



2019

Non Case Managed Application Package STAGE 5 NEW ENROLMENT

Year 9

Year 10

STUDENT'S INFORMATION

Student's Christian Name

Student's Surname

Date of Birth/...../..... Male Female

SUPERVISOR'S INFORMATION

Supervisor's Name: Mr Mrs Ms Dr.....

Relationship to student Mother Father Carer Other(please specify)

Address

Suburb / TownPostcode

Phone Number Mobile Number

Preferred daytime phone number Phone Mobile

Email address for supervisor

POSTAL ADDRESS FOR MAILING

Street Address

Suburb / TownPostcode

EMERGENCY CONTACT DETAILS

Name Contact number

Relationship to student Mother Father Carer Other.....(please specify)

Supporting Documentation

THIS APPLICATION MUST INCLUDE THE FOLLOWING:		
	✓ Tick in the box if these items have been sent	<i>Office Use Only</i>
Recent School Report		
Recent NAPLAN Results		
Copy of Birth Certificate or Passport (for overseas enrolment)		
If your child is not an Australian Citizen, you will need to provide: Passport or travel documents Current Visa and previous Visa (if applicable)		
Proof of residential address (copy of rate notice/electricity bill)		
Court Order (if applicable)		
Payment of fees		
Details of previous schooling		

REASON for ENROLMENT	
✓	Required documentation is to be returned with enrolment form, please tick boxes to indicate that you have included and completed all documentation.
<input type="checkbox"/>	<p>2.2 GEOGRAPHICALLY ISOLATED STUDENT (including Lord Howe Island)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Declaration from parent / carer stating distance from the student's home to the nearest bus route. Five (5) kilometres for secondary students is the minimum prerequisite distance and is not a guarantee that enrolment will be accepted. <input type="checkbox"/> Supporting evidence e.g. statement from bus company or council records verifying residential address.
<input type="checkbox"/>	<p>2.3 STUDENTS TRAVELLING WITHIN AUSTRALIA</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Declaration from parent/carer stating intention to travel and the anticipated duration of travel between three (3) and twelve (12) consecutive months. <input type="checkbox"/> Comprehensive itinerary <input type="checkbox"/> Addresses for a minimum of six (6) weeks in advance. <input type="checkbox"/> CHHS Distance Education must be notified at least 1 week in advance of every change of address. Reliable addresses are required for the posting of lesson material. <input type="checkbox"/> Students must have a Mobile phone number
<input type="checkbox"/>	<p>2.4 STUDENTS TEMPORARILY RESIDENT OR TRAVELLING OVERSEAS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Declaration from parent/carer stating intention to travel overseas or temporarily reside overseas and anticipated duration. Enrolment is between three (3) and twelve (12) consecutive months. <input type="checkbox"/> Comprehensive itinerary <input type="checkbox"/> Addresses for a minimum of six (6) weeks in advance <input type="checkbox"/> Parents/carers are required to purchase all necessary text books and equipment <input type="checkbox"/> Parents/carers will need to pay postage charges <u>per term in advance</u> to ensure continuity of the learning program. <p>DE does not lend textbooks or kits to overseas students. The DE Coordinator/subject teacher can supply details of textbooks required to enable you to arrange purchase.</p>
<input type="checkbox"/>	<p>2.5 STUDENTS WITH A MEDICAL CONDITION (other than mental health)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The parent or carer must submit specialist medical documentation which: <ul style="list-style-type: none"> ▪ Clearly identifies the medical condition ▪ Explicitly states the condition which prevents the student from attending a school ▪ Specifies the length of time the medical certificate covers. <p>This certificate will need to be updated at the beginning of each school year to maintain enrolment. Please arrange appointments with your specialist in advance so an updated medical certificate can be sent to this school before February of each year.</p>
<input type="checkbox"/>	<p>2.6 YOUNG PARENT IN EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> A medical certificate attesting to pregnancy OR <input type="checkbox"/> A birth certificate for the child. (Parents must be in the first year of parenthood)
<input type="checkbox"/>	<p>2.7 VOCATIONALLY TALENTED STUDENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Declaration from the parent/carer detailing student's activities/obligations which prevent them from attending their regular school. This should include: <ul style="list-style-type: none"> ▪ a statement that the parent/carer recognises and accepts their role and responsibilities in the child's education. ▪ A timetable detailing the time scheduled for engaging in school work and when teachers can contact student during school hours. The student's timetable should be structured to provide opportunities for the student to liaise with staff from distance education. <input type="checkbox"/> A letter of support for the application, from the principal of the student's current school.

