



Integrating face to face and distance education learning

Camden Haven High School and Distance Education

2019

Single Course Provision Information Handbook

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- Refer to our website for the most recent version of our enrolment documentation
- Please download applications from our website as needed
- Schools should retain this Information Handbook as a reference

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About the school

Camden Haven High School is a purpose-built NSW Government school, providing education for face to face students as well as distance education students, who are unable to fulfil their educational requirements at their own school. Students need to meet specific guidelines to be eligible for enrolment in distance education. Single course students can study one (or more) courses at Camden Haven High School while continuing to study the rest of their courses at their home school.

Who can enrol?

Any student who cannot study the course they want in their government or non-government school can seek enrolment. Approval is subject to the conditions described in the Distance Education Enrolment Guidelines issued by NSW Department of Education and Training.

When can students enrol?

Applications for both government and non-government schools should be received at the distance education school **by 16 November 2018** and must be finalised by Wednesday 13 February 2019. Applications after this date can only be considered if endorsed by the Director Public Schools NSW for the requesting school or in the case of non-government schools the Director of Secondary Education.

No cut-off date applies to students whose course of study has been interrupted by transfer to another school. Applications for students beginning an HSC course should be made by the end of Term 3.

How do students enrol?

Enrolments are made by the Principal of the home school. The Principal will determine if the student meets the guidelines for enrolment at Camden Haven High School before sending the application.

Where to apply?

The distance education schools including the NSW School of Languages have designated intake areas. Details of these areas are available at <http://bit.ly/2fPcTvB>. Non-government schools seeking single course enrolment are advised to contact the closest secondary distance education school to seek advice about their designated intake area.

Single Course provision will be considered only when the home school Principal certifies that:

1. the student meets all eligibility conditions of the selected course
2. the student is capable of working independently
3. a member of the teaching staff at the home school has been nominated to supervise the study arrangements of the single-course student, including assignments, formal examinations and assessment tasks
4. the student will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students
5. procedures will be in place to ensure that the student will regularly return work and complete all tasks including assignments, formal examinations and assessments
6. the student is informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school
7. the student 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
8. the student has access to and use of supervised specialist rooms as required
9. procedures will be in place to ensure that parental/carer permission is obtained for the student to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities
10. a suitable and safe work placement for any vocational education and training course is possible
11. access to a suitable venue and supervision for the NSW Education Standards Authority (NESA) examinations is available
12. **The student is entered for the NESA by the home school for Year 10, Year 11 or Year 12, indicating that the course is studied "elsewhere" at Camden Haven High School Distance Education - NESA number 8365**

Key Single Subject Personnel

PERSONNEL	CONTACT NAME	CONTACT NUMBER
Main Office		02 6556 8200
Fax Number		02 65568205
Principal	Margaret Hutchinson	02 6556 8200
Deputy Principal DE	Sharon Westman	02 6556 8200
Single Subject Enrolments (All single subject application enquiries)	Jana Hartmann	02 6556 8250
MOODLE/Canvas enquiries	Phil Legge	02 6556 8200
School Admin Manager	Rosena McMillan	02 6556 8224
School Admin Officer	Tracey Beard (schools A – L) Mel Ward (schools M – Z)	02 6556 8230 02 6556 8290
Manager, Rural and Distance Education	Mike Tom	02 6334 8065 02 6334 8069 (fax)
Faculty Head Teachers		
Agriculture	Jenny Hamilton	02 6556 8200
Computing	Di Stevens	
Creative Arts	Peter Dick	
History	Sally Baker	
Home Economics	Erica Turner	
Industrial Arts	Graham Moyses	
Languages	Michelle Marotte	
Mathematics	Pru Walker	
Personal Development/Health/Physical Education	Shayne Vonbun	
Science	Naasa Duar	
Social Science	Darren Mearrick	
VET Courses		
Business Services + Retail Services	Darren Mearrick	
Information and Digital Technology	Di Stevens	

Useful Websites

WEBSITE	WEBSITE ADDRESS
School website	http://www.camdenhave-h.schools.nsw.edu.au/
Current guidelines for distance education	https://education.nsw.gov.au/rural-and-distance-education/distance-education
Current distance education schools intake areas	http://bit.ly/2fPcTvB
NESA (previous BOSTES)	http://www.boardofstudies.nsw.edu.au/

Important Information

Regular Supervision

Regular adult supervision is essential to support effective student learning through distance education. The Principal of Camden Haven High School will need to be assured that the student will be adequately supervised at all times by a responsible adult. The home school Principal will ensure there are adequate facilities and supervision during periods timetabled for distance education. If there are occasions when the supervision or facilities are inadequate while the student is working on their distance education subject/s the Principal will arrange suitable alternatives.

