



STUDENT MANUAL

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Main Class

Things to bring to class:

- **Stationery**

Sharpened pencils or ball-point pen, eraser, exercise books etc. Please leave any sharp objects such as scissors and compasses at home for safety reasons.

- **Food & Drinks**

Students are encouraged to bring food to eat during break time. Students need to bring a water bottle – preferably filled. We are only able to provide tap water upon students' request. We also have a microwave available for students if they wish to heat up their food.

Please Note: Our canteen has reopened for our main classes only.

- **Writing Homework**

Students are to bring their weekly Writing Homework to class each week.

Example:

In Week 2, students will need to bring Week 1's Writing Homework to class.

In Week 3, students will need to bring both Week 1 & Week 2's Writing Homework to class to submit.

(View Page 2 for more information on homework submission)

- **Supervision Program Book** *(when applicable)*

After recording, books will be returned to students on the same day.

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Homework & Answers:

Each week's homework booklets will be provided to students in class. Our teachers will choose several topics and questions from the homework booklet to teach during the lesson. Any incomplete work that is leftover will be regarded as homework for students to finish.

Subjects covered: *Reading, Mathematical Reasoning, Thinking Skills & Writing*

Homework Answers

Answers for Reading, Mathematical Reasoning and Thinking Skills are provided to parents at the start of the term in week 1. Only the current term's answers will be available each term.



Homework Submission:

Students will not be required to submit their Reading, Mathematical Reasoning and Thinking Skills homework. Answers are provided for students/parents to use.

Students will need to submit their Writing Homework every fortnight (*two weeks*) in class.

Writing:	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5
Draft	Week 1	Week 3	Week 5	Week 7	Week 9
Final Copy	Week 2	Week 4	Week 6	Week 8	Week 10
Submit in	Week 3	Week 5	Week 7	Week 9	Next Term Week 1

Please submit each topic's draft and final copy together with the final copy.

Example: W1 Draft + W2 Final will need to be submitted together in Week 3's class.

Main Class

10 Minute Test:

Students will do a 10 Minute Test at the start of each class. This will be marked and handed back to the students on the same day.

- Year 2 and 3 will have a 10 Minute Test for Mathematics only
- Year 4 and 5 will have a 10 Minute Test for both Mathematics and English

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Lovely Class:

Lovely Class is a free **Homework Help** class that allows students to ask any questions that they may have with their previous week's homework. Lovely Class will always commence in **Week 2** of each term. Students are required to bring their homework from the previous week to go through in class.

Year 4 and 5 students have a physical Lovely Class.

For year 2 and 3 only, Lovely Class is online:

- Students will receive a **Webex** class invite around 30 – 40 minutes prior to the start of class.
- Students will need to fill out our Question Collection Form (located on our website) to inform STC of the questions they need assistance with. STC staff will then compile the most frequently asked questions for the teachers to explain during the online Lovely Class.



Question Collection Form



Webex Manual



[↓ DOWNLOAD](#)

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OC & Selective Trial Test

Things to bring to class:

- **Stationery**

Sharpened pencils, black ball-point pens and erasers. Please leave any sharp objects such as scissors and compasses at home for safety reasons.

(No exercise books or pencil cases are to be on the tables, and bags must be placed in allocated areas)

- **Food & Drinks**

Students are encouraged to bring food to eat during break time. Students need to bring a water bottle – preferably filled. We are only able to provide tap water upon students' request. We also have a microwave available for students if they wish to heat up their food.

Please Note: Currently our canteen is open for Main Class break only

Trial Test Report:

Test results will be given to students in class as a report the following week. Students will be able to see their scores and ranking (total & per subject), as well as the question categories for each question.



- Students are not allowed to take home any test papers or replicate questions directly from the test paper in any way.
- Our Trial Test papers will not be disclosed to the public.
- No homework will be provided in Trial Test classes.

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Revision Class:

Revision Class is a free Trial Test assistance class provided to all enrolled Trial Test students. During Revision Class, our teachers will go through the previous week's hardest Trial Test questions once more.

