



# Cheder

חינוך על טהרת הקודש

**PARENT HANDBOOK**

**5785 - 5786 / 2025**

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# 1. ABOUT THIS HANDBOOK

## 1.1 GENERAL INFORMATION

This Handbook is updated annually and distributed to families upon enrolment and at the beginning of each school year.

It covers a range of general policies and procedures with which parents should become familiar.

Please note that 'The Cheder' and 'The School' refer to Cheder Levi Yitzchok, CLY Chinuch Inc., and Bnos Chana.

The term 'parent' refers both to parents and guardians.

## 1.2 POLICIES

All our policies are held at Reception and many can also be found on our website; [www.cly.vic.edu.au](http://www.cly.vic.edu.au).

If you would like a copy of a specific policy, please email reception at [info@cly.vic.edu.au](mailto:info@cly.vic.edu.au).

Policy and procedure updates will be communicated to parents via email.

## 1.3 FEEDBACK ABOUT THIS HANDBOOK

If you would like to share feedback about this handbook or make suggestions, you are welcome to send an email to: [info@cly.vic.edu.au](mailto:info@cly.vic.edu.au).

## 2. ABOUT CHEDER LEVI YITZCHOK & BNOS CHANA

### 2.1 MANAGEMENT AND EDUCATIONAL LEADERSHIP TEAM

CHAIRMAN			
Mr. Eliezer Kornhauser			
INTERIM PRINCIPAL	HEAD OF SCHOOL	HEAD OF LEARNING	HEAD OF SCHOOL
	Cheder	Cheder	Bnos Chana
Mr. Eliezer Kornhauser	Rabbi Mendel Cohen	Rabbi Shua Laufer	Mrs Chaya Winner

### TEACHING STAFF

The Cheder has an exceptional group of devoted teachers who prioritise the wellbeing, growth and happiness of their students.

The Kodesh and General Studies staff work collaboratively to create a bespoke program that seamlessly integrates the various elements of our curriculum, enabling חינוך על טהרת הקודש.

חינוך על טהרת הקודש is education which promotes G-d consciousness, faith and a spirit of holiness in all aspects of the school's curriculum and pedagogy, including Jewish and general studies.'

### CURRICULUM DEPARTMENT

The Cheder engages experienced and creative individuals who work closely with the teachers to develop innovative and purpose-designed curriculum units across all subjects fostering student growth, knowledge and love of learning. The Kodesh program, the Integrated Humanities units and the Parsha Science project are examples of the Cheder re-imagining how a חינוך על טהרת הקודש curriculum can be designed and delivered.

### STUDENT SERVICES

The School has a dedicated student services department to support our students educationally and developmentally, help them strengthen their identity and maximise their potential. The Student Services Officer can be contacted at [studentservices@cly.vic.edu.au](mailto:studentservices@cly.vic.edu.au).

The Student Services contacts are:

[Maxine.Reichenberg@cly.vic.edu.au](mailto:Maxine.Reichenberg@cly.vic.edu.au) (Cheder),

[Naama.Brown@cly.vic.edu.au](mailto:Naama.Brown@cly.vic.edu.au) (Bnos Chana).

## **2.2 OUR PHILOSOPHY**

### **Mission**

The Cheder is committed to cultivating a generation of Chassidim who are deeply connected to the Rebbe and who are guided by the enduring principles of ahavas Hashem, ahavas Yisroel and ahavas haTorah. We are dedicated to providing an outstanding education for every child under our care through חינוך על טהרת הקודש.

### **Vision**

The Cheder aims to create lifelong learners while fostering a warm and joyful association with Yiddishkeit in an environment infused with kedusha and the values of Chassidus. We view each child individually and holistically. We empower our students to be determined, resilient and responsible individuals by inculcating agency and grit. We cultivate them to contribute meaningfully to their community, enabling them to become future Shluchim and bring about the ultimate Geulah.

## **2.3 ADHERENCE TO AUSTRALIAN DEMOCRATIC PRINCIPLES**

Through its teaching programs, philosophy and operational practices, the Cheder upholds a commitment to:

- The elected government,
- The rule of law,
- Equal rights for all before the law,
- Freedom of religion,
- Freedom of speech and association, and
- Values of openness and tolerance.

## 2.4 LETTER FROM THE REBBE

By the Grace of G-d 15 Teves, 5739 [January 14, 1979] Brooklyn, N.Y.

*Greeting and Blessing!*

*Education - in the general 'worldly' outlook — is commonly regarded as a process of acquiring formal knowledge, in terms of basic and higher education, which is to be accomplished in the juvenile and adolescent stages of life. Thereafter one is considered 'educated', having completed one's course of education.*

*Needless to say, this is not the Torah concept of chinuch. The Torah is 'our life and the length of our days.' Just as life itself is a continuous and uninterrupted process from the moment of birth to the last breath, so is Torah chinuch a lifelong uninterrupted process. There can be a change of pace, intensity, and the emphasis in multifaceted aspects of chinuch depending upon age, activity, etc.; but there is never a time in a Jew's life when he, or she, can be said to have completed their course of chinuch.*

*In the same vein, Torah chinuch is more than a process of accumulating knowledge. For, since the Torah is 'our life,' it calls for a constant effort to strengthen and invigorate this life-giving process in the everyday life.*

*Moreover, since the purpose of life is, as our Sages expressed it, 'I was created to serve my Creator,' each and every moment of the Jew's life must be consecrated to this purpose in constant striving to serve the Creator all the better from day to day.*

*This includes, of course, the great principle of our Torah, v'ohavto Ire'acho komoicho, which means that together with one's personal advancement in chinuch one must do everything possible to promote the same kind of chinuch among other Jews. Besides, no chinuch can be complete in isolation.*



*M. Schneerson*



## 2.5 LETTER FROM THE INTERIM PRINCIPAL OF THE CHEDER

Greetings and Blessings,

Welcome to Cheder Levi Yitzchok and Bnos Chana (together 'The Cheder'), a growing group of educators and parents and students which proudly espouses the teachings of the Rebbe, Rabbi Menachem Mendel Schneerson.

