



**CAMDEN
HAVEN**
HIGH SCHOOL

Integrating Face-to-Face & Distance Learning

Student and Supervisor
Handbook
2019

Term Dates 2019

Term 1	Wednesday 30 January 2019 – Friday 12 April
Autumn Holidays	Saturday 13 April – Sunday 28 April
Term 2	Tuesday 30 April – Friday 5 July
Winter Holidays	Saturday 6 July – Sunday 21 July
Term 3	Tuesday 23 July – Friday 27 September
Spring Holidays	Saturday 28 September – Sunday 13 October
Term 4	Monday 14 October – Wednesday 18 December
Summer Holidays	Saturday 21 December 2019 – Tuesday 29 January 2020

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Welcome!

We hope you enjoy your learning with Camden Haven High School. This is a public school which has students who study face to face (FF) in classrooms and by distance (DE) in their homes or attending local schools. Distance Education students are enrolled from Coffs Harbour, west as far as Armidale and Boggabri, south to Morisset and also include students on Lord Howe Island.

Our commitment is to provide flexible blended learning opportunities for the quality education of students. Students may learn in many ways: using written materials, CDs, DVDs, video and Web 2.0 technologies. We teach over the telephone, by email and on the World Wide Web through online lessons developed using the CANVAS learning management system. We engage students through videoconferencing, student online forums, field schools, excursions, mini-schools and teacher visits to schools and homes.

The first thing we would like you to do is read through this Student and Supervisor Guide. It will provide you with some important information to assist you with your learning. Also, it is important to keep in contact with your teachers and DE Coordinator as they will help you in any way possible.

Parents, thank you for accepting the challenge of becoming a Distance Education Supervisor. You will not be required to directly teach your student BUT a lot of patience and positive support helps students meet their educational potential. We have enclosed a timetable that you may care to use. It is a good idea to break subjects up and not do all the lessons in the one subject in the one day. Structure the school day according to your student's needs. Do encourage all early efforts to "get on with the job" even if the work being produced is not what you expected. It takes great self-discipline and determination to get a week's work done within the week when the student first starts.

Many students studying at this school have achieved excellent results. Enjoy your learning but work hard and return your course work every week. We look forward to celebrating your good results with you throughout the year.

Best wishes in your studies.

M.E. Hutchinson

Mrs Hutchinson

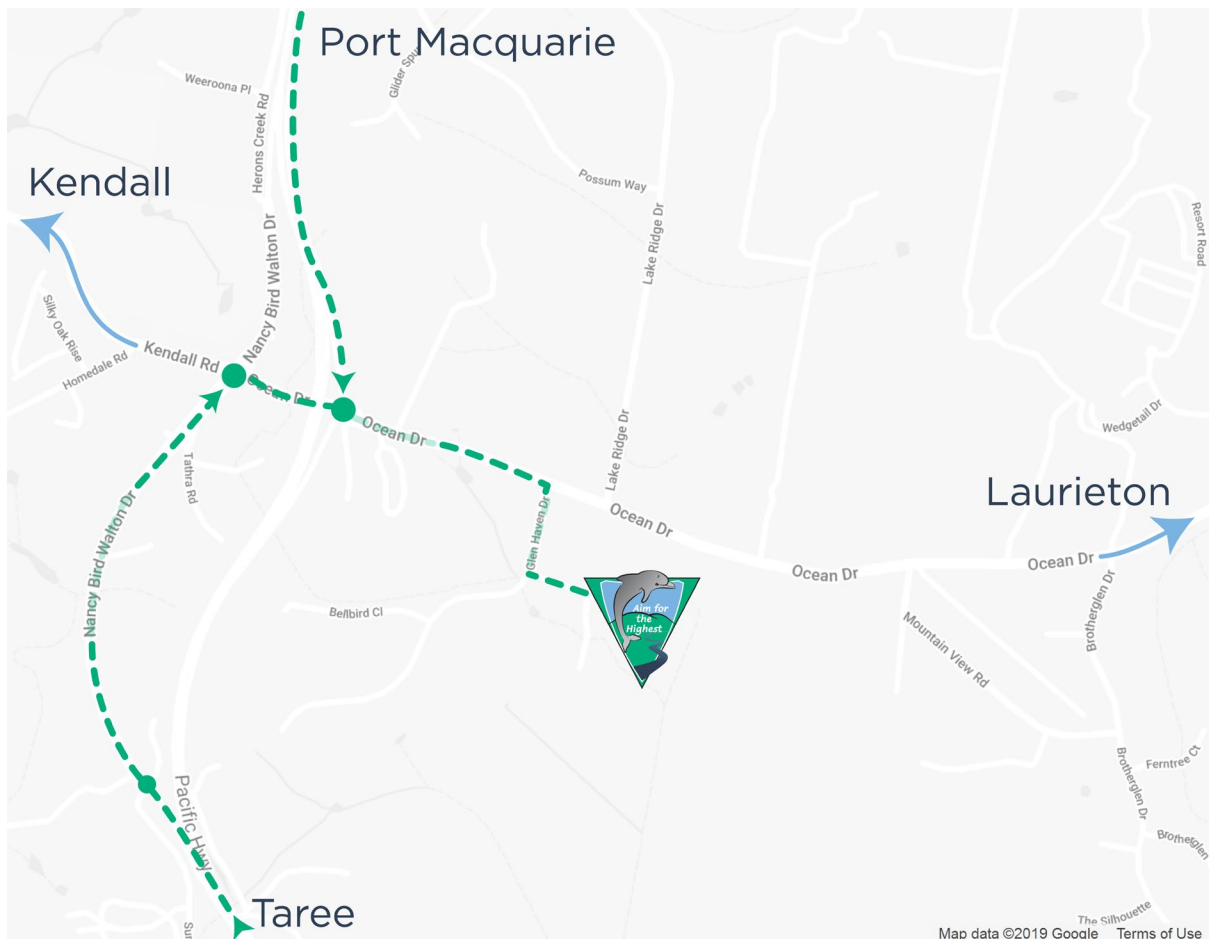
Principal

Visiting Camden Haven High School

We welcome visits from all students! Your teachers will be happy to see you. Please phone to make an appointment with your teacher or contact your DE Coordinator.

We also have mini-school and DE camp events with a number of students coming into the school on the same day. You will be informed well in advance and it is a great opportunity to meet other DE students.