All My Own Work

All students completing a preliminary course must have completed All My Own Work at their home school to be eligible for the RoSA.

Continued Enrolment

Continued enrolment in distance education is conditional on the student's weekly return of course work. The success of a student's program relies on good supervision, open communication, planning for agreed outcomes and appropriate intervention when necessary.

Where it becomes evident that distance education is not meeting the student's learning or welfare needs, continued enrolment may be in jeopardy. The student will then be referred to the Principal of the home school for further educational support or alternative curriculum options.

Privacy of Information

The personal information provided on the Enrolment Form is being obtained for the purpose of processing the student's application for enrolment. It will be used by the Department of Education and Training for general student administration and communication and other matters relating to the education and welfare of the student. While the provision of this information is voluntary, if you do not provide any or all of this information it may delay or prevent the processing of this enrolment application. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

Residency and Temporary Visa Status

Students eligible to enrol at Camden Haven High School must be Australian citizens, a resident in NSW, or those with Permanent Visas must be a resident in NSW.

Students holding Temporary Visas will need to telephone the Single Course Enrolments Coordinator at Camden Haven High School to discuss their enrolment. Phone: (02) 65 568 200

School Contributions

Details about school and elective contributions for students applying for distance education can be found on page 13 in this Information Handbook. Eligibility for continued enrolment in particular courses will be conditional on the payment of appropriate contribution fees.

NESA Entries

Students are entered by the home school for Year 10, 11 and 12. For NESA entries our school code is **8365**

Years 9-12 Single Course Categories and Conditions

Annual quota applying to new enrolments

Single course applications are limited by a quota based on the size and capacity of the school to deliver a broad curriculum from its own resources.

Schools have maximum flexibility within the parameters of the annual quota. For example, students can be included in more than one course, or schools can fill their annual quota in a single course.

Students completing study of a course at the end of Stage 5 (Year 10) are not considered to be continuing their study of the same course for Year 11. Therefore these students count as part of each school's annual quota for new applications.

Schools other than schools for specific purposes (SSPs) or educational training units seeking single course provision for students, can forward a maximum number of new applications per annum according to the following schedule:

Total Secondary School Enrolment	New applications per annum
300 or fewer	15
301 to 500	9
more than 500	6

Specialist settings attached to other schools, such as tutorial centres and support classes, should make their request for curriculum support to their host school. If the host school cannot provide the necessary level of support, the principal can apply for single course provision on behalf of the specialist setting within the existing quota.

Applications where the quota applies

3.1 Elective Course in Years 9 and 10 (within the quota)

When a school requests access to an elective course for a student in Year 9 or 10, it replaces a school delivered elective course. Courses studied by a student should not exceed the equivalent of seven 200-hour courses.

3.2 NESA minimum requirements for the RoSA – Year 11 and Year 12 (within the quota)

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

Students completing study of a course at the end of Stage 5 (Year 10) are not considered to be continuing their study of the same course for Year 11. Therefore these students count as part of each school's annual quota for new applications.

3.3 Students with a special circumstance (within the quota)

When the principal can establish that a student's special circumstances require access to distance education, the principal can apply for single course provision with accompanying documentary evidence to substantiate their application.

Applications not subject to quota

School principals who seek distance education single course provision for students in the following circumstances must provide a statement justifying the application.

Applications not subject to quota **may not** include a course offered at that year level by the home school.

3.4 Language small cohort (outside quota, if application finalised before closing date)

Consideration for out of quota placements will only be considered for small numbers of students. The principal of the home school must provide evidence to the distance education school that they cannot provide access to language courses in any other way than distance education. Consideration for provision outside of quota must be received by the application closing date.

3.5 Students whose study has been interrupted by transfer to another school (outside quota)

Students who are committed to the study of a course in Stage 5 or Stage 6 whose study has been interrupted by transfer to another school, may have an application made on their behalf by the principal of the new school. Applications for single course provision for these students should be made as soon as possible after the student arrives at the new school. This may include students who are temporarily attending a NSW secondary school while on a recognised exchange program.

3.6 Students with confirmed disability/disabilities (outside quota)

Students unable to undertake a course of study at their school because their disability restricts their access to specialist teaching areas or facilities can have the principal of their school make an application for single course provision on their behalf.

3.7 Full fee paying overseas student (outside quota)

NSW government or non-government schools that have enrolled full-fee-paying overseas students can apply for single course provision to meet the needs of these students.

The application should explain why the home school cannot provide for the student.

