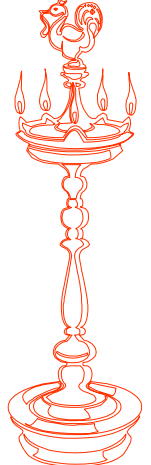
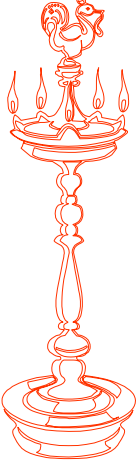


ஈழத்தமிழ்ச் சங்கம் விக்டோரியா

EELAM TAMIL ASSOCIATION VICTORIA



தமிழ் பாடசாலைகளின் கூட்டமைப்பு
TAMIL SCHOOL BOARD



TAMIL SCHOOL CHARTER

P.O Box 568
Glen Waverley 3150

TABLE OF CONTENTS

1.	INTRODUCTION.....	2
2.	THE SCHOOL.....	3
3.	OUR MISSION AND VISION.....	4
4.	THE GOALS AND PRIORITIES	5
5.	THE CURRICULUM PROFILE.....	8
6.	THE CODE OF PRACTICE.....	10
7.	SCHOOL WEFARE AND DISCIPLINE POLICY	21
	APPENDIX A – DISTRIBUTION LIST	29
	APPENDIX B – DOCUMENT AMENDMENT REGISTER	30
	APPENDIX C – ANNUAL SCHOOL PROCEDURES	31

1. INTRODUCTION

The school charter is an understanding between the Eelam Tamil Association and the Tamil School Board jointly and the Ethnic School Association of Victoria. It identifies how the Tamil School will improve the student learning of the Tamil language within the guidelines provided by the Ethnic School Association of Victoria.

The School Charter sets out the Eelam Tamil Schools' commitment to continuous improvement in standards of achievement in all areas of school life and particularly in the levels of educational standard achieved in Tamil language by its students. The charter is the school platform for planning, decision-making and resource allocation.

The school charter contains the school's statement of purpose and educational values. It defines the school's educational goals and priorities for improvement and identifies measurable achievements. This explains the management structure and the code of practice. It also sets out the curriculum profile and the guidelines for the administration of the campuses of the School.

Through the charter, all campuses of the Eelam Tamil Association Tamil School are able to develop the program they need to improve the student learning of the Tamil Language.

