



## SINGLE COURSE APPLICATION 2019

### Years 11 and 12

Please ensure ALL sections are completed electronically, printed, signed and proof of payment attached

#### Student Information (please print)

Family name \_\_\_\_\_ Given name/s \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Sex: Male ☐ Female ☐

Mobile Phone No \_\_\_\_\_ NESA Number \_\_\_\_\_

Email (must be DET or school email address) \_\_\_\_\_

Student is currently or has previously enrolled in a NSW DET school Yes ☐ No ☐

If Yes, please supply Enrolment Registration Number (ERN): \_\_\_\_\_

DET NSW

ALL STUDENTS MUST BE SHARED  
ON ERN TO FINALISE APPLICATION

Student is a young person with special needs (if 'yes', attach student's Personal Learning Plan) Yes ☐ (attach file) No ☐

Student is part of the national data collection on students with disability (NCCD)(if 'yes', attach information) Yes ☐ (tick below) No ☐

Differentiated teaching practice ☐ Supplementary ☐ Substantial ☐ Extensive ☐

#### Home School Information (All work will be posted to this address)

School \_\_\_\_\_

Government ☐ Non-Government ☐ Number of secondary students enrolled at your school \_\_\_\_\_

Teacher/Supervisor's name (Mr/Ms/Mrs/Miss/Dr) \_\_\_\_\_

Supervisor's School Email address \_\_\_\_\_

School postal address \_\_\_\_\_

Postcode \_\_\_\_\_

School phone No ( ) \_\_\_\_\_ Fax No ( ) \_\_\_\_\_

School email address \_\_\_\_\_

#### Course Requested

Only courses listed in the *Camden Haven High School Single Course Provision Information Handbook* are available.

Current school year (e.g. 10): \_\_\_\_\_

Course requested for 2019: Year 11 ☐ Year 12 ☐

**Beginners' languages and Japanese Continuers MUST HAVE completed a Language Declaration Form before the application can be processed.**

*Note: Incomplete application forms will be returned by mail to the enrolling school for finalisation.*

## Student's Undertaking

- I have read the information for students and I understand the conditions for enrolment.
- I agree to do my work diligently and return work weekly.
- I agree to contact my teacher at Camden Haven High School regularly.

Course \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

## Reason for Application

Please tick the relevant category.

3.1 Elective Course in Years 9 and 10

3.2 NESA minimum requirements  
for the HSC (Year 11 and Year 12) ☐

3.3 Student with special circumstances ☐  
*(Please provide documentary evidence)*

3.4 Language small cohort ☐  
*(Please provide documentary evidence)*

3.5 Study interrupted by transfer ☐  
Date of transfer: \_\_\_\_\_  
Previous School: \_\_\_\_\_

3.6 Access for students with confirmed  
disability/disabilities ☐  
*(Please provide documentary evidence)*

3.7 Full fee paying overseas student ☐  
*(Please provide documentary evidence)*

3.8 Exceptional Circumstances ☐  
*(attach approval)*

Vocational education and training ☐

- The students has read and understood the requirements and commitments of studying a VET course. ☐  
See VET info on the Camden Haven High School Website

*Home School provides textbooks and entry to NESA*

## Home School Principal's Statement of Support

Principal's name \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

## Course Information for Continuing Students (Category 3.5)

### Previous study of requested subject area

Where a student has already begun study of the requested subject it is **essential** that the following information be supplied.

ROSA grade \_\_\_\_\_ Year 11 Course complete Yes ☐ No ☐

Mark/grade at last assessment \_\_\_\_\_ Date of last assessment \_\_\_\_\_

Topics already covered: Year 11 ☐ Year 12 ☐

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

### VET competencies achieved:

*Please click on subject to open list of competencies, complete list, print and attach (or print from website)*

Business Services

Information and Digital Technology

Retail Services

## Courses to be studied in 2019 (at Home School and Distance Education School)

### Students in Years 11 and 12

List **all** courses to be studied in 2019 including the requested distance education subject. Place the unit value in the box.

