

# Co.As.It. Italian Out of School Hours program Information Pack

The Co.As.It. Italian Out of School Hours program provides each student with 36 weeks of quality Italian lessons, a workbook, free access to an online platform with interactive activities and all

## Program Overview

Students are exposed to a fun and educational experience that allows them to explore the wonders of all things Italian. They get to:

- learn the Italian language
- make new friends in an after school activity
- receive free supplementary educational aids
- participate in competitions
- free access to online learning and interactive activities
- perform in end-of-school year Italian performances
- have the chance to win a Minister's Award for Excellence

Co.As.It. teachers are friendly, dedicated, experienced and approved to teach by the Department of Education - Community Languages Program. Our teachers follow the Out-of-School Hours teaching program developed by Co.As.It in conjunction with the K-12 Italian Syllabus of the NSW Board of Studies.

In addition to learning a second language, there are many benefits our program offers your children:

- prepares them to communicate with people from other cultures
- deepens their understanding of global diversity
- generates a sense of personal achievement, satisfaction and confidence
- encourages them to think in a different way, which increases their intellectual capacity
- gives them knowledge and experience associated with the rich history and culture of both Italy & Europe
- advantages them in the workforce where the skills become useful in many sectors and professions including hospitality, tourism, customer service and finance
- courses are available at all levels and are suitable for absolute beginners to advanced learners

## Classes

Classes are open to children currently enrolled in a day school from the ages of 5 to 17. Lessons are of 2 hours duration per week and classes may have a minimum of 10 to a maximum of 25 students. The program runs as per school year, from February to December.

Classes are organised according to the following levels:

- Primary Classes: Kindergarten to Year 6
- Secondary Classes: Year 7 to Year 12\*
- Advanced: Italian Club Kindergarten to Year 6

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## **What is the *Italian Club*?**

Is your child already a fluent Italian speaker?

The Italian Club will provide your children with the opportunity to attend lessons conducted solely in Italian by fully qualified teachers who are native Italian speakers. The aim of the course is to not only maintain a high level of Italian but also to encourage students to develop their language skills further.

The Italian Club is open to children from Kindergarten to Year 6 and held at Kegworth Public School on Wednesdays from 3.40pm-5.40pm.

## **Fees and conditions of enrolment:**

### **Annual Fee**

The annual fee is \$499 per child (which includes tuition, workbook, free access to online learning and interactive activities and insurance). This works out to be just under \$7 per hour!

Children will not be able to attend classes unless they are enrolled, fees are paid and they are in receipt of a confirmation letter.

### **Sibling discount**

For families, each subsequent child enrolled will receive a discount of \$10 off the annual fee.

### **EARLY BIRD special offer**

A further \$10 discount is applied when you enrol by 19 January 2020 (\$489 per child)

Each subsequent child will receive an additional discount of \$10.

### **Concessions**

Parents/guardians on a pension or allowance are eligible for a \$10 discount on the full price. This is not in conjunction with any other offer. A photocopy of the concession card must be forwarded with payment and completed enrolment form.

### **Creative Kids Voucher**

Co.As.It. has been approved as a provider with Services NSW and is now able to accept Creative Kids Vouchers. Should you wish to redeem a Creative Kids voucher, please send a copy of the voucher to **learning@coasit.org.au**

Please be advised that vouchers are valid for redemption only during the current calendar year of the activity program.