3.8 Exceptional Circumstances (outside quota, if application finalised before closing date)

This category is designed to meet unforeseen and extraordinary circumstances not identified elsewhere in this document.

Schools should provide their request for consideration to their Director Public Schools NSW. Non-government schools should provide their request for consideration to the Director Secondary Education.

The relevant Director will consider if:

- policies or procedures have been followed
- the education and/or welfare needs of the student can be met by the home school
- there are other ways the home school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option

Application closing dates

Applications for commencement in week one of term one 2019 should be received at the distance education school by 16 November 2018 and must be finalised by Wednesday 13 February 2019. Applications after this date can only be considered if endorsed by the Director Public Schools NSW for the requesting school or in the case of non-government schools the Director Secondary Education.

Applications for students beginning a Year 12 course should be made by the end of term three.

Where to apply

The distance education schools including the NSW School of Languages have designated intake areas. Further details are available at our website: <http://www.camdenhave-h.schools.nsw.edu.au/distance-education/single-course-information/forms>

Non-government schools seeking single course enrolment are advised to contact the closest secondary distance education school or centre to seek advice about their designated intake area.

Applications for single course provision must be made to the designated distance education school or centre. If Principals seek single course provision for a student at a school other than the designated school, the application will be considered in accordance with the *Enrolment of students in NSW government schools: A summary and consolidation of policy*, under the criteria for non-local enrolment. The full range of distance education services may not be available if this is affected. Particularly, opportunities related to face-to-face programs may be restricted due to the impact of greater distance.

Course fees

A student's course fees are to be paid by their home school.

On application for single course provision, a student's home school will provide a cheque (non-government schools) or follow the LMBR procedures (government schools) for the course costs as outlined in the schedules published by the relevant education school.

Additional course costs may be required during the year for some courses, particular for courses that have practical work as a course component.

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 contribution in line with the *Department's Voluntary School Contribution Policy*.

Non-government schools fees for access to single course distance education will be 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.

Schools requiring flexible curriculum to facilitate acceleration

When a school requests access to a course for acceleration purposes, they must demonstrate evidence of a rigorous identification and school-based management program BEFORE applying to the Distance Education provider. Applications must comply with the Assessment Certification Examination (ACE) requirements on the NESA website, particularly documents 8001, 8043 and 8104. This evidence can include, but is not limited to:

- NAPLAN results (and ESSA results if applicable)
- School Counsellors report
- Secondary reports from Year 7 onwards
- Letter of recommendation from the home school Principal indicating support for the request, and outlining steps the school has taken to facilitate the acceleration before considering Distance Education.

Students accelerating into a Stage 6 course, need to have completed All My Own Work, before commencement.

The home school is responsible for completing the NESA form for notification of acceleration more than 12 months, if applicable.

Languages

Camden Haven High School will offer the following languages in 2019.

- Chinese Beginners (Stage 6 only)
- French
- German
- Indonesian Beginners (Stage 6 only)
- Italian (Stage 5 and Stage 6 Beginners only)
- Japanese
- Spanish Beginners (Stage 6 only)

Stage 6 Beginners Languages

Students who have no experience of the language or whose experience is derived solely from 100 hours or less of the language in Stage 4 or 5, are eligible to undertake the Beginners course in that language. **No other student is eligible.**

A Beginners course is a course of study that is intended to cater only for students who have very little or no prior knowledge of a language, either written or spoken, and who wish to take up the study of that language as beginners. Within these guidelines, NESA delegates to the Principal the authority to determine a student's eligibility for a Beginners course.

For the purpose of determining course eligibility, speakers of dialects and variants of a language are considered to be speakers of the standard language.

A central factor in determining eligibility for Beginners courses is whether a student has had the equivalent of more than 100 hours experience of the language during Years 7-10.

Beginner's course eligibility and exchange students

Prior participation in a significant in-country experience automatically renders a student ineligible to undertake a Beginners course in the language of that country. A student exchange program of more than three months that involves experiences such as home-stay and attendance at school is considered a significant in-country experience.

All students wishing to study a Stage 6 Beginners course are required to complete a statutory declaration. The declaration must be witnessed by a JP and should accompany the student's application for enrolment.

The declaration is available on our website.

Stage 6 Continuers Japanese

Students wishing to study Continuers Japanese are required to complete a statutory declaration. The declaration must be witnessed by JP and should accompany the student's application for enrolment.

The declaration is available on our website.

WARNING

Students will be assessed on enrolment to determine language ability. Should it become apparent that after this initial assessment the student displays linguistic skills above what could be reasonably expected, the student's position in the course will be reassessed.

Dance

Students electing to study Dance must have prior Dance experience and be attending dance lessons outside of school hours to satisfy the practical requirements of the course.

