



# CAMDEN HAVEN HIGH SCHOOL

Integrating Face-to-Face & Distance Learning

## Single Course Information Handbook

2022

Please read this Information Handbook in conjunction with the ‘DISTANCE EDUCATION ENROLMENT PROCEDURES’. These can be found on our website.

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## Single Course Enrolments

Jana Hartmann

Camden Haven High School

Email: [Jana.Hartmann1@det.nsw.edu.au](mailto:Jana.Hartmann1@det.nsw.edu.au)

Telephone: 02 65 568 250

## Useful Websites

School website	<a href="https://camdenhave-h.schools.nsw.gov.au/">https://camdenhave-h.schools.nsw.gov.au/</a>
Department of Education	<a href="https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/distance-education-enrolment">https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/distance-education-enrolment</a>
Distance Education Intake Areas	<a href="http://bit.ly/2fPcTvB">http://bit.ly/2fPcTvB</a>
NESA (previously BOSTES)	<a href="http://www.educationstandards.nsw.edu.au/wps/portal/nesa/home">http://www.educationstandards.nsw.edu.au/wps/portal/nesa/home</a>

## Staff Directory 2022

Contact	Name	Number
Distance Education Reception	Jill James	(02) 6556 8200 Fax (02) 6556 8205
Principal	Margaret Hutchinson	
Deputy Principal DE	Sharon Westman	
Single Subject Enrolments (All application enquiries)	Jana Hartmann	(02) 6556 8250
Canvas enquiries	Sonja Crossingham	(02) 6556 8200
Distance Education Administration Manager	Rosena McMillan	(02) 6556 8224
Distance Education Administration Officer (schools A-L)	Carla McInnes	(02) 6556 8230
Distance Education Administration Officer (schools M-Z)	Donna Curtis	(02) 6556 8290
Manager, Rural and Pathways	Mike Tom	(02) 6334 8065 Fax (02) 6334 8069

## Faculty Head Teachers

Faculty	Name	Number
Agriculture	Rob Newell	(02) 6556 8200 Fax (02) 6556 8205
Computing	Di Stevens	
Creative Arts	Peter Dick	
History	Sally Baker	
Home Economics	Cheryl Harland	
Industrial Arts	Rob Newell	
Languages	Michelle Marotte	
Mathematics	Di Bernasconi	
PDHPE	Peter Harris	
Science	Naassa Duar	
Social Science	Darren Mearrick	
VET Courses	Christene Storok	

## Subjects available for 2022

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Please refer to the curriculum booklet on our website for the subjects available for study at Camden Haven High School. If the subject is unavailable, please contact the Rural and Distance Education Unit for advice on where the subject may be offered. (02) 63348072.

**PLEASE NOTE:** Single Course Distance Education is not available to year 7 or 8 students.

<https://camdenhave-h.schools.nsw.gov.au/distance-education/single-course-enrolment.html>

## Resources List

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A list of resources has been compiled so that schools are able to order any necessary texts or other resources as required before the start of the academic year. This list can be found on our school's website:

<https://camdenhave-h.schools.nsw.gov.au/distance-education/single-course-enrolment.html>

“It is a requirement for the home school to provide the required support resources e.g. workroom, textbooks, computer, use of specialist rooms (e.g. laboratory), access to phone and email”

This list is NOT exhaustive. Upon enrolment and during the course, students and supervisors may be advised that additional resources are required.

Please contact the Faculty Head Teacher on (02) 6556 8200 for further information.

# Essential Information about Enrolment

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## **1. The importance of returning work each week**

Students enrolled at Camden Haven High School Distance Education must satisfy the NESAs requirements for the award of the Record of School Achievement (RoSA). To meet these requirements students must engage in learning to meet the course outcomes for the subjects studied.

In order for students to meet course outcomes a variety of teaching and learning activities will be provided to students such as weekly Learning Activities, phone/e-mail contact with teachers and Single Course Days. The Learning Activities outline the teaching and learning activities the students will need to attempt each week. In general, one Learning Activity in each subject each week should be returned to their teachers.

