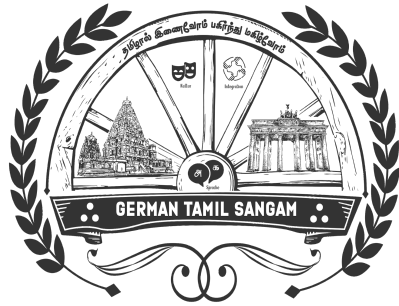


German Tamil Academy Parents Handbook 2023-2024



German Tamil Academy

An institution from German Tamil Sangam e.V.

About German Tamil Academy

Welcome to the **German Tamil Academy**, which is a language learning institution run by the **German Tamil Sangam e.V.**, a non-profit association located in Germany. **Our mission** is to promote and preserve the Tamil language and culture among the Tamil diaspora living in Germany through Online platforms.

At the German Tamil Academy, we offer comprehensive **online language classes** for children, where they can learn the Tamil language in a fun and interactive manner. Our dedicated and experienced teachers use innovative teaching methodologies and technology to make the learning process easy and engaging.

Our online platform is accessible from anywhere, and our classes are designed to accommodate children of all levels, from beginner to advanced. Our online classes are interactive, and children can practice their language skills with their peers in a safe and supportive environment.

About Tamil Virtual Academy:

Tamil Virtual Academy (TVA), formerly known as Tamil Virtual University, is an institution established under the Tamil Nadu Co-operative Societies Act, operating under the administrative control of the Information Technology Department. TVA was inaugurated on July 16th, 2010, with a primary mission to provide Tamil language education to the Tamil Diaspora worldwide and to advance Tamil Computing.

The key functions of TVA encompass Internet-based Educational Programs, the advancement of Tamil Computing, and the dissemination of Tamil literature through a Digital Library. TVA is an institution that plays a pivotal role in promoting and teaching the Tamil language through online platforms and digital resources. It offers a wide range of courses and materials suitable for learners of all levels, from beginners to advanced students, helping them enhance their proficiency in the Tamil language. This resource is particularly valuable for all individuals interested in learning and preserving Tamil, especially in cases where traditional classroom-based learning may not be readily available.

German Tamil Academy - a recognized center from Tamil Virtual Academy (<https://www.tamilvu.org>)
for learning Tamil virtually In Germany.

As a non-profit association, the German Tamil Sangam e.V. is committed to providing affordable education to all. We welcome you and your child to our community of Tamil language learners. Together, we can preserve and promote the rich Tamil language and culture for generations to come through online learning.

If you have any questions, please feel free to contact us via tamilacademy@tamilsangam.de

Rules and Regulations

At the German Tamil Academy, we have rules and regulations in place to ensure a safe and productive learning environment for our students. By following these rules and regulations, we believe that our students can have a successful learning experience at the German Tamil Academy.

Here are some of our rules and regulations:

1. **Attendance**: Regular attendance is mandatory for all students. If a student is unable to attend a class, they must inform their teacher in advance (at least 2 days before the class).
2. **Technology**: Students are required to have a stable internet connection and a device (such as a laptop or tablet) with a working camera and microphone to attend online classes.
3. **Age**: Minimum age for student enrolment is 6 years.
4. **Assessment**: Students will be assessed regularly to monitor their progress. Grades and feedback will be provided to their parents/guardians. Before admission, the teacher shall perform an assessment with the student to determine the suitable grade.
5. **Communication**: Communication between parents/guardians and teachers is encouraged to ensure that students are receiving the best possible learning experience. Any concerns or questions can be raised directly with the teacher or through our communication channels (e.g. WhatsApp or Email).
6. **Conduct**: All students are expected to conduct themselves in a respectful and responsible manner during classes. Any disruptive behavior or misconduct will not be tolerated.
7. **Homework**: Students are expected to complete their homework and assignments on time.
8. **Duration**: The classes begin from September and end in July, like the German School Year. The classes are once per week for about 60 Minutes usually on Weekends.
9. **Batch Minimum Requirement**: The minimum number of students per batch should be 3.

10. **Holidays**: A holiday calendar will be shared with the parents and published online at the beginning of every school year.
11. **Cancellation**: We expect the students to learn Tamil without cancellation. However, it is inevitable sometimes that the students need to leave the German Tamil Academy. A Student can withdraw from the German Tamil Academy at the end of School Year, which is in July.

Fees

At the **German Tamil Academy**, we are committed to providing affordable education to all. Our fees are competitive and reflect the quality of education that we offer. Our fees are used to cover the cost of teaching materials, technology, and teacher salaries. By enrolling in our courses, you are not only investing in your child's education but also supporting our mission to promote and preserve the Tamil language and culture among the Tamil diaspora in Germany.

Here is our fee structure:

1. **Course fee:** €120 per semester per student. 2 semesters per year
2. **Member* discount:** 50% (60€), if both parents are members, otherwise 25% (90€), if only one parent is a member.
3. **Payment plans:** We offer flexible payment plans to make education accessible to all. Payments can be made in monthly installments or as a lump sum at the beginning of the semester via SEPA.

*Member of German Tamil Sangam e.V.

1st semester consist of 5 months (Oct - Feb) 2nd semester consist of 5 months (Mar - Jul)*

+In addition to the outlined fee structure, there will be two additional charges:

- **Registration Fee:** One-time payment of 15\$ per child for registration with the Tamil Virtual Academy..
- **Examination Fee:** A fee of 5\$ will be charged annually for the examination and certification process.