Vocational Education and Training (VET) Courses

Camden Haven High School will offer three VET courses in 2019. Each course is an *Industry Curriculum Framework* course approved by NESA NSW and accredited by the Vocational Education and Training Accreditation Board. The courses offered are:

- Business Services
- Information and Digital Technology
- Retail Services

Specific information about each course can be found in the VET Information Book on our website.

General information about VET courses

All VET courses:

- are available only to students in Year 11 and Year 12
- are taught by teachers with appropriate VET qualifications at school and at TAFE
- can give students a head start in a career
- allow students to get work related skills
- allow students to take further study at TAFE or university
- are designed for all students
- are offered in a variety of industry areas

The information below is **common** for all VET courses **offered by this school**.

Recognition of Prior Learning (RPL)

Students enrolled in VET Courses may have achieved competencies in other learning environments. RPL is a process that assesses the individuals prior learning to determine the extent of this knowledge. Your teacher will discuss the process for applying for RPL.

Support Services for Students with Individual Needs

Camden Haven High School promotes the interests of all students regardless of culture, Aboriginality, gender or disabilities.

Within the context of DET policies, our school provides support for all students wishing to enrol in vocational courses.

Complaints and Appeals

Complaints arise when a student is not satisfied with an aspect of your services and requests action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that you have made. Appeals can relate to assessment decisions but they can also relate to other decisions, such as a decision to exclude a learner from a program. Students are encouraged to resolve complaints and appeals by contacting the Head Teacher VET who will enact the schools complaint mechanism.

Training and Assessment

Training in VET courses is conducted in both the workplace and the classroom using a variety of oral, written and technologically based delivery.

Assessment for the Higher School Certificate VET courses within Industry Curriculum Frameworks has two distinct purposes:

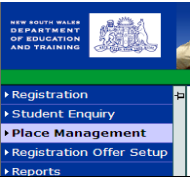

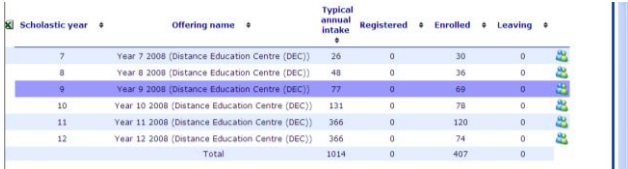
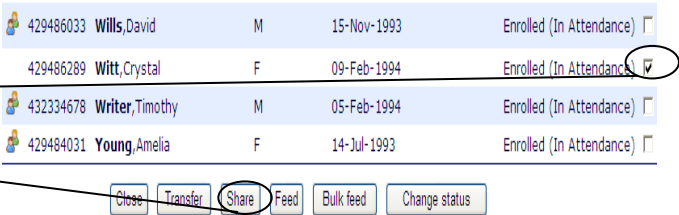

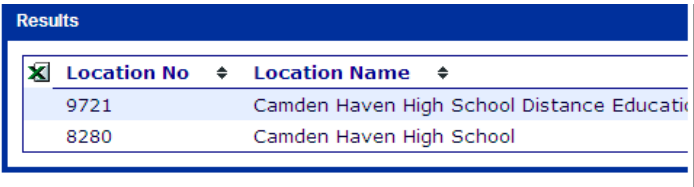

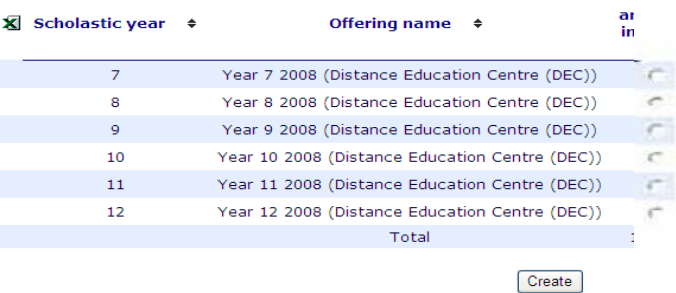
- Assessment for Australian Quality Framework (AQF) VET qualifications – competency based assessment.
- Assessment for the RoSA that may include the optional Year 12 exam for Australian Tertiary Admission Rank (ATAR) purposes.

For your information:

- Public Schools NSW, Tamworth is a Registered Training Organisation (RTO 90162).
- Each course involves mandatory work placements. Work placement issues will be discussed with the student and supervisor prior to the course beginning.
- Students are assessed to national competency standards by the distance education teacher or by an approved workplace assessor.
- A Year 12 examination in each 240 hour course is optional. Students will not be entered for the Year 12 examination unless they notify their teacher in writing. The courses are competency based and do not include Year 12 exam type assessment. There are no Year 12 examinations for the 120 hour courses.
- The 240 hour courses are classified by NESA as Category B courses. Only 2 Units of Category B courses can be counted towards an Australian Tertiary Admission Rank (ATAR). An ATAR requires the student's ten best units.

