

# School Charter

## 1. School profile

Malvern Russian Community School (MRCS) was established in 1993 on the initiative of new arrivals (skilled migrants) from former USSR. The school was constituted as a legal entity under the associations Incorporation ACT 1981 sec. 5(b), ref No. 004874248 as a branch of the Slavic Baptist Church Vic Inc. by voting at the Church Council and Church General Business meeting in November 1992. The legal entity of the Church and all of its branches have been upgraded under the Association Act 2001 Paragraph 1274 (2) (b). The school is governed under the Church Constitution, which contains a suitable non for profit and winding up clause (disposal of assets).

The school has gradually grown into a community centre, where students and parents communicate in their native language, find new friends and participate in various programs and events.

Malvern Russian Community School has been recognised as a VCE Single Study Provider VCAA School number 01920 since 1998.

Our school operates once a week 4 academic hours on Friday evenings between 18:00-21:15.

The number of students varies between 110 - 120 at 12 levels.

The school curriculum is revised every 1-3 years by teachers and administration in accordance with Australian Guidelines. Cooperative planning allows for sharing of ideas and maximum use of teachers' skills and interests.

Every year our school signs an agreement with the State of Victoria of the offices of the Department of Education and Training for government Grants and is a member of Ethnic Schools Association of Victoria (Inc.).

The Principal of the school is appointed by Slavic Baptist Church Committee and is accountable to the Church Council, to parents, Ethnic Schools Association of Victoria and department of Education of Victoria.

## 2. School Goals

The school provides a comprehensive curriculum, which caters for the individual learning needs of all students. The study of the Russian Language gives the students a great opportunity to enjoy their own culture and use their mother tongue within the Australian Society. Student, parents and school staff acknowledge the importance of maintaining the precious gift of a language obtained by birth.

The school aims to help students develop practical skills in listening, speaking, reading and writing in their mother language. The final aim is to provide all students with a Victorian Certificate of Education in LOTE.

## 1. Curriculum Goals

Goal	Implementation	Achievement
	Strategies	Measures
<ul style="list-style-type: none"> <li>• To provide student learning through the provision of a sequential, comprehensive &amp; integrated curriculum that develops relevant culture for the school within the Curriculum Standards Framework (CSF).</li>   <li>• To accommodate individual differences in students by providing a range of teaching strategies &amp; learning experiences which promote self-esteem &amp; challenges students to measure their learning experiences.</li>   <li>• To have qualified, competent &amp; registered teachers &amp; a curriculum of highest standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Time tabling &amp; organisational procedures that cover curriculum &amp; Standards Framework.</li> <li>• Children actively involved in their own learning. Professional development * Parental involvement.</li>   <li>• Ongoing individual assessment of students using a variety of methods (check lists, sample of work, monitoring sheets etc) • Students self-evaluation.</li>   <li>† Self professional development. * In house training. * LOT E Methodology Course for teachers provided by Ethnic Schools Association of Victoria.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal &amp; informal assessment.</li> <li>• Student learning outcomes.</li> <li>• Students and parents' attitude to school.</li> <li>• Parents, students &amp; teacher feedback.</li>   <li>Feedback from students &amp; parents (surveys). Students work samples. * Student cumulative file.</li>   <li>Quality of student's performance &amp; presentation of work require- Classroom observation.</li> <li>• Feedback from students &amp; parents.</li> </ul>

## 2 Environment

Goal	Implementation	Achievement
	Strategies	Measures
To develop & maintain a safe, happy & supportive learning environment.	<ul style="list-style-type: none"><li>* Review of welfare &amp; discipline policy.</li><li>*Activities which encourage responsibility &amp; leadership.</li><li>* Clear emergency procedures</li><li>* first Aid training for teachers.</li><li>Teachers supervision.</li><li>* Parental assistance.</li><li>*Observable emergency evacuation chart.</li></ul>	<p>Students attitudes &amp; behaviours.</p> <ul style="list-style-type: none"><li>• Learning outcomes</li><li>* Internal &amp; external appearance of school facilities &amp; building.</li></ul> <p>Reaction time to emergency evacuation procedures.</p>

### 3 Management

Goal	Implementation	Achievement
	Strategies	Measures
<p>To ensure that management practices encourage effective decision-making.</p> <p>To develop &amp; constantly improve an effective administration system.</p>	<ul style="list-style-type: none"> <li>* Regular teacher meetings.</li> <li>* Parents committee meetings. * Professional development * plan for teachers.</li> <li>* Evaluation of decision making processes.</li> <li>* Annual program planning &amp; budgeting.</li> <li>* Minutes of meetings recorded</li> </ul>	<p>Students/parents opinion on provided service.</p> <ul style="list-style-type: none"> <li>• Achievement of curriculum objectives.</li> <li>• Curriculum outcomes.</li> <li>• Up to date students &amp; teachers records.</li> <li>• Documented reports relating to teacher effectiveness &amp; agreement on future action.</li> </ul>

### 4 Resources

Goal	Implementation	Achievement
	Strategies	Measures
<p>*To develop &amp; maintain a safe, happy &amp; supportive learning environment.</p>	<p>Budget &amp; staff allocation reflecting goals &amp; priorities of the school.</p> <ul style="list-style-type: none"> <li>* Comprehensive planned approach to fund raising &amp; marketing.</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient delivery of programs within budget Annual audit.</li> <li>*Provision of school facilities &amp; resources reflecting school goals &amp; priorities. Annual audit.</li> </ul>

## 5 Accountability

Goal	Implementation	Achievement
	Strategies	Measures
<p>To develop &amp; maintain reporting procedures to the management committee.</p> <p>Record &amp; reports to parents on student's progress &amp; outcomes.</p>	<p>Established procedures for ongoing monitoring &amp; reporting of school programs &amp; policies; student's performance &amp; outcomes.</p> <p>* Parent information sessions &amp; written reports.</p> <p>* Parent involvement in school programs.</p> <p>Informal contact with parents. * Home homework sheet.</p>	<ul style="list-style-type: none"> <li>• Percentage attendance at teachers/parent meetings.</li> <li>• School committee regular meetings.</li> <li>• Parents involvement &amp; attendance at school functions.</li> <li>• Parents satisfaction with reporting system<sup>s</sup>. * Active response to suggestions for improvement in reporting to parents.</li> <li>• One formal parent interview session every year.</li> </ul>