



CAMDEN HAVEN HIGH SCHOOL

Integrating Face-to-Face & Distance Learning

Single Course Information Handbook

2023

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

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Camden Haven High School

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Useful Websites

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

Staff Directory

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)	Erika Turner	(02) 6556 8125
Canvas enquiries	Tracey Beard	(02) 6556 8296
Distance Education Administration Manager	Rosena McMillan	(02) 6556 8224
Distance Education Administration Officer	Carla McInnes	(02) 6556 8230
Distance Education Administration Officer	Tania Walsh	(02) 6556 8228

Faculty Head Teachers

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

Subjects available for 2023

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 on (02) 63348072 for advice on where the subject may be offered.

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

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

1. The importance of returning work each week

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

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.

CHHS 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 or HSC.

A condition of continued enrolment with distance education is that work will be returned regularly. Contact CHHS 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 CHHS for correction and feedback is essential.

You can do this in digital format by using the CHHS 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 username and password. The DEMS username is the school name abbreviation and the password is individualised for each school and supervisor.

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

4. 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 schoolwork.

5. 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 / textbooks. 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.

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 DEMS. 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 can 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 cover sheet off the envelope and issue it to the student, then store the examination paper securely until the date and time of the task. Once the examination or task is completed it should be placed back in the envelope and returned to CHHS.

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 examination conditions

Examinations are a regular feature of the CHHS assessment procedures. Students across all years will be expected to complete examinations in a range of subjects.

In Stage 5 this is most often an end of course examination during Term 4. However, students in Year 11 and 12 will have more tasks required to be completed under examination conditions and these are clearly outlined in the assessment schedules provided on DEMS.

For all examinations or tasks to be completed under examination 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 CHHS in writing when a student changes to another school or when the enrolment is to be ceased. 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 in the forms in this section, a *Single Course Leaver* for you to fax or e-mail to CHHS notifying of leavers.

Supporting Students with Technology

Student Portal and email

Every student enrolled at CHHS is given an account by the NSW Department of Education (DoE) 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 DoE 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 the initial password.

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

eLearning

CHHS 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.



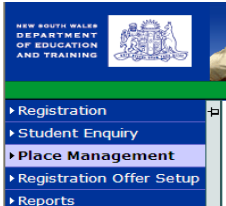
ERN and Single Course Enrolment at CHHS


Students enrolled at your school who wish to study a course at CHHS 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



2. Select **Place Management**




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

4. Tick the box to the right of the student's name

429486033	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"/>
42239479	Wilder, Timothy	M	05-Feb-1994	Enrolled (In Attendance)	<input type="checkbox"/>
429484031	Yeung, Amelia	F	14-Jul-1993	Enrolled (In Attendance)	<input type="checkbox"/>

5. Click the Share button



6. Search for target school
8280 Camden Haven High School

Results

Location No	Location Name
8280	Camden Haven High School

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

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

stic year	Offering name	air
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))	

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



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