



CROATIAN SCHOOL OF  
LANGUAGE & CULTURE  
MELBOURNE



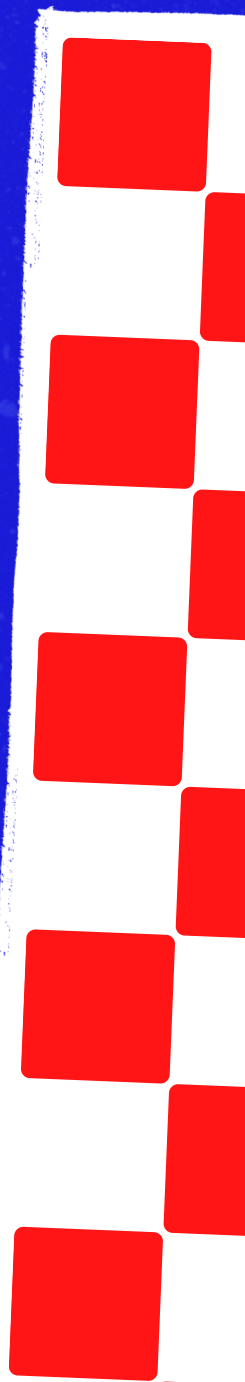
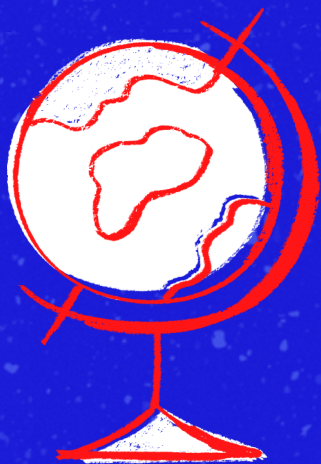
# Introduction to Croatian School

PARENT'S GUIDE

[croatianschoolmelbourne.org.au](http://croatianschoolmelbourne.org.au)  
69 Hodgkinson St, Clifton Hill VIC 3068

# Contents

- 3** From the Principal
- 4** Welcome to Families
- 5** School Information
- 7** Curriculum & Classes
- 8** Meet Our Teachers
- 9** Enrolment Information
- 10** Meet our 2024 Committee
- 12** School Contact
- 13** Information for Students
- 14** Child Safety Standards



# From the Principal



**Vlado Jakopanetz**  
Principal



## DOŠLI AND WELCOME TO CROATIAN SCHOOL OF LANGUAGE AND CULTURE MELBOURNE!

The Croatian School of Language and Culture Melbourne is a Victorian Community Language School, incorporated in 2021 and run by the generosity and effort of the strong Melbourne Croatian community, supported by the Croatian Catholic Centre Clifton Hill.

The school committee and I would like to give a big thank you to the entire school community for supporting the school and providing our students with the opportunity to learn the Croatian language and culture in a fun and supportive learning environment.

Every person who has played a part last year contributed their time to help both our church community and all our student families flourish. This is important for all generations in our community, including those who started this community in Clifton Hill 60 years ago when Croatian wasn't even a recognised language in Australia. We've come a long way, so let's keep it going!

This year will be another year packed with fun, learning, and immersing students in the wonderful Croatian culture. Learning another language can be a lot of fun and research shows it has wonderful benefits for children at school and in life. It enhances English literacy skills, improves memory and brain function, bilingual people are more creative, perceptive and can concentrate for longer and helps develop critical thinking and problem solving. (Source: [VDET](#))

At our community language school, we think it's important and want to promote the social benefits and sense of own identity. Children thrive when they acknowledge their heritage and the school supports them in developing a sense of their own identity and belonging. We want our students from all backgrounds to feel connected to the Croatian community, make new lifelong friends and respect and appreciate their own culture and that of others.

We also want the parents and guardians to connect and develop their relationships with each other.