Chabadniks confront an exhilarating challenge each and every day – nothing less than to 'change the world'. The vibrant engine room for this lofty goal is the education we offer to our children.

What our children are taught and the pedagogical methods which are employed to convey and embed the teaching must ultimately be shaped by the inspiring vision of a new world order – of universal love and friendship, a productive enterprise enabled by collaboration and an all-pervasive higher consciousness of G-d Almighty.

Torah – which posits that all of knowledge flows from one source, and all that exists comes from that same point - is the luminous lens through which our students are encouraged to view and engage with the world.

Inspired by educators who congruently apply the Torah's teachings in their own lives, the lessons learned imbue our students with cherished values such as humility, empathy, kindness and compassion, as well as stimulating inquisitiveness and an unquenchable love of learning about G-d Almighty and His mission for humanity.

With all elements of the curriculum enhanced by the teachings of the Rebbe, our talmidim and talmidos learn to navigate the challenges and constant changes presented by our contemporary lives, with faith, joy, and inner serenity. All with a view to becoming well adjusted, empathetic and highly productive contributors to their communities in Australia and abroad.

Through our dedication to **על טהרת הקודש**, we offer our students the best opportunity to realise their immense potential, in a safe, non-judgmental and friendly environment.

By leveraging our heritage to shape our future, we at The Cheder offer prayerful wishes that through our collective endeavours we may bring to fruition the ambition we all share - to hasten the coming of our righteous Moshiach without further delay.

With blessings,

**Mr Eliezer Kornhauser**

# 3. SCHOOL LEADERSHIP

## 3.1 SCHOOL ADVISORY BOARD

<b>Chairman</b>
Mr. Eliezer Kornhauser
<b>Members</b>
Mrs Nicole Kornhauser, Rabbi Hendel Serebryanski, Rabbi Yossi Gopin

To contact the school advisory board email: [sab@cly.vic.edu.au](mailto:sab@cly.vic.edu.au)

## 3.2 CHEDER'S SPIRITUAL ADVISORS

The operation of a moisdod chinuch gives rise to a vast range of issues and challenges requiring policies and transactional decision-making. Having regard to the culture of the Cheder and its mission/vision, it is imperative that the school's policies and decisions conform to the Shulchan Oruch and the teachings of the Rebbeim of Chabad.

In service of this objective, Cheder liaises with several Chabad Rabbonim, Mashpiim and Mechanchim, as matters arise.

## 3.3 SCHOOL EXECUTIVE COMMITTEE

This is a delegated subcommittee of the school advisory board, dealing with operational matters.

This committee is comprised of:

1. Principal
2. Head of School – Cheder Levi Yitzchok
3. Head of School – Bnos Chana
4. Other parties as necessary, including business manager, treasurer, project managers etc.

## 4. GENERAL INFORMATION

### 4.1 CONTACT DETAILS

Cheder Levi Yitzchok Inc.

+613 8372 0700

[info@cly.vic.edu.au](mailto:info@cly.vic.edu.au)

### 4.2 CHEDER & BNOS CHANA CALENDAR

A copy of the annual school calendar will be sent to parents via email, together with the link for the events calendar which includes excursions, camps, incursions and special programs. The link enables parents to sync the calendar with their personal device.

### 4.3 CHEDER OPERATING HOURS

#### MONDAY – FRIDAY

#### Start Times

Year Level	Time	Event
Prep – Year 6	8:00 am	Before care
Prep – Year 6	8:30 am	School begins
Year 7	7:30 am	Chassidus Mon, Wed and Fri (optional)
Year 7	8:00 am	School begins
Year 8	7:30 am	Chassidus (optional)
Year 8	8:00 am	School begins
Year 10	7:00 am	School begins

#### Dismissal Times

#### Monday – Thursday

Year Level	Dismissal Time
Prep – Year 4	4:00 pm
Years 5 – 10	5:00 pm

## Dismissal Times

### Friday

Term	Dismissal Time
Terms 1 & 4	3:00 pm
Terms 2 & 3	2:00 pm

### SUNDAY

Year Level	Time	Event
Year 3	10:30 am	Optional Sunday program begins
Years 5 – 8	9:00 am	School begins
Year 8	8:30 am	Chassidus (optional)
Year 10	8:00 am	School begins
Years 5 – 8	12:00 pm	Dismissal
Year 10	1:30 pm	Dismissal

#### 4.4 DROP OFF & PICKUP – TRAFFIC FLOW

We offer a before-care program from 8:00 am until 8:30 am, during which time the gates to the driveway will be open. Parents will be able to drop off their children conveniently at the door to the school and make a U-turn in the carpark to leave the premises. Once the school day has officially begun at 8:30am, the driveway gates will close, and cars will no longer be granted access to the premises through the gates. Any children dropped off after 8:30 am will be required to walk through the pedestrian gate.