End of Section

2. THE SCHOOL

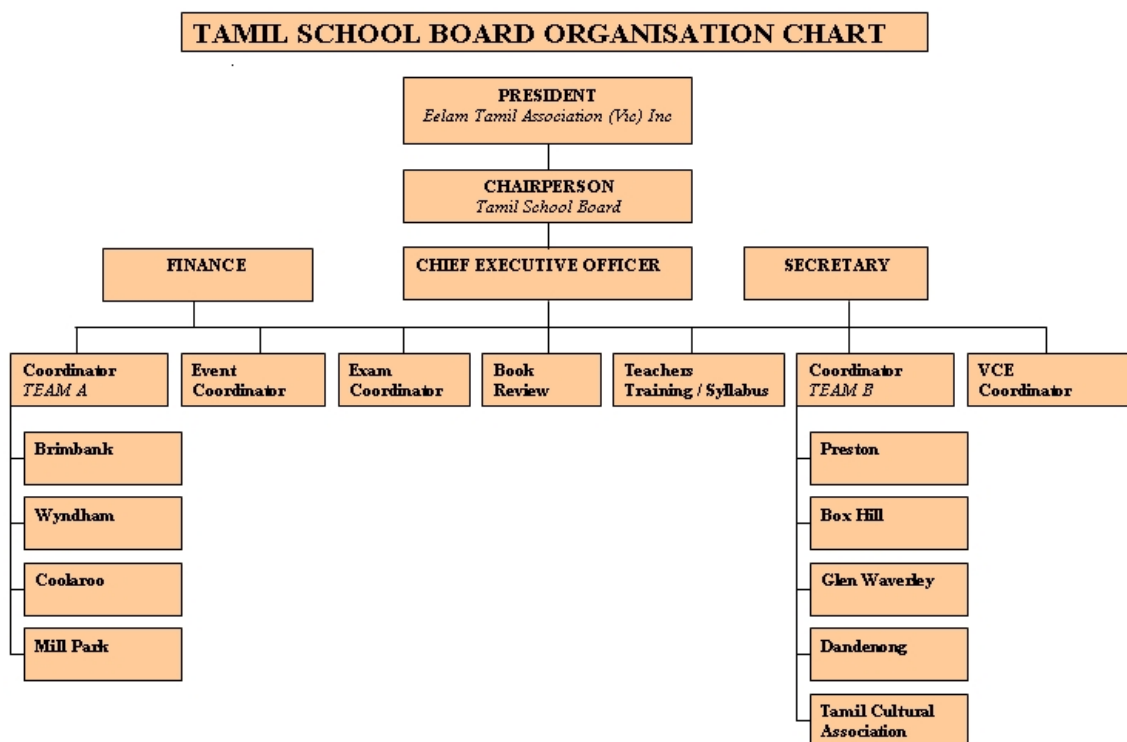
2.1 The Profile

The objective of the Tamil School is to provide the opportunity to the Tamil Children living in Victoria to learn the Tamil Language in the areas on comprehending, speaking, reading and writing.

The Eelam Tamil Association (ETA), at present manages eight campuses providing Tamil language education in the Greater Melbourne. Currently the schools are located in Box Hill, Coolaroo, Glen Waverley, Dandenong, Mill Park, Preston, Hoppers Crossing and Brimbank. The ETA first established its Tamil School in 1979 in Prahran Migrant Resource Centre, later establishing in outer suburbs as and when the requirement arose.

2.2 The Structure

Each campus has a management committee elected in accordance with the code of conduct in Appendix A. The school coordinator represents the campus and is a member of the Tamil school board, which is responsible for setting out policies, procedures, administration of the curriculum and examination standards, funding and communication with the Victorian Government establishments. ETA appoints the chairperson and specialist members to the Board for specific periods.



End of Section

3. OUR MISSION AND VISION

The objectives of the ETA Tamil School are to encourage Victorian Tamil children to learn their mother tongue, promote the cultural development and individual talents. Generally these are achieved by:

- Providing a safe and caring environment
- Maintaining a close relationship with the parents and encourage them to actively take part in school programs
- Providing social and cultural programs
- Improving the skills of the teaching staff by providing appropriate teaching methods and supporting material and arranging Professional Development Programs through the School Board, Ethnic Schools Association of Victoria (ESAV) and Department of Education and Training (DE&T).
- Encourage leadership
- Encourage competition
- Recognise and reward excellence

End of Section

4. THE GOALS AND PRIORITIES

4.1 The Curriculum Goals

- To improve and maintain student learning by providing an integrated curriculum, which interest the learner. This will be achieved by implementing the Integrated Program according to set plans. Levels of achievement are measured by a formal and informal assessment and recording.
- To provide a range of assessment procedures which measure the effectiveness of learning. This will be implemented through an assessment and evaluation policy and programs.
- To provide a comprehensive reporting package to inform parents and students and to guide students in their learning. This will be achieved by written reports, interviews, newsletters, assembly and meetings.
- To provide a method to assess and improve the above goals. This will be achieved by regular staff meetings, teacher appraisal, community survey and parents feed back.
- To introduce scientific methods developed by ESAV, DE&T, and Victorian Curriculum Assessment Authority (VCAA) and through experts in the community here and abroad.

4.2 The Environment Goals

- To provide safe, secure, caring and pleasant learning environment. This will be delivered through Welfare and Discipline Policy, trained First Aid teachers and parents, adopting Occupational Health Safety measures and use of approved building. This will be measured by routine checks, community surveys and observations.
- To introduce culturally based program including classical music, cultural dance, plays based on Tamil History and Culture and debates covering all these aspects. To provide the opportunity to the students to demonstrate their skills in this area to their fellow students and the wider Australian community.
- To foster positive and responsible community attitudes through school Welfare and Discipline Policy and program. This will be measured by community survey, observation of positive behavioural patterns, relationship between students and community organizations, high community attendance and school functions and sports meets.

4.3 Management Goals

- To provide efficient educational management through clearly defined policies, responsibilities and expectations for all sections of the school community, system of curriculum committees, staff appraisal system and staff professional development. These are measured by community survey, increase in student numbers, increase participation of students, and increase in student attendance to school, school reports and observations.
- To provide efficient administrative management. To elect a team of professionals to, The School Board, along with representatives from all campuses to manage all the school.
- To elect a team of dedicated parents to manage the individual campuses. This will be implemented by clearly defined roles and responsibilities, documented organisational strategies, effective communication procedures and practices.

4.4 Resource Goals

- To systematically manage the school's resources to maximise the learning capacity of the students. This is implemented through a realistic Budget Program for resource allocation, plan for future development, financial procedure and comprehensive planned approach to fund raising.

