



## **NEPALESE LANGUAGE AND CULTURE CENTRE, BRISBANE**

### **Policy Document**

NEPALESE ASSOCIATION OF QUEENSLAND INC.

May 18, 2012

(Amended on Jan 2018)

## Policy Review Committee 2018

Suvash Regmi (Heathwood School)
Narayan Panthi (Virginia School)
Keshab Sharma (NLCCB Founder Member)
Mohan Sharma (NLCCB Founder Member)
Govinda Baral (Immediate-past NAQ President)
Rajan Koirala (NLCCB Founder Member)
Shambhu Simkhada (Community)
Mac Bista (NAQ Vice President 2017-18)
Sudarshan Dahal (NAQ President 2017-18), Review Coordinator

**NEPALI PATHASALA BRISBANE**  
**Review of draft and finalisation policy**  
 Subject : Round chair Meeting  
 Date : 23rd Feb 2018  
 Venu : Kathmandu Newa Chhe'n Peddington

S.No.	Name	Initial Sign	Date
1	Amit Lohani	Amit	
2	Subash Regmi	Subash	23/02/18
3	Debkala Shrees	Debkala	23/2/18
4	Sujan Ghimire	Sujan	23/02/2018
5	Narayan panthi	Narayan	23/2/18
6	Govinda Baral	Govinda	23-2-18
7	Keshab Sharma	ABSENT	-
8	Rajan Koirala	Rajan	23/2/2018
9	Sanchita Koirala	Sanchita	23/2/2018
10	Sudarshan Dahal	Sudarshan	23/2/2018
11	Birochan Shrestha	ABSENT	-
12	Dil Basnet	Dil	23/2/2018
13	Giri Raj	Giri	23/2/2018
14	Mac Bista	Mac	23/2/18
15	Roshan Pokhrel	Roshan	23/2/2018
16	Sambhu Simkhada	ABSENT	-
17	Prabin Thapa	ABSENT	-
18	Suresh REGMI	Suresh	23/02/2018.

**Conclusion of meeting :**  
 Policy is finalized and supported by committee members.  
 YES → 11  
 No → Nil

## **Vision**

*Nepalese Language and Culture Centre, Brisbane* (NLCCB) will be an avenue for promoting and facilitating Nepalese language and culture among the Nepalese and wider Australian community in Queensland.

## **Mission**

The mission of NLCCB, henceforth *the Centre*, is to teach and develop Nepalese national language skills (Listening, speaking, reading and writing) as well as to promote Nepalese natural and cultural heritage among people of Nepalese origin and wider Australian community in Queensland. It will support Nepalese Association of Queensland Inc's (NAQ) objective to preserve and promote Nepalese culture and tradition in Australia. The Centre will operate as a not-for-profit, non-political and secular entity.

### Objectives

1. To facilitate learning of Nepalese language and cultural heritage.
2. To promote Nepalese language and culture among people of Nepalese origin as well as wider Australian community.

Key strategies to achieve these objectives are:

1. Providing effective governance mechanism to run the Centre
2. Developing robust business plans for sustainable operation of the Centre
3. Engaging competent, creative and committed staff
4. Equipping the Centre with appropriate and interactive teaching materials
5. Promoting and marketing the Centre to prospective students and their parents

## **Governance Mechanism**

### **Management Board (MB)**

The Centre will be managed under the umbrella of NAQ. The NAQ Executive Committee (NAQ EC) will set up a Management Board (MB). The board will be chaired by NAQ President. The Board will consist of

- Up to two executive members of NAQ.
- Principal and a parent representative from each school.
- One representative from wider Nepalese community.
- A Centre Director appointed by NAQ EC.

The Centre Director will be the Member Secretary of the Board. The primary role of the Board will be to provide strategic direction and guidance for the successful operation of the Centre. The term of the Management Board will be two years from the date of formation of the Board. Whereas, the term of NAQ EC is just for one year, so NAQ EC will provide up to two (2) members each year. The dismissal of the Management Board, if required, can be administrated by NAQ EC. NAQ EC will determine the

grounds of dismissal. The Chair of the Board in consultation with NAQ EC will administrate dismissal of a Board Member, in case of conduct unbecoming.