Driveway gates will be open for drop off / pick up at the following times:

	Drop off	Dismissal	
<b>Monday- Thursday</b>	<b>8:00 am - 8:30 am</b>	Prep – year 4 <b>3:55 pm - 4:10 pm</b>	Year 5 – Year 10 <b>4:55 pm - 5:10 pm</b>
<b>Friday</b>	<b>8:00 am - 8:30 am</b>	<b>2:55 pm - 3:15 pm</b> (Terms 1 and 4) <b>1:55 pm - 2:15 pm</b> (Terms 2 and 3)	
<b>Sunday</b>	<b>8:50 am - 9:15 am</b>	Year 3 – Year 8 <b>11:55 - 12:10 pm</b>	Year 10 <b>1:25 pm - 1:35 pm</b>

#### 4.5 VISITORS

The visitor car park will be closed between morning drop-offs and afternoon pick-ups. There will be no car access to the premises during this time. On arrival, visitors are asked to present at Reception where they will be required to sign the Visitor Book and obtain a visitor pass which must be displayed during their visit.

#### 4.6 RECESS TIMES

All students have three breaks during the day when they can enjoy outdoor play, in addition to lunch time which occurs in the classrooms with the teacher.

The recess times are as follows:

Primary	High School *
<b>10:30 – 10:50</b>	<b>11:20 – 11:50</b>
<b>12:20 – 12:45</b>	<b>1:15 – 1:45</b>
<b>2:45 – 3:00</b>	<b>3:05 – 3:20</b>

\*Students in Year 5 are included in the high school recess schedule.

The supervision protocols can be found in our Onsite Supervision Policy.

#### 4.7 ASSEMBLIES

Cheder Levi Yitzchok and Bnos Chana both hold weekly school assemblies. Assemblies are a great opportunity for staff and students to come together and discuss relevant topics and prepare for / celebrate special days. It also provides another opportunity for students to connect with others outside of their own class.

#### 4.8 HOME LEARNING

Home learning helps to complement and consolidate learning that has occurred in the classroom during the school day. Students across all year levels may be given set homework tasks, and we ask for parents' support in encouraging their child to complete them.

#### **4.9 EXCURSIONS**

Excursions and camps are planned at various times throughout the year, in order to enhance the learning opportunities for our students. Signed parental permission must be received by the school before your child may partake in these experiences. Unless expressly informed otherwise, full school uniform is expected on all excursions.

#### **4.10 LOST PROPERTY**

All articles of clothing and personal property must be clearly labelled with the student's full name. Lost property will be kept in a lost property box until the end of term, at which point all labelled items will be returned to the students. Unnamed items will either be redistributed to other students, given to charity or made available in the second-hand uniform store. Please name your property!

#### **4.11 PERSONAL GOODS BROUGHT TO SCHOOL**

Students should not bring expensive personal items to school. Such items are uninsured by the school and their loss or damage will be the responsibility of the owner. We ask that students do not leave bikes or scooters onsite out of school hours as these items remain the responsibility of the owner.

#### **4.12 INTERNET AND TECHNOLOGY**

It is the school's view that exposure to the internet poses a serious moral danger to impressionable young hearts and minds. To conscientiously protect our students from harmful influences, we strive to ensure that internet usage on the premises is minimised, responsibly supervised and safe.

The Internet and Electronic Devices Policy endeavours to provide an extension of the responsible protection which should be afforded to the children, in a carefully controlled home environment. It aims to ensure that all information they are exposed to is age-appropriate and allows them to maintain their innocence.

Educational resources are carefully selected in order to uphold the school's efforts to offer a spiritually healthy education. We are committed to producing our own resources and/or filtering sourced materials before presentation to students, to minimise the opportunity for any intentional or unintentional misuse of the internet.

A diverse program of learning is offered, which does not require the children to engage independently with the internet or the media. On occasion, student computers are made available in classes to develop computer skills, and for students to work on projects across the curriculum. These are provided under the guidance and supervision of the classroom teacher and have very limited internet capability.

## **5. LATE ARRIVAL / EARLY DEPARTURE**

### **5.1 SIGN IN/OUT PROCESS**

All students arriving after 8:30 am must report to Reception on arrival and receive a late pass. When parents know in advance that a child will be coming late, parents are asked to notify Reception.

Students are not permitted to leave the grounds during school hours without written parental permission. Medical and dental appointments and other out-of-school activities should be scheduled outside of the school day wherever possible. However, if it's necessary for a student to leave, parents must notify Reception via email or telephone and collect the student in person. The student must then be signed out at Reception and if returning later in the day, must be signed back in on their return.

### **5.2 BEFORE CARE**

Before care operates daily from 8:15 am– 8:30 am, or fifteen minutes prior to the start of class on late-start days. Students arriving during this time should proceed immediately to the designated before care space outdoors. On rainy days, before care will be held indoors. Students will be collected by their teachers for the start of school at 8:30 am.

### **5.3 UNCOLLECTED STUDENTS**

Parents who are running late to collect their child at the end of the day must notify Reception as soon as possible. Parents who are more than 10 minutes late will receive a phone call from the school. Staff have their own commitments to meet when the school day ends, please make every effort to collect your child on time each day and particularly on erev Shabbos. If there is a pattern of lateness the school will arrange a meeting with the parents to address the issue.