Location



Heading north on the Pacific Highway, take the Kew/Laurieton turn off onto Nancy Bird Walton Drive. Turn right at the roundabout in Kew onto Ocean Drive, go over the overpass bridge and through the next roundabout continuing onto Ocean Drive. Turn right onto Glen Haven Drive and then left into Valley View Road.

Heading south on the Pacific Highway, take the Kew/Laurieton off ramp. At the roundabout turn left onto Ocean Drive. Turn right into Glen Haven Drive and then left into Valley View Road.

School Values and Beliefs

Mission Statement

Our mission at Camden Haven High School is to provide an educational environment in which students and staff strive for high levels of achievement, develop their full potential and present a positive image.

We aim to provide a safe, caring, harmonious environment conducive to working, learning and raising self-esteem. Home, school and community have complementary roles to play in setting an acceptable standard of student behaviour.

AIM FOR THE HIGHEST

RESPECT



Care for the environment and each other

Follow instructions

RESPONSIBILITY



Listen carefully

Be prepared

DO YOUR BEST



Try hard

Have a go

Be fair



**CAMDEN
HAVEN**
HIGH SCHOOL

POSITIVE
BEHAVIOUR
FOR LEARNING

Learning by Distance Education

Learning is more successful when parents, supervisors, students and teachers work together as a team. So, communicate with your teachers. Let them know what works for you and how you learn best. Your teachers are there to support your learning but they need feedback too. That way they are able to provide you with appropriate work and the best opportunity for you to succeed.

People that Help with your Learning

DE Coordinators

DE Coordinators take a special interest in the students in their group, providing welfare and administrative assistance. They are very important for keeping students on task and moving forward towards their goals. DE Coordinators are great listeners and are generally your first point of contact if you wish to contact the school concerning your student.

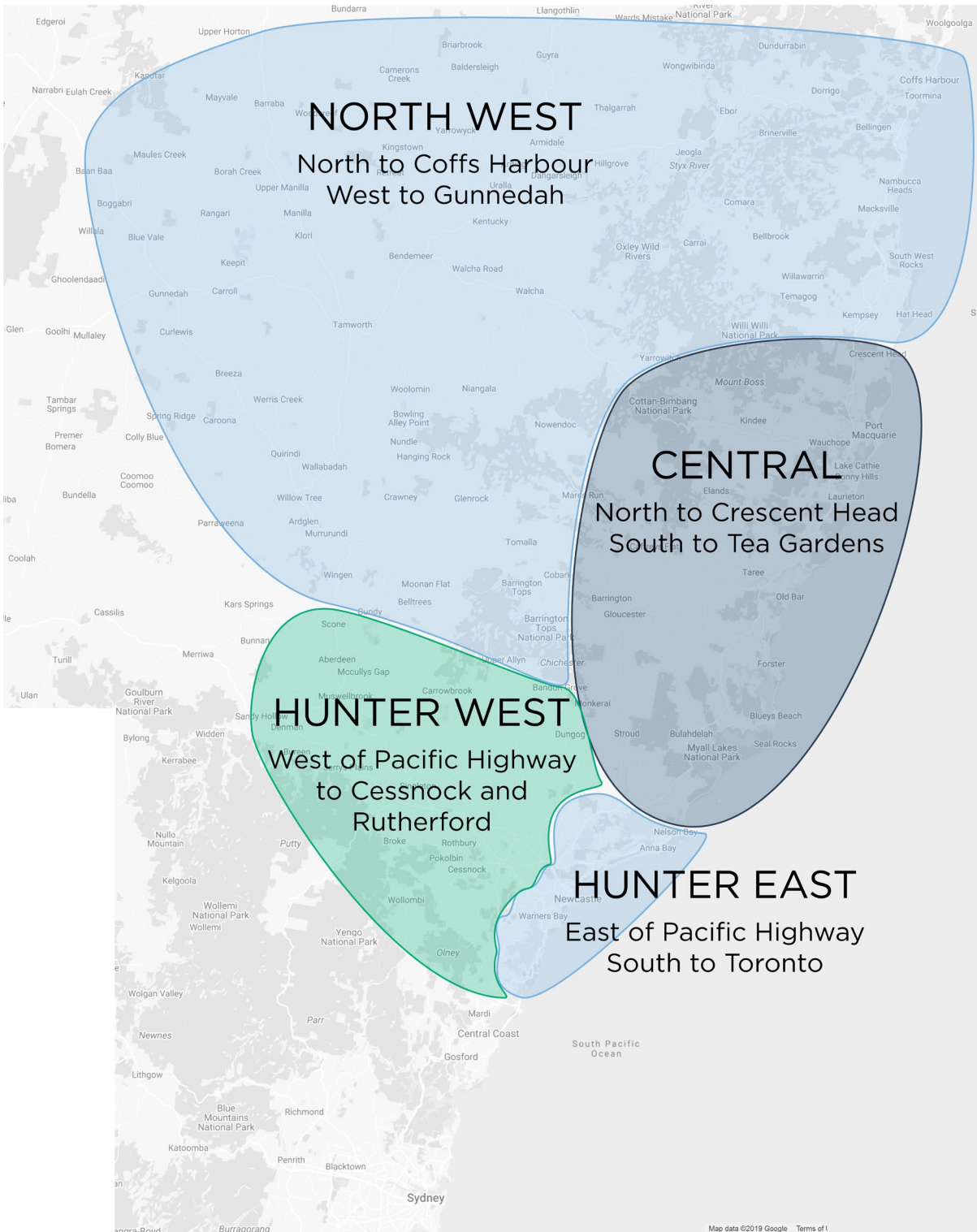
DE Coordinators are important people to contact if you have an illness or fall behind in your coursework, if you need to get a message to all of your teachers at once or if you would like to request a home visit for additional support. They are there to support you through any welfare needs that may arise during your time as Distance Education student.

Your DE Coordinator will contact you regularly. This is who you contact with information such as any absences, for example when you are sick or away, as well as late or missing work. They will take care of all your general questions about school work. For subject specific questions please contact your teacher or the faculty Head Teacher.

Contact your DE Coordinator to discuss your progress and anything you need to know. This might include:

- Subjects or courses you are studying
- Textbook / technology needs
- Attendance
- Illness
- Welfare
- Change of details e.g. phone number, address etc.

