

Pre-Enrolment Information

Information for Overseas Students and their Parents/Guardians
CRICOS Provider 02266B

Welcome to The Athena School Limited. Founded by a dedicated group of educators in 1986, we continue to be parent owned and operated to this very day.

Our school accepts students from Kindergarten to Year 10, with a close community spirit and friendly, relaxed environment. Our emphasis is on learning for real-life application

Features of The Athena School

Location

Located in the heart of Newtown, and just a few minutes' walk from the Newtown train station, The Athena School has a quiet, leafy environment, perfect for distraction-free learning.

Facilities

Students have ready access to many excellent sporting, academic and cultural sites, including the Fanny Durack Aquatic Centre, the Annette Kellerman Aquatic Centre, the sports fields at Camperdown Oval and the Stanmore Library.

We also have a cooperative agreement with PAL Buddhist School, where we make use of science facilities.

Policies

Australian Government regulations require educational institutions to have policies and procedures for their operations and administration. The Athena School has formulated and published policies and procedures to form the basis of safe and efficient operations within the organisation of the staff and student networks. The policies and procedures are also designed to ensure that the aims, objectives, standards and core values of The Athena School are clearly outlined. The Athena School adopts appropriate policies and management practices and maintains professional standards in the marketing and subsequent delivery of its programmes. Our mission statement is: *Happy students with the educational tools to competently pursue their goals in life.*

The Athena School is a registered Independent School. The educational programs offered at The Athena School meet the requirements of registration. The learning environment is conducive to the

success of its students and one that provides adequate facilities and use of appropriate methods and materials for Course delivery in conformity with the NESA (NSW Education Standards Authority) outcomes-based education.

All teachers are fully qualified, meeting NESA teacher accreditation and are experienced in teaching students with English as a second language, although all secondary students must have a working level of English literacy (see the section on English Language Requirements). Our teachers also meet the standards and requirements of Applied Scholastics International, in using the study methods of L. Ron Hubbard.

Students have full access to all the School's facilities including Wi-Fi, library resources situated in close proximity as well as student recreational areas. Sporting activities, homework assignments and project work are closely supervised – Quality Assurance and support personnel are available to assist students who experience any difficulties.

Teaching Methods

"As long as children and young men and women find pleasure in study, they will continue studying throughout life – and upon that depends their happiness."

-L. Ron Hubbard

The Athena School utilises the study methods of renowned educator, author and humanitarian L. Ron Hubbard. The Athena School is part of the international Applied Scholastics network of over 800 schools, training centre and literacy/tutoring groups across the globe.

The emphasis of these study methods is on a student's full comprehension and application of what they have studied, so they can make use of it in the real world. We place an emphasis on making study an enjoyable experience for students, so they will continue to learn throughout their lives.

Assessments

- Students' progress is monitored and assessed continuously with regular feedback given to each student in order to maintain effective study skills and a positive attitude towards learning
- Competency-based tests are also used to monitor progress in the skills of reading, writing, speaking and listening
- Reports are forwarded to parents and/or guardians at the end of each semester (twice per year), and can be followed by a Parent-Teacher Interview
- The establishment and maintenance of close parental or nominated suitable relative support are given high priority

Ongoing Methods of Assessment

Teacher assessment of understanding and ability to apply ensures no student gets left behind. However, should a student be falling behind or having difficulties, they will be sent to Quality Assurance to have one-on-one help defining words, demonstrating understanding and the ability to apply in practical activities.

Pupils evaluate their own work and reflect on it by writing success stories at the end of each course.

Use of Written Exams

At the end of each unit of work students are given an exam which checks points of understanding of key words, rules and principles, and the ability to demonstrate an understanding in real life situations.

Written and practical assignments may contribute to the assessment.

For example: A recount as the final practical may carry 20% of the marks of an exam.

Passing Standard

The passing standard is 100% understanding and ability to apply.

A student who gets between 85% and 99% in an exam will be required to successfully restudy the missed materials.

A student getting less than 85% will restudy and be re-examined to verify they are a product of the unit of study and ready to progress to the next gradient.

