



# PARENT HANDBOOK 2023



**Darwin Languages Centre**

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# DARWIN LANGUAGES CENTRE

# CONTENTS



## PAGE 3

- Welcome
- Our Programs
- What We Are Learning

## PAGE 4

- Term Fees
- Bus Service
- BBQ
- Enrolment

## PAGE 5

- Drop off / Collection
- Text Messaging
- Absence
- Emergency Contact Details
- School Hours
- Water Bottle / Sun Hat

## PAGE 6

- Footwear
- Lost Property
- First Aid
- Medication
- Asthma/Allergies/Anaphylaxis
- Cyclone/Emergencies
- Parental Visits
- Publicity/Media Consent

## PAGE 7

- Newsletter
- Library
- Pandemic Arrangements







## **WELCOME TO DARWIN LANGUAGES CENTRE**

The Darwin Languages Centre is a government school that specialises in teaching languages other than English. Since its establishment in 1997, this unique centre has supported thousands of students to pursue their interest in language learning and to experience the joy of embracing another culture.

In our increasingly interconnected world an ability to speak multiple languages is an important skill to have. Here at the Darwin Languages Centre we believe that learning a language;

- fosters intercultural understanding and tolerance;
- improves understanding of English;
- enhances critical thinking and problem solving skills, and;
- develops interpersonal skills and perseverance

## **OUR PROGRAMS**

We have a variety of different Languages programs available from Monday to Wednesday, 4:00pm - 6:00pm and on Saturday's 10:00am - 12:30pm - Mandarin only.

- French
- German
- Greek
- Indonesian
- Italian
- Japanese
- Korean
- Mandarin
- Portuguese
- Spanish
- Auslan

Language programs for students not only concentrate on oral interaction, but an immersion into the whole culture including traditional dress, food, music, festivals and traditions.

## **WHAT WE ARE LEARNING**

Each term, teachers of each language group will provide information for parents on goals, learning intentions and success criteria. This will be emailed out to parents and also displayed outside each classroom.

## TERM FEES

Price Per Student/Per Language:

1 Term - \$120.00

2 Terms - \$240.00

3 Terms - \$360.00

Full year - \$480.00



Payment can be made via EFT, Sports Voucher, Cash or Direct Deposit (BSB: 035306 - Account: 280383). Reference is your child's surname and first name. Please pay over the counter or by phoning 8997 7000.

## BUS SERVICE

We provide a supervised bus collection service from schools for students enrolled in the after-hours language classes, from Monday to Wednesday at the following schools:

**MONDAY** - Stuart Park Primary, Parap Primary, Larrakeyah Primary, Wulagi Primary, Anula Primary, Jingili Primary, Nakara Primary and Leanger Primary

**TUESDAY** - Parap Primary, Stuart Park Primary, Alawa Primary, Anula Primary and Nightcliff Primary

**WEDNESDAY** - Essington, Nakara Primary, Alawa Primary, Nightcliff Primary, Parap Primary, Stuart Park Primary, Jingili Primary and St Paul's Primary.

We will consider bus collections from other schools (minimum student numbers apply). Please ask at the office.

All students using our bus service must have a completed and signed Student Excursion - Parental Consent Form to be able to be collected by the school bus.

### Price Per Student/Per Bus (based on a 10 week term):

Term Fee - \$65.00 (\$6.50 per week) to be paid in advance to secure your child's place on the bus.

## BBQ (MEAT SAUSAGE AND POPPER) AND FRESH FRUIT

We have a BBQ service available on Monday, Tuesday and Wednesday afternoons. Advance term payment can be arranged at the beginning of the term or students can pay cash each week. The cost is \$2.50 per sausage and \$1.00 for a popper juice drink. Term payments must be made for the full term and refunds or credits will not be offered for non-attendance. Students are also welcome to bring their own snack for the 15min break, and cold-water bubblers are available around the school. Fresh fruit is also available for students at break time at no extra cost. Students are welcome to bring their own snack for recess.

### Price Per Student/Per Term (based on a 10 week term):

Term Fee - Sausage and Popper - \$35.00 (\$3.50 per week)

## ENROLMENT

All students who attend Darwin Languages Centre are required to complete an Enrolment Form. We also ask our parents/carers to read and sign our Terms and Conditions Fees Policy and Media Consent Form. Once your child is enrolled, they will automatically roll over to the next term, unless we are notified otherwise.

A copy of these forms can be found on the website and completed online, or please call into the office for a copy.



## **DROP OFF AND COLLECTION OF YOUR CHILD**

Children can be dropped off from 3:00pm (Monday to Wednesday). We offer a supervised classroom where children can relax or do their homework until lessons starts at 4:00pm.

If you need to collect your child early from the centre, please let the office know in advance where possible. In the interest of safeguarding, we also ask that you sign your child out at the office before taking them home.

Car Park Safety - 5MPH is the car park speed limit. Please drive carefully when dropping off and collecting your child, as children may run out onto the road.

## **TEXT MESSAGING**

We may contact you via text message with important reminders. Please store our number in your phone as DLC Text +61 428 227 998. You can also text us on this number to inform us if your child will be absent. Please note this is managed through an online portal, and is for texting only and not linked to a phone.