DE Coordinator Areas



Teachers

Have your student contact the subject teacher for specific subject enquiries. If the teacher is unavailable leave your name and what it is your student needs help with. He/she will get back to you, or another teacher with that subject expertise will offer help.

Head Teachers

Head Teachers provide support and answer faculty queries – particularly related to faculty policy and the NESAs (NSW Education Standards Authority) guidelines.

Subject Head Teachers are responsible for programming, assessment and reporting in their subject area. They work together with the subject teachers to provide a diverse appropriate curriculum for your student. If you would like to speak to a Head Teacher, please phone the distance education office.

Faculty	Subjects included
English	All aspects of junior English and senior levels – English Studies, Standard and Advanced.
Mathematics	All aspects of junior Mathematics and senior levels - Mathematics, Standard Mathematics, Advanced Mathematics and Mathematics Extension 1 & 2.
Science	Junior Science, Biology, Chemistry, Physics, Earth & Environmental Science, Investigating Science and Marine & Aquaculture Technology.
History	Junior History, Modern History, Ancient History, Legal Studies, Society & Culture and Aboriginal Studies.
Social Sciences	Geography, Commerce, Economics, Business Studies, Business Services Administration, Retail Operations, Work Studies, Work Education, Financial Management, Lifestyle Studies.
Languages (LOTE)	French, German, Italian and Japanese.
Home Economics	Technology Mandatory Yr7, Food Technology, Textiles & Design, Textiles Technology and Fabrication Design – Fashion.
Technology and Applied Studies (TAS)	Engineering Studies, Design and Technology, Industrial Technology Timber, Leather and Electronics, Graphic Technology, Fabrication Design Fashion and Materials, Mandatory Technology and Driver Education.
Physical Education/ Health/ Physical Education (PDHPE)	PD/H/PE, senior PD/H/PE, Exploring Early Childhood and Community & Family Studies.
Creative Arts (CA)	Visual Arts, Music and Dance.
Computing	Information Processes and Technology, Information and Software Technology, Information Digital Media Technology and Software Design and Development.
Agriculture	Agriculture, Agricultural Technology.

Careers Advice

Camden Haven High School has two Careers Advisers who are available to support students. A Careers Adviser is available to all students in Years 7 to 12 and can provide assistance with matters pertaining to school to work plans, subject selection and career exploration and planning, tertiary preparation and applications for employment. Students are able to have a chat or visit with a Careers Adviser – just call for an appointment. Parents are also able to make an appointment with a Careers Adviser. Resources used in career planning are available for use at school and may be borrowed by students.

Our Career Education program is designed to help you make a smoother transition to further education and the workforce. Work experience, special work placement and transition work placement is coordinated by the Careers Adviser in accordance with Workplace Learning Policy.

Year 10 students who return sufficient course work in all subjects may be offered work experience. For students in Years 11 and Year 12, career information and bulletins will arrive from time to time to assist you with your career choices and decisions about courses of study and jobs.

If you visit the school, be sure to talk to the Careers Adviser as well as your other teachers. If you have any questions, send them to the Careers Adviser, or phone the school.

Counselling Support

Distance Education students have lots of options when experiencing difficulty. The nature of the difficulty will determine who would be the best person to help you.

To start with, discuss the situation with your DE Coordinator, Head Teacher Distance Education or with the DE Deputy Principal. They are not counsellors but they will listen and may be able to help.

School Counsellors are experienced teachers who have a degree in psychology and post-graduate qualifications in school counselling. They work with students of all ages, and their families, from pre-school to Year 12.

Their work includes:

- Counselling students
- Assisting parents or carers to make informed decisions about their child's education
- Assessing students' learning and behaviour
- Assisting schools to identify and address disabilities that affect students' learning
- Liaising with other agencies concerned with the well-being of students

Arrangements can be made for you to see a school counsellor in your own school district. Students, parents or supervisors should contact their DE Coordinator or the Head Teacher Distance Education if they wish to take advantage of this service.

At Camden Haven High School we are fortunate in having two Counsellors who have a varied range of particular interests including:

- Running groups that focus on building more positive self-esteem and helping students take more responsibility for their school community.
- Training Peer Mediators and Peer Support Leaders.
- Overcoming anxiety disorders and panic attacks.

Any student or supervisor can make an appointment with the Counsellor. School Counsellors can help students deal with their problems, help students learn new skills such as getting on better with friends or controlling their anger, work out ways to make it easier for students to learn.

Students can arrange a confidential appointment by making direct phone contact on 6556 8124.

These people may direct you to any of the following:

Home School Liaison Officer – helps get students on task, helps students reintegrate back to face to face school and helps explain why students under the age of 17 must attend school.

Local School Counsellor – helps students and parents sort out communication problems, trains students in temper control, grief counselling, general psychological support.

Community Health – has adolescent workers, social workers, psychiatrists, connections to family support services, a wide range of services is available locally.

Your family doctor or specialist – discussing problems with them often gives them a total picture of the student and his/her situation. They can advise on the next step.

Student Support Services Coordinator at your local District Office – helps students and families with specific problems achieving satisfactory educational outcomes for the student.

Kids Help Line

1800 55 1800

Attendance

All students studying by distance complete study for their Record of School Achievement (RoSA) or Higher School Certificate (HSC). In this way NESAs and other government bodies look on students in the same way as face to face students. All NESAs and attendance requirements must be met.

How much work do students have to complete?

A. NESAs Course Completion Criteria

Like all students in NSW, students enrolled at Camden Haven High School must satisfy the NESAs course completion criteria for the award of the Record of School Achievement (RoSA).

The course completion criteria are:

A student will be considered to have satisfactorily completed a course if in the Principal's view, there is sufficient evidence that the student has:

- a. Followed the course developed or endorsed by NESAs; and
- b. Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school;
- c. Achieved some or all of the course outcomes.

B. Return of work

As a condition of continued enrolment, all students enrolled in distance education are required to return work each week or to meet alternative minimum standards set by the distance education high school. Where students are not meeting their obligations to return work on a regular basis a review can be undertaken at any time.

C. Attendance

Attendance is measured by the regular return of work to the school, by attendance at lessons conducted at the school, by phone, email, online learning using CANVAS and by teachers on field visits or excursions. Students should return work in each subject each week.

