities, e.g. choir.

3.3 Parents' responsibilities

Parents are an integral part of the school community. Their commitment, support and partnership are highly valuable to ensure the best possible outcome for students' learning and establishing responsible behaviour in the students. To achieve this, parents are expected to:

- Pay school fees by the end of week 3 in Term 1
- Provide students with all necessary stationery – except exercise notebooks
- Be punctual and respect school hours
- Advise the teacher in case of student's late arrival, early departure, or absence
- Provide the school with a written authorisation if child is to be picked up by a person other than the parent or guardian
- Assist the school for playground supervision and canteen
- Notify school of any change to address, contact details and emergency contact person

4 SCHOOL ROUTINE

4.1 School hours

The school operating hours and schedule is outlined in the table below. Any change to the school schedule is communicated to the school community as required.

Time	Activity
12:45 – 1:00 pm	Assembly
1:00 – 2:30 pm	First teaching session
2:30 – 3:00 pm	Recess
3:00 – 3:10 pm	Assembly
3:10 – 4:30 pm	Second teaching session
4:30 – 5:00 pm	Concert rehearsal (Terms 3 and 4 only)

4.2 Recess

The duration of recess is 30 minutes. The canteen operates during recess and sells a variety of snacks, sandwiches and drinks. All students are required to leave their classroom during recess unless they need to stay in the classroom for legitimate reasons communicated to the school by their parents.

4.3 Assembly

There is an assembly every Saturday after the bell rings at 12:45pm. All students shall stand in their class line during the assembly. The assembly starts by singing the National Anthem of Armenia followed by the Lord's Prayer. Announcements and award distributions generally occur at the end of the assembly.

4.4 Attendance

Attendance at school is recorded by calling rolls in the classroom by the class teacher. The parents or guardians of the student are required to inform the class teacher of any intended absence beforehand or any unforeseen absence as soon as possible. The school will contact the parents or guardian of an absent student only if the student is absent for two consecutive sessions without prior notice.

4.4.1 Late arrival or early departure

Class teacher shall be notified of late arrivals and early departure. Students are not permitted to go home unaccompanied during school hours without parental permission.

4.5 Uniform

The school has a uniform policy as described below.

- Pre-school students – orange polo shirt with school emblem

- Kindergarten to Y9 students – white polo shirt with school emblem
- Girls – navy blue skirt or pants
- Boys – navy blue shorts or pants
- All students – white socks and black shoes

All students shall wear the school uniform at all times unless it is a uniform-free day (mufti) or a special occasion as determined by the school.

School polo shirts can be ordered through the school office.

4.6 Canteen

Canteen operates during recess. A volunteer team of canteen staff assist in supplying and preparing the canteen items. The regular food items offered at the school canteen are as follows: mortadella roll, hot dog, cookie, chocolate milk, fruit juice and water.

All matters related to canteen are managed by the canteen co-ordinator.

There is a credit system in place at school canteen where parents can leave an amount of credit for their child's use throughout the year. It is the responsibility of the parent to check with the canteen co-ordinator to ensure there are sufficient funds for their child. Parents are encouraged to use this system, in particular for younger students.

The school policy is not to provide food to students who have no credit or cash with them.

In terms of food allergies and anaphylaxis, the school canteen will follow a nut free policy and would appreciate your co-operation not to include any nut products in your child/children's lunch boxes. Parents of preschool and kindergarten children can encourage their child/children to avoid sharing or trading food. It is also helpful to tell children to ask for help from a teacher if another child looks unwell.

During recess, afternoon tea is provided for the teachers. While school provides most of the material, parents will be contacted by the canteen coordinator to contribute to the preparation of the afternoon tea by way of provision of cake or pastry.

We welcome parents who are willing to volunteer in helping with canteen duties. Parents' involvement with school activities not only encourages the child, it also allows parents to be connected with the school community.