4.5 Accountability Goals

- To monitor, evaluate and report on educational and administrative policies and programs to the community and to the ESAV. This is implemented through the School Board Monthly meetings and reporting to the ETA management committee, campus management committee meetings and reporting the School Board, regular meeting of curriculum staff and reporting to the School Board and adopting the guidelines provided by ESAV, including that of CRC requirements and training of First Aid officers
- To record and report to parents on students' progress in all curriculum areas. This is implemented by comprehensive reporting program involving,
 - Information nights
 - Parent teacher interviews
 - Written reports
 - Regular Newsletters
 - School assemblies
 - Open days/nights
 - Parent involvement in school programs
 - Integration support group structure
- The achievement would be measured by parent involvement and attendance at school functions, parent's acceptance and satisfaction with reporting methods, active response to suggestions for improvement in reporting to parents.

4.6 Priorities

- To provide opportunity for the Tamil children to learn the Tamil language and Culture.
- To encourage students to take Tamil as a LOTE subject for VCE
- To collect and provide information to students and parents which is comprehensive and useful in promoting enhanced learning outcomes
- To develop policy and program, which provide clear guidelines and strategies for teachers to assess, monitor and report on student outcomes.
- Use of modern technology where ever possible during teaching.
- Use internet as a medium of communication and have an up to date web site to impart information to students and teachers such as <http://www.etatamilschool.org>

4.7 Strategy Indicators

Strategy	Actions / Indicators
Policy and Program Development	<ul style="list-style-type: none"> • Continuous review of policy and program
Written Reports to Parents	<ul style="list-style-type: none"> • Frequent review of the format of written reports based on the feedback from the parents and recommendations from ESAV. .
Curriculum Implementation on Teaching and Learning	<ul style="list-style-type: none"> • Revise curriculum based on the recommendation by the Board of Studies. • Evaluate formal and informal assessment procedures
Parent and Community Involvement	<ul style="list-style-type: none"> • Community survey • Information sessions • Quarterly meeting of Parents.
Professional Development	<ul style="list-style-type: none"> • Teacher education in new assessment procedures • Curriculum and Standards Frameworks training. • DSE programs.
Resource and Funding	<ul style="list-style-type: none"> • Budget resources and effective control measures
Outcome Measures	<ul style="list-style-type: none"> • Measurement of student progress • Student progress recorded in agreed format • Common Examinations twice a year • VCAA - CSF / VELS compliance. • Regular Parent – teacher meetings

End of Section

5. THE CURRICULUM PROFILE

5.1 The Curriculum

The Eelam Tamil Association is committed to providing comprehensive curriculum to all students with high quality programs in the key learning areas. The curriculum ensures that all students developed to their potential, regardless of gender or level of ability. The curriculum is reviewed on a regular basis to ensure that the recommendations and updates provided by the Board of Studies are incorporated and the teaching methods and techniques recommended by the ESAV are included.

Subject	Student Level and the proficiency target %							
	Prep	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 4A,5A,6A
Listening	30	20	20	15	10	5	5	5
Speaking	30	25	20	15	10	10	5	5
Reading	20	25	30	25	10	15	10	10
Writing	10	20	20	25	10	20	20	15
Comprehension				10	20	20	20	15
Communicating Skills	10	10	10	10	20	15	10	10
Grammar and Spelling					10	15	15	20
Effective Presentation					10	15	15	20

5.2 The Class Environment

Every effort is made to provide learning experiences appropriate to the needs of every student within a class situation. The staff work together as team with discussions and plans and shared expertise to cater for the individual.

5.3 The Curriculum support enrichment programs

Cultural & Artistic	<ul style="list-style-type: none"> • Class performances, School Concerts, Annual combined School Cultural Festival. • Participation in external concerts and competitions.
Sporting & Leisure	<ul style="list-style-type: none"> • Annual Interschool Sportsmeet • House System and competition • Community based sports competition
Leadership	<ul style="list-style-type: none"> • House captains • School captains • School monitor
Social Service	<ul style="list-style-type: none"> • Community social service • Wider student community organised programs
Welfare	<ul style="list-style-type: none"> • Well defined discipline policy

End of Section

6.0 THE CODE OF PRACTICE

6.1 The School Committee

The Eelam Tamil Association Tamil School operates in accordance with the requirements of the VCAA and DSE Regulations. In addition to this framework, the school observes the following principles and practices.