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. Select Place Management	
2. Click  of the corresponding scholastic year to find the student to be shared.	
3. Tick the box to the right of the apostrophe Students name Click the Share button	
4. Search  for target school: 8280 Camden Haven High School NB: 9721 is no longer active PLEASE DO NOT USE	
5. Be sure to indicate that the enrolment type to be shared is DEC – Distance Education Centre	
6. Select the year into which your student will be enrolled at CHHSDEC	
7. Students who are “shared” will be flagged with a blue flag	

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

Students continuing study from 2018	no extra fee
New enrolments in Years 9 and 11, 2019	\$200 (2 years)
New enrolments in Years 10 and 12, 2019	\$100 (1 year)

NO GST

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 Course	\$400 (1 year)
Enrolment, or continuing enrolment - Years 9 or 10, 2019	\$340 (1 year)

NO GST

- 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		Years 9 – 10	
Enrolled for	Refund	Enrolled for	Refund
4 terms	Nil	4 terms	Nil
3 terms	Nil	3 terms	Nil
2 terms	\$400	2 terms	\$170
1 term	\$600	1 term	\$255
< 1 term	\$600	< 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.

Subjects Available for 2019

Following are 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.

Years 9 and 10 Courses (Stage 5)		
200 Hrs NESA No.	100 Hrs NESA No.	COURSE NAME
Industrial Arts		Head Teacher: Graham Moyses
1700	1701	Graphics Technology
1806	1807	Industrial Technology - Electronics
1820	1821	Industrial Technology - Timber
Computing		Head Teacher: Di Stevens
1830	1831	Information Software Technology
Home Economics		Head Teacher: Erica Turner
1625	1626	Food Technology
1900	1901	Textiles Technology
Agriculture		Head Teacher: Jenny Hamilton
1605	1606	Agricultural Technology
Social Science		Head Teacher: Darren Mearrick
430	431	Commerce
500	501	Work Education
Creative Arts		Head Teacher: Peter Dick
2060	2061	Visual Arts
2050	2051	Music
Languages		Head Teacher: Michelle Marotte
870	871	French
880	881	German
920	921	Italian
930	931	Japanese
Science		Head Teacher: Naasa Duar
38000	38001	Marine and Aquaculture Technology

**Preliminary and Higher School Certificate
Board Developed Courses (Stage 6)**

Year 11 NESA No.	Year 12 NESA No.	No. Of Units	COURSE NAME
English			Head Teacher: Cheryl Glover
11140	15140	2	English Advanced
11130	15130	2	English Standard
30100	30110	2	English Studies (Category B)
Mathematics			Head Teacher: Pru Walker
11236	-	2	Mathematics Standard (2019 start)
11240	-	2	Mathematics Advanced (2019 start)
11250	-	1	Mathematics Extension 1 (2019 start)
-	TBA	2	Mathematics Standard 1 (Category B) (Term 4 2018 start)
-	TBA	2	Mathematics Standard 2 (ATAR) (Term 4 2018 start)
-	15240	2	Mathematics (Term 4 2018 start)
-	15250	1	Mathematics Extension 1 (Term 4 2018 start)
Science			Head Teacher: Naasa Duar
11030	15030	2	Biology
11050	15050	2	Chemistry
11215	TBA	2	Investigating Science
11310	15330	2	Physics
11100	15100	2	Earth and Environmental Science
Social Science			Head Teacher: Darren Mearrick
11040	15040	2	Business Studies
11110	15110	2	Economics
11190	15190	2	Geography
History			Head Teacher: Sally Baker
11000	15000	2	Aboriginal Studies
11020	15020	2	Ancient History
11270	15270	2	Modern History
-	15280	1	History Extension
11330	15350	2	Society and Culture
11220	15220	2	Legal Studies
Creative Arts			Head Teacher: Peter Dick
11070	15070	2	Dance
11280	15290	2	Music 1
11380	15400	2	Visual Arts
Personal Development/Health/Physical Education			Head Teacher: Shayne Vonbun
11300	15320	2	PD/Health/PE
Computing			Head Teacher: Di Stevens
11210	15210	2	Information Processes and Technology
11340	15630	2	Software Design and Development