# 6. CHILD SAFETY

## 6.1 STATEMENT OF COMMITMENT TO CHILD SAFETY

The Cheder is committed to the safety, wellbeing and best interests of all children at our school.

We believe our school community has both a moral and legal responsibility to protect children from any type of abuse and promote awareness of roles and responsibilities regarding child protection. We understand that it is important that children are able to learn and develop in a safe and supportive environment, where their voices are heard.

The school has zero tolerance for child abuse. Our environment and practices will be safe, consistent with best practice and legislative requirements. Should a parent have any child safety concerns, these can be raised privately with either the Principal, Head of School or Head of Student Services.

Our child safety policies are available on our school website. Cheder welcomes families and the school community to have a say in the development and review of policies and practices related to child safety and wellbeing. Information regarding such opportunities is provided via newsletters, or when changes are required in the relevant policies.

## 6.2 CHILD SAFETY MEASURES

The Cheder is proactive and vigilant in ensuring that our Child Safety policies are of the highest standard.

Our buildings have been renovated to ensure an exemplary child-centred practice, with visibility to all hallways and outdoor spaces by way of glass panes in the doors as well as a CCTV surveillance system.

All our staff participate in professional development training on child protection. All staff have a legal and moral obligation to be familiar with the school's policies and procedures that form part of the Child Safety Program, and are required to hold a current Working with Children Check or VIT registration. The school also provides students with age-appropriate child safety education. Maintaining and improving standards of child protection is a continuous process. To ensure that the Cheder provides the highest level of safety to all of the students in its care, regular communication with the authorities and government agencies is ongoing.

# 7. COMMUNICATION

## 7.1 STUDENT INFORMATION FORMS

The Cheder will send out student information forms prior to the commencement of each school year. These must be completed in full for each child and returned to Reception prior to the start of the school year. If any details change mid-year, please inform Reception via email.

## 7.2 STUDENT ABSENCE

If a child is absent due to illness, parents should notify Reception via email or phone call, preferably prior to the start of the first day of absence. Please state the reason for the absence and the impacted date/s.

Extra holidays taken during school time can be disruptive for the students and are not recommended. If students will be absent for an extended period of time, parents should inform Reception prior to departure, at their earliest convenience.

## 7.3 MESSAGES TO STUDENTS

Parents are requested to minimise calling the school with messages to be conveyed to their children during the school day, and reserve this for urgent situations.

## 7.4 FORMS OF COMMUNICATION

The following items are communicated by the school via email and WhatsApp:

- Notices of upcoming events in the school community.
- All school notices and letters from the Principal.
- Year-level specific notices including those containing excursion details and permission slips.

Parents are advised to check their email regularly. If your email address changes, please advise Reception immediately.

Cheder Levi Yitzchok and Bnos Chana both produce weekly newsletters that provide a snapshot of the week. It contains articles written by students and staff, along with pictures and information on current and upcoming events and school activities. Hard copies of the newsletter are distributed to the students on Fridays and are available from Reception.

## 7.5 SCHOOL MANAGEMENT SYSTEM

The Cheder has introduced a new School Management System called Compass, a cloud-based platform that allows for enhanced integration of information and communication between the school and parents. Features include parents' ability to access their child's report, and online

bookings for parent-teacher meetings. Its scope will be broadened over time, and parents will be guided about additional portals as they are incorporated.

## **7.6 PARENT -TEACHER INTERVIEWS AND REPORTS**

Parent-teacher interviews allow for the exchange of information between children, parents, and teachers with the purpose of promoting student progress and goal setting.

Parent-teacher interviews are held twice a year, once in semester 1 and once in semester 2. Dates are provided in advance and meetings are booked via Compass, our online booking system.

In addition, two written reports are provided to parents each year - at the conclusion of Term 2 and Term 4. If you wish to discuss your child's progress with their teacher at any other stage, an appointment can be arranged.

The Principal and heads of departments are available for meetings upon request.

## **7.7 PRIVACY AND RECORD KEEPING**

The confidential enrolment form asks for personal information about your child, as well as family members and others who provide care for your child. The main purpose for collecting this information is so that the Cheder can register your child and appropriately allocate staff and resources to properly provide for their educational and support needs. Please inform Reception via email or hard copy if your personal information needs to be updated.

In the event that you require access to your child's records, please contact Reception to arrange this. Please note, if the information was provided by someone else, we may require a Freedom of Information request.

All staff at the Cheder are required by law to protect personal information provided by this enrolment form. For more information, please see our Privacy Policy, available on the school website.

## **7.8 FEEDBACK**

The school strongly encourages a healthy flow of communication between all parties. Parents are always encouraged to reach out to the appropriate member of staff for any questions or concerns that may arise.

For more information, please see our Feedback Policy, available on the school website.

# 8. HEALTH

## 8.1 HEALTHY EATING AND KASHRUS STANDARDS

We ask for parents' cooperation in providing their children with nutritious lunches and snacks that conform to the school's high standards of kashrus. All food sent in must either be on the kosher list or have a hechsher on it, and all dairy products must be chalav Yisrael.

- Children are asked not to share food.
- Parents are asked to send only healthy food to school.
- The following items are not permitted at school and parents are asked to not send:
  - Candy, gum, soft drinks or other unhealthy treats
  - Glass bottles or containers
  - Meat products
  - Instant soups, hot water will not be provided to students
- The school strives to be a nut-free zone, please ensure all foods are 100% nut free.