If you have any concerns about meeting any of these requirements, please phone the DE Coordinator. The school will help you work out a program which may overcome the difficulties.

Attendance is measured by the number of Title Pages you return. If you are not able to complete work due to illness or injury you should inform your teachers or your DE Coordinator.

In Distance Education, courses are divided into two semesters – six months each – for all years except Year 11. Each semester course covered in Years 7 to 10 and Year 12 requires a minimum of 16 Title Pages. Full attendance means completion of a minimum 32 Title Pages every subject in twelve months and participation in other activities, for example field schools, mini-schools, home visits and teleconferences.

Where students are unable to attend these other activities, additional Title Pages will be required for full attendance. Year 11 courses run over three school terms and require a minimum of 24 Title Pages with assessment tasks.

Students who were ill for extended periods will need medical certificates. Remember always to notify your DE Coordinator when you are unable to work for family or medical reasons.

Please note: Government bodies providing financial assistance for students monitor attendance. Camden Haven High School is regularly asked for a % return of student work. Students with less than the required amount of Title Pages returned may receive a bill.

Students who do not meet attendance requirements and have no reasonable explanation will have their enrolment terminated. Students who are not yet 17 years will be referred to the Home School Liaison Officer to assist in the transition back to full time face to face schooling at their local school.

D. Title pages

Title pages or modules are the main link between you and your teachers. The title pages are used for messages and teaching. Work for each subject is sent with a title page. Below is an example.

When we receive your first week's work it will be marked and sent back to you with a new lot of work for each subject. The details on a title page e.g. name, class, subject, are vital for our records. Always return your work with its title page stapled to the front.

The image shows a sample 'Title Page 9' form. At the top, it says 'Year 7' and 'Camden Haven High School'. Below that, it says 'Distance Education' and 'School / (single Course)'. The student's name is 'Nily FLANAGAN', the subject is 'Stage 4 PDHPE', and the date is 'Wednesday, 12 March 2014'. The teacher is 'Druitt Anderson'. There is a section for 'Your work for this week: Revision/Catch-up' with a large empty box. Below that, there are sections for 'STUDENT FEEDBACK' and 'SUPERVISORS CERTIFICATE' with lines for signatures and dates.

Examinations

Not all subjects give formal exams each semester. Assessment tasks will determine your semester grade. Your attendance, or the lack of it, can impact on your grades. DE Coordinators and teacher will inform students of examinations in advance. With the exception of external examinations (NAPLAN, VALID and HSC), exams can be taken at home.

Supervisors are responsible for setting up the exam space to ensure there is no cheating. The area needs to be quiet with a table for students to work at. The student needs to be supervised at all times during the exam.

Major examination schedules are published annually on the school calendar across all Years 7 - 12. Assessment schedules are provided in a booklet for each academic year.



Year 7 and 9 students participate in the National test in Numeracy and Literacy (NAPLAN).



Year 12 students participate in the Higher School Certificate (HSC).



Year 8 and Year 10 students are expected to sit the Validation of Assessment 4 Learning and Individual Development (VALID).

Managing and supervising examinations for Supervisors

Each examination paper is enclosed in a separate green envelope. Please keep the envelope for each subject sealed and in a secure place until the time allocated for the examination. You must ensure the examination is completed under examination conditions, that is a quiet place and no books, notes are allowed to be referred to. Some families organise to get together or to use the local minister and church hall for examinations.

The examination must be supervised and completed in one sitting. The supervisor should not leave the examination area. The student should not be given a break until the end of the allocated time unless this has been negotiated in advance because of your student's circumstances. Food and drinks are not allowed during examinations unless this has been negotiated in advance because of your student's circumstances. Unless indicated, all answers are to be written on the student's own paper in blue or black pen.

You must sign the Supervisor's Certificate on the front of the envelope. Examinations will not be included in assessment unless the supervisor verifies the conditions have been adhered to. Completed examination papers should be mailed to CHHS as soon as possible after the examination, that is the day they are completed or the following day. If you have access to a fax, fax the answers first. Do not wait for the whole week's work to be completed. If there is any problem please phone and let us know immediately.

External examinations will be at the nearest DoE secondary school unless this is not possible for your student. Early in the year we will ask you where you would prefer to sit this examination. Many students travel to Camden Haven High School for the Higher School Certificate Examinations.

Assessments

Year 11

You will be sent a Year 11 Assessment booklet. This will explain in detail all the assessment requirements for each subject. Make sure you read it carefully. Both school assessments and examinations are used to check your progress.

Year 12

You will be sent a Year 12 Assessment Booklet. This will explain in detail all the assessment requirements for each subject. Make sure you read it very carefully. Both school assessments and examinations are used to check your progress.

Reports

The school will issue reports twice a year – at the end of each semester. In Year 11 this will be at the end of the Year 11 course. They will be outcome based reports with a different page for each subject. Best results are gained by those students who keep working all semester and try their best. It is a good idea to get ahead during the year so time can be taken to study before examinations. Being organised with your course work helps a lot too.

Your teacher records a comment for each piece of course work you send in. This information is used to prepare reports which are sent twice a year. Your report will be based on the quality and quantity of the work you complete.

The reports are designed to:

- Inform you about your level of achievement in course outcomes
- Provide detailed written comments about your progress

Try to do your best work in all exercises and assignments and show by your interest and application that you have a conscientious approach to study. Aim at regular weekly returns of lessons – your report will reflect this.

Field Service Program

The field service program is an integral part of the educational program of distance education students. A field service is when a teacher comes to visit you to help you with your work.

The field service program provides valuable teaching and socialisation opportunities for the students and you will get to know your teacher.

Sometimes a visiting teacher will deliver the first lessons to explain to you distance education methods of learning.

You may also be given practical lessons in science, technical subjects, visual arts, music etc.

Students who are taking prescribed medications must bring written instructions with them regarding the dosage and frequency of use, when attending mini-schools.

Please note that a supervisor, or other appropriate adult, MUST be present for all field service visits.

Learning Hub Program

We also run Learning Hubs where students can meet with teachers and receive help with their work.

These programs can also provide a point of contact between supervisors and school staff. Supervisors can gain support from Camden Haven High School staff to help them with problems and any issues they may have. Contact your DE Coordinator or Head Teacher Distance Education.

Library

Students who have paid fees and who return work regularly have access to the Camden Haven High School Library. They should request loans of books directly to the librarian. Books should be returned within one month of issue. When books are lost / not returned the supervisor will be billed for their replacement.