Camden Haven High School Distance Education monitors students' engagement in teaching and learning activities. Failure to keep up a satisfactory engagement in learning is likely to jeopardise their ability to meet the requirements for the award of the RoSA.

A condition of continued enrolment with distance education is that work will be returned regularly. Contact the distance education school if you are concerned about students meeting these requirements because we want to help them complete their schooling successfully.

## **2. Supervision of Students**

Students require adult guidance and it is the Supervisor's responsibility to provide adequate supervision and support. A checklist of responsibilities is included at the end of this booklet for you to refer to easily.

## **3. Record of Receipt and Return of Work**

A record of work received by you in each subject for each student and of Learning Activities returned to Camden Haven High School Distance Education for correction is essential.

You are able to do this in digital format by using the Camden Haven High School Distance Education Management System (DEMS) powered by Millennium. Alternatively you could choose to keep a school based written record. DEMS is accessed by the following URL address:

<https://de.millenniumschoools.net.au/>

This requires a user name and password. The DEMS user name is the school name abbreviation and the password is individualised for each school and supervisor.

Jana Hartmann, Single Course Enrolments, will be able to help you to access and successfully use DEMS. We can also email step by step instructions.

## **4. Provision of suitable study area**

Schools are required to provide a suitable and supervised area for the students to complete their distance education work. Where students require access to specialist rooms for the completion of work in relevant subjects, such as Visual Arts, the school must facilitate this in a timely manner and allow for adequate supervision.

Study areas need to allow for technology use, access to a phone and reference/text books. A full list of textbooks required can be found on our web page.

Quiet spaces must be provided for all examinations and tasks to be completed under exam conditions.

Students will need to use their school-based email address for communication with their teachers. Phone access is vital, particularly for students studying Languages, as phone lessons are timetabled for each student.

## **5. Allocation of time**

It is imperative that students are timetabled the correct number of periods for their distance education subjects. You must ensure that students use this allocated time for the completion of their distance education work. If a student uses these as “free” periods or homework periods for other subjects they will fall behind in their distance education school work.

## **6. Supporting students**

Single course students need to have certain skills including self-motivation, good organisational and communication skills as well as the ability to work independently. At times they will require support from you to ensure they are utilising these skills effectively in the completion of their distance education work.

## **7. Communication**

Communication between the distance education teacher, student, home school and parent/carer is vital for a successful distance education schooling experience.

Students should be in the regular habit of contacting their teachers to discuss their course work, progress and any problems that need clarification.

To enable students to access activities organised by the distance education school please ensure parents/carers are provided with the necessary permission notes and return them when complete to the distance education school.

As single course supervisor you need to ensure the communication of information regarding the student from the home school and parent/carer is also communicated to the distance education school so that we are kept informed of the students’ context.

An unsatisfactory rate of return will result in NESA warning letters being sent. These will need to be communicated effectively to the student, parent/carer and home school personnel such as year adviser and distance education supervisor. This can help facilitate the student redeeming the outstanding work as quickly as possible.

## **8. Assessment**

Assessment task notifications are sent to students and supervisors via e-mail and can be accessed on Millennium. It is very important that you pay close attention to the assessment task notification. Please read the notification carefully to determine the nature of the task so that you are able to provide all required resources and support the student may require for the task. Also pay close attention to the due date and highlight this to the student.

The separate assessment task cover page must be attached to the completed assessment task and you must sign to indicate that the student has completed the assessment task and that the work is their own.

If the assessment task is an examination or to be completed under examination conditions the assessment task will arrive in a sealed envelope to ensure the integrity of the task is maintained. You will need to tear the assessment task notification title page off the envelope and issue to the student, and then store the exam paper securely until the date and time of the task. Once the exam or task is completed it should be placed back in the envelope and returned to the distance education centre.