## **ABSENCE**

If your child is going to be absent, please contact the office on 8997 7000, or text us on +61 428 227 998 or send an email to [dlc.nt@education.nt.gov.au](mailto:dlc.nt@education.nt.gov.au). Please state your child's name, the class/language they attend and if your child usually has a bus collection (from which school).

Holiday - If you are planning to go on a holiday, please let the office know that your child is going to be away and for how long.

## **EMERGENCY CONTACT DETAILS**

It is very important that you keep your contact information current at all times in case we need to make urgent contact with you.

Please ensure that your child's emergency contact details are accurate. If there are any changes, please let us know as soon as possible. A visit to the school office, phone call or email is all that is required to do this. Please call 8997 7000 or email [dlc.nt@education.nt.gov.au](mailto:dlc.nt@education.nt.gov.au).

## **SCHOOL HOURS**

### **School Term Office Hours**

Monday: 8:30am - 6:30pm

Tuesday: 8:30am - 6:30pm

Wednesday: 8:30am - 6:30pm

Thursday: 8:30am - 4:30pm

Friday: 8:30am - 4:30pm

Saturday: 10:00am - 12:30pm

### **School Holiday Hours**

Monday - Friday: 9:00am - 3:00pm

## **WATER BOTTLE / SUN HAT**

Students are encouraged to drink plenty of fluids when attending the Language Centre. A number of chilled water facilities (bubblers) are located outside classrooms, and students are encouraged to have a water bottle on or near their desk and to drink regularly.

The wearing of a hat with a broad brim is strongly recommended as a sun protection measure. All students should wear a hat at break/play time.

## **FOOTWEAR**

School style shoes or runners/sneakers must be worn. Bare feet, thongs, crocs, sandals are prohibited.

## **LOST PROPERTY**

Please ensure that all of your child's clothing and possessions such as; water bottles and hats, have their name on them. A lost property container is kept in the front office. Any child who has mislaid an article of clothing or personal item, should check this container before asking for further help. Items not claimed by the end of each term will be donated to charity.

## **FIRST AID**

Many staff have received First Aid Training to be able to administer the treatment of minor accidents. In the event of an accident, the school will arrange the appropriate first aid and, if serious, notify a parent or emergency contact. If necessary, an ambulance will be called first and parents notified.

## **MEDICATION**

The school operates under strict policy with administering medication to students. If Panadol or the equivalent is required, the school will contact a parent or caregiver.

## **ASTHMA / ALLERGIES / ANAPHYLAXIS**

It is most important that asthma sufferers, however mild their asthma is, have their treatment and condition recorded with action plans signed by the Doctor on a yearly basis. We ask that all students who suffer with asthma to have their inhaler/puffer either in their bag or close by, so that they can access it if they need to. In the case of emergencies, the school holds an inhaler/puffer and epi-pen on site.

Please state on your enrolment form and advise the school if your child suffers from any intolerances or allergies.

## **CYCLONE EMERGENCIES**

If a cyclone warning is broadcast outside of school hours, please do not send your child/ren to school. If a cyclone warning is given during Darwin Languages School hours (4:00pm - 6:00pm), parents are to collect their children from the classroom upon advice from emergency services or the media. Parents are asked to cooperate by collecting their children promptly from the classroom.

## **PARENTAL VISITS**

A positive relationship between the teacher and the parent is essential to ensure the successful progress of each student. Teachers are however, unable to meet with parents during class time, therefore we recommend you make an appointment to discuss any of your concerns. The Principal and Assistant Principal are here to discuss immediate problems with parents at a suitable time.

## **PUBLICITY / MEDIA CONSENT**

At Darwin Languages Centre, we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter and on social media. Occasionally photographs of students are included. Please indicate on your Student Consent Form if you do not want your child's photo to be used.

## **SMOKE FREE SITE**

Darwin Language Centre is a smoke free site in line with the Department of Education's 'No Smoking Policy'. As such, we do not permit smoking on our premises.

## PANDEMIC PLANNING / ARRANGEMENTS

We ask all of our parents and visitors who enter the school site, to respect and adhere to all Government directions, as and when they arise. Please sanitise your hands and practice social distancing where possible, to keep our school community safe. Signage is displayed around the grounds to notify parents and visitors of any protocols in place.

It is important that we always have your up to date email address and contact number. Please let us know if you change these.

Please keep a check on our Facebook page for regular updates regarding whether our language classes are running: <https://www.facebook.com/darlanguagescentre/>

## NEWSLETTER

Our Termly Newsletter 'Language Press' is issued in Week 10 of each term. The Newsletter contains information and news important to the operations of the school, together with celebrations of our successes and community news, which may be of value or interest to parents.

## LIBRARY

The combined NT Education and Darwin Languages Centre Library provides resources, support and information services to all students. All resources are available to be borrowed by library members with membership being free.

If you would like to become a member, please complete the membership form on our website: <https://ntschoools-dedlcl.libguides.com/home/libservices> or call into the library office. Then attach the completed form to an email and send to the library. Once your membership has been processed, you will get a "Welcome to the Library" email and be able to use the library services.



We look forward to welcoming you to Darwin Languages Centre