All students are encouraged to borrow regularly. Distance Education students have a longer borrowing period, a regular newsletter about new library books and phone assistance.

The school library contains reference books for all subject areas for assignments and projects including a large collection of art reference books, biographies and autobiographies, a wide range of popular and classic fiction in categories that include adventure, fantasy, mystery and science fiction and audio books on CD.

Your textbooks are also issued via the library upon the request of your teachers. These loans do not affect your borrowing entitlements from the library. These are lent for varying time lengths but all need to be returned at the end of their use or at the end of the year, whichever comes first.

DE Camps

Camden Haven Distance Education holds a DE Camp annually. The venues and activities change from year to year. This camp gives students an opportunity to establish a relationship with others who are studying via Distance Education. It is also an important tool in developing socialisation skills and developing rapport with teachers who teach Distance Education.

We also host a mini-school where students are invited to visit the school and participate in activities in the local area.

Newsletter

The school produces a regular newsletter for the community. Our e-newsletter is published fortnightly on even weeks and is available online. It is published on the website, school Facebook page, and emailed directly to parents. If you would like to subscribe to the newsletter with a new email address, you can do so on our website or contact us directly. You can also use the following link:

<https://confirmsubscription.com/h/j/EAC50FB3B621EA53>

The newsletter is an opportunity for staff and students to promote the achievements of the school as well as provide information to parents on school happenings and Department policies. If you have any special achievements you would like showcased in the newsletter, please email or phone the school.

Archived newsletters are available on our website using the link in the top banner.

P&C

Parents are encouraged to be involved in the school. If you would like to make a suggestion, give praise or make a complaint you are welcome to do so. In the first instance you might like to raise the issue with the teacher or Head Teacher concerned. Suggestions, praise and complaints will also be received by the Principal, DE Deputy Principal or a member of the P&C Executive. Often you will be asked to put your issue into writing.

Camden Haven High School follows the Department of Education Procedures for dealing with Suggestions and Complaints. A full copy is available on request.

Camden Haven High School's P&C is an organisation that brings the school and the community into close cooperation.

The CHHS P&C Association has existed since 2000. It is recognized by Act of Parliament as the representative voice of parents with children in public schools. They are supported at a state level by the Federation of P&C's Associations of NSW, and nationally by the Australian Council of State School Organisations.

We know that by joining the P&C you can make a significant difference to the educational outcomes of students. We would encourage as many parents, carers, and community members to belong to the local P&C Association.

Meetings are held in the Staff Common Room twice a term (Week 4 & Week 9) on a Tuesday afternoon at 3.30pm. Please call the school or refer to the school's website for further information.

Personal Details

All students who attend Camden Haven High School are required to complete an enrolment form. It is essential that this form is completed correctly, particularly in regard to medical conditions/allergies/medications.

If your details change please notify the school as a matter of urgency to ensure that the school is able to make contact quickly with parents/caregivers in an emergency.

School Hours

School starts each day at 9.00am and concludes at 3.26pm. You must phone your teachers during these hours unless other arrangements have been made. Remember you can message your teachers through Canvas or email at any time of the day.

Student Assistance

The Department of Education provides financial assistance for students where necessary to enable them to access all educational opportunities in the school. Assistance does not cover general contributions but will cover elective contributions so that students are not restricted in their subject choice because of financial circumstances. Contributions are also given towards the cost of uniform where this is necessary. Please request a form from the office staff.

Technology

Use of computers

You are encouraged to use a computer in all faculty areas. You can submit work by sending an electronic copy on USB or by email. Camden Haven High School supports both Apple and Windows formats. Sometimes you may be asked to use a computer in your course work. You may have to open files, communicate with your teacher, research the internet, create electronic files, access the Camden Haven High School website and save your work. If you have any problems with any of these tasks, please contact your teacher. Distance education students may borrow computers from the school after a qualifying period.

Technology Guide for Parents

For information on technologies your child can be using at school and at home. Go to URL

<http://www.schools.nsw.edu.au/news/technology/index.php>

Code of Network Behaviour for School Computers and Internet Access

The NSW Department of Education has established controls, which restrict access to material that is inappropriate in the school environment. Each student is given a username and password to access the internet and an email account. The access to the internet is restricted to sites that have been approved by the DoE. All emails sent and received by a student's email account are monitored by the DoE. Therefore access to inappropriate materials is very limited. There is a focus to assist students to make responsible use of the network guided by the school Code of Network Behaviour.

Acceptable Uses

- Assignments, research for school studies communicating with other students, teachers, experts in relation to learning and hobbies.
- Hobbies, sports, music, cultural activities, special interests which relate to acceptable community standards.
- Access to newspaper articles

Unacceptable Uses

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing others
- Damaging computer equipment
- Violating copyright
- Using another student/person's password
- Internet Relay Chat (IRC) and Newsgroups (unless directly supervised by a staff member).

Department Portal Accounts and Email

Computer Usage Procedures

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/>



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.

Students are responsible for:

- Their login and password
- Ensuring they do not share their passwords with others
- Correctly using computer equipment and reporting any problems
- Not sharing class work using technology such as Bluetooth unless an approved part of the lesson and may be deemed as cheating / plagiarism
- Protecting privacy and confidentiality of yourself and others including personal privacy, sharing of other people's data and sending photos of others without their permission
- Not taking part in Cyberbullying - this includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Report any cyberbullying to your teacher or DE Coordinator.
- The correct use of work downloaded from the internet. This includes understanding copyright laws for distributing and/or copying other people's work.
- Acknowledging the use of work of other people. They will not copy the work of others and present it as their own work (plagiarism).

Note: Cheating using technology is still cheating.

Laptop incident reporting

Laptops that are lost or damaged must be reported to the Principal by the next school day to enable it to be locked down and reported. If stolen you must report this to the police and obtain a police report number.

- Damage to laptops must be reported to the DE Deputy Principal.
- Malfunctions must be reported to the TSO – Mr Tony Collins.

eLearning

Camden Haven High School uses Canvas to deliver online lessons. This can be accessed from:

www.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.



Copyright

Australian law recognises that individuals have a right to protect the moral and economic interest arising from their creative works. Copyright is a form of intellectual property that protects a variety of literary, artistic, musical and dramatic endeavours as well as other things such as sound recording and films. It is not ideas but their expression that are protected by copyright rules.