**Preliminary and Higher School Certificate
Board Developed Courses (Stage 6)**

Year 11 NESA No.	Year 12 NESA No.	No. Of Units	COURSE NAME
Industrial Arts			Head Teacher: Graham Moyses
11080	15080	2	Design and Technology
11120	15120	2	Engineering Studies
Home Economics			Head Teacher: Erica Turner
11180	15180	2	Food Technology
11370	15390	2	Textiles and Design
11060	15060	2	Community and Family Studies
Agriculture			Head Teacher: Jenny Hamilton
11010	15010	2	Agriculture
Languages			Head Teacher: Michelle Marotte
11530	15540	2	Chinese Beginners
11630	15670	2	French Beginners
11640	15680	2	French Continuers
-	15690	1	French Extension
11650	15700	2	German Beginners
11660	15710	2	German Continuers
11690	15750	2	Indonesian Beginners
11720	15790	2	Italian Beginners
11740	15820	2	Japanese Beginners
11750	15830	2	Japanese Continuers
11960	16070	2	Spanish Beginners
Vocational Education and Training Courses (VET)			
VET subjects are designated as Category B by the Board of Studies and only ONE can count towards your ATAR			
			Head Teacher: Darren Mearrick
26101	26101	2	Business Services (240 hours)
-	26100	2	Business Services (120 hours)
26901	26901	2	Retail Services (240 hours)
-	26900	2	Retail Services (120 hours)
			Head Teacher: Di Stevens
27301	27301	2	Information and Digital Technology (240hours)
-	27300	2	Information and Digital Technology (120hours)
Content Endorsed Courses		Non ATAR course	
33503	33505	2	Marine Studies (240 hours)
35201	35203	2	Work Studies (240 hours)
31010	31012	2	Exploring Early Childhood (240 hours)

Resources List 2019

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 2019 academic year. This list can be found on our school's website:

<http://www.camdenhave-h.schools.nsw.edu.au/distance-education/single-course-information/forms>

“It is a requirement for the home school to provide the required support resources eg workroom, textbooks, computer, use of specialist rooms (eg 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.

Ten things you need to know about single course enrolment

1. The importance of returning work each week

Students enrolled at Camden Haven High School Distance Education must satisfy the NESA 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 title pages, phone/e-mail contact with teachers and Single Course Days. The title pages outline the teaching and learning activities the students will need to attempt each week. In general **one title page 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 title pages 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:

<http://de.milleniumschoools.net.au/school>

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.

<http://www.camdenhave-h.schools.nsw.edu.au/distance-education/single-course-information/forms>

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. 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

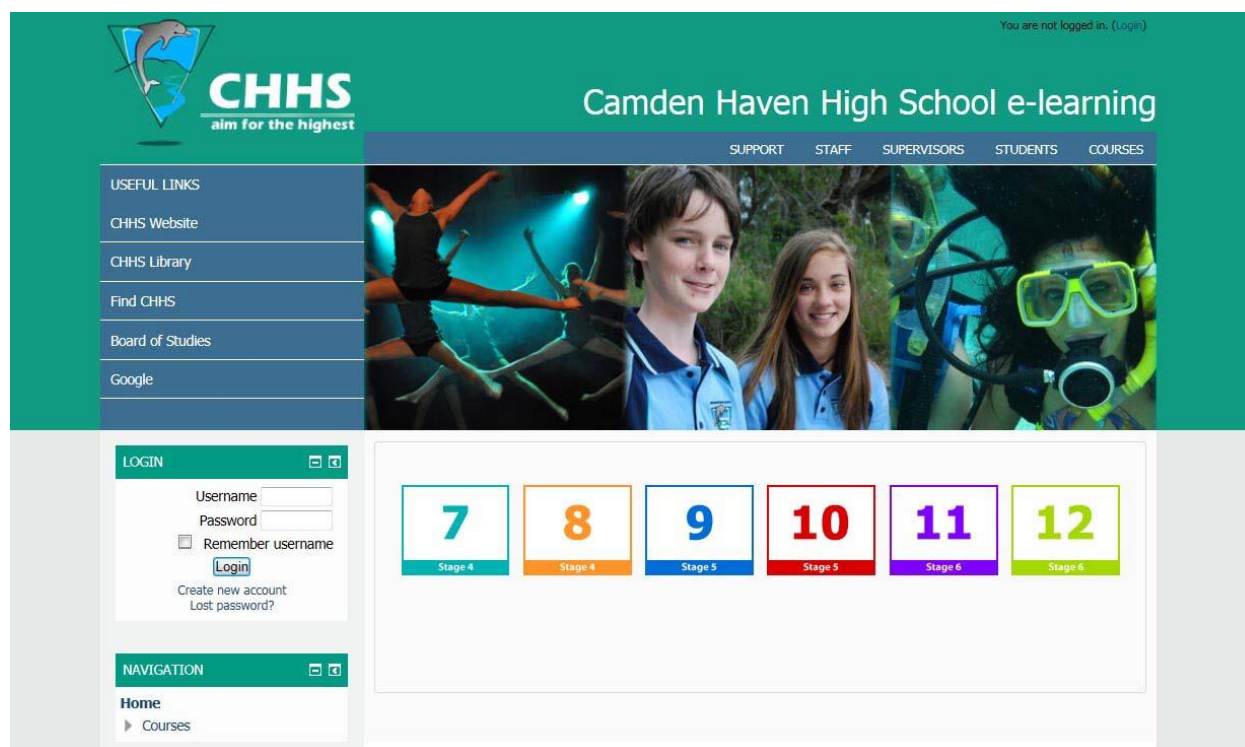
Supervisors must inform Camden Haven High School Distance Education in writing when a student changes to another school or when the enrolment is to be ceased. All resources must be returned without delay to the distance education school. Printed units of work may be kept as part of the student's work 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.

