



Darwin  
Languages  
Centre



# Family Handbook

*Empowering our community to be lifelong learners*

## **Darwin Languages Centre**

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Website: [www.darwinlanguagescentre.nt.edu.au](http://www.darwinlanguagescentre.nt.edu.au)

Principal: Salima Spring

Assistant Principal / Program Co-ordinator: Zoe Saliba



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## Welcome from the Principal



Welcome to the Darwin Languages Centre. I am thrilled to extend my warmest greetings and introduce you to our dynamic environment that defines DLC.

At DLC, we believe that language is more than just a means of communication; it is a bridge that connects people, cultures, and ideas from around the globe. Our mission is to provide a nurturing and intellectually stimulating space where students of all ages can embark on a journey of language discovery, fostering a deep appreciation for diversity and intercultural understanding.

At DLC, we are a team of dedicated educators who are committed to excellence in language education. Our passionate and experienced educators bring a wealth of knowledge and creativity to their classrooms, ensuring that each student's learning experience is effective and enjoyable.

DLC offers a wide range of language programs, designed to meet the diverse needs and interests of our students. Our curriculum is rigorous and comprehensive, focusing not only on language proficiency but also on the development of critical thinking skills, cultural awareness, and global citizenship. We aim to equip our students with the tools they need to succeed in an interconnected world.

The Darwin Languages Centre is located in Ludmilla with students attending from a variety of both primary and secondary schools. We even offer an after school bus pickup service from several schools. Currently students can choose from 11 different languages. In addition to this, DLC is also home to the NT Education Library and Darwin Adult Short Courses.

I encourage you to reach out to us with any questions or inquiries you may have. Together, let us embrace the joy of learning languages and celebrate the beauty of cultural diversity.

We look forward to welcoming you to Darwin Languages Centre.



**Salima Spring**  
Principal

## Why Learn a Language?

In our increasingly interconnected world, speaking multiple languages is an important skill to have.

Here at the Darwin Languages Centre we believe that learning a language:

- fosters intercultural understanding and tolerance;
- improves understanding of English;
- enhances critical thinking and problem solving skills;
- develops interpersonal skills and perseverance.

## Our Programs

We have a variety of different Languages programs available from Monday to Wednesday, 4:00pm - 6:00pm and on Saturday's 10:00am - 12:30pm - (Mandarin only).



### Monday

Greek - Japanese - Portuguese - Spanish

### Tuesday

Auslan - French - Greek - Korean - Indonesian - Italian

### Wednesday

French - German - Mandarin


### Saturday





Mandarin






Language programs for students not only concentrate on oral interaction, but an immersion into the whole culture including traditional dress, food, music, festivals and traditions.

## Our Values

 **Our Mission: To empower our community to be life-long learners.**

<b>In Schools Programs</b> 	<b>After Hours Language Classes</b> 	<b>Darwin Adult Short Courses</b> 	<b>NT Education &amp; Languages Library</b> 
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**WE VALUE**

<b>D</b>  <b>DIVERSITY</b> <ul style="list-style-type: none"><li>• We are open-minded.</li><li>• We respect and appreciate difference.</li><li>• We welcome everyone.</li></ul>	<b>L</b>  <b>LEARNERS</b> <ul style="list-style-type: none"><li>• We are curious and think critically.</li><li>• We explore our world through learning.</li><li>• We know learning is a life-long journey.</li></ul>	<b>C</b>  <b>CONNECTIONS</b> <ul style="list-style-type: none"><li>• We share our purpose and grow together.</li><li>• We connect through languages.</li><li>• We connect communities.</li></ul>
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## DLC Behaviour Expectations

At Darwin Languages Centre, we uphold a culture of respect, diversity, and excellence, and we expect our students to embrace these values in their behaviour.

We encourage positive student behaviour by fostering an environment where kindness, inclusivity, and a commitment to learning are paramount. We ask that our students show respect for their peers, teachers, and staff, as well as the diverse cultures and languages that make up our community.

We believe in the power of active participation, open-mindedness, and a willingness to learn from one another. Together, we create a harmonious and enriching atmosphere where every student can thrive academically and personally.

Students will be supported to meet our positive behaviour expectations. In times when these expectations are not met, parents will be contacted to discuss their child's positive engagement. Darwin Languages Centre will reevaluate ongoing enrolment when these expectations have not been met.

## Term Fees

Price per student / per language is **\$180** per term.

Payment can be made via EFTPOS, Sports Voucher, Cash or Direct Deposit (BSB: 035306 - Account: 280383). Reference is your child's invoice number, surname and first name. Please pay over the counter or by phoning 8997 7000. Please email your child's Sports Voucher to: [dlc.nt@education.nt.gov.au](mailto:dlc.nt@education.nt.gov.au)

**Please note:** Sports Vouchers can only be used towards term fees and not bus and BBQ fees.



## Optional Bus Service

We offer an optional supervised bus collection service from the following local schools, for students enrolled in the after-hours language classes, from Monday to Wednesday:

**MONDAY** - Stuart Park Primary, Parap Primary, Larrakeyah Primary, Anula Primary, Jingili Primary, Nakara Primary and Leanger Primary

**TUESDAY** - Parap Primary, Stuart Park Primary, Alawa Primary and Nightcliff Primary

**WEDNESDAY** - Essington, Nakara Primary, Alawa Primary, Nightcliff Primary, Parap Primary, Stuart Park Primary and Jingili Primary

We may add or remove this service at our discretion. Please check with our office for bus availability when you enrol.

