

# Guidelines for approaching a school

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Follow these guidelines for your meetings with school principals.

## How do I choose a school?

- Choose at least two schools which your students can get to easily.
- It's often helpful if you choose a school that some of your students attend.
- Find the schools' phone numbers
- Your school must not be within 2km of another community language school which teaches the same language as your school.
- The beginning of term is the best time to start classes so you would need to start organising meetings with schools at least one month before the end of the term before.

## How do I arrange a meeting?

- Ring the school and ask for an appointment with the principal.
- An example of what you might say is "My name is ... I am the representative from the... community. We would like to open a Community Language School and are looking for premises where we can hold our classes".
- Sometimes, in large schools, a deputy principal manages community use of the premises and you may meet with her/him instead of the principal.
- Write down the details of person you will be meeting with and the date and time. Ask for the spelling of the name if you are not sure.
- The appointment will usually be during school hours.

## What should I say at the meeting?

- During the meeting be respectful, professional and confident about the value of your school's work.
- Wear business or smart casual clothing.
- First impressions are very important so it is important to be prepared. Make sure you have the following information
  - the number of students and teachers you will have
  - the number of rooms you will need
  - the day and time you would prefer
  - the date when you would like to start

- You may need to be flexible so have some alternatives that would be suitable for your community.

## What to take to the meeting?

- A copy of your Australian Business Number (ABN) and your contact details.
- A copy of your relevant insurance.
- A copy of the syllabus you will be using.
- A list of the staff who will be teaching at the school.

## After the meeting

- The school principal will need to discuss your request with other staff so allow him/her a few weeks to do this.
- If the principal approves your Community language school running from their school you will need to sign a Community use agreement.
- If you receive funding from the community languages program you will be able to use the school facilities for free otherwise the school may charge for use.
- Use of school facilities outside of language classes will incur a fee.

## Will I get the school I want?

- Many schools already have agreements with other community groups and those agreements have to be honoured. This means that you may not get your first choice.
- Community Language Schools have a high priority for use of school premises but not an absolute right. The school principal will make the final decision.