SUPERVISOR'S AGREEMENT**Parents or carers must nominate a supervisor who will give support and guidance.**

Is the parent or carer the supervisor? If yes, Father Mother
 Mr Mrs Ms Dr

Family Name

Given Names

Work phone number Mobile number.....

(If not parent) Relationship to student

Is the student in Out of Home Care? Yes No

Every student enrolling in Distance Education must agree to the supervisor allocated and to comply with supervision to ensure the supervisor can meet his/her obligations.

The supervisor guarantees the following:

- * To supervise the student during schoolwork activities (including signing off Title Page Cover Sheet before their return).
- * To support and encourage the student through assistance with;
 - Helping to locate materials and resources needed for lessons.
 - Developing a timetable for work.
 - Providing a suitable workspace and basic equipment.
- * Interact with student as required by the learning materials.
- * Interpreting and explaining to the student the spirit and intension of instructions or comments included in lesson materials or in messages from the distance education teacher.
- * Providing feedback to the teacher on the student's responses to the lesson activities and on their performance and interest.
- * Advising about illness or absences which have affected the student's ability to complete activities.
- * To allow the student time equivalent to that which would have been spent at school (30 hrs/wk).
- * To provide appropriate conditions for and supervising all exams, practical tasks and assignments and ensure that such exams, practical tasks and assignments are the work of the unaided student.
- * To provide access to Internet either at home or by attending a local facility to meet Information and Communication Technology (ICT) requirements of syllabuses where possible.
- * To monitor the student's participation in satellite, computer-based or teleconference lessons as appropriate.
- * To notify the administration office of any change of contact details.
Contact numbers are (02) 6556 8200 or toll free: 1800 815 301
- * Loan materials will be returned to DE as soon as practical so others may use them.
- * Payment for any non-returned item on leaving. Deposit will be retained if any Subject Contributions are outstanding.
- * A photocopy of the most recent school report is attached.
- * You will have the opportunity to attend minischools or fieldschools, when appropriate.

IMPORTANT: All students must meet the requirements of the DEC and the Board of Studies in order to qualify for the award of ROSA (Record of School Achievement) or a Higher School Certificate. Failure to comply with the above conditions may lead to the non-award of an assessment, a ROSA, a Higher School Certificate and/or termination of the student's enrolment.

I certify that the above conditions will be met.

Signature of the Supervisor Date

Conditions of enrolment sighted and understood.

Signature of the Student Date

STUDENT ACCESS TO TECHNOLOGY INFORMATION

Fixed Phone number.....

Mobile Phone number.....

➤ Email – DET Email Account:

(email address).....@education.nsw.gov.au

I do not know my eLearning Account

➤ Do you have a computer to use at home?

- Yes No
- All the time
- Sometimes
- Share with brother/sister
- Not allowed unsupervised

➤ If not....Do you have a library nearby so as to use a computer there?

- Yes No

➤ Do you have the internet?

- Yes No
- All the time Not allowed unsupervised
- Sometimes
- e.g. at one parents house
- e.g. Prepaid runs out

➤ What type of internet do you have?

- Dial up connection
- cabled broadband connection
- Wireless broadband connection
- USB Prepaid mobile broadband
- Other.....

Camden Haven High School does not supply internet.

TEXTBOOK INDEMNITY

We, the undersigned, understand that Camden Haven High School Distance Education will lend Textbooks, Kits, CDs, DVDs & Videos as required by the courses selected in this application. Payment of School Contributions enables the school to make these materials available for loan. The alternative would be to require each student to purchase all required Learning Materials.

These will be returned in good order within one month of studies being completed or discontinued with Camden Haven High School Distance Education. Failure to return items on loan will require all those items to be paid for by the full amount.

I certify that the above conditions will be met.

Signature of the Supervisor Date.....

Conditions of Textbook Loan Sighted by Student.

Signature of Student Date

YOUR PRIVACY PROTECTED

The school and the NSW Department of Education and Training are subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002.

The information you provide will be used to process your child's application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

PAYMENT DETAILS

Fees can be paid by:

OPTION 1: Online Payments: We accept online payments using the *Department of Education's Parent Online Payment (POP)* system. A button to access this online payment system titled '\$ Make a Payment' will be visible on the utility bar on the front page of our school's website at www.camdenhave-h.schools.nsw.edu.au By selecting this link, parents and careers will be taken to a secure Westpac QuickWeb payment page, from which they can make online payments.