The **maximum number** of units studied by a student including the distance education subject must **not exceed 13 units in Year 11 and 11 units in Year 12.**

<input type="text"/>	_____	<input type="text"/>	_____	<input type="text"/>	_____
<input type="text"/>	_____	<input type="text"/>	_____	<input type="text"/>	_____
<input type="text"/>	_____	<input type="text"/>	_____		

## Parent / Carer details

Mr / Mrs/ Ms / Dr / Other \_\_\_\_\_ Given names \_\_\_\_\_ Family name \_\_\_\_\_

Relationship to student (eg mother, father, carer) \_\_\_\_\_

Home Address \_\_\_\_\_ Postcode \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ Postcode \_\_\_\_\_

Home telephone ( ) \_\_\_\_\_ Mobile telephone \_\_\_\_\_

Family email address \_\_\_\_\_

Student's Citizenship \_\_\_\_\_ Is the student of Aboriginal / Torres Strait origin? Yes ☐ No ☐

## School Supervisor's Agreement – Conditions for Single Course Provision

The supervisor must provide appropriate supervision for the student in their learning environment. They must ensure that the student is adequately supported while learning through distance education.

The supervisor must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

The supervisor guarantees the following:

- the student will be supervised during school work activities
- work will be completed and posted for all subjects on a weekly basis
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict supervision, ensuring that they are the unaided work of the student
- tests, examination and assessment tasks will be completed on the date(s) and at the time(s) specified and will be submitted by the due date
- textbooks, teaching materials (eg. audio recordings, DVDs, videos) unmarked lesson booklets and library books that have been issued by Camden Haven High School will be returned when the student completes the course or leaves the school.

The supervisor agrees to:

- monitor the completion of set tasks and interact with the student as required in learning activities
- provide their signature on all work submitted to Camden Haven High School
- **NOTE:** Any completed title page / examination paper / assessment task received without the supervisor's signature may be regarded as invalid
- interpret and explain instructions / comments in lesson materials
- provide assistance with locating necessary materials and resources
- develop a timetable with provision for the required number of hours of study each week
- provide a suitable work / study area for the student
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- provide the student with audio playing and recording equipment
- ensure that portfolios of work and depth studies are completed when required
- provide advice about illness or absences which have affected the student's ability to complete set activities, including assessments (illness / misadventure form)
- ensure official course warning letters issued by Camden Haven High School will be forwarded to the student's parent / guardian

*I understand the conditions for single course provision and I understand that not complying with the above conditions may lead to the student either not meeting course requirements or to a review of the single course provision.*

*I have discussed the distance education requirements with the student, including the need to return work regularly in order to complete the required course outcomes.*

**(Please print clearly)**

Student Name: \_\_\_\_\_

Supervisor's name (Mr/Ms/Mrs/Miss/Dr) \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's school email \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

## Principal's Agreement - Conditions for Single Course Provision

Single course provision will be considered only when the home school principal certifies that common requirements for single course provision are met.

- Students are capable of working independently.
- A member of teaching staff at the home school has been nominated to supervise the study arrangements of single course students, including assignments, formal examinations and assessment tasks.
- Students will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students.
- Procedures will be in place to ensure the students will regularly return work and complete all tasks including assignments, formal examinations and assessments.
- Students are informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school.
- Students will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, internet access, video conferencing and audio equipment, that meet the department's current specifications.
- Students have access to and use of supervised specialist rooms as required.
- Procedures will be in place to ensure that parental/carer permission is obtained for students to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities.
- A suitable and safe work placement for any vocational education and training course is possible.
- Access to a suitable venue and supervision for NESA examinations is available.

For an application to be accepted the home school Principal meets the additional requirements of Camden Haven High School.

- All DVDs, CD-ROMs and other audio visual resources will be returned as required.
- The student is entered for NESA by the home school for Year 10, Year 11 or Year 12, indicating that the course is studied "elsewhere" at the Camden Haven High School - NESA number 8365
- Where the student is applying for single course provision in a Year 12 course, the Year 11 requirements for that course have been met.
- Written notification will be made to Camden Haven High School in the event of a change of supervisor.
- The home school will notify Camden Haven High School of any special needs, special circumstances, special provisions or learning adjustments made for this student.