6.2 The Principles

- The learning needs and welfare of the students are the primary consideration in decision-making.
- Loyalty to the school, its administration and staff and the School Charter paramount in decision-making.
- Discussions related to members of the school community are strictly confidential.
- The views of the school are canvassed and considered on policy issues wherever appropriate.
- The ETA and the School Board develop policy directions related to the operation of the school.
- The ETA remains accountable to its community.
- Public comment on Campus Committee is the responsibility of the Campus Committee President.
- Public comment on the School Board is the responsibility of School Board Chairperson and the President of the ETA.
- Members of the School Board and the Campus Committee are provided with consultation professional development regarding their responsibilities, current school priorities, the ETA policies and the DSE policies and directions.
- The School Board members, the Campus Committee members shall declare conflicts of interest at the School Board Meetings and at the Campus committee meetings.

6.3 The Practices

- The School Board meetings are held on the first Sunday of each month at 9:30am where practical.
- A copy of the minutes of the School Board meetings is forwarded to the ETA.
- The School Committee meetings are held on the second Saturday of each month during term time.
- Meeting and decision making procedures operate in accordance with the ETA, the School Board and Campus Committee standing orders.
- There shall be a sub-committee of the ETA for Finance and Fund raising.
- There shall be sub-committees of the School Board for Education and Curriculum Development, Professional and Staff Training, Concerts and Sport.
- An annual report shall be published and presented at the Annual General Meeting of the ETA.

6.4 Code of Conduct for Tamil School Board and its Campuses

6.4.1 Introduction

The Eelam Tamil Association of Victoria (ETA) Tamil school consists of a Tamil school board (the board) and several campuses (schools). The campuses are located in many parts of Victoria for the convenience of parents, teachers and students.

The board consists of like minded people who are united in their dedication and love of Tamil to nurture Tamil language and culture in Australia. As the board deals with public it is necessary to have a code of conduct for transparency and dignity.

The Eelam Tamil Association Tamil School operates in accordance with the requirements of the VCAA and DSE Regulations. In addition to this framework, the school observes the following principles and practices.

It is also essential that all campuses are managed in a uniform manner to facilitate easy administration, and accountability. This code of conduct strives to have a uniform organisational structure and guidelines for each campus within the ETA School.

6.4.2 Administrative structure of the Tamil School Board

The Tamil School Board operates under the banner of Eelam Tamil Association. Tamil School Board is a non – profit organisation and is governed by the Management Committee. The Management Committee will generally communicate with each other frequently and are expected to continuously explore ways and means of furthering Tamil education and culture in Victoria.

The Management Committee is formed from the following office bearers.

- a) The President, Eelam Tamil Association
- b) Chairman of the Board (Chair person)
- c) Chief Executive Officer (CEO)
- d) Secretary
- e) Treasurer
- f) VCE Coordinator
- g) Major Events and Fund Raising Coordinator
- h) Training Coordinator

The Management Committee will be assisted by other members of the Tamil school board, who will be mainly consisting of coordinators of campuses, and other experts co-opted into the board. The entire members form the full committee. A committee meeting is held on a regular basis, currently once a month.

Teachers and parents can contact the board through the campus coordinator or directly via any board member. They may be asked to attend board meetings on special occasions in relation to their proposals.

The responsibilities of the members of the management committee are as follows.

6.4.2.1 The President, Eelam Tamil Association

The community expects the President of the ETA to administer the School Board's activities and manage the financial and resource planning and distribution.

The president is expected to demonstrate leadership, sound managerial skills and to communicate effectively on organisational and educational matters with the School Board and ESAV.

- Ensure the School's educational program incorporates current best practice and it recognises learning needs of all students.
- Implement a Welfare and Discipline policy which ensures the safety of the and the security of the students.
- Ensure that sufficient resources are available to manage the schools.
- Ensure that the ETA school operates efficiently.
- Provide timely and professional advice to the School Board on relevant issues.
- Provide adequate support to the School Board.
- Act as a link between the ETA, the School Board and the ESAV.

6.4.2.2 Chairman of the Board (Chairperson)

- Chairman shall responsible for entire operation of all the Tamil schools and accountable to ETA, Tamil Community and any other government agencies.
- Shall responsible to deliver a high calibre educational program to children in Victorian Tamil Community.
- Shall responsible for cost effective and efficient management of all the schools.
- Shall hold the Fiduciary responsibility for the board, as delegated by ETA.
- Liaise with the Victorian government in matters relating to funding, Curriculum, and examination issues.
- Conduct board meetings and provide leadership
- Represent the board to ETA
- Represent the board to the Tamil community