OPTION 2: Cheque or Money order made out to *Camden Haven High School*.

CAMDEN HAVEN SCHOOL SHIRTS (optional)

Shirts are available from the Uniform Shop (Daylight School wear Manufacturing Co)

Contact number: 02 6556 293 (opening hours only)

Hours are: Tuesday 8.30am - 11.30am Thursday 1.00pm – 4.00pm

Email: camdenhaven@daylightcorp.com

Accept: Mastercard / Visa / EFTPOS

Website: www.camdenhave-h.schools.nsw.edu.au

REQUEST FOR STUDENT ASSISTANCE

I wish to apply for Student Assistance* to help with Contributions

- I understand that I may need to provide personal details in order to be eligible for Student Assistance.
- I acknowledge I have a genuine need for this Student Assistance

Total requested \$ _____

*In exceptional circumstances, limited assistance is available for families in need to help meet the expense of some course contributions. Assistance is not available for the Text book Deposit and Administration Fees.

PLEASE NOTE:

* **Do not forward your payment yet**, an invoice will be issued to you with payment details on the completion of your enrolment.

** Costs of all fees for students travelling within Australia and overseas **MUST** be paid in advance prior to school work being provided.



CAMDEN HAVEN HIGH SCHOOL

*Integrating face to face and distance education
learning*

Authority to Publish Form

Dear Parent or Carer

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

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

Our school communications include but are not limited to:

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

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

Yours Sincerely

M. E. Hutchinson

Mrs M Hutchinson
Principal

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

Please tick the correct box below:

- I give permission for my child's name to be included in the publication. This signed permission remains effective until I advise the school otherwise.
- I DO NOT give permission for my child's name to be included in the publication. This signed document remains effective until I advise the school otherwise.

Student's name _____

Parent's / carer's name _____

Parent's / carer's signature _____ Date _____

STAGE 5 SUBJECT SELECTION FOR YEAR 9 and YEAR 10					
NB: Student Assistance is not available for this section *			COST		
DEPOSIT * NB: This deposit covers textbooks, kits and library books. It is refunded when the student leaves, if all equipment is returned in a satisfactory condition and all Subject contributions are paid. You only pay the deposit ONCE on initial enrolment.			\$50*		
ADMINISTRATION FEE *			\$20*		
COMPULSORY SUBJECTS					
ENGLISH			\$10		
MATHEMATICS			\$10		
SCIENCE			\$10		
PD/H/PE			\$10		
HISTORY			\$10		
GEOGRAPHY			\$10		
ELECTIVE			Choose ONE ELECTIVE below		
ELECTIVE SUBJECTS			ELECTIVE SUBJECTS		
<u>Year 9</u>		Please tick ✓	<u>Year 10 (100 HOURS)</u> <u>(new enrolment only)</u>		Please tick ✓
Select ONLY ONE from the following			Select ONLY ONE from the following		
Agriculture Technology	\$20		Agriculture Technology	\$20	
Child Studies	\$20		Child Studies	\$20	
Commerce	\$20		Commerce	\$20	
Food Technology	\$20		Food Technology	\$20	
French	\$20		French	\$20	
German	\$20		German	\$20	
Graphic Technology	\$25		Graphic Technology	\$25	
Industrial Technology (Electronics) • Includes a kit • Course can NOT be delivered without payment of course fee.	\$60*		Industrial Technology (Electronics) • Includes a kit • Course can NOT be delivered without payment of course fee.	\$60*	
Industrial Technology (Timber)	\$25		Industrial Technology (Timber)	\$25	
Information Software & Technology	\$20		Information Software & Technology	\$20	
Italian	\$20		Italian	\$20	
Japanese	\$20		Japanese	\$20	
Marine & Aquaculture Technology	\$20		Marine & Aquaculture Technology	\$20	
Music	\$20		Music	\$20	
Textiles Technology	\$20		Textiles Technology	\$20	
Visual Arts	\$25		Visual Arts	\$25	
Work Education	\$20		Work Education	\$20	
PLEASE NOTE: Students progressing into Year 10 or already enrolled in Year 10 will continue with their Year 9 elective.					



Nationally Consistent Collection of Data

School Students with Disability



INFORMATION FOR PARENTS AND CARERS

WHAT IS THE NATIONAL DATA COLLECTION?