# Co.As.It. Italian Out of School Hours 2020 Calendar

## Term Dates

Term 1	Begins	Ends	Term 2	Begins	Ends
Monday	10-Feb	30-Mar	Monday	27-Apr	29-Jun
Tuesday	11-Feb	31-Mar	Tuesday	28-Apr	23-Jun
Wednesday	12-Feb	1-Apr	Wednesday	29-Apr	24-Jun
Thursday	13-Feb	2-Apr	Thursday	30-Apr	25-Jun
Friday	14-Feb	3-Apr	Friday	1-May	26-Jun
Saturday	15-Feb	4-Apr	Saturday	2-May	27-Jun
Term 3	Begins	Ends	Term 4	Begins	Ends
Monday	20-Jul	21-Sep	Monday	12-Oct	7-Dec
Tuesday	21-Jul	22-Sep	Tuesday	13-Oct	8-Dec
Wednesday	22-Jul	23-Sep	Wednesday	14-Oct	9-Dec
Thursday	23-Jul	24-Sep	Thursday	15-Oct	10-Dec
Friday	24-Jul	25-Sep	Friday	16-Oct	11-Dec
Saturday	20-Jul	26-Sep	Saturday	17-Oct	12-Dec

Centre	Address	Year group	Day	from	to
<b>Ashfield</b>	Ashfield Public School, Liverpool Rd	K - Y6	Sat	10am	12pm
<b>Castle Hill</b>	Castle Hill High School, Castle Street	K - Y12	Sat	1.30pm	3.30pm
<b>Earlwood</b>	Earlwood Public School, Homer Street	K - Y12	Sat	1.30pm	3.30pm
<b>Five Dock</b>	Five Dock Public School, Henry Street	K - Y12	Fri	4pm	6pm
<b>Leichhardt</b>	Casa d'Italia, 67 Norton Street, Leichhardt	Y7 - Y12	Wed	4pm	6pm
		HSC Support Y11 - Y12	Sat	9.30am	11.30am
<b>Leichhardt</b>	Kegworth Public School, 60 Tebbutt Street	K - Y6 Italian Club K - Y6	Wed	3.40pm	5.40pm
<b>Mascot</b>	St Therese Primary School, 43 Sutherland St - Mascot	K - Y6	Tue	3.30pm	5.30pm
<b>Meadowbank</b>	Italian Bilingual School, 30 See Street - Meadowbank	K - Y6	Tue	4pm	6pm
<b>New Lambton</b>	New Lambton South Public School, St James Rd	K - Y12	Tue	3.50pm	5.50pm
<b>Oatley</b>	St Joseph's Primary School, 21 Rosa St	K - Y6	Thur	3.30pm	5.30pm
<b>Petersham</b>	Petersham Public School, 25 Hunter St	K - Y6	Mon	3.15pm	5.15pm
<b>Prestons</b>	St Catherine of Siena Primary School, 58 Dalmeny Dr	K - Y6	Mon	3.30pm	5.30pm
<b>St John's Park</b>	St Johns Park High School, Mimosa Road	K - Y12	Fri	4.30pm	6.30pm
<b>Sydney Cbd</b>	Co.As.It CBD Office, Suite 38, Level 3, 104 Bathurst St	K - Y12	Tue	4.15pm	6.15pm
		HSC Support Y11 - Y12	Sat	9.30am	11.30am
<b>Woollahra</b>	Woollahra Public School, Forth Street	K - Y6	Thur	3.15pm	5.15pm

## Public Holidays 2020

Australia Day	Sunday 26 January
Australia Day Holiday	Monday 27 January
Good Friday (Easter)	Friday 10 April
Easter Saturday	Saturday 11 April
Easter Monday	Monday 13 April
Anzac Day	Saturday 25 April
Queen's Birthday	Monday 8 June
Labour Day	Monday 5 October

# Italian Out of School Hours 2020 Enrolment Form

Please complete this form IN FULL and e-mail to [learning@coasit.org.au](mailto:learning@coasit.org.au) or send via fax/post to:  
Co.As.It., P.O. Box 342, Leichhardt NSW 2040 or Phone: 02 9564 0744 / Fax: 02 9569 6648

## Student Details

<b>Name</b> _____	<b>Surname</b> _____	
<b>Sex</b> _____	<b>Date of birth</b> _____	
<b>City of birth</b> _____	<b>Country of birth</b> _____	
<b>Year level 2020</b> _____	<b>Does the student have Italian background?</b> _____	
<b>If yes:</b> <input type="checkbox"/> Parents	<input type="checkbox"/> Grandparents	<input type="checkbox"/> Great-Grandparents
<b>Mainstream School</b> _____		
<input type="checkbox"/> Catholic	<input type="checkbox"/> Independent	<input type="checkbox"/> State

## Address of Day School

**Enrolling at (Centre Name)** \_\_\_\_\_

**Medical conditions/allergies of child** \_\_\_\_\_

If your child has a severe allergy or medical condition please attach a medical management plan.