The law gives owners of copyright exclusive rights to do certain things with their material. Copyright is intended to protect creative works from being used without the agreement of the owner, and to provide an incentive for creators to continue to create new material.

Source: http://www.copyright.com.au/about_copyright.htm

Plagiarism

Is the copying of another person's ideas or expressions without appropriate acknowledgement, and presenting these ideas or forms of expression as your own? It includes not only written works such as books or journals, but data or images that may be presented in tables, diagrams, designs, plans, photographs, film, music, formulae, web sites and computer programs. Plagiarism also includes the use of, (or passing off) the work of lectures or other students as your own.

Source: <https://www.deakin.edu.au/students/studying/academic-integrity>

Materials on loan

In some subjects, materials are lent by the school for your use, for example USBs, DVDs, books and other resources. Please take care of them. When you have finished using these items be sure to return them in good order at the end of the topic studied. All items are barcoded and issued in your name and you will be responsible for their return.

Students in Australia

All full time students who have paid fees will be lent textbooks and DVDs, library books and kits as they are required. A deposit is paid on enrolment. This is refundable when all loan equipment is returned in "as new" condition unless there are unpaid Subject Contributions.

Overseas Students

The cost of textbooks is the student's family's responsibility. Your DE Coordinator / subject teachers can supply details of textbooks required to enable you to arrange purchase.

All term fees must be paid in advance for overseas students.

Textbooks

Textbooks may be sent to you. These are on loan. In Years 7 to 10, your English teacher sends the literature you will study.

At the end of the topic, or when you leave this school, you must return all books, audio/visual materials and equipment on loan.

TEXTBOOK INDEMNITY – on enrolment form – you have signed this

We, the undersigned, understand Camden Haven High will lend Textbooks, Kits and DVDs as required by the courses selected in this application. Payment of School Contributions enables the

centre 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. Failure to return items on loan will require all those items to be purchased by the student's family.

Uniform

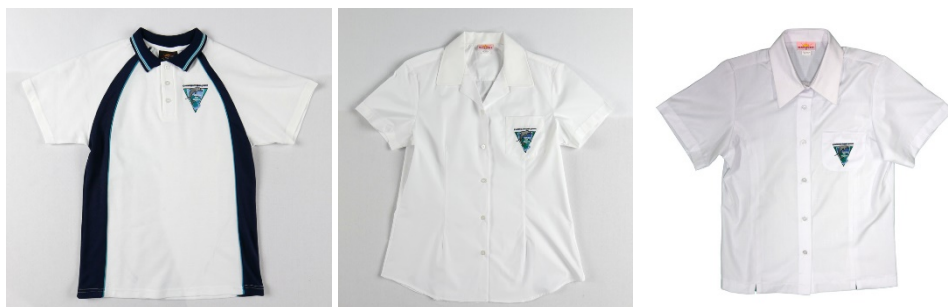
Camden Haven High School is a uniform school, designated as such by the school community prior to the school being established. Uniforms create a pride in self and school and assist staff in identifying students whilst on excursions.

The school has purchased a supply of polo shirts featuring the school logo. If your student would like to purchase one they are available in sizes Youth (8, 10, 12, 14, 16), Small, Medium, Large & X-Large.

Students are encouraged to wear these t-shirts on all occasions where they represent Camden Haven High School at all official school functions and school visits – this includes field schools, mini-schools and presentation assemblies. Higher School Certificate students should wear this uniform for all external examinations completed at the local school. They are not compulsory.



Junior Sky Blue \$30



Senior White \$30

Visitors

All visitors to the school, who wish to see their teachers, should first report to the Administration office, located downstairs in A Block. All visitors will be issued with a visitors pass and must sign in on arrival and out when leaving.



Voluntary Contributions

Students in Australia

	Junior	Senior
General School Contribution	\$20	\$60
		\$120 (studying 12 units per year)
Subject Contributions	\$80	\$100 (studying 10 units in Year 12)
		Pathways \$20 per course
Deposit all students	\$50	

This deposit is for textbooks, kits and mini-kits and is refunded when the student leaves, if all equipment is returned in a satisfactory condition and General School Contributions have been paid.

Elective Course Contributions

Elective Course contributions vary for each subject and are outlined in detail in the enrolment forms.

STUDENT ASSISTANCE SCHEME – (Students in Australia only)

Limited financial assistance is available for families in need of help to meet some expenses involved in educating their students. You will need to request the application forms for financial assistance from the DE office. Isolated and medical students should apply for the Allowance for Isolated Children from the Commonwealth Government.

Overseas Students

	Junior	Senior
Annual administrative fee (non-refundable)	\$20	\$40
Costs per term, or part thereof, for all students	\$120	

Fees for the whole year are to be paid in advance.

DE does not lend text books or kits to overseas students.

Overseas students do not pay the subject contributions. Costs are \$120 per school term (or part thereof) irrespective of the number of subjects studied. Fees for the number of terms the student will be overseas in a year are to be paid in advance.

If time permits, the first package will be posted to you before your departure overseas, or it can be collected at the school. If it is necessary to send the first package to you overseas, the first posting will be billed to the student's family. It will include the first eight weeks of the learning materials. This will be sent by surface mail if sufficient notice is given.

Stage 4 (Years 7 and 8)

You need to complete one title page in each subject each week. Your supervisor will collect the work, sign it and return it to the school in the envelope provided.

Each returned title page will be assessed by the teacher for that subject. You will receive feedback on the work you have submitted as well as a new title page to go on with for each subject. These new title pages will have your name, your teacher's name and contact details (phone and email). It will also detail the work required for that week. Remember that you must return work weekly in each subject.

All Year 7 and 8 students study a compulsory curriculum. Coursework in each subject over the school week is called a Title Page (TP).

Compulsory Courses	Hours per Title Page per week
English	3 hours
Maths	3 hours
Science	3 hours
PDHPE	2 hours
Technology	2.5 hours
History/Geography	2.5 hours
Music (Year 7)	2.5 hours
Art (Year 8)	2.5 hours
Computing Skills	1.5 hours
Language Study	2.5 hours

} Required in Year 8 if not studied in Year 7

All subjects now include mandatory Information Communication & Technology Studies (ICT) outcomes. Access to a computer with the Internet will be necessary for students to achieve these competencies.