Revision Class will start in Week 3 of the term and students' class details (time & location) will be provided to them on their Trial Test report.

Note:

Revision Class is an extension of our Trial Test class and so all rules and procedures of our Trial Test class will apply to our Revision Class.

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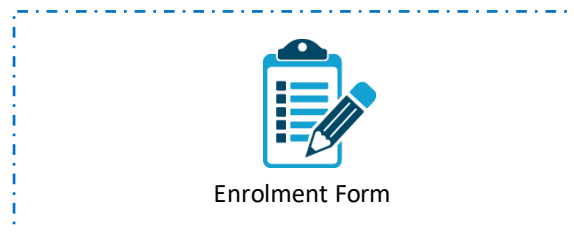


Enrolment Information

Continuing Enrolment:

STC will give out new information booklets during Week 7 or 8 of each term to notify every student and parent of the following term's timetable and enrolment.

Please fill out our enrolment form on our website each term to inform us that you will be continuing with your child's enrolment.



Please be mindful of the early-bird discount date (changes each term).

- 10% discount is only applicable to enrolments paid before and on the day of the early bird discount date.
- Students' class positions will only be held up to the end of the early bird discount date.

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Changing Classes:

Once Off:

If your child cannot attend his/her class for any reason, please inform STC Main Centre in advance (if possible).

We can arrange a class change ONLY if the other classes have vacancies available. If a class change cannot be arranged, parents are able to pick up their child's homework from STC instead. Year 4 and 5 students will be able to listen to explanations during their Lovely Class. Year 2 and 3 students will be able to listen to explanations once more during their scheduled Online Lovely Class.

Permanently:

Please inform STC Main Centre of your desire to swap your child's class to another day/time. STC staff will check the class lists for you to see which classes have vacancies. If your desired class is full, your child's name will be placed onto the waiting list. Once a spot becomes available, we will contact you to let you know.

Please consult STC staff of class changes first before filling out your child's enrolment form.

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Payment Information:

STC is currently only accepting bank transfers of tuition fees.



Please write your child's full name and Invoice Number or Class Number in the payment description field. **Example:** *Peter Li L1005* or *Peter Li CN 31*

Our banking details are as follows:

Account Name:	<i>Australia STC Group PTY LTD</i>
BSB Number:	<i>032 055</i>
Account Number:	<i>887 784</i>
Bank:	<i>Westpac Banking Corporation</i>



If you are transferring your child's tuition fees to us via the bank teller, please email us your payment receipt so we can link your payment to your child. You can use your child's CN as a reference number.



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Enrolment Instructions

1. View STC's enrolment email sent to your email address.
2. Fill out the Enrolment form.
3. For all Class and Time changes, please call our Main Centre for assistance.
4. Pay fees according to our fee table on our website, information booklet or in your email.
5. If you are unsure of fees and discounts, please give our Main Centre a call to inquire further.
6. View our Payment Methods on our website. ([Click here](#))
(Please remember to include your child's name and CN / Invoice Number in the description field.)
7. Await our confirmation email with your child's class details and invoice.
8. Please make sure to read our **Notice of Enrolment** located on the enrolment form.

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Other Important Information

Yearly & Half Yearly Test:

STC will have a Half Yearly Test for all students from Year 2 – 5 in Week 5 of Term 2 during their Main Class. There is also a Yearly Test for students from Year 2 – 4 in Week 5 of Term 4 during their Main Class.

The results for these tests will be given out in Week 7 or 8 of the respective terms. The results will dictate which class level your child will enrol into for the following term.

Absences:

If you know your child will be absent during their Main Class in Term 2 Week 5 or Term 4 Week 5, please notify our Main Centre immediately so we can make arrangements for your child.

Library Card:

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STC has a small library featuring various Thinking Skills, Math Reasoning and English - Specific Skill Series (SSS) books which can help students to improve their overall academic foundation. Students are free to borrow and attempt these books once they have applied for a library card.

