



## **Our mission**

The Hebrew Immersion Program (HIP) is a United Jewish Education Board (UJEB) program run by CJC parent volunteers and is exclusively available at CJC.

The prime objective of the HIP is to provide a dynamic, rigorous and values based Hebrew language education to students attending Caulfield Junior College.

The purpose of the HIP is to teach students to communicate effectively in Hebrew by developing speaking, listening, reading and writing skills. HIP graduates will be qualified with knowledge and skills to engage in further Hebrew language study at secondary school.

CJC is committed to providing students with diverse learning opportunities in a multicultural context. The HIP celebrates Jewish festivals and engages with the wider CJC community to foster an appreciation for Jewish culture.

The HIP aims to provide high quality education. We strive to create a successful learning environment, in which education is pleasurable and enriching. We take pride in developing confident learners with a passion for the Hebrew language.

## **General information**

### **1.1 Class hours**

Monday, Wednesday and Thursday

8:00am - 8:45am

### **1.2 Location of classes**

HIP classrooms at CJC are determined by arrangement with CJC. The location of classes may change from time to time. Parents and/or students will be notified of the classroom location.

### **1.3 Curriculum**

The HIP curriculum is designed to develop Hebrew speaking listening, reading and writing skills. From Foundation (Prep) through to Grade 6, the HIP aims to develop skills with the use of educational games, activities, presentations and conversation. Letters and 'Nikkud' are introduced at junior levels, and classes are conducted predominantly in Hebrew, where possible, by native Hebrew speaking teachers.

## **1.4 Library resources**

The CJC library has a section devoted to Hebrew books. All HIP students are given a special barcode that entitles them to borrow Hebrew books. If you wish to donate a book, please contact the HIP Co-ordinator.

## **1.5 Student progress**

Class teachers report to parents each week (by email) on activities in the classroom. In addition, half-yearly reports are prepared on the progress of each child and parents are invited to attend parent-teacher interviews twice a year.

## **1.6 Class attendance**

Students are expected to attend at least 90% of the Hebrew classes. All student absences must be reported in writing/email. If you are aware that your child will be away for more than one class, please provide this information on the notification.

## **1.7 Homework**

Homework is provided to complement and reinforce classroom learning. Homework is generally given once a week on a Thursday and is due to be completed and returned to the class teacher on the following Monday. Class teachers provide information to parents by email each week to assist with the completion of homework.

## **1.8 Communications**

The HIP uses email as the primary method for general communiqués. The HIP generally uses one email address per family.

Parents who opt out of email communication should notify their child's Hebrew teacher and will receive notifications via their children. Parents are encouraged to check their email on a regular basis to remain up to date.

# **Financial**

## **2.1 Fees**

The HIP is an elective program, administered by UJEB, which runs for the duration of the CJC school year. It is offered strictly on a 'user-pays' basis. UJEB is responsible for fee collection.

The level of fees is determined annually by the HIP Committee. Every effort is made to keep the cost to a minimum to ensure that HIP remains affordable to many parents. Parents are provided with reasonable advance notice of fees.

Fees are payable in advance, in instalments which are due two weeks prior to the commencement of each school term. If fees are paid late, UJEB will provide a reminder.

Families who are experiencing financial difficulties should contact the UJEB office and follow directions to apply for fee relief.

Unless the UJEB treasurer approves fee relief, students will not be permitted to enter or remain in the HIP at the start of a new term if payments from any prior term have not been made. If, after a payment reminder has been issued, the HIP fees remain unpaid, the student will be removed from the HIP.

## **2.2 Cancellation and withdrawal**

HIP engages teaching staff based upon the number of enrolled students. If a student is enrolled in HIP, it is assumed that the student will participate for the duration of the school year. If, for any reason, a student will not be continuing in the HIP, parents must notify the HIP Co-ordinator in writing before the end of the current school term. If notice is not received on time in this manner, parents will be liable for the next instalment of fees. Partial term fee refunds will not be made if a child is withdrawn during the term.

Students may be withdrawn from the HIP program by notice in writing to the HIP Co-ordinator. No refunds will be made in case of any withdrawal or temporary absence from the HIP.

## **Student conduct**

### **3.1 Code of conduct**

HIP is defined by a culture of engagement, learning and involvement. HIP operates small classes and relies on its students to behave and act in a respectful manner which enhances learning opportunities and objectives.

Logical consequences will be imposed on disruptive students and parents will be contacted if disruptive behaviour continues.

### **3.2 Bullying**

The Hip adheres to CJC policy regarding bullying. All parents should be aware of this policy and are encouraged to refer to the policy if needed.

## **Personal information**

### **4.1 Contact details**

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

To change your email address or your communication preferences please fill in the Details form & give it to your child's Hebrew teacher or send an email to the HIP Co-Ordinator.

### **4.2 Medical**

We will provide a Medical Emergency Details Form for each student. It is essential that the form is completed and returned to your Hebrew class teacher when the student commences the program.

Should the need arise, every effort will be made to contact parents and guardians or nominated emergency contacts. Parents must ensure that emergency contact details are and remain current and that the class teacher is informed, in writing, of any changes to your child's medical details.

Students who are ill and need to go home must be collected from the school by a parent or guardian. They will not be permitted to travel home on public transport.

## **Contact us**

### **5.1 Key contacts**

HIP Co-ordinator - Rinat Shenfeld	0478 677 956 <a href="mailto:thehipprogram@gmail.com">thehipprogram@gmail.com</a>
HIP Committee President - Ms. Keren Loyer	0414 897 325
Financial and clerical (UJEB)	03 9523-6844
HIP staff (via CJC main office)	03 9509-6872

### **5.2 General inquiries**

Parents are encouraged to contact their child's Hebrew class teacher in relation to matters associated with the classroom or student performance. Our teachers will endeavour to respond to inquiries within 48 hours.

Otherwise, inquiries should be directed in the manner described in this handbook.