The rest of the week should include some Physical Activity to replace SPORT, some family time and some personal time.

Year 7 students study nine subjects each semester:

- English, Mathematics, Science, Technology, Human Society & its Environment, Creative & Performing Arts, Language and PD/H/PE.
- Computing Skills
- During the study of Human Society & its Environment, students will study both History and Geography.
- Creative Arts includes experiences in Music.

Year 8 students study eight subjects each semester:

- English, Maths, Science, Design & Technology, Human Society & Its Environment, Creative Arts (Visual Arts) and PD/H/PE.
- During the study of Human Society & its Environment, students will study both History and Geography.
- Creative Arts includes experiences in Art.
- Year 8 students will complete Computing Skills if they have not studied it previously.
- If you have not studied a language in Year 7 you must select Japanese.

Subject information

ENGLISH

English involves all areas of communication. Students will increase their language skills in speaking, listening, reading, writing, viewing and representing by being involved in activities that relate to all aspects of the English language. Students will become acquainted with poetry, literature, drama, mass media and learn to identify and use various types of text.

MATHEMATICS

Mathematics in Years 7 and 8 is a single course. It is presented in five strands: Number, Patterns and Algebra, Data, Measurement and Space and Geometry. 'Working Mathematically' is incorporated into all strands. The depth and treatment of work met by a student may be adjusted to better meet their ability.

MATERIALS: You will need to have access to the following materials: pair of compasses, protractor, rule, set square, pens, 2B pencil and eraser. A scientific calculator is mandatory and are available through the school.

SCIENCE

Students will be introduced to laboratory equipment, practical tasks, detective work and microscope skills. Studies will focus on: Electricity, Astronomy, How the body works, Environmental Science, Forces, Basic Chemistry, Biology and Energy.

PDHPE

Personal Development, Health and Physical Education work is developed from a number of core strands. These include Self and Relationships, Movement Skill and Performance, Individual and Community Health as well as Lifelong Physical Activity. Students will develop more advanced skills for maintaining positive relationships, to contribute to safety strategies, understand basic first aid and perform movement sequences with control and coordination.

MUSIC

Music is studied in Year 7. If required, students are lent a glockenspiel (after fees are paid), to do performance pieces. All performances and practical work are recorded on CD and sent in with corresponding title pages.

The course covers basic listening, composing and performance skills with a wide variety of music styles incorporated (including rock, blues, classical and music from other cultures). DE mini-schools and field schools are a good opportunity for students to play as a group and experience music in the face to face classroom.

VISUAL ARTS

Visual Arts course is studied in Year 8. There are a wide variety of topics for students to cover, aimed to suit the individual, and in different mediums such as painting, sculpture, drawing and collage. Art theory is incorporated into the course to enhance the students understanding of artists, artworks and their interpretations. Units are usually based on a theme that spans for 4 to 5 weeks. Students are provided with an Art kit when they pay their fees.

GEOGRAPHY

Students develop skills in such areas as mapping, drawing, graphing, surveying and presenting data. Students also learn how to read and use area reference, grid reference, scale and directions.

Geography is studied in both Year 7 and 8. This mandatory course covers Global Geography beginning in Year 7 and then continuing in Year 8 where students learn about: Investigating the World, Global Environments, Managing Global Environments and Global Citizenship.

HISTORY

In Year 7, this course covers Ancient and Medieval Societies. Students learn about the contribution of past societies and periods to world cultural heritage. The course begins with a look at the topic 'What is History?' and how historians investigate the past. Students will study a topic from the time of Ancient History and another from the time of Medieval History.

In Year 8 the study of History continues with the study of societies, in particular, indigenous people and the effect of colonization on that society. Students study the compulsory unit Australian Aborigines, occupation and contact history before 1900.

LANGUAGES

Experience another culture and learn to communicate a little by studying a foreign language. The language we offer is Japanese. You'll learn how to say simple phrases in Japanese and enjoy investigating traditional foods and customs of Japan.

If you have not studied a language in Year 7 you must study Japanese in Year 8.

COMPUTING SKILLS

This course is designed to cover the basic skills embedded into the course syllabi for Years 7-10. The course is practical in nature and covers the basic skills. The areas covered include: basic computer operations, word processing, database and spreadsheet, website design and development, graphics and multimedia and internet (being cyber safe), and email.

The course material is delivered electronically on the school Moodle server. If you do not have internet access then your teacher can arrange for the files to be sent on USB. Please discuss all your needs when your teacher rings about the course work.

TECHNOLOGY

This is a mandatory course for students in Years 7 and 8. Technology is concerned with learning about a broad range of technologies through design and involves practical experiences of designing, making, evaluating, using computers, communicating, marketing and managing.

Stage 5 (Years 9 and 10)

Stage 5 students work towards their Record of School Achievement (RoSA) in Year 9 and Year 10.

Once your enrolment has been accepted you will be sent Title Pages 1-4 (four week's work) for all subjects you have selected.

You need to complete one title page in each subject each week. Your supervisor will collect the work, sign it and return it to the school in the envelope provided.

Each returned title page will be assessed by the teacher for that subject. You will receive feedback on the work you submitted as well as a new title page to go on with for each subject. These new title pages will have your name, your teacher's name and contact details (phone and email). It will also detail the work required for that week. Remember that you must return work weekly in each subject.

Year 9 and 10 students work towards the completion of Year 10. They study seven subjects in Year 9 and eight subjects in Year 10:

- English, Mathematics, Science, PD/H/PE , History, Geography and one 100 hour elective
- Once an elective has been chosen it is usually studied for both Years 9 and 10.

Stage 6 (Years 11 and 12)

In the senior years you will be sent a whole term's work at a time. There will be numbered title pages attached, dividing the units of work into weekly sections. Note that the number of title pages in each unit may differ.

As you complete the work for each week, return it in the envelope provided. Remember that you must return work weekly in each subject. You will receive feedback on every title page that you submit.

You will also receive a Course Outline for each course you are studying. This will give an overview of the program for that subject, including information about title page requirements, assessment tasks and examinations. It shows where you should be up to at each week of the course. Please contact your subject teacher if you need further help or explanation.