# Welcome to Families

## Welcome to all Parents, Families & Guardians

The Croatian School Community is a special community! It's a chance to meet new people, expand your network and connect with people of similar cultural background and interests. We have a wonderful mix of people that bring a variety of experiences and knowledge. We encourage you to make the effort to get to know each other. This experience is not only for your children, it's for you the parents and guardians too!

## What is the first day of school like for Parents and Guardians?

The first day of school will be on Saturday 3 February 2024. Returning families will get a chance to meet the new families.

Parents and guardians should come along and meet other parents on the first day. It's a time to get to know the community and connect with each other for the year ahead.

Teachers will explain the school year and provide any guidance and answer any questions you may have. Enrolment forms and fees can be paid on this day.

## Accredited by the Victorian Department of Education

The school is accredited under the Victorian Department of Education and Training's (VDET) Community Language School Funding Program for 2022–2024. This program provides funding to not-for-profit community language schools (CLS) to deliver language programs to Victorian school-aged students outside of school hours.



## Volunteering

The Croatian School Community needs your involvement and there are many ways this can happen, through the committee or other volunteer activities. If you are interested, please let us know by speaking to the Principal or sending an email to [croatianschoolmelbourne@gmail.com](mailto:croatianschoolmelbourne@gmail.com). Our AGM is held in May each year, but you don't need to wait for this to get involved. You are required to have a Working with Children Check (WWCC).

## Parish Priest, Monsignor Bosilko Rajić

Our school is situated within the Croatian Catholic Centre Clifton Hill, supported by the Sveti Nikola Tavelić Catholic Church (Saint Nicholas Tavelić). We are so lucky to have the support of Mnsgr Bosiljko who is a keen supporter of our school community.



# School Information

## Where are classes held?

Classes are held at the Croatian Catholic Community Clifton Hill at **69 Hodgkinson Street, Clifton Hill** in dedicated classrooms.

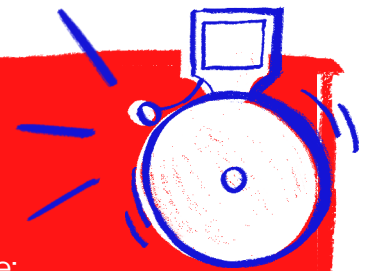
## What is the first day of School like?

The first day is our Welcome Day and a short format day. It will be on Saturday 3 February 2024. Returning students will get a chance to meet the new students.

Teachers will explain the school year and provide guidance for any textbooks that can be purchased where required. Learning aims to use a variety of resources and will include a fun and diverse mix of language, culture and history.

Regular classes will commence the following week on Saturday 10 February 2024.

## What are 2024 School Dates?



School hours are:

**Saturday mornings  
9am to 12:30pm**

**CLASS: 9:00am to 10:30am**

**BREAK: 10:30am to 11:00am**

**CLASS: 11:00am to 12:30pm**

**For 2024 classes will run on Saturday mornings, on the below dates :**

<b>Term 1</b>	<b>February 3, 10, 17, 24   March 2, 16, 23</b>
<b>Term 2</b>	<b>April 20   May 4, 11, 18, 25   June 1, 15, 22</b>
<b>Term 3</b>	<b>July 20, 27   August 3, 10, 17, 24, 31   September 7, 14, 21</b>
<b>Term 4</b>	<b>October 12, 19, 26   November 2, 9, 16, 23</b>

[closed during Victorian school holidays]

# School Information

## Student Collection Policy

The school has the following procedures in place for the safe drop-off and collection of students from school, both during and after normal school hours (9am to 12:30pm).

— Please supervise your children to classrooms.

— All students to be signed-in in the mornings and signed-out at collection.

— If a student needs to leave early (eg. sports events), parent/guardian to collect from classroom and sign the student out.

— All parents / guardians to collect students from classroom after school finishes for the day at 12:30pm.

— Please be punctual when collecting students and notify the principal and teachers of delays or early pick-up



## Illness or Absences

Please ensure your child remains at home if unwell and notify the Principal or Teacher if they will be absent for any length of time.