Content Overview and Resources:

Teachers are guided by support documents, syllabuses, etc, that are available on the NESA website: <https://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Records of Student Achievement (ROSA)

The Athena School is a registered non-government school, but is not accredited to deliver the government ROSA for Year 10. We do deliver the full Year 10 syllabus approved by NESA and provide an Athena Year 10 Certificate which is sufficient to gain entry to Year 11 & 12 and TAFE. High School parents are asked to sign a waiver annually to verify that they understand this.

Staff Policies

The Teachers at The Athena School are appointed for their commitment to the individual student. The staff team demonstrates a dedication and loyalty that supports the desired organisational culture. All teaching staff are appropriately qualified and experienced. The Athena School prides itself on how we encourage continued professional development and life-long learning.

School Programme Entry Requirements

Primary School Studies (K-6) Code: [041260G]

Junior Secondary School Studies (7-10) Code: [041261F]

Students must fulfil both the minimum English and Academic requirements for entry into The Athena School's High School Programmes.

English Language Competency

The Athena School ensures that students from overseas are properly prepared for an English-speaking environment and that they are supported in Australia. In this situation, intending students need to:

- Complete an English test at a suitable standard (*see below*).
- Have a parent or nominated suitable relative living in Australia (must be English-speaking and over the age of 21)
- Provide reports from their previous school and intensive English courses that they may have undertaken.

Minimum English language entry requirements are set out, below. Please contact us if further information is required.

Minimum English Language Entry Requirements				
English	Years K-4	Years 5-6	Years 7-8	Years 9-10
IELTS	-	4	5	5

Past Academic Performance

Students seeking acceptance into The Athena School's High School Programmes should submit copies of their Reports and/or official academic Certificates for assessment. Students must have completed the equivalent of the previous year (grade) in their respective country's school system in order to be considered for enrolment.

Fees

Definitions

Tuition Fees: Primary \$4,799 per term. High School \$5,309 per term.

Tuition Fees are the charge for the teaching of subjects at The Athena School. This includes all aspects of education including Quality Assurance, remedial counselling, student support services and most costs relating to students' subjects and activities. Please prices are subject to increase from time to time.

Materials/Excursions/IT Support Fee: Primary \$400 per term. High School \$500 per term

This is the cost for students' materials, stationery, art supplies, excursions, sporting activities, IT support, wifi and internet.

Special Excursions:

Extra-curricular excursions such as a snow trip or school camp are not covered in the above fees and will be charged for separately.

Applied Scholastics Courses:

The school has specialised courses teaching the fundamentals of the Applied Scholastics study method, the basics of grammar and communication, how to use a dictionary and so on. The course books are an additional cost, and the student may be required to pay for these when the student participates in these courses.

Terms and Conditions of Business Regarding the Payment of Fees

1. All fees and charges are payable in Australian Dollars (\$AUD).
2. Each Term is payable before the first day of each term commencement.
3. Please note that we only accept one term's payment at a time.
4. Failure to pay an account by the date when it is due may result in the student being denied access to school services and may prejudice the student's Visa status.
5. Charges for additional services including special excursions (camps, snow trips, etc. which are not part of the usual curriculum), are required to be paid as and when such fees are incurred.
6. Fees may be paid by credit card (MasterCard, Bankcard, Visa or American Express). Bank charges made by your bank on funds' transfers will be debited to your School account.
7. Four weeks' notice in writing and addressed to the Principal is required of intention to withdraw a student from the School. 4 weeks fees is charged for withdrawal without such notice.
8. If a student leaves midterm fees paid are not refunded.
9. All fees are subject to change.

International Students

Cultural diversity and tolerance are enduring features of the Australian way of life. These attributes are reflected in the community and the wide acceptance of all peoples to this country from the world over. The Athena School, using L. Ron Hubbard's non-religious moral code "The Way to Happiness," promotes acceptance and respect of all cultures, races and religions and encourages conformity with 'Australian-ness' in freedom of speech (generally in English), the rule of law and giving everyone a 'fair go'.