## Parent/Guardian Details

<b>Name</b> _____	<b>Surname</b> _____
<b>Address</b> _____	<b>P/Code</b> _____
<b>Mobile</b> _____	<b>Home Phone</b> _____
<b>Email</b> _____	

**Pay by:**  Cash  Cheque  Visa  Mastercard

Yearly fee: \$499. Enrolments received before 19 January 2020 receive a \$10 discount  
Sibling Discount: each subsequent child will receive a discount of \$10.  
If you would like to redeem a Creative Kids Voucher, please attach copy of the voucher.

<b>Card number</b>	_____
<b>Expiry date</b>	_____
<b>Cardholder's name</b>	_____
<b>Amount \$</b>	_____
<b>Signature</b>	_____

I have read and I accept the conditions of enrolment listed in the OSH Parent Manual. The Manual can be found online at [coasit.org.au](http://coasit.org.au)



**Casa d'Italia**  
67 Norton Street  
Leichhardt NSW 2040

**Postal**  
P.O. Box 342  
Leichhardt NSW 2040

P: +61 (02) 9564 0744  
F: +61 (02) 9569 6648  
[info@coasit.org.au](mailto:info@coasit.org.au)

[coasit.org.au](http://coasit.org.au)

# If you are enrolling multiple children, you can complete this page once.

1. Please tick the appropriate box if you agree to give your permission for your child/ren to be photographed by Co.As.It. as part of its promotional campaigns.

Yes I agree

No I do not agree

By signing this form, you agree to the following:

- Co.As.It. is able to photograph and publish photographs / work of your child for promotional purposes.
  - Your child's photographs/work will not be used for any purpose other than for general promotion of languages education.
  - Any photographs will be kept for no longer than is necessary for the abovementioned purposes and will be stored and disposed of securely.
  - While every effort will be made to protect the identity of your child Co.As.It. cannot guarantee that your child will not be able to be identified from the photographs/work. If a newspaper requests the name of your child for publication with an article, Co.As.It. will contact you for your permission.
2. The information regarding your child/ren provided for the NSW Community Languages Program (CLP) Funding Application 2020 is used for the purpose of applying for and monitoring funding under the CLP. It will be used by the NSW Department of Education for assessment of eligibility and monitoring of program implementation. The information will be stored securely. If you do not provide all or any of this information your child will not be funded and an extra fee may be charged by Co.As.It. accordingly to cover this gap.

I give permission to send my child/ren's details to the Department of Education. Please tick:

Yes

No

**Signature** \_\_\_\_\_

How did you hear about the 2020 OSH program?

Re-enrolment

Word of mouth

Letter/Brochure

Advertisement

Co.As.It website

Co.As.It. E-newsletter

School

Event \_\_\_\_\_

Other \_\_\_\_\_

# Out of School Hours (OSH) Parent Manual

Enrolment in the Out of School Hour (OSH) Program is subject to the acceptance of the following OSH regulations and policies. Parents/Caregivers are asked to read the document and sign the enrolment form accordingly.

## 1. Enrolments and fees

We encourage parents to enrol and pay before 19 January 2020 to take advantage of the early bird discount.

Once you have enrolled, you will receive an electronic confirmation as a receipt from Co.As.It. This will confirm the details of the Centre and the time of the class you have enrolled your children in.

Enrolments can be made online via our website or on paper. Paper enrolment forms are available at the end of this document and should be submitted to our office by email, fax or post.

