



Our mission

The prime objective of the HIP is to provide a dynamic, rigorous and values based Hebrew \Jewish education to students of the Melbourne Jewish community.

We aim to teach the children to read, write and speak in Hebrew. All our children should complete the program with enough Hebrew language skills to join in communal and religious life. The program aims to promote competencies in Hebrew. The children will learn to communicate effectively in Hebrew by developing speaking, listening, reading and writing skills.

We are committed to providing a highly valued education. We believe that education is a pleasurable and enriching experience and that all students are deserving of success. We strive to develop confident learners with a passion for the Hebrew language.

General information

1.1 CJC HIP HOURS

Monday, Wednesday and Thursday 8:00am - 8:45am

1.2 Contact number for CJC HIP

CJC HIP Coordinator Rinat Shenfeld – 0478677956
Head of CJC HIP committee - Keren Loyer - 0414897325
Financial and clerical administrative staff (UJEB) 03 95236844

1.3 General support team

For an informed response to any issues, parents are strongly advised to contact their class teachers in the first instance and then the Co-ordinator via email or mobile phone.

1.4 CJC HIP Parents' Committee

HIP CJC has a very active Parents Committee, under the leadership of Alissa Woolf. There is a role to play on the Committee for all interested parents.

Parents are urged to give of their time and energies to the committee. This involvement can take place in responsibilities across a wide range of interest. We also encourage parents to be involved in our various celebrations of the Chagim.

1.5 Medical policies

Students who are ill and needs to go home must be collected from the class by their parents.

A student who is ill will not be permitted to go home by public transport. He\she must be collected by a parent or nominated person.

Should the need arise, every effort will be made to contact parents and guardians or nominated emergency contacts. Please ensure that contact numbers are current and correct and that your child's Hebrew teacher knows about any special medical condition.

Please fill in the attached Medical Emergency Details on the Enrolment Form on the above link and return to the Hebrew class teacher.

1.6 Hebrew Curriculum

The HIP promotes the development of reading & writing, speaking & listening skills of Hebrew. From Prep through to grade 6 the program aims to develop the student's skills with the use of educational games and activities gradually introducing letters, nikkud, words, sentences and developing Hebrew conversation.

1.7 Newsletters

CJC produces a newsletter every week; inside you will find from time to time reports on the events, progress and on the achievement of our students.

1.8 Libraries

In the CJC School library, there's a section for Hebrew books. All HIP students are given a special barcode that entitles them to borrow Hebrew books.

1.9 Change of home address\email\phone number policy

Please contact the coordinator Rinat Shenfeld via email thehipprogram@gmail.com as soon as you know of any change in details or **fill in the Enrolment Details form that is on the above link and hand it to your child's Hebrew teacher.**

2.0 Cancellation Policy

HIP relies on student numbers remaining consistent throughout the year to assist with the program being able to employ a certain amount of teachers. If student numbers drop throughout the year this will affect student to teacher ratio. Therefore, HIP has a cancellation policy, which allows the coordinator enough time to readjust classes and teachers. If for any reason a student will not be continuing in the program, the coordinator will require notice in writing by the end of the term to take effect the following term.

2.1 Classroom allocation

The HIP classes take place in different classrooms at the school. This allocation may change from year to year.

2.2 Attendances

Students are expected to attend at least 90% of the classes.

A school attendance of less than 90% is generally regarded with concern. Should a student be absent from school, parents are required to send a parent note stating the reason for the absence. The only exception to the above rule will be in cases where, for clear medical or family reasons, absence from the program will be acceptable and the student will get extra support should the need arise.

2.3 Homework

Homework assists students by complementing and reinforcing classroom learning.

Homework will be given once a week on Thursday. That will give the students the whole weekend to complete their homework.

2.4 Bullying

Where bullying is suspected or identified, the HIP CJC will actively intervene and respond with appropriate consequences.

Where the program deems an issue is serious enough it may, at its own discretion, accelerate the process of consequences: bullying of a very serious and violent nature will result in harsher consequences being implemented.

1. In the first instance, the teacher will inform parents of the students involved and that an incident has occurred that has resulted in the teacher having to talk with the relevant student.
2. A student who is reported for ongoing bullying incidents will be interviewed by either the coordinator or by the class teacher and parental involvement will be sought to help modify their behaviour.
3. Further bullying incidents may lead to the student automatically being withdrawn from the program for the remainder of the session and the following session.
4. Further bullying incident may lead to the suspension from school of the student by the principal of the school.

2.5 Code of behaviour

CJC HIP does not implement an overt system of discipline on a daily basis, but relies on its students to behave and act appropriately at all times. The program will not allow its ethos of low-level discipline to be threatened by students who continually draw attention to themselves and disrupt the learning of others. Our students enjoy their program. They are part of the culture of engagement, learning and involvement that defines our education. HIP CJC code of behaviour is designed to ensure that all members of the HIP community enjoy access to certain

basic rights. Failure to abide by these expectations will result in a variety of logical consequences.

2.6 Communications

The HIP uses email as the primary communication method for general communiqués. Parents who opt out of email communication should notify their child's Hebrew teacher and will receive notification via their children. **Parents are encouraged to check their email on a regular basis to remain up to date.**

The HIP uses one email address per family. It is important that parents advise us of changes to their email address and their communication preferences.

To change your email address or your communication preferences please fill in the Details form & give it to your child Hebrew teacher or send an email to: thehipprogram@gmail.com

2.7 Customer Service

We will deal with inquirers respectfully and honestly and expect to be dealt with respectfully and honestly in return.

Our standard is to provide a response to all inquiries within 48 hours. If more time is needed, the inquirer will be advised and given a likely response time. All inquiries please Email thehipprogram@gmail.com