The Nationally Consistent Collection of Data on School Students with Disability (the national data collection) is an annual collection that counts the number of school students with disability and the level of reasonable educational adjustment they are provided with.

The national data collection counts students who have been identified by a school team as receiving an adjustment to address a disability under the Disability Discrimination Act 1992 (the DOA). The DOA can be accessed from the Comlaw website at www.comlaw.gov.au.

WHAT IS THE BENEFIT FOR MY CHILD?

The aim of the national data collection is to collect quality information about school students with disability in Australia.

This information will help teachers, principals, education authorities and families to better support students with disability to take part in school on the same basis as students without disability.

The national data collection is an opportunity for schools to review their learning and support systems and processes to continually improve education outcomes for their students with disability.

WHY IS THIS DATA BEING COLLECTED?

All schools across Australia collect information about students with disability. But the type of information currently collected varies between each state and territory and across government, Catholic and independent school sectors.

When undertaking the national data collection, every school in Australia will use the same method to collect information. Therefore, a government school in suburban Sydney will collect and submit data in the same way as a Catholic school in country Victoria and an independent school in the Northern Territory.

The information provided through the national data collection will enable all Australian governments to improve target support and resources to benefit students with disability.

WHAT ARE SCHOOLS REQUIRED TO DO FOR STUDENTS WITH DISABILITY?

All students are entitled to a quality learning experience at school.

Schools are required to make reasonable adjustments, where needed, to assist students with disability to access and participate in education free from discrimination and on the same basis as other students.

These responsibilities are outlined in the DOA and the Disability Standards for Education 2005 (the Standards). The Standards require educators, students, parents and others (e.g. allied health professionals) to work together so that students with disability can participate in education. The Standards can be accessed via the Comlaw website at www.comlaw.gov.au.

WHAT IS A REASONABLE ADJUSTMENT?

A reasonable adjustment is a measure or action taken to help a student with disability access and participate in education on the same basis as students without disability. Reasonable adjustments reflect the assessed individual needs of the student, and are provided in consultation with the student and/or their parents and carers. Reasonable adjustments can be made across the whole school setting (e.g. ramps into school buildings), in the classroom (such as adapting class lessons) and at an individual student level (e.g. extra tuition for a student with learning difficulties).

WHAT INFORMATION WILL BE COLLECTED?

Every year your child's school will collect the following information for each student with a disability:

- the student's level of education (i.e. primary or secondary)
- the student's level of adjustment
- the student's broad type of disability.

The information collected by schools will be provided to all governments to inform policy and programme improvement for students with disability.

WHO WILL BE INCLUDED IN THE NATIONAL DATA COLLECTION?

The definition of disability for the national data collection is based on the broad definition under the DOA. For the purposes of the national data collection, students with learning difficulties such as dyslexia or auditory processing disorder as well as chronic health conditions like epilepsy, diabetes or asthma, that require active monitoring by the school, may be included.

WHO WILL COLLECT INFORMATION FOR THE NATIONAL DATA COLLECTION?

Teachers and school staff will count the number of students with disability in their school and the level of reasonable adjustment they are provided based on:

- consultation with parents and carers in the course of determining and providing reasonable adjustments
- the school team's observations and professional judgments
- any medical or other professional diagnosis
- other relevant information.

School principals are responsible for ensuring the information identified about each student is accurate.

HOW WILL MY CHILD'S PRIVACY BE PROTECTED?

Protecting the privacy and confidentiality of all students and their families is essential. Personal details such as student names or other identifying information will not be provided to local or federal education authorities.

Further information about privacy is available from www.education.gov.au/notices.

IS THE NATIONAL DATA COLLECTION COMPULSORY?

All education ministers agreed to full implementation of the national data collection from 2015. This means that all schools must now collect and submit information annually on the number of students with disability in their care and the level of adjustment provided to them.

Information about the arrangements that may apply to your school in relation to this data collection is available from your child's school principal and the relevant education authority.

FURTHER INFORMATION

Contact your child's school if you have further questions about the Nationally Consistent Collection of Data on School Students with Disability.

You can also visit www.education.gov.au/nationally-consistent-collection-data-school-students-disability.

An e-learning resource about the Disability Standards for Education 2005 is freely available for the use of individuals, families and communities at <http://resource.dse.theeducationinstitute.edu.au/>.