Roles and Responsibilities

Parent Responsibilities:

A positive, strong relationship between home and school is vital. Parents, teacher and children share responsibility for a successful schooling experience. Parents are expected to take an active part in supporting their child's education by:

1. Demonstrate interest and keep informed about the child's progress in German Tamil Academy.
2. Send the child to Tamil class with a positive attitude toward learning and school.
3. Be aware of the child's weekly homework and classroom activities.
4. Adhere to homework expectations and policies defined in the handbook. Parents need to talk to their children each week about their homework. They should check the student's homework to be sure it is complete on time (by Friday) and ask their child questions about the homework. But they should not do the homework for the child.
5. Make sure that each student has a ruled notebook (double line or 4-line notebook) and a pen or pencil & eraser during all classes. Along with that, a laptop and a steady internet connection. The classes will be conducted online through Zoom and the link would be shared by email.
6. Assure that the child comes to online classes regularly (An attendance of more than 80% is required - as mentioned in handbook)
7. Encourage the kids to attend programs/trips organized by the German Tamil Academy for the children.
8. Actively participate in the parent's teachers meeting with the teacher to support the child's learning.
9. Follow suggestions recommended by the teacher and management to assist the child's learning.

10. Parents need to keep in touch with their child's German Tamil Academy and have a positive relationship with the teacher.
11. The teacher conducts class tests to assess the progress of the students. Review the child's progress with the teacher.
12. In case of illness, inform the teacher in advance stating the reason. The attendance register is kept by the teacher.
13. The teacher should be communicated regarding the students leave (absence) and the reason should be clearly mentioned.

Children Responsibilities:

1. Developing positive attitudes; being cooperative and considerate.
2. Attending classes on time and regularly.
3. Being prepared for classes with all necessary supplies.
4. Completing all homework assignments.
5. Organizing their time well. Logging in 5 mins prior to the class.
6. Asking questions when they don't understand.
7. Respecting the teachers and the other students.
8. Participating in all activities conducted by German Tamil Academy.
9. Contributing to discussions and group activities.
10. Participating in community and recreation programs.

Management

The **German Tamil Academy** is managed by a dedicated team who oversee the operations of the academy. Our management team includes:

1. **Director**: The Director is responsible for the overall management and strategic direction of the academy and works closely with teachers, parents, and students to ensure that the academy's goals and objectives are met. Also, oversee the academic and administrative functions of the academy.
2. **Deputy Director**: The Deputy Director supports the Director in managing the academy's operations. They work closely with the teachers to develop and implement the academy's curriculum and ensure that our students receive the best possible learning experience. They also oversee the administrative functions of the academy and work with the IT Team to ensure that the academy's online platforms are working efficiently.
3. **Teachers**: Our teachers are highly qualified and experienced in teaching Tamil language and culture to children. They are passionate about their work and provide the best possible learning experience for our students. They work closely with the Director and Deputy Director to ensure that the curriculum meets the needs of our students.

Our management team works closely together to ensure that the German Tamil Academy operates smoothly and efficiently. We are committed to providing a high-quality Tamil language education to our students, and we are always looking for ways to improve our programs and services.

*For this year, the **Language & Integration head** will also serve as the **Director of the German Tamil Academy**. We will soon conduct an official selection process for the management team.

Online Etiquette

Etiquette for online classes is important for maintaining a respectful and productive learning environment. Here are some guidelines to follow:

1. **Respect the class structure:** Understand that the online class is primarily for the students, and the teacher's attention should be focused on teaching them.
2. **Communicate with the teacher:** If you want to observe the class, make sure to do so discreetly without disrupting the flow. Reach out to the teacher beforehand and express your interest in observing the class.
3. **Follow the guidelines:** Once you've received permission, make sure to adhere to any guidelines provided by the teacher. They may have specific instructions for parents observing the class, such as muting your microphone unless necessary or keeping your camera off unless specifically invited to turn it on.
4. **Avoid distractions:** Ensure that your presence doesn't become a distraction to your child or other students. Keep your background noise to a minimum and refrain from engaging in conversations or activities that could divert attention from the class.
5. **Be mindful of privacy:** Respect the privacy of the other students and their families. Refrain from recording, taking screenshots, or sharing any class content without explicit permission from the teacher and the involved parties.
6. **Support your child independently:** Allow your child to engage in the class on their own and refrain from interfering unless there's a specific need or request from the teacher or your child. This helps foster their independence and encourages them to take ownership of their learning.

Remember, while it's important to be involved in your child's education, it's equally crucial to strike a balance and respect the boundaries set by the online learning environment.

Feedback / Concerns

If you have any concerns or complaints about the German Tamil Academy, we encourage you to first raise them with your child's teacher. They will work with you to address your concerns and find a solution. If you are not satisfied with the resolution or response provided, you may escalate your complaint to the Academy's management. You can do this by contacting us through our official email address (tamilacademy@tamilsangam.de). We take all complaints seriously and will work to address them promptly and professionally.

If you feel that your concerns have not been addressed satisfactorily by the Academy's management, you may contact the German Tamil Sangam e.V. (info@tamilsangam.de) and report your issue. We value feedback from our students and parents and are committed to continuous improvement.

We are confident that we can work together to find a solution to any concerns or complaints you may have.

Thank you for your trust in the German Tamil Academy.