## 8.2 CONTAGIOUS DISEASES AND EXCLUSIONS POLICY

For the safety of all the school community, we advise parents that children who are ill or showing signs of illness should not attend school.

When a child contracts a contagious illness, parents are obligated to let the school know. If a child presents with symptoms while at school, parents will be contacted to collect their child immediately.

If a student contracts any of the diseases listed below, it is the parent's legal duty to notify the school immediately. In these circumstances the student must not return to school without written permission from a doctor.

### **Notifiable Diseases Include:**

Acute contagious impetigo; chicken pox; diphtheria or membranous croup; enteric fever (typhoid and paratyphoid); gonococcal infection (eyes or genitals); infectious hepatitis; measles; German measles (rubella); meningitis; meningococcal; mumps; poliomyelitis; ringworm (scalp or body); scabies or itch; scarlet fever; streptococcal sore throat; smallpox; trachoma; tuberculosis (of lungs); tuberculosis (other forms); typhus; whooping cough.

Parents will be notified if we become aware of a case of any of the above diseases or conditions in the school community.

For more information, please visit the following website:

<https://www.health.vic.gov.au/public-health/infectious-diseases-guidelines-and-advice>

### **Head Lice**

If any children have head lice, parents are asked to keep them at home until they have completed the initial treatment, and no live lice are present. Once treated, students may return to school, however the student must be treated again one week later in order to eradicate the lice. Parents whose children

have lice are asked to notify the teacher as soon as they become aware, so that other families may be cautioned to check their children.

The school reserves the right to send children home if they are found to have live lice. A staff member may be asked to check for lice (discreetly in the first aid room) if a teacher or other staff member suspects a child has head lice. If an outbreak occurs, parents may be notified of a group headlice check, carried out by an external specialist.

### **8.3 MEDICAL CONDITIONS INCLUDING ALLERGIES**

At the Cheder we may have staff and students who are allergic to certain products. We aim to do our best to safeguard those at risk.

Parents must notify Reception if at any time your child has an allergic reaction at home so we can work together to keep them safe.

Parents are required to supply the school with a medical condition form / action plan for any student who has a medical condition or allergy.

The Cheder will ensure that the appropriate people are communicated with and trained to understand their role and responsibility. Parents whose children have medical conditions should understand that a photo of their child might be displayed within the Cheder, for the sake of easy identification in case of emergency.

An up-to-date supply of any medication prescribed for your child must be left at the school permanently. It is essential that the medication is stated in their management plan signed by their doctor.

### **8.4 ANAPHYLAXIS**

Anaphylaxis is a severe, life-threatening allergic reaction. For a child who is at risk of anaphylaxis, even a small amount of the allergen can cause a reaction that could threaten life.

Policies, procedures, and risk minimisation strategies are in place to reduce the likelihood of a student having an anaphylactic reaction. These include the school's attempt to minimise the presence of the allergen on the premises.

To minimise the risk of exposure to the allergen:

- Parents are required to ensure no nuts or products containing nuts are sent to school or to any school activity.
- Parents and staff encourage students to not share food.
- Staff are trained in relation to anaphylaxis.

It is not possible to achieve a completely allergen-free environment in any service open to the general community. Therefore, in keeping with expert advice, students are encouraged to take responsibility for their own food intake so the school can properly manage their allergy.

For more information, please see our Anaphylaxis Policy.

## **8.5 SHORT TERM MEDICATION**

In the event that a student requires short term medication, please ensure the following process is adhered to:

- Medication must be in the original medication bottle or container and within the expiry date
- Medication must be clearly labelled including the name of the student, dosage, time/s and date/s to be administered
- A medication authorisation form signed by the parent is filled out and given to Reception
- Medication should be provided to Reception by the parent or responsible adult (not the child)

The school does not supply Panadol or any other over the counter medications to students.

## **8.6 ACCIDENTS / ILLNESS / INJURY IN THE CHEDER**

If a student is injured or shows signs of illness while at school, the child's parents will be informed. In the event that medical assistance is required, emergency services will be called to advise and assist in delivering the appropriate care.

Following an accident, injury or illness, a report will be completed and if applicable, a copy may be sent to the parents.

## **8.7 SICK BAY**

Cheder and Bnos Chana each have a sick bay – a designated room where a student may go and rest if feeling unwell. If the symptoms persist, parents will be contacted to come pick up the child. Please be aware that students who are ill and need to go home must be collected from Reception by a parent or nominated person, and are not permitted to travel home by bike, scooter or public transport.

Please ensure that all medical forms and contact numbers are current and any restrictions e.g. joint parental responsibility arrangements, any parenting orders and/or intervention orders held by the school are current.

## **8.8 IMMUNISATIONS**

According to government health regulations, each student is required to provide a copy of their immunisation record. This document can be found on the Medicare app or can be requested from your medical practitioner. Please provide a copy of your child's immunisation record together with their enrolment form, and update Reception if they receive a booster or additional immunisations.

In the event that a student is not immunised against one of the diseases listed above in Section 8.1, the school may ask those students to remain home or follow management protocols as outlined by the Education Department.

## **8.9 SUN-SMART POLICY**

The Cheder's aim is to ensure that our students are as sun-safe as possible. We have installed shade umbrellas in the outdoor play areas, and all students must wear a hat during recess in term 1 and term 4. The Cheder operates a 'no-hat, no-play' policy. All students are required to have their own hat; students without hats will be required to stay in outdoor shaded areas during recess.