It is advised to keep a copy of the completed examination at the home school. The supervisor’s certificate on all tasks must be signed, otherwise the task is considered invalid.

## 9. Examinations and tasks to be completed under exam conditions

Examinations are a regular feature of the Camden Haven High School Distance Education assessment procedures. Students across all years will be expected to complete exams in a range of subjects.

In Stage 5 this is most often a yearly exam during Term 4. However students in Year 11 and 12 will have more tasks required to be completed under exam conditions and these are clearly outlined in the assessment schedules provided in the assessment policy booklet.

For all examinations or tasks to be completed under exam conditions all students must be supervised for the full length of the exam or task by the supervisor.

## 10. Cessation of Enrolment

Supervisors must inform Camden Haven High School Distance Education in writing when a student changes to another school or when the enrolment is to be ceased. All resources must be returned without delay to the distance education school. Printed units of work may be kept as part of the student's work record which will be useful to future teachers and/or employers. Please find included in this booklet a proforma "Single Course leaver" for you to fax or e-mail to the distance education school notifying of leavers.

# Supporting Students with Technology

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## Student Portal and email

Every student enrolled at Camden Haven High School is given an account by the NSW Department of Education and Communities to access their school email accounts and to access the internet when they are at school. Students are encouraged to use this email account for all correspondence with their teachers. If you have a DEC account from a previous government High School, then you will be able to use this at our school. This can be accessed from:



<https://student.det.nsw.edu.au/>

**User ID** is the Student's Department of Education email address name only (everything before the @education.nsw.gov.au) and **changeme** is their initial password.

If you do not know what your account username and password is then you can contact your teacher or call ITD help on 1800 338 483.

## eLearning

Camden Haven High School uses Canvas, a learning management system, to deliver online lessons. This can be accessed from:



<https://camdenhaven.instructure.com/>

If Canvas is part of your course you will be sent a welcome letter by your teacher outlining how to log on. Supervisors are also given a login to track student progress. If you have any problems, contact your teacher.



STUDENT



TEACHER




PARENT

# ERN and Single Course Enrolment at CHHS

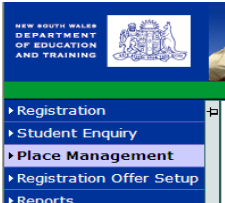
Students enrolled at your school who wish to study a course at Camden Haven High School will need to “share” the enrolment via ERN. **Before** an application to enrol in a single course at CHHSDE can be processed, the home school is required to complete the following procedures on ERN.

1. Open ERN




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2. Select **Place Management**



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3. Click the icon  of the corresponding scholastic year to find the student to be shared.

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving	
7	Year 7 2008 (Distance Education Centre (DEC))	26	0	30	0	
8	Year 8 2008 (Distance Education Centre (DEC))	48	0	36	0	
9	Year 9 2008 (Distance Education Centre (DEC))	77	0	69	0	
10	Year 10 2008 (Distance Education Centre (DEC))	131	0	78	0	
11	Year 11 2008 (Distance Education Centre (DEC))	366	0	120	0	
12	Year 12 2008 (Distance Education Centre (DEC))	366	0	74	0	
Total		1014	0	407	0	


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4. Tick the box  to the right of the students name

	429486023	Wills, David	M	15-Nov-1993	Enrolled (In Attendance)	<input type="checkbox"/>
	429486289	Wills, Crystal	F	09-Feb-1994	Enrolled (In Attendance)	<input checked="" type="checkbox"/>
	423234679	Wilder, Timothy	M	05-Feb-1994	Enrolled (In Attendance)	<input type="checkbox"/>
	429494031	Young, Amelia	F	14-Jul-1993	Enrolled (In Attendance)	<input type="checkbox"/>

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5. Click the **Share** button



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6. Search for target school:  
**8280 Camden Haven High School**

**Results**

Location No	Location Name
8280	Camden Haven High School

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7. Indicate that the enrolment type to be shared is:  
**DEC – Distance Education Centre**