ESOS (Education Services for Overseas Students)

Legislative Framework

The Australian Government Department of Education (DoE) provides information and advice to help students understand their rights and obligations. DoE manages the ESOS legislative framework. This protects Australia's reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assurance.

The legislation mandates a nationally consistent approach to registering education providers so that the quality of the tuition, and care of students, remains high. The professionalism and integrity of the industry is further strengthened by the ESOS legislation's interface with immigration law. This interface imposes visa-related reporting requirements on both students and providers.

A simple explanation of the framework is the ESOS Easy Guide:

<https://www.dese.gov.au/esos-framework/esos-framework/esos-legislative-framework>

Welfare of Students + Discipline and Personal Integrity

Kindness and respect are the foundations of The Athena School philosophy. A hierarchy of care is provided commencing with the Teachers, through to the Office Manager, Quality Assurance and the Principal. There are staff on hand who are available to assist students and parents at any time.

Qualities such as personal integrity, responsibility and respect for self and others are necessary for a happy and worthwhile life, and therefore guidance towards these qualities is considered an important role of the school.

The non-religious moral precepts based on Mr Hubbard's "The Way to Happiness" are used from How to Make Good Choices such as.

- *"Honour and help your parents"*
- *"Set a good example"*
- *"Be worthy of trust"*

- *“Respect the religious beliefs of others” and*
- *“Try to treat others as you would want them to treat you”.*

While the school is not run on authoritarian lines, positive control is used and self-discipline is fostered through the use of the precepts in The Way to Happiness. The school has a zero tolerance on bullying.

At Athena we strive for friendliness and approachability between parents and staff to help resolve any concerns relating to the child’s progress at school.

The Athena School has a policy of zero tolerance to illegal drugs and unacceptable behaviour. The students’ general well-being is nurtured by providing the safe, secure and supportive environment needed to maximise their studies at The Athena School. We always strive to ensure that stakeholders are kept informed about students’ progress and encourage interaction between the family and school.

Time is made available for the parents and/or guardians if they have any concern about a student. The Athena School is a secular school forwarding no religion, but rather teaching acceptance and tolerance of all religions, faiths and creeds.

Enrolment Deferral, Suspension or Cancellation

A student’s enrolment may be deferred, suspended or cancelled per Athena School Policy 3.12 *OS Students Deferring, Suspending or Cancelling Enrolment* for reasons including but not limited to the following:

- Illness, where a medical certificate states the student is unable to attend class
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country, requiring emergency travel that has impacted on studies
- A traumatic experience which has impacted on the student.
- Failure to pay Course fees by the scheduled dates stated in the Letter of Offer;
- Any behaviour identified as resulting in cancellation, in The Athena School’s Behaviour Policy/Code of Conduct.

The Athena School is required to report failure to maintain satisfactory Course progress and/or satisfactory attendance to DIBP which will result in the automatic cancellation of a visa.

Visa

The intending student must obtain a valid student visa for studying in Australia and satisfy the conditions as stated by the Department of Immigration and Border Protection.

Information about Students

Information about intending parents/guardians and students may be made available to Commonwealth and State agencies.

Assessments

- Students' progress is monitored and assessed continuously with regular feedback given to each student in order to maintain effective study skills and a positive attitude towards learning
- Competency-based tests are also used to monitor progress in the skills of reading, writing, speaking and listening
- Reports are forwarded to parents and/or guardians at the end of each semester (twice per year), and can be followed by a Parent-Teacher Interview
- The establishment and maintenance of close parental or nominated suitable relative support are given high priority

Ongoing Methods of Assessment

Teacher assessment of understanding and ability to apply ensures no student gets left behind. However, should a student be falling behind or having difficulties, they will be sent to Quality Assurance to have one-on-one help defining words, demonstrating understanding and the ability to apply in practical activities.

Pupils evaluate their own work and reflect on it by writing success stories at the end of each course.

Use of Written Exams

At the end of each unit of work students are given an exam which checks points of understanding of key words, rules and principles, and the ability to demonstrate an understanding in real life situations.