Important information for supporting students with technology

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. 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.

Online Lessons



Moodle is a tool used by Camden Haven High School to host online lessons on our school website:

<http://e-learning.chhs.nsw.edu.au/>

Most of our faculties use Moodle to host a whole course or parts of a course. If you are required to use Moodle for your course you will be sent a letter by your teacher outlining how to log on. Basically, you will need to go to the above website then login using your DET portal username and a password given to you from your teacher. If you are having any problems, contact your teacher immediately. Your supervisor will also be given a login account so that they can track you progress.

CAMDEN HAVEN HIGH SCHOOL

Integrating face to face and distance learning



Single Course Leaver

Please Fax: 02 65 568 205

Attention: Single Course Enrolments

I wish to advise that:

Student Name: _____

Year: 9 10 11 12 (Please circle)

School: _____

Course: _____

has withdrawn from his/her single course studies with Camden Haven High School Distance Education

For Year 10, Year 11 and Year 12 students

He/she has withdrawn from the NESA website for this course.

☐ (Please tick)

Signed: _____ Date: _____

Name: _____

Position on staff: _____

Contact number: _____

Administration Office
Telephone: 6556 8100
Fax: 6556 8105
email: camdenhave-h.school@det.nsw.edu.au
[Valley View Rd. Laurieton NSW 2443](#)

Distance Education Office
Telephone: 6556 8200
Fax: 6556 8205
email: camdenhave-d.school@det.nsw.edu.au
[PO Box 500 Laurieton NSW 2443](#)



Application for extension of time for an assessment task

Student name: _____

Subject: _____

Home school: _____

Contact number(s): _____

I, _____ formally request an extension of time for:

Task No: _____ Subject: _____

Nature of task:

Which is due on: _____ (day, date and time)

Reason:

Student's Signature _____ Date: _____

Supervisor's Signature: _____ Date: _____

OR

☐ Request received via phone call and form completed by _____
(teacher) on behalf of student.

Signature: _____ Date: _____

CAMDEN HAVEN HIGH SCHOOL

Integrating face to face and distance learning



Decision for extension of time for an assessment task

Teacher to complete:

Student name: _____

Subject: _____

Home school (if applicable): _____

☐ Not supportive of extension request

Reason:

☐ Support for extension request

Reason:

New Due Date: _____

Teacher's Signature: _____ Date: _____

Head Teacher to complete:

☐ Approval has not been granted

☐ Approval is given for the extension to be granted

Reason:

Administration Office
Telephone: 6556 8100
Fax: 6556 8105
email: camdenhave-h.school@det.nsw.edu.au
[Valley View Rd. Laurieton NSW 2443](#)

Distance Education Office
Telephone: 6556 8200
Fax: 6556 8205
email: camdenhave-d.school@det.nsw.edu.au
[PO Box 500 Laurieton NSW 2443](#)



Appeal against assessment task determinations

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Appeal details:

Assessment task No: _____

Assessment task details:

Evidence and reasons for appeal:

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

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____



Malpractice determination appeal

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Appeal details:

Supporting documentation attached:

- ☐ study notes
- ☐ Supervisor's statement providing evidence that refutes malpractice claim
- ☐ Other (e.g. statutory declaration) please specify:

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

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Administration Office
Telephone: 6556 8100
Fax: 6556 8105
email: camdenhave-h.school@det.nsw.edu.au
[Valley View Rd. Laurieton NSW 2443](#)

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[PO Box 500 Laurieton NSW 2443](#)



Camden Haven High School

Single Course

Illness, Accident and Misadventure Appeal

Student Name: _____ Year: _____

Course: _____ Assessment Task: _____

Due Date: _____ Date of submitting this form: _____

Please give your reason for failing to meet the assessment requirements. Give details to support your appeal.

