Organisational structure

In 2018, the organisational structure of the Academy of Languages will comprise:

- Principal/Convener, who will have responsibility for educational leadership of the academy
- Business manager/Administrator/Director of Studies, who will coordinate financial management, enrolments and public officer functions
- Teachers, who will generally be recruited on an hourly rate to teach one to two classes each

Contact details

Canberra Academy of Languages Incorporated

Postal address: GPO Box 1627, Canberra ACT 2601

Email: frank.keighley@cal.act.edu.au

Reception telephone: +61 – 2 – 6152 9140

Web (administration): www.cal.act.edu.au

Web (curriculum resources): www.languages.org.au

Incorporated association number (ACT Government): A05776

ABN: 73256637048 (active from 17/02/2017)

Hours and place of operation

The academy will generally conduct classes from 5 pm to 7 pm. Students will have a two-hour session of face-to-face instruction each week during teaching weeks and two hours of programmed online work per week. In 2017, on-site sessions have been held from 4 pm to 6 pm on Wednesdays.

Teaching spaces will be hired as required for delivery of programs by the academy. Each school or college campus or other location at which teaching spaces are hired will be designated as a teaching centre of the academy.

Student wellbeing and attendance

Please refer to the academy's Student Support Policy for detailed information on student wellbeing and attendance procedures.

Staff communication

The academy will communicate with staff from 2018 through:

- Email
- Staff meetings
- G Suite (Google Classroom) teachers' portal

When the academy recruits teachers, staff meetings will be held each term, to provide professional learning and professional networking opportunities and to enable teachers to discuss assessment and moderation. Standing agenda items will include:

- Addressing the philosophy and purposes of the academy
- BSSS updates
- Moderation processes within the academy
- G Suite (formerly Google Apps for Education) usage and strategies
- Online content maintained at www.languages.org.au
- Business applications including Appsence for attendance records, ACS Markbook for assessment records and current data for the academy's enrolments database
- Formative assessment processes
- Reporting processes and time frames
- Professional learning opportunities

Communication with students and families

The academy will communicate with students and families via:

- Website www.cal.act.edu.au for administrative matters such as calendar and enrolments
- An information evening in Term 4 each year for prospective students and their families, which will be listed on the calendar on the events page on the academy's administrative website
- Email for notifications to supplement information conveyed via the administrative website and Facebook
- Newsletters (pdf) posted to the administrative website each term, with advice via email when uploaded
- Website www.languages.org.au for general resources relating to each language offered
- Facebook, which in the future will provide an interactive presence for the academy with its community

In addition, from 2018 the academy will also communicate with students via Google Classroom, where teachers will post unit outlines and information and set work relating to each unit for the current semester.

Communication with schools

The academy will maintain regular communication with students' day schools or home schools. Each school is invited to nominate a staff member as the main contact for communication about students' studies with the academy on matters such as:

Progress – updates including scores on assessment tasks, which teachers will also enter in ACS Markbook, on completion each half unit and as required during the half unit

Wellbeing – any matter that is considered to have potential impact on the student's broader study commitments.

Variation of schedules for classes

When the teacher is unavailable to teach a session, if there is sufficient notice and a suitable substitute teacher who has the required Teacher Quality Institute (TQI) and Working with Vulnerable People (WwVP) registration is available, the session will proceed at the scheduled time. When a substitute teacher is unavailable or when the venue is unavailable (eg because of a utilities outage or an open night), work will be set if this is practicable for the lesson content, or an alternate date will be set for the session. When there are scheduling changes, details will be advised via email to participants and/or posted on the Google Classroom portal.