## Students Medical Information

It is important that any student medication information is included in the enrolment form so that the teachers and first aid officers are aware.

## Emergency Contacts

Please ensure you let the school know if there are any changes to the emergency contact details on the enrolment form throughout the year.

## Photography

On the enrolment form, you have the opportunity to give permission for use of student's photography. Please read these consent terms carefully:

I give permission for the student's photograph, or audio-visual material to be used by Croatian School of Language and Culture Melbourne Inc for use such as school promotion, parish promotion or advertising material. I acknowledge this may appear on public social media, websites and community newspapers. Student names will not be used unless permission is provided by parents/guardians.

# Curriculum & Classes

**Depending on student numbers, our school can have up to 3 class groups with interesting & fun lessons for each age group. Our curriculum focused on language and covers culture, history, geography and the students' own Croatian heritage.**

## Junior Class

Our students embark on an exciting journey of linguistic discovery and cultural exploration. With a focus on building a strong foundation in language skills, the curriculum emphasizes interactive and engaging activities to make learning enjoyable.

Through storytelling, games, and interactive exercises, students not only acquire essential vocabulary and grammar but also develop confidence in speaking and expressing themselves in the Croatian language.

## Middle Class

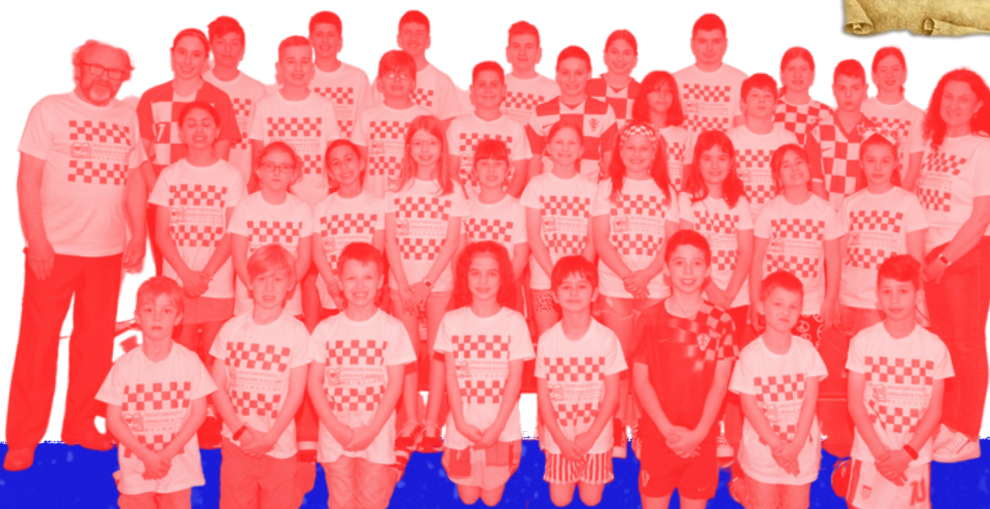
The middle-class students, often seeking practical skills navigate through the intricacies of grammar and vocabulary, with many opportunities to engage with modern and traditional songs through the year.



## Senior Class

Strong language skills have been honed through engaging discussions, debates, and presentations, fostering critical thinking and analytical abilities.

Additionally, the seniors have explored literary works, delving into the richness of language through literature, poetry, and classic texts.



# Meet our Teachers

---



## **GEORGINA (ĐURĐA) BIER (SHE/HER)**

Junior Teacher

Georgina has dedicated an impressive 27 years of her life to teaching history at the Croatian School. Her commitment to education and passion for the school is a true legacy. Although she will step down in 2024 to relief teaching, we are grateful to have her on the Committee to steer the school into the future.



## **VLADO JAKOPANETZ (HE/HIM)**

Middle School Teacher / Principal

Vlado is 2024's Principal and has been with the school for 2 years. Born in Hrvatski Zagorje he studied English and Croatian language and theology. He is a wonderful author, having released many books and he is looking forward to teaching the next generation of students.