We ask parents to provide a labelled sunscreen, preferably roll-on, in each child's schoolbag and teach their child to apply it properly and safely.

# 9. BEHAVIOUR AND EXPECTATIONS

## 9.1 STUDENT BEHAVIOUR AND EXPECTATIONS

Students are expected to behave at all times in a manner that upholds the school's ethos and is consistent with the school's values. This includes being respectful of both the people and environment around them, following all instructions given by staff, and making a kiddush Hashem. Students are expected to act according to the moral guidelines and behavioural requirements mandated by the Torah and our Rebbeim.

Our goal is to foster a learning environment for students, teachers, and staff that is both secure and conducive to learning, growth and success.

At the Cheder, we establish clear expectations through our behaviour management guidelines, known as the 'STAR' framework—Safety, Torah, Ahavas Yisroel, and Respect. These principles guide our students' conduct and are communicated clearly to ensure mutual understanding.

Despite our proactive measures, there may be instances where student behaviour deviates from the expected standards. In such cases, appropriate consequences are administered to uphold our school's values and maintain a positive educational atmosphere for all.

Under the school's STAR system, an accumulation of behaviours that contravene our principle values may lead to various consequences. For more information, please see our Discipline Policy, available on the school website.

## 9.2 BULLYING

The entire school community has the right of respect from others; the right to learn, teach, work and play; and the right to feel safe and secure in the school environment. Every student and staff member has a right to feel safe at school and to expect that the school environment will be free of discrimination and harassment. We seek to cultivate a positive culture where harassment and bullying are not accepted and in so doing, ensure that these rights are protected and upheld.

The school has strategies in place to provide students and teachers with a positive and safe environment.

All teachers and staff are aware of the severity of bullying and the harmful consequences it can bring. In the event that bullying occurs, staff will take immediate steps. The school also asks parents to encourage their children to report any acts of intimidation, thereby empowering them to deal with potential instances of harassment where possible. Parents are asked to inform the school where bullying is believed to be occurring so corrective measures can be taken.



For more information, please see our Bullying and Harassment Policy, available on the school website.

### **9.3 RESPECT FOR CHEDER PROPERTY AND RESOURCES**

The Cheder makes ongoing investments to ensure that the Cheder property and resources are functional, visually appealing and well maintained. It is expected that students respect all school property, the school building and surrounds and help to keep it clean and tidy at all times.

### **9.4 BEHAVIOUR AND SAFETY OUTSIDE OF SCHOOL GROUNDS**

The Cheder students should remember that wherever they are, they are the representatives of the school and accordingly should act with dignity, decorum and respect as befits a Cheder student.

### **9.5 MOBILE PHONE USE AND ACCESS**

Students are not permitted to own a smartphone or smartwatch. Where a student requires a mobile phone for use outside of school hours, it must be a 'simple' phone (a phone that does not have internet connection capabilities). It must be handed to Reception upon arrival at the Cheder and collected from Reception upon departure.

Any device with internet or phone capabilities found in a student's possession during school hours will be confiscated and will be returned only to the parent. Should this happen more than once, a parent will be asked to attend a meeting with the Head of School to discuss the issue.

### **9.6 INTERNET AND TECHNOLOGY**

It is the school's view that exposure to the internet poses a serious moral danger to impressionable young hearts and minds. To conscientiously protect our students from harmful influences, we strive to ensure that internet usage on the premises is minimised, responsibly supervised and safe.

The Internet and Electronic Devices Policy endeavours to provide an extension of the responsible protection which should be afforded to the children, in a carefully controlled home environment. It aims to ensure that all information they are exposed to is age-appropriate and allows them to maintain their innocence.

Educational resources are carefully selected in order to uphold the school's efforts to offer a spiritually healthy education. We are committed to producing our own resources and/or filtering sourced materials before presentation to students, to minimise the opportunity for any intentional or unintentional misuse of the internet.

A diverse program of learning is offered, which does not require the children to engage independently with the internet or the media. On occasion, student computers are made available in classes to develop computer skills, and for students to work on projects across the curriculum. These are provided under the guidance and supervision of the classroom teacher and have very limited internet capability.

## 9.7 HOME GUIDELINES

Students and their families are expected to adhere to the standards and guidelines of the school in their homes. Activities and entertainment that are not aligned with the chassidishe values of the Cheder will send mixed messages to the students and inhibit the school's ability to cultivate and nurture an excitement and passion for Yiddishkeit. The Cheder expects that certain forms of entertainment, such as those on the following list, should be avoided at all times:

- Sporting events
- Movie Theatres
- Live secular performances
- TV & movies
- Non-Jewish music
- Video-games that include violence, profanity, and immodest dress

It is important that parents be very sensitive to these expectations, especially when hosting other Cheder & Bnos Chana students in their home.

# 10. DRESSCODE AND UNIFORM

## 10.1 UNIFORM

Students are expected to dress in a chassidische and dignified way at all times, both in and out of school.

Students must come to school each day in the correct uniform as detailed in the official Dress Code and shown below. Adherence to the uniform code plays an important role in fostering school spirit, and enhancing student and wider communal awareness of the Jewish values for which the school stands. The Cheder expect students to wear their uniform in a manner that demonstrates pride in the school.