**Email:** [learning@coasit.org.au](mailto:learning@coasit.org.au)

**Fax:** 02 9569 6648

**Post to:** Po Box 342, Leichhardt NSW 2040

Once we have received full payment, a confirmation will be sent to the parent/guardian as a receipt from Co.As.It.

**Please note that due to Department regulations, we are unable to allow children in the classroom unless they are enrolled and in receipt of a confirmation letter.**

Fees are not refundable or transferable as Co.As.It. cannot accept responsibility for changes to students' personal circumstances that prevent attendance.

Existing students are required to re-enrol. Places are not kept from year to year without receipt of enrolment and payment.

If you would like your child to be transferred to another Centre please contact the office. Co.As.It. will endeavor to accommodate all requests, provided that places are available.

Classes may be cancelled due to insufficient numbers or circumstances beyond the control of Co.As.It. If a class does not commence, payment will be refunded in full. (Parents will be notified by Co.As.It staff).

The enrolment fee includes a textbook per child **for the duration of two years** in our OSH program which will be issued in Term 2. Students will also be able to access Co.As.It.'s Online Learning Platform.

Parents will be issued with a password to access the platform during Term 2.

## 2. Class organisation

The number of classes in each centre is dependent on the number of enrolments received. Children are divided according to their age and level of Italian. In some centres there may be classes composed of mixed levels and abilities and from time to time classes may be combined.

## 3. Classroom safety

Teachers are responsible for ensuring the surroundings and environment are safe and secure for both students and staff, therefore no visitors, including parents, are allowed to enter the classroom at any time during lessons.

## 4. Students and parent / caregiver responsibilities

Co.As.It. is a visitor in the schools where the program operates; therefore it is important that care be taken inside classrooms and elsewhere on school grounds, including the school car park area. OSH students, parents/caregivers and teachers are bound by the school rules.

OSH students are requested to take special care during lessons and during morning or afternoon breaks. It is important that they do not touch school objects in the classroom without their teacher's permission. Desks and the surrounding areas are to be left clean and tidy.

**Please note that parents are liable for the cost of any damage to property caused by their children.**

## 5. Punctuality

Teachers and students are expected to be punctual to class and to be prepared to commence lessons promptly.

Parents or guardians are fully responsible for their children until they are “handed over” to the supervision of the Italian Teacher.

At the end of each lesson, parents are expected to pick up their children on time from the designated areas where the class is dismissed. Children will be not permitted to leave to meet parents waiting in their cars.

Where a parent/caregiver picks up a student earlier than the finishing time the “Amendments to students’ attendance” form must be signed.

If a child is being picked up by someone else other than his/her parent a letter signed by the parent authorising the person to collect the student on their behalf must be provided to Co.As.It. prior to class commencing.

If parents/caregivers wish their children to go home alone on public transport or on foot, parents must provide Co.As.it. with written permission.

## 6. Student materials

Children must bring an A4 notebook and a pencil case to each lesson and a snack\* to eat during the break.

*\*see (10. Nut free policy)*

## 7. Certificates

A certificate is issued at the end of the school year to each pupil that has taken part in the program.

## 8. Parent-Teacher meeting

During the last lesson of Term 2 or during Term 3, teachers will meet with each parent to discuss their child’s performance. Co.As.It. will advise you on the date. The meeting will be held in the centre classrooms during normal lesson time. On this occasion, the lesson will be suspended and parents will be responsible for their children.

## 9. Working with Children

As part of their employment, teachers must hold a current Working With Children Check under the Child Protection (Working With Children) Act 2012. Appointment of all teachers by Co.As.It is dependent on clearance from the Employment Screening Unit, regardless of the school system in which they teach.

## 10. \*Nut-free policy

Due to an increase in the number of students with allergies to nuts, Co.As.It. has adopted a Nut Free Policy in all of our Out of School Hours Centres.