## **DARKO KOTEVSKI (HE/HIM)**

Senior Teacher

We are please to have Darko join our teaching staff in 2024 and with him he brings highly regarded skills and passion for great communication skills in both, Croatian and English languages as a passion to teach younger generations of Croatian/Australian children as the main goal of preserving the language of their Croatian heritage.



# Enrolment Information

## When is enrolment open and fees due for 2024?

New student and re-enrolments for existing students begin in November each year. Student places are limited with enrolments due by mid-March each year unless closed prior.

New student enrolment and re-enrolment for existing students begins in November each year. Enrolments and fee payments close mid-March in order to ensure VDET accreditation funding is obtained.

Contact the school to discuss late enrolments to ensure places are available and there will be impacts to funding and result in higher student fees.

**Enrolments fees for the 2024 are due by 16 March 2024 to be eligible for \$240 VDET funding.**



## What are the School Fees?

	Enrolled before 16 March 2024 (eligible for \$240 VDET funding)	Enrolled after 16 March 2025 (not eligible for \$240 VDET funding)
<b>1 Student</b>	<b>\$345</b>	<b>+ \$240</b>
<b>2 Students or more (family total)</b>	<b>\$550</b>	<b>+ \$240 PER STUDENT</b>



# Meet our 2024 Committee

Croatian School of Language and Culture is managed by a dedicated Committee of Management comprised of teachers and members elected from the parent body at an Annual General Meeting in May each year.

They are responsible for the following:

Review and implementations of policies in collaboration with teachers parents and children

Financial planning and management

Maintenance of all relevant records

Development of new initiatives

Fundraising for the centre

Our committee meets 4 times per year.



**VACANT**

President



**IVAN  
DOKOZA**

Treasurer



**GEORGINA (ĐURĐA) BIER**

Vice-President



**ANA  
PAPAC**

Communications &  
Grants Officer



**SALLY  
PINTARIC**

Secretary

**Interested in  
getting involved?**

We are always grateful for any volunteer help parents can offer for events, teaching help, and here, on the committee.

# Meet our School Community



# School Contact Info



**The primary communication to the school community is through our email mailing list. All emails included in the enrolment forms will be added.**



Email us if you need to get in touch at [croatianschoolmelbourne@gmail.com](mailto:croatianschoolmelbourne@gmail.com)



We also have a WhatsApp Group. You'll be added via the mobile number you include on the enrolment form.



Facebook is our social media channel. Find us at [wee.facebook.com/CroatianSchoolMelbourne/](https://www.facebook.com/CroatianSchoolMelbourne/)



You'll find important information like our Enrolment Forms and Child Safety Policy on our website at [croatianschoolmelbourne.org.au](http://croatianschoolmelbourne.org.au)

# Information for Students

---

## **Class Rules...YES! We have Class Rules!**

**1. Pohađaj nastavu redovito.** / Attend classes regularly.

**2. Dođi na vrijeme u školu.** / Arrive on time to school.

**3. Za vrijeme nastave potrudi se komunicirati na hrvatskom jeziku.** / During the class make an effort to communicate in Croatian language.

**4. Aktivno sudjeluj u nastavi i timski surađuj s drugim učenicima.** / Participate actively in class activities and in team work activities with other students.

**5. Za vrijeme nastave suzdrži se od brbljanja, hodanja po razredu, zadirkivanja drugih učenika, sjedenja na stolu, držanja nogu na stolu I ljuljanje na stolici.** / During the class refrain from chatting, walking around the classroom, teasing other students, sitting on the table, putting legs on a table and rocking chair.

**6. Redovito uradi domaću zadaću.** / Complete your homework regularly.

**7. U školi, strogo se zabranjuje:** / At school it is strictly forbidden to:

- **Izazivanje buke I nereda, svađa I međusobno vrijeđanje učenika (npr. psovke)** / Make noise, disorderly behaviour, quarrel and use of inappropriate language (eg. swearing),
- **izazivanje tuče, sudjelovanja u tuči i svaka vrsta nasilnog ponašanja.** / provoking a fight, participating in a fight and any kind of violent behaviour.