A signed written explanation from parents needs to accompany all students on any day that they come to school dressed in a manner inconsistent with the dress code. Without such a note, students dressed inappropriately may be sent to Reception, and parents may be contacted to either collect their child or bring the appropriate clothing to school.

The uniform items are detailed below. All items marked with an asterisk (\*) can be purchased via the JotForm which is available from Reception.

### Cheder Levi Yitzchok Uniform for All Year Levels

Cheder* or dark yarmulke	Blue or white shirts (Prep – Grade 6) White button-down shirt (Grade 7-10)
Cheder jumper*	Dark trousers (no jeans or sports pants)
Cheder sunhat*	Dark socks
Cheder school bag*	Black shoes/sneakers

### Bnos Chana Uniform for All Year Levels

Grey pinafore*	White collared long-sleeved polo or button-down shirt
Bnos Chana jumper*	White tights (Summer – terms 1 and 4)
Bnos Chana sunhat*	Grey tights (Winter – terms 2 and 3)
Bnos Chana school bag*	Black school shoes, sneakers for sport days

## **10.2 ALL MALE STUDENTS**

### **Haircuts**

The length of hair and style of cut exhibited by a Cheder boy should reflect chassidische vaules and cuture.

Boys are expected to have a short, even clipper cut and to have their hair cut regularly. Styled haircuts and long fringes are not acceptable for a Cheder boy. Any boy who has not complied with this directive will be asked to rectify this within a given timeframe.

### **Hats and Caps**

Boys from bar mitzvah age and over are expected to wear a hat and jacket while in transit to and from school. Boys travelling to the Cheder on a scooter or a bike are to wear a jacket and helmet, and bring their hat along to school.

Any boy bar mitzvah age or older who arrives at Cheder without a hat will be asked to leave and return when he brings a hat with him.

Boys below the age of bar mitzvah are permitted to wear caps for davening. The caps must be either the school cap, or a plain dark cap without logo or branding. Wearing caps is restricted to during davening and outdoor breaks only.

## **10.3 GIRLS' HAIR**

Hair up until girls' shoulders may be worn loose. Hair that is longer than this must be neatly tied back with either black, navy blue, grey or white hair accessories.

## **10.4 DRESSCODE FOR VISITORS AND PARENTS**

The following key points from the Dress Code apply to members of the community or their agents who deliver or pick up children from school, attend meetings or events at the school, or visit the school for any other reason.

### **WOMEN AND GIRLS**

Women and girls should dress in a conservative manner consistent with the traditions accepted in Chabad Lubavitch communities.

- Women and girls should wear a dress or a skirt and top.
- Hemlines should cover the knees, even when sitting.
- Skirts and dresses should not have slits.
- Sleeves must be long enough to cover the elbows.
- Necklines should be modest.
- Clothes should not be clingy or tight fitting.
- Sheer tights are an acceptable form of leg covering from below the knee and down.

### **MEN AND BOYS**

Men and boys should dress in a conservative manner consistent with the traditions accepted in Chabad Lubavitch communities.

- Men are expected to wear long pants and closed-toe shoes.
- A yarmulke should be worn at all times by Jewish men.

# 11. COMMUNITY

## 11.1 PARTIES AND SOCIAL EVENTS

Classroom celebrations may be arranged in consultation with the class teacher. Please note that the Cheder does not allow any home-cooked foods to be brought to the school for general consumption; birthday cakes must be purchased from a kosher certified (Kosher Australia/Adass Kashrus) bakery. Any food brought for classroom parties must be 100% nut free and all dairy foods must be chalav Yisrael.

When organising out-of-school birthday parties, we encourage parents to invite all students in their child's grade. Where this is not possible, invitations will need to be distributed outside of school hours.

## 11.2 PARENT AND COMMUNITY INVOLVEMENT

The principal and staff are most appreciative of assistance given by parents, friends and community members. If you have time available to assist your child's teacher, please let us know. Also, if you have special talents, skills or professional capabilities that you may be willing to share in the classrooms, or in broader school programs, we would be very keen to arrange. Any offers of time or help are appreciated, whether it is on a one-off or on a regular basis, in informal ways or through formal meeting structures.

Parents working with children on an ongoing basis are required to have a Working with Children Check. WWCC application forms are available online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

We encourage all parents to apply for a volunteer Working with Children Check (there is no cost).

Activities with which parents can assist may include:

- Helping with classroom activities – listening to children read or assisting with literature groups.
- Assisting on excursions.
- Offering to run a classroom session such as cooking, art etc.
- Helping at working bees.
- Helping classes to prepare for special events such as Friday night meals, presentation evenings and other school events.
- Hosting occasional get-togethers which take place outside of school hours.
- Becoming involved in any special events and activities that occur throughout the year.

# 12. FINANCIAL AND LEGAL MATTERS

## 12.1 SCHOOL FEES

### Tuition Fees

An annual tuition fee is payable for each calendar year. Tuition fees for the coming year are available upon request from the school in October each year.

### Subject Levy

A subject levy will also be charged, which covers the cost of all stationary, paper, photocopies, booklets, printing, resources, etc. It also covers any forecasted excursions (day trips only) and incursions undertaken during school hours.

It does not cover your child's booklist, uniform, overnight camps and programs and events running outside of school hours. These events will be charged separately.

### Textbooks

Families will be advised of any textbooks required to be purchased for classroom use in the coming year.