Calendar Year

2008

Enrolment Type

- DEC - Distance Education Centre
- MAIN - Mainstream Enrolment
- FDIS - Mainstream (Distance Education)
- INT - Mainstream (International Students)
- OPC - Opportunity Class
- SELH - Selective High School
- DEC - Distance Education Centre**
- IEC - Intensive English Centre
- SAT - Saturday Class
- SCASP - Support Class
- EVE - Evening Classes / Adult Classes


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8. Select the year into which your student will be enrolled at CHHS DEC

stic year	Offering name	ai	ir
7	Year 7 2008 (Distance Education Centre (DEC))		
8	Year 8 2008 (Distance Education Centre (DEC))		
9	Year 9 2008 (Distance Education Centre (DEC))		
10	Year 10 2008 (Distance Education Centre (DEC))		
11	Year 11 2008 (Distance Education Centre (DEC))		
12	Year 12 2008 (Distance Education Centre (DEC))		

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9. Students who are shared will be displayed with a blue flag







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## Single Course Leaver

Please email: [Camdenhave-d.School@det.nsw.edu.au](mailto:Camdenhave-d.School@det.nsw.edu.au)

OR: [Jana.Hartmann1@det.nsw.edu.au](mailto:Jana.Hartmann1@det.nsw.edu.au)

I wish to advise the following student has withdrawn from his/her single course studies with Camden Haven High School Distance Education.

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

Year:            9    10    11    12    (circle)

School: \_\_\_\_\_

Course: \_\_\_\_\_

The student has withdrawn from the NESA website    Yes   /   No

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_



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## Application for Extension of time for an assessment task

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school: \_\_\_\_\_

Contact number(s): \_\_\_\_\_

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I formally request an extension of time for the following assessment task

Task No: \_\_\_\_\_ Subject: \_\_\_\_\_

Nature of task: \_\_\_\_\_

Due date: \_\_\_\_\_ Time: \_\_\_\_\_

Reason: \_\_\_\_\_

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Request received via phone call and form completed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Decision for Extension of time for an assessment task

*Teacher to complete*

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school: \_\_\_\_\_

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Not supportive of extension request

Reason: \_\_\_\_\_

Support for extension request

Reason: \_\_\_\_\_

New due date: \_\_\_\_\_ Time: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Head Teacher to complete*

Extension has not be approved

Extension has been approved

Reason: \_\_\_\_\_

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## Appeal Against Assessment Task Determination

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school: \_\_\_\_\_

Contact number(s): \_\_\_\_\_

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Assessment task No: \_\_\_\_\_

Task details: \_\_\_\_\_

Evidence and reasons for appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I declare that all the information I have provided is true.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Malpractice Determination Appeal

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school: \_\_\_\_\_

Contact number(s): \_\_\_\_\_

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Appeal details:

Supportive documentation attached:

- Study notes
- Supervisor's statement providing evidence that refutes malpractice claim
- Other (e.g. statutory declaration). Please specify: \_\_\_\_\_

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I declare that all the information I have provided is true.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Illness, Accident and Misadventure Appeal

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Subject: \_\_\_\_\_ Task No: \_\_\_\_\_

Due date: \_\_\_\_\_ Appeal submission date: \_\_\_\_\_

Please give reasons and details to support your appeal of illness, accident, or misadventure

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medical certificate attached:  Yes  No

**Supervisor's recommendation:**  Supports appeal  Does not support appeal

Reason: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Principal/Deputy Signature: \_\_\_\_\_

### Faculty decision:

- Appeal accepted without penalty  Student to receive an estimate  
 Extension granted until: \_\_\_\_\_  Student to complete a substitute task  
 Alternate time to complete and submit task  
 Appeal rejected for: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Signed: \_\_\_\_\_

### OFFICE USE ONLY

Notice to student:

Copy to supervisor:  Faxed  Emailed  Posted

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## Extraordinary Circumstances Application – Government Schools

School: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Subject/s: \_\_\_\_\_

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### Principal

Principals of the home school who seek application outside of categories or quotas in the guidelines must provide a statement outlining the requirement for access to distance education single course provision.