6.4.2.3 Chief Executive officer (CEO)

- Shall primarily responsible for day today running of the Tamil schools board in an effective and efficient manner to Chairman's and ETA's expectation.
- Shall accountable to the Chairman of the board, ETA and Tamil Community of Victoria.
- Assist the chair person to conduct the affairs of the Tamil school board.
- Conduct meetings of the Tamil school board in the absence chair person.
- Liaise with the Victorian government in matters relating to funding, Curriculum, and examination issues.
- Represent the board to ETA
- Represent the board to the Tamil community

6.4.2.4 Secretary

- Convene board meetings and events
- Shall be responsible for documenting, maintaining the minutes of the meetings and make them available to all members
- Assist the Chairperson and Chief Executive officer to conduct the affairs of the board.
- Assist the Tamil school board in conducting major events and fund raising events.
- Maintain any other records of the Tamil school board.

6.4.2.5 Treasurer

- Responsible for all the financial, accounting books of records and treasury matters to the required standard by the regulatory authorities.
- Prepare and submit the annual audited financial statements to the board and ETA.
- Assist the Chairman, CEO, Secretary or any other board members on any grant application. Responsible for Receipt, banking of Grants and any other funds.
- Liaise with campus treasurers to obtain all the necessary financial and accounting records in order to prepare the consolidated reports to the board and ETA.
- Liaise with campus coordinators and others to ensure that all teachers are paid on time; rent and any other expenses approved by the Chairman or CEO are reimbursed. The re-imburement amount is net of total of student fee collected by the school treasurer as specified in 6.4.5.3.
- Assist the Tamil school board in conducting major events and fund raising events.

6.4.2.6 VCE Coordinator

- Responsible to the board in achieving an increased trend in VCE student enrolments from year to year and overall improvement to the performance of the students.
- Liaise with VCAA on matters relating to Tamil as a VCE subject.
- Ensure that the program outline for each calendar year is submitted and approved by VCAA each year.
- Convince parents on the need for their children to continue learning Tamil towards VCE.
- Ensure that classes for VCE are held at designated venues and provide assistance to VCE teachers.
- Assist chair person and Chief Executive officer in any matters relating to Tamil education.

6.4.2.7 Major events and fund raising coordinator

- Responsible for production of higher quality major events and fund raising activities on a regular basis.
- Organise Annual all Schools Kalai Vizah, sports meet and other contests.
- Ensure that schools conduct the campus Kalai Vizah.
- Organise and conduct fund raising activities.

-
- Assist chair person and Chief Executive officer in any matters relating to major events.

6.4.2.8 Training Coordinator

- Responsible for maintaining a higher standard of teachers as expected by the board, ETA and the Tamil Community.
- Ensure all the teachers are provided with adequate training on a regular basis, as required by the department of education. (LOTE)
- Organise accredited training for teachers at universities etc.
- Organise and conduct training for all teaching staff from kinder to higher classes.
- Assist chair person and Chief Executive officer in any matters relating to Tamil education.
- Develop a structured, unified teaching program with appropriate format, examples, materials etc to teachers at all levels.

6.4.3 Campus Management Structure

6.4.3.1 Coordinator

The Campus Coordinators will be the principal of each campus (school) and will be appointed by the Tamil school board in consultation with the community (where ever possible). The consultation can be in the form of discussion with parents, teachers or by election and approved by the board.

The coordinator will function as the CEO of the campus with authority and responsibility to make the campus function smoothly and is answerable to the Tamil schools board.

The coordinator's primary responsibilities are as follows.

- Responsible for continuous improvement of the quality of the education program of the school.
- Organise his / her campus team to effectively manage the school with minimum inputs from the board.
- Attend monthly board meetings normally held second week of each month. In the event of a coordinator not being able to attend a board meeting, a representative will be appointed to represent the coordinator. The person attending the meeting will bring the issues of the school to the board meeting. The name of this nominee will be informed before hand to the secretary of the board.
- Ensure that school fees are collected in accordance with board policies by the treasurer on time.
- Classes are conducted by teachers in accordance with the policies of VCAA / Tamil school board.
- Teachers keep records of lesson planning, student attendance, progress etc.
- The coordinator and class teacher must sign student academic report.
- Parent - teachers meeting must be held at the end of each term and record of the meeting should be kept in the student file/folder. Student record must be kept in order for inspection.

-
- Conduct the annual campus Kalai Vizah either jointly or separately.
 - Act as the board representative for local campus.
 - Announce and hold AGMs each year with audited financial statement and annual report.
 - Accountable to the board and the Community.