### Camp Fee

A camp fee will be added to the total fees charged for students in years 5-10. Where applicable, **Camps, Sports and Excursion Fund (CSEF)** funding received by students will be allocated toward the camp fees.

### Application Fee

An application fee of \$100 is charged, payable upon submission of an application for enrolment. The application fee is non-refundable.

## DISCOUNTS

### Sibling Discount

Where full fees are payable for the first child attending Cheder, a discount will be applied to the tuition fees of subsequent family members attending the school during the same year as detailed below:

Enrolments	%Discount on Full Fees
First child	Nil
Second child	10% off

Third child	20% off
Fourth & subsequent children	30% off

### **Capped Fee Arrangements**

Eligible families can apply for a capped fee arrangement depending on their household financial circumstances. If you would like to discuss this for your family, please contact [businessmanager@cly.vic.edu.au](mailto:businessmanager@cly.vic.edu.au).

## **12.2 PAYMENT OPTIONS**

Assessed fees are due and payable within 14 days of the invoice date. Payment will be accepted by one of the following options.

### **Option 1: Lump sum payment of full year's fees**

If you elect to pay the annual school fees and subject levy in full on or before the due date, then a 5% discount will be applied on the total fee charge for that year.

### **Option 2: Four instalment payments**

Four equal instalments payable on or before the first day of each school term.

### **Option 3: Monthly instalments**

Equal monthly instalments payable on the 25th of each month. Fees are invoiced from the start of the school year, with the final instalment being paid no later than the last day of November of the same year.

### **Option 4: Fortnightly instalments**

Equal fortnightly instalments payable on every other Friday. Fees are invoiced from the start of the school year, with the final instalment being paid no later than the last day of November of the same year.

## **12.3 SCHOLARSHIP – MERIT AND EQUITY**

The Cheder recognises that the cost of Chinuch can be unaffordable for some families. The Cheder scholarship fund has been established to provide scholarships to students for the purpose of promoting recipients' education undertaken at the Cheder. Such scholarships are awarded on the basis of a combination of merit and equity. The Cheder scholarship fund is designed to provide assistance to students who are seen as being exemplars of the Cheder's values and whose family financial circumstances are not adequately met by the Cheder's capped fee program.

Scholarships covering a portion or total tuition fees for a given school year may be awarded to existing or new students where they are identified as holding key attributes and skills which epitomise the values and vision of the Cheder.

In order to be eligible, families must have submitted a capped fee application and had their family's capped fee calculated. Scholarship applications must be submitted by email to the Financial Oversight Committee at [foc@cly.vic.edu.au](mailto:foc@cly.vic.edu.au) by 30<sup>th</sup> November in the preceding year (or such later closing date as may be notified from time to time) for the application to be considered. Late or incomplete



submissions will not be considered. After consideration by the Financial Oversight Committee, communication as to the success or otherwise of an application will be provided by the business manager to each applicant within 28 days of the submission closing date. When a scholarship is awarded, it is paid by the Cheder scholarship fund directly to the Cheder, to be offset against the successful student's tuition fees.

Please contact the school's business manager at [businessmanager@cly.vic.edu.au](mailto:businessmanager@cly.vic.edu.au) if you would like a copy of the current scholarship application form.

#### **12.4 WITHDRAWAL PROCEDURE**

Parents must notify the Principal in writing of any decision to withdraw a child from the school, with a minimum of one full term's notice. Where such notice is not given, a term's fees will be incurred in lieu of notice. Please note, subject levies are not refundable in the event of a student's departure during the year.

For more information, please see our Fee Policy.

# 13. SECURITY

## 13.1 EVACUATION AND LOCKDOWN PROCEDURES

The Cheder has a Critical Incident Management Plan, overseen by our Emergency Planning Committee. We conduct regular drills to familiarise students with evacuation and lockdown procedures.

### Emergency Guidelines:

- **Communication:** In an emergency, parents should kindly await instructions to avoid overwhelming the phone system and ensure that critical communication remains clear and unimpeded for emergency services and school management.
- **Evacuation:** Students and staff will evacuate to a designated assembly point.
- **Parent Instructions:** Await official instructions regarding student dismissal or return.
- **Collection of Students:** If return to school is not possible, parents can collect their children from the evacuation site after roll call and once dismissal is authorised by the person in charge.
- **Visitor Protocol:** Any parent or visitor present during an incident must report to Reception.

# 14. DONATE

## 14.1 SHARING YOUR SIMCHA

Donating to the Cheder is a meaningful way to mark special occasions. Students and families are encouraged to consider this tzedakah at the time of their bas mitzvah, bar mitzvah and other simchas or special occasions.

At any time, books/seforim can be donated to the school in honour of an occasion or loved one, for use by students in their classrooms. A bookplate showing the dedication will be placed into the donated books.

The school operates three tax-deductible entities. Donations can be made to the following accounts via cheque, credit card or direct debit:

### **Building Fund**

BSB: 013606 Account: 225241446

### **Library Fund**

BSB: 013606 Account: 307115814

### **Scholarship Fund**

BSB: 013606 Account: 234450987

## 14.2 ANNUAL CAMPAIGN

Chof Av is the yahrtzeit of Reb Levik, the Rebbe's father and also the namesake of our school. Around this time, Cheder and Bnos Chana may hold a Giving Day fundraising campaign.

We call upon our parent body and school community to participate in the campaign efforts in various ways. The school will reach to communicate the relevant opportunities that are available.