**Please complete the following**

**Student Name:** \_\_\_\_\_

- a) The student's previous history may pose a risk of some type to the student, other students, or staff at CHHS. Yes ☐ No ☐  
If **yes**, I have attached a copy of the current **risk assessment**. Yes ☐ No ☐
- b) Does the student suffer from a severe allergy condition (anaphylaxis)? Yes ☐ No ☐  
If **yes**, I have attached a copy of the **Individual Health Care Plan**. Yes ☐ No ☐

I am aware that this application will **not proceed** until:

- All pages/check boxes are **completed**
- **Payment** has been received

- Student, Supervisor and Principal have **signed**
- Student has been "shared" on **ERN** (NSW DEC Schools)

*The student's continued enrolment is dependent on the above conditions for the duration of the course.*

**I agree to the conditions for single course provision for distance education as listed above and I have nominated a teacher (Mr/Mrs/Ms/Miss/Dr) \_\_\_\_\_ as the school supervisor for this student.**

**I confirm that payment will be made to Camden Haven High School.**

Principal's name \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

# School Service Fees for 2019

**Evidence of payment must accompany the application form**

*Subject fees must be included*

**Government Schools:** as per LMBR requirements

**Non-Government School:** School Cheque – Please make school cheque payable to Camden Haven High School

**Important:** Direct Deposits can no longer be accepted

## School Contributions for Government School Students

New enrolments in Years 9 and 11, 2019

**\$200** (2 years)

**NO GST**

New enrolments in Years 10 and 12, 2019

**\$100** (1 year)

***Please note:***

***Where a student discontinues a course after enrolment, the School Contributions for Government School students are non-refundable.***

*If a government school decides to pass onto a parent/carer the course cost rather than meet it from the school budget, the cost is to be treated as a Voluntary School Contribution in line with the Department's Voluntary School Contribution Policy.*

## School Contributions for Non-Government School Students

Enrolment, or continuing enrolment - Years 11 or 12, 2019

**\$800** (1 year)

Enrolment, or continuing enrolment in each 1 Unit Extension

**\$400** (1 year)

**NO GST**

Course Enrolment, or continuing enrolment - Years 9 or 10, 2019

**\$340** (1 year)

- Where a student in a Non-Government School discontinues a course **within one term** of enrolment, the school service fee is 75% refundable.
- Where a student in a Non-Government School discontinues a course **within two terms** of enrolment, the school service fee is 50% refundable.
- Where a student in a Non-Government School discontinues a course after more than two terms of enrolment, the school service fee is **non-refundable**.

*The pro-rata adjustments for Non-Government students (only) are listed below.*

### **Years 11 – 12**

Enrolled for	Refund
4 terms .....	Nil
3 terms .....	Nil
2 terms .....	\$400
1 term .....	\$600
< 1 term .....	\$600

### **Years 9 – 10**

Enrolled for	Refund
4 terms .....	Nil
3 terms .....	Nil
2 terms .....	\$170
1 term .....	\$255
< 1 term .....	\$255

*Non-government schools fees are set annually. These are not voluntary contributions and reflect the staffing reduction incurred by a government school when a student accesses a course through distance education. The Department does not determine whether non-government schools meet the course costs or pass them on to the parents/carers.*



# CAMDEN HAVEN HIGH SCHOOL

*Integrating face to face and distance education learning*

## Authority to Publish Form

Dear Parent or Carer

I am seeking your permission to obtain and publish content that may include the image and/or name of your child in our publicly available for school communications. These could be in print, video, and/or our publicity available school website.

Content examples include but are not limited to photographs, text, and illustrations/graphics. Videos sound recordings, and examples of student work.

Our school communications include but are not limited to:

- School's public website
- School newsletter (online and hard copy)
- Annual school magazine
- Local community newspaper/magazine
- Media promotions and advertising activities
- Electronic and print promotional material
- Annual school report

If you agree, please complete the permission slip and return to the school.

Yours Sincerely

*M.E. Hutchinson*

Principal

Mrs M Hutchinson

I have read this permission to publish and agree to the school obtaining and publishing content related to my child in the school communications.

I give permission for my child's name to be included in the publication. This signed permission remains effective until I advise the school otherwise. Please do NOT sign if permission is not given.

Student's name \_\_\_\_\_

Parent's /carer's name \_\_\_\_\_

Parent's / carer's signature \_\_\_\_\_ Date \_\_\_\_\_