The coordinator will be assisted by a committee appointed from parents, elected at the Annual General Meeting. Teachers are generally not encouraged to hold administrative responsibilities such as treasurer, secretary etc. in view of the heavy work load from teaching. However, all teachers by default will be members of the committee. If a vacancy arises in the middle of the year it shall be filled in at a special general meeting or in consultation with the parents.

Each campus will have the following positions.

- 1) Secretary – elected at the AGM.
- 2) Treasurer – elected at the AGM.
- 3) Teachers will be members of the campus committee.
- 4) Three parents to be elected as members at the AGM.
- 5) Auditor (out side committee, either from parents or well wishers) will be appointed to audit the financial statement.

The secretary and Treasurer of the campus committee will generally hold office for three consecutive years (subject to be re-elected each year at the AGM). However, this criterion is not binding if there is a desire to continue with the same officers for more than 3 years from the parents and the board.

6.4.3.2 Secretary

The responsibilities of the secretary are as follows.

- Prepare minutes of the AGM and other committee meetings.
- Schedule AGM and other meetings.
- Organise parent / teacher's interviews in consultation with parents and teachers.
- Assist coordinator in conducting the school affairs efficiently.
- Responsible for administration of the premises including health, safety and environmental matters.
- Act as a deputy to the coordinator at all the time.
- Attend the Board meetings in the absence of the coordinator.

6.4.3.3 Treasurer

The responsibilities of the Treasurer are as follows.

- Responsible for all financial, accounting and treasury matters of the school.
- Collect all school fees and other levies from students on time and provide signed receipts.
- Prepare financial position statements for AGM and other meetings.
- Collect revenue from Kalai Vizah ticket sales.
- Prepare audited accounts for AGM.
- Prepare the quarterly re-imbusement statement to the board treasurer as specified by the board.

-
- Provide the required information to the Board Treasurer to prepare the consolidated accounts to the board and ETA.

6.4.3.4 Teachers

The responsibilities of the Teachers are as follows.

- Responsible for providing a high quality education program to the children of Victorian Tamil Community to the expected level by the board.
- Prepare lesson plans and teaching aids for teaching Tamil.
- Regularly attend training conducted by the Ethnic Schools Association of Australia.
- Be pro-active on teaching methods and curriculum issues.
- Assist coordinators / board in conducting examination, prepare reports, and have parent / teacher's interviews.
- Advise the coordinator about improvements to schools.
- Disseminate awareness of Tamil education among friends and relatives.
- Shall carry out any additional reporting requirements by the school coordinator, training coordinator or board.
- Shall accept with willingness to train the children to participate on school events.

6.4.3.5 Parents

The responsibilities of the parents serving in campus committee are as follows.

- Disseminate awareness of Tamil education among friends and relatives.
- Assist coordinator to run the school efficiently.
- Help the coordinator and teachers to focus the attention of students on learning Tamil in school (if necessary serve as volunteers in class rooms).

6.4.4 Rights of all parties

The school recognises the individual need and rights of every child. By the same token, students and their families are expected to adhere to the rules and regulation that follow, in order to ensure the effective operation of the school, safety of the students and the provision of the quality educational environment for all.

The board recognises that its success is directly related to all parties performance. Maximising the quality contribution of all parties is therefore critical to the board's operation. The board operates under:

- Non-discriminatory environment
- Sexual harassment principle
- The merit principle
- Ethics principle
- Environmental principle
- Compliance principle
- Community relation
- Smoke free workplace principle.

6.4.4.1 Rights of Students

- Be respected as individuals.
- Have their personal property respected.
- Learn in a safe and enjoyable environment.
- Be given the opportunity to learn to the best of their ability.
- Appeal a decision made by the school.

6.4.4.2 Responsibilities of Students:

- Abide by all school rules.
- Respect other people.
- Respect other people's property. If the property damage occurs then the students responsible for the damage are expected to make good the loss.
- Complete all work requirements on time and to the best of their ability.
- Give others the opportunity to learn to their ability.
- Attend extra curricular activities organised by the school.
- Refrain from chewing gum at school.
- Stay in school premises at all time during school hours
- Students must be punctual and always well prepared for class
- Students from Kinder – Year 2 must be picked up by the parents from their classroom.
- Refrain from unacceptable behaviour, which
 - Is dangerous to the school community
 - Is offensive, abusive or inconsiderate
 - Interferes with the right of teacher to teach and student to learn

6.4.5 General Rules

- Subject to Division Three of the equal Opportunity Act 1995, the school reserves the right to decline a student's enrolment without expressing any reason for its decision.
- In accepting an offer of a place for their child, parents enter into a contract with the school whereby they agree to pay all fees and be subject to the business regulation of the school.
- Parents agree that the admission and continued attendance of a student at the school is conditional upon the observance by the student of the school regulation.