The roles and responsibilities of the MB will be as follows:

- The MB will prepare a business plan covering fund raising, venue planning, curriculum development, promotion, marketing, Establish budgets and setting policy.
- The MB will seek feedback from parents and incorporate the feedback into future planning;
- The MB will provide direction to the school Management Committee (SMC) to run the school for the whole term; and
- The Management Board will review the school Management Committee's report; generally meet every six months towards the end of each term and whenever it is required.

### **Centre Director**

There will be one Centre Director who is a member secretary of Management Board (MB), appointed by NAQ EC whose term will be two years from the date of appointment. **The appointee is desirable to have significantly contributed to NLCCB Centre(s).** Centre Director shall provide leadership in the development of goals and implementation of strategic plans and policies. Centre Director is responsible for the oversight and direct supervision of all activities, teaching system, documents, records, programs and services implemented by learning centres. Centre Director directly supervises the centres, providing ongoing support, guidance and direction and exchange the information between School management committee and NAQ EC. Centre Director will be the chair of School management committee and \*Management Board (in absence of NAQ EC).

### **School Management Committee (SMC)**

The principal will be the leader of SMC and appointed by Centre Director in consultation with Management Board (MB). A principal is a teacher or supervisor within each school who's responsible for managing the major administrative tasks and supervising all students, teachers and other supportive teams. The term of principal will be two years from the date of appointment. The members of school Management Committee will be appointed by the principal, which will consist of vice principal, representatives from the teachers, parents and other community members involved with the Centre as required.

The major responsibility of the SMC is day-to-day management of the Centre, liaising with parents and teachers, keeping records of enrolment and attendance as well as maintaining records of financial transactions and inventories of Centre assets. Volunteers from the Nepalese community will be sought for assisting in the teaching activities. The dismissal of the SMC is vested on the Management Board. The Management Board will determine the grounds of dismissal.

The SMC will prepare progress report of the Centre every six months and it will have the responsibility of updating and revising programs and activities as necessary.

### **Regulatory Requirements**

1. NAQ INC's Public Liability Insurance will cover the Centre staff and volunteers.
2. NAQ will purchase Workers Compensation Insurance policy for the Centre.
3. NAQ will cover Professional Indemnity Insurance for the Centre.

4. The Centre will align with the guidelines of Organisation that it has received grant from.
5. The Centre Director will check the currency of Blue Card of all staff involved in teaching and administration as required by law.
6. All staff involved in teaching will have first aid training and will be inducted for emergency procedures.
7. The Centre staff, parents/guardians and students will adhere to the Code of Conduct stipulated in this document.
8. The Centre staff, parents and volunteers are encouraged to be NAQ financial members to be effectively covered by insurance policies.
9. The Centre will adhere to any other obligatory requirements whenever it becomes aware in future.

### **Code of Conduct**

1. The Centre staff will strive to develop and maintain the Centre's reputation for teaching and learning of Nepalese language and culture in Queensland.
2. All staff, parents and students will honour their work commitments.
3. The Centre staff has responsibility to actively promote a safe and healthy working environment, including familiarity with first aid, fire evacuation and other emergency procedures.
4. The Centre staff and students have to take proper care of teaching materials and equipment of the Centre.
5. The Centre staff has responsibility to behave in a professional manner, which should be reflected in their manners and actions.
6. The Centre will be child friendly place where children and their learning interests are valued and prioritised.
7. The Centre staff has responsibility for the students in their care. All forms of punishment (for example physical or verbal) will not be allowed.
8. The Centre will not tolerate any kind of harassment and bullying.

### **General Policies**

1. The SMC will develop a business plan, which is compatible with the vision and mission of the Centre.
2. The initial focus of Nepalese language classes will be for pre-school, primary and mid-high school children (age 4-15 years). Kids aged 4-5 years there will be an interview process with principal.
3. The financial contribution for attending the school will be decided by the Centre Director in consultation with the Management Board and reviewed periodically.