All students using our bus service must have a completed and signed **Student Excursion - Parental Consent Form** to be able to be collected by the school bus.

### Price Per Student/Per Bus Pick up (based on a 10-week term):

Term Fee - \$75.00 (\$7.50 per pick up) to be paid in advance to secure your child's place on the bus. This is not included in term fees.

## Optional BBQ (Meat Sausage & Fruit Drink) and Fresh Fruit

We offer a BBQ service on Monday, Tuesday and Wednesday afternoons. This service may be pre-ordered and pre-paid at the beginning of the term or students can pay cash each week. The cost is \$2.50 per sausage and \$1.00 for a fruit drink. Term payments must be made for the full term and refunds or credits will not be offered for non-attendance.

**Fresh fruit** is also available for students at break time at no extra cost. Students are welcome to bring their own snack for break time.

**BBQ price per student/per term (based on a 10 week term):** Term Fee - sausage and fruit drink - \$35.00 (\$3.50 per day)



## Enrolment

All students who attend Darwin Languages Centre are required to complete an Enrolment Form. We also ask our parents/carers to read and sign our Terms and Conditions Fees Policy and advise us of Media Consent permissions. Once your child is enrolled, they will automatically roll over to the next term, unless we are notified otherwise. You will not need to re-enrol each term but we ask you to let us know if your child will not be returning.

A copy of these forms can be found on the website and completed online, or please call into the office for an Enrolment Pack.

## Drop off and collection of your child

Children can be dropped off from 3:30pm (Monday to Wednesday). We offer a supervised classroom where children can relax or do their homework until lessons starts at 4:00pm. On Saturday's students can be dropped off from 9:45am.

If you need to collect your child early from the centre, please let the office know in advance where possible. In the interest of safety, we also ask that you sign your child out at the office before taking them home.

**Car Park Safety** - 5km/per hour is the car park speed limit. Please drive carefully when dropping off and collecting your child, as children may run out onto the road.

## Text Messaging

We may contact you via text message with important reminders. Please store our number in your phone as DLC Text +61 428 227 998. You can also text us on this number to inform us if your child will be absent. Please note this is managed through an online portal, and is for texting only and not linked to a phone.

## Absence

If your child is going to be absent, please contact the office on 8997 7000, or text us on +61 428 227 998 or send an email to [dlc.nt@education.nt.gov.au](mailto:dlc.nt@education.nt.gov.au). Please state your child's name, the class/language they attend and if your child usually has a bus collection (from which school).

**Holiday** - If you are planning to go on a holiday, please let the office know that your child is going to be away and for how long.

## Emergency Contact Details

It is very important that you keep your contact information current at all times in case we need to make urgent contact with you.

Please ensure that your child's emergency contact details are accurate. If there are any changes, please let us know as soon as possible. A visit to the school office, phone call or email is all that is required to do this. Please call 8997 7000 or email [dlc.nt@education.nt.gov.au](mailto:dlc.nt@education.nt.gov.au).



**DLC Opening Hours**

School Term Office Hours	School Holiday Hours
Monday: 8:30am - 6:30pm	Monday - Friday: 9:00am - 3:00pm
Tuesday: 8:30am - 6:30pm	
Wednesday: 8:30am - 6:30pm	
Thursday: 8:30am - 4:30pm	
Friday: 8:30am - 4:30pm	
Saturday: 10:00am - 12:30pm	

The graphic features a central white box with a blue header 'DLC Opening Hours'. To the left is a stack of books with a red apple on top and a globe. To the right is a red clock showing approximately 1:50, with pencils and a notebook nearby. At the bottom are colorful counting sticks and an abacus.

## Water Bottle / Sun Safety

Students are encouraged to drink plenty of water when attending the Language Centre. A number of chilled water bubblers are located outside classrooms, and students are encouraged to have a water bottle on or near their desk and to drink regularly.

The wearing of a hat with a broad brim is strongly recommended as a sun protection measure. All students should wear a hat at break/play time. Sunscreen and insect repellent is available by the BBQ area for students to use.

## Footwear

School style shoes or runners/sneakers must be worn. Bare feet, thongs, crocs, sandals are prohibited.

## Lost Property

Please ensure that all of your child's clothing and possessions such as; water bottles and hats, have their name on them. A lost property container is kept outside the front office. Any child who has mislaid an article of clothing or personal item, should check this container before asking for further help. Items not claimed by the end of each term will be donated to charity.