Written and practical assignments may contribute to the assessment.

For example: A recount as the final practical may carry 20% of the marks of an exam.

Passing Standard

The passing standard is 100% understanding and ability to apply.

A student who gets between 85% and 99% in an exam will be required to successfully restudy the missed materials.

A student getting less than 85% will restudy and be re-examined to verify they are a product of the unit of study and ready to progress to the next gradient.

Courses:

Kindergarten to Year 6 - Primary School Studies (K-6) Code: [041260G]

English

- Students develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.
- They learn about language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts.
- They interpret and express their views on what they hear, see and read.
- They create written and digital texts, and deliver formal and informal presentations.
- For the first time, there will be a requirement that students experience a range of texts, including Australian works, multiculturalism, Aboriginality and Australian identity, and Asian perspectives.
- There is an increased emphasis on grammar and the teaching of quality literature.

Mathematics

- Students develop their mathematical knowledge, skills and understanding through a range of learning experiences across:
 - Number and Algebra, e.g. whole numbers, fractions and decimals
 - Measurement and Geometry, e.g. length, area and time
 - Statistics and Probability, e.g. data and chance.
- They develop their problem-solving skills and mathematical reasoning and communication.
- Students in Stage 3 develop a deeper understanding of Statistics and Probability.

Science and Technology

- Students develop their skills in using processes of Working Scientifically and Working Technologically to answer interesting questions and develop creative solutions to important 21st century problems.
- They develop their curiosity and understanding about the Natural Environment and the Made Environment through learning about the Physical World, Earth and Space, the Living World, the Material World, Built Environments, Information and Products.
- Students learn about the influence and relevance of science and technology in their lives now and in the future.

History

- Students investigate their personal, family and community history.
- They develop understanding of Australia's Indigenous and colonial history and how Australia became a nation.
- Students learn about historical concepts, such as viewing an historical event from a different point of view, and historical skills, such as using historical sources for an investigation.

Geography

- Students investigate people, places and environments.
- They explore geographical concepts, such as place and sustainability, through real world examples and issues.
- Students learn how to acquire, process and communicate geographical information using geographical tools and inquiry.

Years 7 -10 – Junior Secondary School Studies (7-10) Code: [041261F]

English

- Students build on and refine their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.
- They learn about language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts.
- Students interpret and express their views on what they hear, see and read.
- They create written and digital texts, and deliver formal and informal presentations.
- Students study a wider range of texts that give them experience of quality literature, Australian works, multiculturalism, Aboriginality and Australian identity, and Asian perspectives.

Mathematics

- Students develop their mathematical knowledge, skills and understanding through a range of learning experiences across:
 - Number and Algebra, e.g. financial mathematics, ratios and rates, and equations
 - Measurement and Geometry, e.g. angle relationships, trigonometry and Pythagoras' theorem
 - Statistics and Probability, e.g. data collection and representation.
- They develop their problem-solving skills and mathematical reasoning and communication.
- Students develop a deeper understanding of Statistics and Probability.

Science

- Students develop their skills in science inquiry through hands-on practical experiences, including student research projects.
- They further develop their understanding about how evidence-based scientific knowledge explains the Physical World, Earth and Space, the Living World and the Chemical World.
- Students learn more about the importance of the contribution and influence of science in their own lives and in finding solutions to personal, social and global issues.

History

- Students gain a broad understanding of world and Australian history from ancient to modern times through the teaching of historical overviews.
- They gain a deeper knowledge of history through in-depth studies such as Ancient India, the Ottoman Empire and Japan under the Shoguns.
- Students learn about 20th century Australian history through the Australians at War and Rights and Freedoms depth studies.
- They experience an inquiry-based approach to learning, developing key historical skills in research, source analysis and communication.

Geography

- Students investigate interactions between people, places and environments from local to global scales.
- They explore geographical concepts, such as interconnection, sustainability and change, through contemporary real world examples and issues.
- Students learn how to acquire, process and communicate geographical information using geographical tools and inquiry.