Signed: _____
(Parent / Carer)

Signed: _____
(Student)

Medical Certificate attached: ☐ Yes ☐ No

Supervisor's Recommendation: ☐ Yes ☐ No

Reason: _____

Signed: _____
(Supervisor)

Signed: _____
(Principal / Deputy Principal)

Faculty Decision:

- | | |
|---|--|
| <input type="checkbox"/> Appeal accepted without penalty | <input type="checkbox"/> Student to receive an estimate |
| <input type="checkbox"/> Extension granted until _____ | <input type="checkbox"/> Student to complete a substitute task |
| <input type="checkbox"/> Alternate time to complete and submit task | |
| <input type="checkbox"/> Appeal rejected for _____ | |

Head Teacher: _____ Signed: _____

OFFICE USE ONLY

Notice to Student:

Copy to Supervisor:

- ☐ Faxed
☐ Emailed
☐ Posted

Signed: _____ Date: _____

CAMDEN HAVEN HIGH SCHOOL

Integrating face to face and distance learning



Distance Education Extraordinary Circumstances Application For Government Schools Only Attn: Regional School Director Fax completed form to School Education Director for approval

(Please print clearly)

School _____ School Contact Person _____

Phone _____ Fax _____ Email _____

Student/s name/s _____ Year/s _____

Subject/s Applying for: _____

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.

Name of School Principal _____

Signature _____ Date _____

*Please fax to **School Education Director** for approval*

School Education Director

The School Education Director 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.

Name of School Education Director _____

Signature _____ Date _____

Please fax to Camden Haven High School Distance Education (02) 65568205

Administration Office
Telephone: 6556 8100
Fax: 6556 8105
email: camdenhave-h.school@det.nsw.edu.au
[Valley View Rd. Laurieton NSW 2443](#)

Distance Education Office
Telephone: 6556 8200
Fax: 6556 8205
email: camdenhave-d.school@det.nsw.edu.au
[PO Box 500 Laurieton NSW 2443](#)

CAMDEN HAVEN HIGH SCHOOL

Integrating face to face and distance learning



Distance Education Extraordinary Circumstances Application For Non - Government Schools Only Attn: Director Secondary Education **Fax completed form to (02) 63348069 for approval**

(Please print clearly)

School _____ School Contact Person _____

Phone _____ Fax _____ Email _____

Student/s name/s _____ Year/s _____

Subject/s Applying for: _____

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.

Name of School Principal _____

Signature _____ Date _____

*Please fax to **School Education Director** for approval*

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.

Name of School Education Director _____

Signature _____ Date _____

Please fax to Camden Haven High School Distance Education (02) 65568205

Administration Office
Telephone: 6556 8100
Fax: 6556 8105
email: camdenhave-h.school@det.nsw.edu.au
[Valley View Rd. Laurieton NSW 2443](#)

Distance Education Office
Telephone: 6556 8200
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[PO Box 500 Laurieton NSW 2443](#)

Supervisor's Checklist:

- ☐ ***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 Moodle courses as required

Student Name

Learning at a Distance

A checklist for student and supervisor

Before you begin your study by distance education; complete this survey with your supervisor and parent/guardian. Check the following questions then return this page with your first title page.

- | | |
|---|----------|
| • Have you had experience in this subject before? | Yes / No |
| • Are you interested in this subject? | Yes / No |
| • Are you prepared to work every week? | Yes / No |
| • Will you see your supervisor regularly? | Yes / No |
| • Will you contact your teacher weekly? | Yes / No |
| • Are you a motivated student? | Yes / No |
| • Are you good at working by yourself? | Yes / No |
| • Are you a good reader? | Yes / No |
| • Is your email contact address completed? | Yes / No |

Do you realise that...

- your course may involve a lot of reading and writing
- your periods at school for distance education are not "free". You will need to complete your distance education work during this time.

Have you...

- discussed distance education with your parents/guardians?
- discussed distance education with your Year Adviser at school?
- discussed distance education with your KLA Head Teacher?

Ask your Supervisor or Year Adviser...

- Where will I do my work
- When will I do my work?
- Where will I collect my work?
- Where will I return my work?.....
- When will I return my work?.....
- Is my school's phone and fax available for me to contact the distance education school?
.....
- When will receive the textbook from my home school?.....

Student:.....
(signature)

Parent/Guardian:.....
(signature)