- Students can borrow one book at the same time for up to 2 weeks.
- Students must NOT write in the workbooks - answer sheets will be provided for most books.
- Any damages or loss will incur a \$30 fee (per book).
- Please provide your details to our Front Desk staff as you borrow and return books.
- Library cards will be deemed invalid when you have discontinued your child's studies at STC.

Apply for a card:

1. Visit our website to fill out the **Library Card - Membership Form**. [\(Click here\)](#)
2. Order a card (right below the membership form) to receive an invoice.
3. Transfer the \$30 deposit to our bank account **with your child's full name in the payment description**.
(View Page 8 for bank details)
4. Once your child's form and deposit has been processed, your child's digital library card will be emailed to you via your registered email address.

Returning your card:

You can retrieve your deposit when you wish to terminate your child's studies at STC on the condition that you have returned any borrowed books within 6 months with no records of book loss or damages. View the membership form on our website for the full Terms & Conditions. Deposits will be forfeited after the 6 months have elapsed.



Pick Up & Drop Off:

Please be mindful of the traffic as you are arriving and leaving STC with your child.

The area in front of our gate is a **no parking** area. You are allowed to quickly drop your child off whilst being mindful of the traffic. However, there are several **no stopping** zones around the area, so please be careful of the signs before you make your stop.

If you drop off your child in a **no parking** area, please spare some space for other cars behind you.



Please **DO NOT** park in the driveways on either side of STC as they are not ours.

If a part of your car is situated in a **no stopping** area, please **DO NOT STOP**. Find a parking space instead. Rangers will fine any car stopped in a no stopping zone, regardless of how much of your car is in the no stopping area.

Home Travel Permission Card:

If you wish for your child to go home after STC by themselves, you can apply for a “Home Travel Permission Card” for your child at our Main Centre Front Desk.

Sign the permission form and return it to STC Main Centre.

Late Pick Up Charges:

Please pick up your child on time (15min leeway). The centre will not be held responsible for your child’s safety outside of class hours. Late pick-ups may incur a fee.

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Allergies & Medication:

Please inform STC if your child suffers from any allergies.

Do not let your child bring any nuts or foods that contains nuts to STC.

Please understand STC will not provide any medicine / food to students to avoid potential accidents.



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Electronic Devices:

No electronic devices are needed for STC's classes held on site.

Students are to leave any electronic devices in their backpack when they arrive at STC. Electronic devices are not to be used recreationally at all while students are at STC.

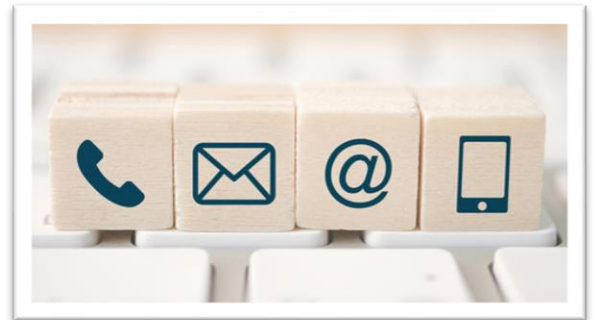
STC will not be responsible for any damages or loss of any electronic devices.

Contact Us

Main Centre:

Address: 3 Hudson Street, Hurstville NSW 2220
Telephone: (02) 9585 1866
Telephone: (02) 8084 9355
Mobile: 0432 773 876

Website: www.hurstvillestc.com
Email: hurstvillestc@gmail.com



Station Centre:

Classes only – For general inquiries, please call or visit our Main Centre

Address: 249 Forest Road, Hurstville NSW 2220
Telephone: (02) 9585 8254

General Opening Hours:

Monday – Friday 11:00 am – 8:15 pm
Saturday 9:00 am – 5:30 pm
Sunday Closed

STC Bookstore: Closes at 6pm

Holiday Hours: Monday – Friday (9:00 am – 5:00 pm)
Saturday & Sunday (Closed)

Public Holidays: We are closed on some public holidays. View each term's Main Class Timetable & Dates to confirm if classes are on