4.7 Events

There are a number of events that take place throughout the year such as Easter, Mother's Day and end of year concert. These events are communicated through newsletters.

4.8 Photography

Photographs and videos are taken from students and their activities throughout the year on different occasions. Toomanian School reserves the right to use and publish these photos and videos in school newsletters, emails, photo albums, Facebook page and other publications. The school, however, will seek permission from parents to use photos and videos of their students if it is for marketing purposes.

5 ACADEMIC INFORMATION

5.1 School curriculum

The language taught at the school is in the Eastern Armenian dialect. The orthography taught and used at the school is the Classic orthography.

Teachers are committed to teaching the Armenian language, literature, history and other approved subjects with the Principal's guidance.

There is a no-fail grade policy at the school. If a student has difficulty keeping up the work load, the teacher is to discuss the matter with the parent or guardian to recommend possible solutions.

5.2 Text Books and exercise books

All relevant textbooks, exercise books and folders are distributed to students on the first day of attendance.

The price of text books is not included in the enrolment fee.

5.3 Homework

Toomanian School supports the concept of learning through various teaching and engaging techniques. Students are given homework to take home and are expected to complete all prescribed work to the best of their ability.

Preschool students are not given any homework to complete.

5.4 School Awards

The belief at Toomanian School is that students' behaviour, achievements and conduct should be enforced positively by regular praising and rewarding in different areas of learning and performing. Various achievements at school such as consistently completing homework, displaying exceptional positive behaviour in class, assisting the teacher and fellow students and the like are awarded.

All awards are recorded in a central register and carried forward to the following year.

School Awards are as follows: Merit Award, Big Merit Award, Principal's Award, Toomanian Badge and Ani Abcarian Award.

Students, other than pre-school, are rewarded based on the award system described below.

- Every 5 Merit Awards lead to 1 Big Merit Award and a small gift
- Every 3 Big Merit Awards lead to 1 Principal's Award
- Every 3 Principal's Awards lead to 1 Toomanian Award and Badge

5.4.1 'Ani Abcarian' Award

Every year an award in memory of Ani Abcarian is given to a student for good behaviour and excellent academic achievement. Generally, this award is given to a student in Year 1 or younger.

Students are nominated by teachers of this age group and a decision is made by teachers' votes in consultation with the school's Principal.

5.4.2 Minister's Award for Excellence in Student Achievement

Every year two students, one in junior category (mainstream school Y3 to Y6) and one in senior category (mainstream school Y7 to Y12), are nominated to the Department of Education to receive Minister's Award for Excellence in Student Achievement. The student for junior category is generally selected from Toomanian school Y5 (or younger) and for senior category from Toomanian school Y9 (or younger).

The criteria for this award set by the Department of Education, in broad terms, are as follows: accomplishment in language, achievement and fluency, and appreciation of cultural background and demonstration of intercultural understanding.

Students are nominated by teachers of these age groups and a decision for final nominees is made by teachers' votes in consultation with the school's Principal.

6 COMMUNICATION

6.1 Newsletter

The primary means of communication with parents and the school community is via emails and electronic newsletters. Occasionally, notes and event flyers are handed to students for parents to read.

6.2 General Meetings

General meetings for different purposes may be held throughout the year. An introductory meeting is generally scheduled in the first few weeks of the school year.

6.3 Class meetings

A classroom meeting with the class teacher is scheduled at the beginning of the school year, which allows parents to meet the teacher and discuss the syllabus, homework, teacher expectations, and parent's responsibilities. More meetings can be organised if majority of the class parents would want so.

All teachers are interested in the progress and well-being of students and welcome discussions with parents regarding the students' progress or concerns throughout the year.

All matters concerning academic activities shall be discussed with the class teacher and/or the school Principal.

6.4 Reporting to parents

Assessment of each student's academic progress is conducted by a variety of methods such as, exams, samples of work, oral and written presentations and general observations. The results are formally reported to parents twice – mid-year and end of year – by a written report card.