4. The teachers and trainers will be chosen through a selection process administered by the school Management Committee in consultation with Centre Director.
5. The teachers will be trained as required and an incentive as decided by the Management Board will be provided.
6. The Centre will endeavor to cater for children with special needs within the limits of its resources.
7. The Centre will develop mechanism for conflict resolution.
8. The SMC will maintain transparency of its records and decisions. It will keep records of its assets and liabilities, income and expenses (including expenses for staff incentives, purchasing of teaching materials). The Centre Director will be responsible for keeping record of all administrative information and financial transactions of the Centre.
9. The Centre will encourage parents and children to get involved in learning and development process.

### **Curriculum and Academic Calendar**

1. The Centre will follow interactive teaching method with use of resources such as on-line teaching materials, movies, documentaries and songs as decided by Management Board.
2. The classes will be run fortnightly at weekends during Queensland school terms. The class duration will be of about 2 hours. The timing of the class will be decided by the SMC.
3. The students will learn listening/speaking and reading in Nepali first before learning writing.
4. Curriculums will be developed to suit the needs of students in terms of age group and level of competency.
5. Dances, songs and introduction to significant natural/cultural landmarks of Nepal will be part of cultural curriculum. This can be coordinated with language teaching materials.
6. There will be consultative and engaging approach in the development of curriculum.
7. The Centre will develop a dynamic and progressive academic calendar to suit the needs of parents, students and teachers.

### **Teaching Resources (Staff)**

1. The Principal will choose appropriate Nepalese teachers in consultation with SMC and Centre Director and other staff with relevant educational qualifications and experience through a selection process.
2. The Principal, in consultation with the SMC, will appoint staff of the Centre as required.
3. The Management Board will develop an incentive policy for key administrative and teaching staff.
4. The Centre Director will check the currency of Blue Card of all staff involved in teaching and administration at appropriate intervals.

## **Teaching Materials**

1. The Management Board (MB) will develop teaching materials that are educational, interactive and appropriate to the different student groups. The teaching materials would include various resources such as Nepalese language books and on-line teaching resources as well as materials for cultural/dance lessons (for example traditional costumes, CDs and videos).
2. The Centre will make, wherever practical, arrangements for other teaching aids such as overhead projector, computers, video cameras etc.
3. The Centre will make arrangements for procurement and storage of teaching materials and teaching aids in suitable venues.

## **Promotion and Marketing**

1. The Centre will prepare information/promotional materials for students, parents, sponsors and funding agencies in consultation with Centre Director.
2. The Centre will use NAQ email list, NAQ Webpage, NAQ Facebook, Nepalese community radio program and other social media to promote its activities.
3. The Centre will develop strategies for attracting potential patrons and sponsors in consultation with Centre Director.
4. The Centre will develop a website to provide information about its activities.
5. The Centre will seek feedback from its stakeholders by using appropriate means.

## **Enrolment**

1. The Centre will design and develop an official Student Enrolment Form. The information sought in the form will include age, gender, language capability (speaking, writing and reading), parents'/guardians' name and contact details, medical, dietary and other relevant information as required.
2. The personal information of students will not be disclosed to anyone other than for medical reasons without the consent of the parents or guardians. This will be the responsibility of the Centre Director.
3. The Centre will maintain proper records of its student enrolment, academic calendar, lesson plans etc.

## **Formation of New Learning Center**

- Required number of children to prepare expression of interest should be 15. The proposed center should generally be at least 15 kilometers away from the existing NLCCB center unless the existing center is unable to cater more students due to resource limitation.
- Expression of Interest (EOI) should be submitted to Management Board through NLCCB Director. EOI should contain business case and justifications in financial, resources and market sustainability.
- Parents must show commitments by depositing term fees for the first term.

- Interested parents should propose a School Management Committee and venue for the center. The Management Board will evaluate the proposal and will make a final decision.

### **Updating Policy Document**

- In general, this policy should be reviewed in every two years and in case when there are genuine requests for intermediate review.
- Policy review request to be submitted to Management Board through NLCCB Centre Director.
- Any changes in Policy need to be approved by Management Board.

### **Organization Chart**