**8. Suzdrži se od konzumacije hrane za vrijeme nastave.** / Refrain from consuming food during the class.

**9. Suzdrži se od upotrebe mobitela i drugih elektronskih uređaja za vrijeme nastave.** / Refrain from using mobile phone and any other electronic devices during the class.

**10. Suglasan/a sam s komuniciranjem putem e- između učitelja, roditelja i učenika.** / I give my consent for e-mail communication between teacher, parent and student.

# Child Safety Standards

## We are a Child Safe Organisation

### We Are Committed to Child Safe Environments

The protection of children is the responsibility of everyone involved at the Croatian School of Language and Culture Melbourne and we champion a child safe culture, through our staff, parents and volunteers. We are committed to every child's right to be and feel safe at all times.

We achieve this by:

### Empowering children

- Fostering a culture in which children feel well respected, highly valued and properly cared for.
- Providing an environment in which each child is encouraged to participate, express their views and to learn and develop.

### Embracing inclusion and diversity

- Promoting the cultural safety of Aboriginal children
- Promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- Promoting the safety of children with a disability

### Fulfilling our Duty of Care

- We have a zero tolerance towards child abuse. Any allegation and safety concern will be treated seriously and in line with our policies and procedures.
- Takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- Actively managing the risks of abuse or harm to each child. This includes fulfilling our legal and moral obligations and upholding our duty of care to protect children and prevent any reasonable, foreseeable risk of injury or harm. This also includes contacting authorities when we have concerns about a child's safety.
- The Committee of Management is committed to implementing the minimum Child Safe Standards and creating a child safe organisation. We aim to continuously improve the way Croatian School of Language and Culture Melbourne prevents child abuse through maintaining specific policies and implementing training that supports our staff, committee and volunteers to achieve these commitments.
- Ensuring that the Child Safety Standards are mandatory professional development requirements for all staff and volunteers.

Mark (**Vlado**) Jakopanetz,  
is our Child Safety Support  
Officer.

You can contact him by emailing  
[croatianschoolmelbourne@gmail.com](mailto:croatianschoolmelbourne@gmail.com).

# Child Safety Standards

## Member of Community Languages Victoria



The school is a member of Community Languages Victoria (CLV) who provide support to our school such as child safety policies, training, assistance with DET funding and professional development.

## What is the School's Child Safety Policy?

The School's Child Safety Policy is developed by Community Languages Australia and can be found on our website or by clicking the link below.

A Child Safety and Wellbeing Policy supports schools to create and maintain a childsafe organisation where children and young people are safe and feel safe. The policy provides a framework for how schools approach child safety.

All school community members are responsible for caring for children and young people, positively promoting their well-being and protecting them from any harm or abuse.

The Child Safety and Wellbeing Policy tells the community about the strategies and arrangements to keep children safe.

[Child Safety Policy >](#)

## What is the School's Child Safety Standards Code of Conduct?

The School's Child Safe Standards Code of Conduct is developed by Community Languages Australia and can be found on our website. This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce opportunities for abuse or harm. It also helps staff and volunteers by guiding how to best support children and avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Croatian School of Language and Culture Melbourne's activities, including principals, teachers, coaches, officials, volunteers and parents. Croatian School of Language and Culture Melbourne has zero tolerance for child abuse.

[Code of Conduct >](#)

## First Aid

It is a VDET accreditation requirement that the school has a First Aid Officer who has completed a nationally accredited training course.

## Parking

There is limited parking on school grounds during school hours. Street parking is available for drop off and pickup.



**CROATIAN SCHOOL OF  
LANGUAGE & CULTURE**

**M E L B O U R N E**

**[croatianschoolmelbourne.org.au](http://croatianschoolmelbourne.org.au)**

69 Hodgkinson St, Clifton Hill VIC 3068