To guarantee the safety of the children of the school, parents are asked to provide children with snacks to bring to Italian classes that do not contain any type of nut and to alert Co.As.It. and the teacher if their child is allergic.

## 11. Co.As.It. Student Gender Equity Policy

Co.As.It., where practical, supports and ensures that services are delivered equitably without discrimination regardless of gender; valuing and celebrating the interests and aspirations of girls and women, as well as men and boys and challenging the structures, practices and constructions of gender that are damaging to equality of life for women and men. (Gender Equity Education)

Co.As.It. is committed to treating all students fairly and equitably and no student shall be denied a service due to their gender.

Classes are open to all students from 5 years to 17 years of age and Co.As.It. will advertise these classes as open to all students regardless of gender. Both girls and boys will be encouraged to actively participate in all learning areas and achieve equity of outcomes; know that they are recognized and valued in the curriculum’s content, teaching and learning strategies, and reporting and assessment methods; recognise that all people are capable of the full range of useful and appropriate human behaviours when not constrained by social expectations based on gender and demonstrate awareness of others’ interests and values reflected in the curriculum and accept and appreciate their inclusion. (Gender Equity Education)

Classes are not divided along gender lines but along language proficiency and student numbers.

Teachers are not appointed along gender lines but in line with Co.As.It.’s Employment procedures.

## 12. Co.As.It. student discipline policy

Discipline is a continuous process of learning and development of skills and behaviour. Co.As.It. is committed to fostering the development of responsible and caring individuals who are able to understand and accept the consequences of their behaviour and make their choices accordingly.

Co.As.It. does not tolerate bullying or harassment of any kind.

Co.As.It.'s approach to discipline is tempered by a philosophy based on the values of self-respect, respect for others and justice.

Co.As.It.'s discipline procedures aim to help children:

- become aware of the rights of individuals, others as well as their own;
- find alternatives for conflict resolution and anger management;
- be consistent and fair;
- understand clear, fair and reasonable rules;
- own their behaviour and learn to accept the consequences which result from their actions;
- learn to cooperate with others.

Co.As.It. safeguards the health, safety and wellbeing of each student which are of paramount importance. The staff of the OSH program is committed to creating and maintaining an environment that is inclusive, caring, safe, affirming and free from any form of intolerance, racism and bullying.

The emphasis of any behaviour modification strategy is always on reinforcing positive self-esteem and positive behaviour patterns. Where unacceptable behaviour does occur, it is dealt with on a case by case basis. In dealing with situations, Co.As.It. teachers aim to ensure the safety and wellbeing of each student.

Consistency and fairness are key factors when dealing with any matter related to behaviour and discipline.

For those students who continue to refuse to cooperate with their teacher in terms of either behaviour and/or commitment to the program, the following procedure is followed:

Three warnings by the class teacher referring to inappropriate behaviour such as:

- consistently disrupting class
- being physically or verbally violent to other students or to the teacher
- consistently failing to follow the teacher's directions/requests
- habitual lateness

If inappropriate behaviour continues, the teacher will notify the student's parent/caregiver verbally regarding the student's behaviour and notify Co.As.It. in writing of the action taken. The above notification has to be communicated in conjunction with the centre coordinator or another teacher if applicable.

If behaviour continues to be unsatisfactory, Co.As.It., in collaboration with the class teacher, will write a letter to the parent/guardian outlining the issue. The letter will be followed by a phone call to the parent/guardian by Co.As.It.

If behaviour does not improve, an interview will be arranged between Co.As.It., the teacher, the student in question and his/her parent/guardian to further discuss the issue and come to a satisfactory resolution.

## 13. Formal Complaints policy:

Minor complaints can usually be resolved at the first point of contact where all parties are in agreement and satisfied with the outcome. Usually minor complaints will not require further action. When discussing matters of concern parents are encouraged to initially speak directly with their child's teacher. However, parents can raise a serious concern formally by following the procedures outlined in Co.As.It.'s Complaint and Compliments policy available on our website.