## Medical and Emergencies



### First Aid

Our staff have received First Aid Training to be able to administer the treatment of minor accidents. In the event of an accident, the school will arrange the appropriate first aid and, if serious, notify a parent or emergency contact. If necessary, an ambulance will be called first and parents notified.



### Medication

DLC operates under strict policy with administering medication to students. We are not permitted to administer medication to your child.



### Asthma / Allergies / Anaphylaxis

It is most important that asthma sufferers, however mild their asthma is, have their treatment and condition recorded with action plans signed by the Doctor on a yearly basis. We ask that all students who suffer with asthma to have their inhaler/puffer either in their bag or close by, so that they can access it if they need to. In the case of emergencies, the school holds an inhaler/puffer and epi-pen on site.

Please state on your enrolment form and advise the school if your child suffers from any intolerances or allergies.

## Cyclone Emergencies

If a cyclone warning is broadcast outside of school hours, please do not send your child/ren to school. If a cyclone warning is given during Darwin Languages School hours (4:00pm - 6:00pm), parents are to collect their children from the classroom upon advice from emergency services or the media. Parents are asked to cooperate by collecting their children promptly from the classroom.

## Student Mobile Phone Policy

On 2 November 2022, the Minister for Education, the Hon. Eva Lawler MLA announced a new mobile phone policy for every government school in the Northern Territory.

Mobile phones are an important communication tool and we respect the right of parents and carers to provide their child with a mobile phone. The school acknowledges the importance of mobile phones to many families and students who travel to and from DLC.

Students who choose to bring a mobile phone to the Darwin Languages Centre after-hours language classes, must have them off and away whilst on site. This means mobile phones must be switched off, not accessed, seen, or heard at any time whilst on school premises.

This policy applies to mobile phones, smart watches and all other devices that allow electronically based distractions.

### Emergencies

In the event of an emergency or if you need to contact your child, please contact the school office on 8997 7000.

### Non-compliance of this policy

Students who do not comply with this policy will have their mobile phone confiscated and held at the office. The student will need to collect their mobile phone at the end of the school day. The aim is to provide a safe environment, free of distractions to maximise learning.

## Parental Consent to watch PG rated movies

When enrolling your child at DLC, we ask on the Enrolment Form if you give your child permission to view movies or footage classified PG (Parental Guidance). These movies are carefully selected and supervised by staff and teachers at Darwin Languages Centre. This may include films to supplement your child's language learning, as well as the films that we supervise after the school pickup service (for students between 3:00pm – 3:30pm only).

Often these movies are rated G (General), however may include some popular titles rated PG, such as: The Incredibles, Moana, Up, Tangled, Despicable Me, etc.

If you do not agree for your child to watch supervised PG movies, please indicate this on your enrolment form and they will be provided with an alternative activity.

## Publicity / Media Consent

At Darwin Languages Centre, we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter, on our website and on social media. Occasionally photographs of students are included. Please indicate on your Student Consent Form if you do not want your child's photo to be used.

## We are Learning Statements / Open Classrooms

Each term, teachers of each language group will provide information for parents on goals, learning intentions and success criteria. This will be emailed out to parents and also displayed outside each classroom.

Each semester we invite all parents and guardians to come and see what your child has been learning at our 'Open Classrooms'. The students and teachers really enjoy showcasing what they have learnt and getting parents involved in language learning games and activities.

## Parental Visits

A positive relationship between the teacher and the parent is essential to ensure the successful progress of each student. Teachers are unable to meet with parents during class time, therefore we recommend you make an appointment to discuss any of your concerns. The Principal and Assistant Principal are here to discuss immediate problems with parents at a suitable time.

## DLC School Site Protocol

Darwin Language Centre is a smoke free site in line with the Department of Education's 'No Smoking Policy'. As such, we do not permit smoking on our premises.

Please also note that no animals are permitted onto school grounds.

## Pandemic Planning / Arrangements

We ask all of our parents and visitors who enter the school site, to respect and adhere to all Government directions, as and when they arise. Please sanitise your hands and practise social distancing where possible, to keep our school community safe. Signage is displayed around the grounds to notify parents and visitors of any protocols in place.

## Newsletter

Our Termly Newsletter 'Language Press' is issued in Week 10 of each term. The Newsletter contains information and news important to the operations of the school, together with celebrations of our successes and community news, which may be of value or interest to parents.

## DLC Website

To keep up to date with what is happening at DLC, please visit our newly launched website [www.darwinlanguagescentre.nt.edu.au](http://www.darwinlanguagescentre.nt.edu.au). This is a vibrant platform which showcases what DLC staff and students have been learning. It also contains useful language learning materials.



## NT Education & Languages Library

The combined NT Education and Darwin Languages Centre Library provides resources, support and information services to all students. All resources are available to be borrowed by library members with membership being free. Please call in and see Michelle, our friendly Teacher Librarian, who will be happy to help you.





**We look forward to welcoming you to Darwin Languages Centre**