Principal: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax: Director Educational Leadership for approval**

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### Director Educational Leadership

The Director Educational Leadership should consider if

- Policies and procedures have been followed
- The educational and / or welfare needs of the student are able to be met from within the home school there are other ways the home school can provide the subject requested
- The distance education school or centre is the most appropriate option

I have reviewed the documentation for this application for distance education. I recommend enrolment for the student whose name appears above.

Director: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax: Camden Haven High School (02) 6556 8205**



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## Extraordinary Circumstances Application Non-government Schools

School: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Subject/s: \_\_\_\_\_

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### Principal

Principals of the home school who seek application outside of categories or quotas in the guidelines must provide a statement outlining the requirement for access to distance education single course provision.

Principal: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **Fax: Director, Rural and Pathways for approval**

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#### Director Secondary Education

The Director Secondary Education should consider if

- Policies and procedures have been followed
- The educational and / or welfare needs of the student are able to be met from within the home school there are other ways the home school can provide the subject requested
- The distance education school or centre is the most appropriate option

I have reviewed the documentation for this application for distance education. I recommend enrolment for the student whose name appears above.

Director: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax: Camden Haven High School (02) 6556 8205**



# Supervisors Checklist

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- Provide a suitable space for effective distance education learning
- Ensure procedures are in place for effective communication between parent, student, home school and distance education school
- Support and encourage student(s) in completing their work
- Monitor regular return of work
- Supervise student(s) during schoolwork activities
- Develop a timetable for work
- Interpret and explain to the student(s) the learning material and instructions, comments and messages from the distance education teacher
- Monitor student(s) engagement in all teaching and learning activities including Single Course Days and online lessons
- Provide feedback to the distance education teacher on student's responses and engagement in the learning materials
- Keep the distance education school informed of absences, illnesses or changes in student context that would impact on their ability to engage with their distance education learning
- Provide appropriate conditions for exams and supervise student(s) in their examinations and assessment tasks
- Provide single course student(s) with resources as required by the course
- Provide single course student(s) with access to and use of supervised specialist rooms
- Help students access and log in to the student portal
- Help students access and log in to Canvas courses as required

# Student Checklist

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Before you begin your study by distance education; complete this survey with your supervisor and parent/guardian.

	Yes	No
Have you had experience in this subject before?	<input type="checkbox"/>	<input type="checkbox"/>
Are you interested in this subject?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to work every lesson?	<input type="checkbox"/>	<input type="checkbox"/>
Will you see your supervisor regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Will you contact your teacher weekly?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a motivated student?	<input type="checkbox"/>	<input type="checkbox"/>
Are you good at working by yourself?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a good reader?	<input type="checkbox"/>	<input type="checkbox"/>
Is your email contact address completed?	<input type="checkbox"/>	<input type="checkbox"/>

Do you acknowledge that...

	Yes	No
Your course may involve a lot of reading and writing	<input type="checkbox"/>	<input type="checkbox"/>
Your periods at school for distance education are not "free". You will need to complete your distance education work during this time	<input type="checkbox"/>	<input type="checkbox"/>

Have you...

	Yes	No
Discussed distance education with your parents/guardians?	<input type="checkbox"/>	<input type="checkbox"/>
Discussed distance education with your Year Adviser at school?	<input type="checkbox"/>	<input type="checkbox"/>
Discussed distance education with your KLA Head Teacher?	<input type="checkbox"/>	<input type="checkbox"/>

Ask your supervisor the following...

Where will I do my work? \_\_\_\_\_

When will I do my work? \_\_\_\_\_

Where will I return my work? \_\_\_\_\_

When will I receive the textbook from my home school? \_\_\_\_\_

Student \_\_\_\_\_

Signature

Parent/Guardian \_\_\_\_\_

Signature