6.4.5.1 Weekly Homework Schedule

Each week students receive a programme outlining their homework and other tasks.

Students who are absent can ring their teacher to obtain their weekly homework. They must provide a note of absence signed by their parents.

6.4.5.2 School Functions

The attendance of all students at school functions is mandatory. Parents are asked to encourage their children to participate enthusiastically.

6.4.5.3 School Fees

Every effort is made to keep the fees to a minimum whilst continuing to provide a high quality education programme for our students.

The current fee structure is as follows. The fees are due at the beginning of the term.

- For one child: \$ 30 per term (kinder – year 6)
- For two children: \$55 per term (kinder – year 6)
- Three or more children: \$80 per term (kinder – year 6)
- For one child: \$40 per term (year 7 – year 10)
- For two children: \$75 per term (year 7 – year 10)
- Three or more children: \$110 per term (year 7 – year 10)
- For VCE students (unit 1 & 2) 1st student: \$50 per term
- For VCE students (unit 1 & 2) 2 students or more: \$95 per term
- For VCE students (unit 3 & 4) 1st student: \$75 per term
- For VCE students (unit 3 & 4) 2 students or more: \$145 per term

- An Admission fee of \$15 per student will be charged for new students from January 2004.

The above fee structure shall subject to change from time to time with the approval by the board.

6.4.6 Miscellaneous issues

6.4.6.1 Annual General Meeting

- The Annual General Meeting (AGM) will generally be held in the months of February / March of each year. The parents should be notified in writing at least two weeks prior to the AGM. It is preferred to invite members of the local Tamil community so that the activities of the school can be explained and their support solicited.
- The Tamil school board should be notified of the AGM a minimum of two weeks before the AGM.
- Two or more representatives of the Tamil school board will be present at the AGM to assist the proceedings as well as get a direct feed back from the parents.
- All accounts should be audited and signed in a financial statement to be presented at the AGM for approval.
- Copy of all minutes of meetings and audited financial statement should be forwarded to the Board.
- An Annual report should be submitted with a brief on achievements and events held during the year e.g. School Kalai Vizha, X'mas function, Saraswathy Pooja etc. along with proposals and suggestions for the future.

6.4.6.2 Bank accounts

A bank account should be opened with at least two signatories. All cheques need to be signed by treasurer and one other signatory. All payments should be made by cheques unless there are exceptional circumstances warranting a cash payment.

6.4.6.3 Examination

A Common exam will be held twice a year, for which teachers from each grade should present two questioners to the nominated exam coordinator.

6.4.6.4 Training for Teachers

It is not acceptable to teach in ETA Tamil School without appropriate teacher training for teaching in Victorian schools. All teachers are expected to attend teacher training organised by the Ethnic Schools Association at University campuses.

This training will be supplemented further by local training organised by the board. All teachers are expected to attend, and share their knowledge to assist each other.

6.4.6.5 Campus Kalai Vizha

Each school should have their Annual Kalai Vizha. If the costs are prohibitive to have individual events, two or more schools can have joint Kalai Vizahs. However, the programme is expected to be no more than 3 ½ hours, considering the young children who participate. Each school is expected to table the programme sheet to the board to have a feed back on the schedule.

ETA president, Board Chairman and CEO shall be invited to the Kalai Vizah as guests.

Coordinators are also expected to provide an item in the agenda providing the opportunity to address the larger audience by a board representative on board policies, educational issues etc.

6.4.6.6 Events organised by Board

The Tamil schools board will organise sports meets, speech, signing and drama contests, and Kalai Vizah each year. All schools are expected to participate in such events organised by the board.

6.4.6.7 Teacher Appointments

Teacher appointments are made centrally by the board. The Executive committee should approve all new appointments of teachers. The campus coordinator will state his requirement and suggest possible teacher recruits, which will be considered by the board.

6.4.6.8 Parents and teachers advisory committee

The board is committed for continuing improvement. Identifying and implementing such improvements are always a challenge. To facilitate this, the board encourages a parents and teachers committee to be formed. This committee will consist of two parents and one teacher from each school and will meet at least once in three months and submit any proposals for improvement to the board. The Management Committee will consider implementing those suggestions where practicable. This committee will elect a person to represent it to the Tamil School Board.

6.4.6.9 First Aid & Emergency information

There will be at least one teacher from each school who will undertake training in First Aid. The training will be arranged by the Board or the school will provide the name of the qualified First Aid officer to the Board. Each school should also arrange to have a first aid kit in place.

Each student folder should have the Telephone no of Emergency service and the nearest Hospital telephone number along with alternate contacts for each child in case of an emergency.

End of Section

7.0 SCHOOL WELFARE AND DISCIPLINE POLICY

7.1.1 Pre Amble

- It operates under the premise of consequence of Action
- It enables the children, parents and others to be aware of a lock step type approach to misbehaviour or behaviour infringements within the school
- This is a simple system, which the whole school can contribute to sharing a positive experience.
- Children are kept informed as to then they achieve their positives and their overall progress
- Children vote as a whole community as to what their rewards shall be
- This strategy works upon the premise of Reward for effort

7.1.2 Consequences of misbehaviour

- First Time – Warning and consequence of continued misbehaviour outlined to the child
- Second Time – Child sent to another room with work to be completed
- Third Time – Child sent to the head teacher
- Fourth Time – Parent/s informed combined with family discussion

7.1.3 Communication Folder

- The aim of this folder is to assist with monitoring behavioural problems if and when they arise
- It will also assist when parental reporting occurs both formally and anecdotally
- Use these documents to record any type of behaviour which may concern you as a professional

7.1.4 Parent/Guardian contact

- Try to contact each parent of the children in your class at least once a term. This may be verbally either face to face or over the phone.
- The contact could be when a parent is picking up the child, before school or at a point in time in which you feel appropriate.
- A good tip may be to let parents know when the child is excelling.
- Remember contact with parents is also imperative when there is good or positive behaviour to report.
- Record the contact on the Parent Contact Record Sheet.

7.1.5 Class Action Record Sheet

- If there is an incident in the class either it is important to record this information. It is a way of keeping tabs on patterns or trends in behaviour
- It is also a form of support evidence if and when it is required.
- The file will be housed in The Head Teacher's Office and is available to be accessed whenever appropriate.
- The Head Teacher will access the file and keep track of any issues that need to be dealt with.

7.2 WELFARE AND DISCIPLINE

WELFARE AND DISCIPLINE

Notice to Teacher

This is to let you know that was reported for a behaviour infringement.

.....
.....
.....
.....

What I have done in relation to the problem

.....
.....
.....
.....
.....

Could you follow up in the classroom by

.....
.....
.....
.....

Class teacher's Signature.....

Date.....

Head Teacher's Signature.....

Date.....

Student's Signature.....

Date.....

7.3 WELFARE AND DISCIPLINE

WELFARE AND DISCIPLINE

Date.....

Class Teacher.....

Level of child.....

This is to let you know that I have had a talk to.....
About.....
.....
.....
.....

I have followed up by
.....
.....
.....
.....

Could you follow up
by.....
.....
.....

Head teacher's signature..... Date.....

Class Teacher's signature..... Date.....

Student's Signature..... Date.....

7.8 SCHOOL POSITIVES

- A reward for the whole school
- Many children at the school do many positive things for the school and for each other
- They have to be appreciated and thanked
- Effort at our school must be rewarded

How does it work?

- Every time any one does something positive he/she must be rewarded. It is up to the teacher to reward the student
- Teacher may award points
- When the points are accumulated, the whole campus can get the reward

These rewards to students may include

- Food items
- Gifts
- Excursion

End of Section

APPENDIX A – DISTRIBUTION LIST

This School Charter has been distributed to the following people

NAME	POSITION	ORGANISATION
Stefan Romaniou	Chairperson	The Ethnic School Association of Victoria
Kypros Kyprianou	DE&T	& ESAV
M. Sivakumar	President	The Eelam Tamil Association Vic
A. Raviskanthan	Chairperson	The Tamil School Board
Campus Committee	President	The Campus Committee

End of Section

APPENDIX B – DOCUMENT AMENDMENT REGISTER

No.	Date	Reason	Section	Version	Initials
1	4-Sept-98	Original	All	1.0	
2	2002	Revised	All	2.0	
3	2003	Revised	All	3.0	
4	June 06	Priorities, Names of office bearers, Changes to fee structure	4.6, 6.4.5.3, Appendix A	3.1	

End of Section

DOCUMENT AUTHORISATION

Position	Name	Signature	Date
Chairperson Tamil School Board	A. Raviskanthan	_____	1-7-2006
Chief Executive Officer Tamil School Board	S. Rajkumar	_____	1-7-2006
President Eelam Tamil Association	M. Sivakumar	_____	1-7-2006