Year 11 students work towards their Record of Achievement Certificate (RoSA):

- Subjects are organised into 2 Unit courses. (Each unit is 60 hours – 3 periods per week – of study)
- English is compulsory
- All students study 12 Units in Year 11 unless they are on a pathways pattern.
- All students complete 25 hours compulsory Crossroads study in their Year 11 year.
- A wide variety of subjects are available for study, including vocational courses.
- See the Senior Prospectus for more detail.

Year 12 students work towards their Higher School Certificate (HSC):

- Students must complete Year 11 study in each subject and be satisfactory in 12 units before they move onto HSC courses.
- English is compulsory
- All students study at least 10 Units in Year 12 unless they are on a pathways pattern.
- A wide variety of subjects are available for study, including vocational courses.
- See the Senior Prospectus for more detail.

Pathways is a way that students who are ill, caring for children or have home circumstances that prevent full time study, can still work towards successful completion of senior studies.

- Pathways students negotiate an individual program of studies with the Head Teacher Distance Education.
- To maintain Youth Allowance students must complete at least 8 Units of study each year.

Supervisor Frequently Asked Questions

1. Where does my student do external examinations?

If at all possible you sit the NAPLAN, VALID and HSC examinations at your nearest High School. If this is a problem, then let your DE Coordinator know very early in the year of the examination preference.

2. Are there special rules for assessment tasks?

Assessment tasks are treated like examinations – the supervisor opens the task on the appointed date and time, supervises the task and then packages and returns the task in a separate mailing.

3. Where can I get careers advice for my student?

Phone the careers adviser at the Camden Haven High School with your enquiries or make an appointment to see him during mini-school or other visits to Camden Haven High. You might be able to get some information from the local Centrelink office.

4. What if my student is reluctant to do school work?

There are other people that can help but before calling on them, try one or more of the following strategies:

- Offer to work with the student on his/her work and remember to be positive.
- Talk to the student about what he/she sees as the problem.
- Discuss options in addressing the problem – you might like to involve the DE Coordinator at this stage.
- Let the teachers and DE Coordinator know what is going on and they may be able to provide positive feedback that will motivate him/her.
- Other people you might like to contact are: Social worker (Community Health), Youth worker (Community Centre) and Family Support Services, or Camden Haven High School Counsellor or DoE Home School Liaison Officer.

5. What can I do to improve my student's progress?

Work with the student on problems, for example:

- Listen to CD's and DVD's together before working on them
- Read work with the student
- Discuss before the student answers
- Give positive feedback and rewards for staying on task
- Set aside time to discuss progress with each student, including what the student is happy with or having difficulty with
- Ask the student to explain how he/she came to his/her conclusions
- Praise the student on returned work that is good and discuss teachers' comments generally.
- Read and work through the student handbook together

6. What if I cannot provide specified materials for required work?

Contact the teacher of the course to see if he/she can suggest alternative materials.

7. Can the student come to Camden Haven High School to work?

Yes, we welcome and encourage this practice. Please liaise with the Head Teacher Distance Education or your DE Coordinator for visit details and times.

8. How do I give positive feedback and rewards?

A great comment – “Well done” “I like the way you ...” “Show me how you did that...”

Give the student time to do an activity of their choice for example walking, reading, watching TV.

9. Who do I contact if I have a financial problem?

Financial assistance is available through the student assistance scheme. However, families should investigate the possibility of trying to get assistance from the Isolate Children’s Parents Association (ICPA).

Assistance for Isolated Children (AIC) Benefits

AIC allowances are matched to the circumstances of the student who does not have daily access to appropriate education. A Distance Education Allowance is available for students who undertake a State or Territory approved distance education program. This allowance is not income or assets tested. AIC allowances are not regarded as taxable income. Receipt of an AIC allowance does not affect a family’s eligibility to receive Family Tax Benefit.

Information on payment rates is available under “How much Assistance for Isolated Child do I get?”
Centrelink website: <http://www.centrelink.gov.au>

For more information contact Centrelink, telephone 13 2318.

Supervisor Guide for Motivating Students

- Do you listen to your student's needs?
- Does your student have a good workspace?
 - desk
 - light
 - equipment
 - organisation
- When did you last call your teacher or DE Coordinator about problems of motivation?
- Do you encourage your student to participate in mini-schools or field schools?
- Do you have a daily and weekly timetable or plan?
- Do you sign Title Pages only for excellent work or are you realistic and flexible?
- Do you feel guilty if your student is not working well?
- Does your student have a sense of responsibility for their own work? Are there clearly defined consequences for school work, home and life actions?
- Do you read the regular newsletters from the school?
- Have you read the prospectus of courses for each year?
- Does your student have regular breaks?
- Do you know the names of your student's teachers?
- Does your student have a balance of work, rest and play?
- Can your student work in another space?
- Do you manage the distractions adequately?
- Have you read the Supervisor and Student Handbook for assistance?
- Do you reward good effort?
- Are your expectations realistic?
- Have you talked with your student about their aspirations and plans for the future?
- Do you think you have to know all the answers to your student's school questions?
- Have you been to a field school or mini-school and participated in the parent information package?
- Are you in contact with other DE families in your local area?
- Do you know about the school requirements for Title Pages, NAPLAN, VALID and the Higher School Certificate, curriculum patterns, options ...?
- Do you understand common and current language in education?
- Does your student start work at the same time each day?
- Do you keep an accurate student record card?

Sample record card

Year 7 Supervisor's Card - SEMESTER 1

Student's name: _____

	English			Maths			Science			PDHPE			History			Geography			Technology			Music			Visual Arts			Japanese			ICT		
	Work received	Work mailed in to	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work	Work received	Work mailed in	Marked work			
TERM 1																																	
W1																																	
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Guide for Travellers

Families that are mobile need to find time to balance the wonderful new experiences on offer and the school work. Here are some ideas that might help.

Communicate

- Consider a mobile phone
- If you are at an address with a phone for a time, let us know – we can ring you back
- Always include an address two weeks ahead with all returned mail
- Don't forget to let post offices know where to forward mail to
- Check in with your emergency contact regularly (Grandparents make good contacts for many families)

Continue work in different circumstances

- If you can read and write while travelling try a TV table on the lap
- The whole family can learn language along with you by listening to CD's
- Novels can readily be read aloud by various members of the family en route
- Plan two hours work before departing for the day's travel

Working in one spot for a time

- Establish a study pattern as soon as you set up
- Try morning study, afternoon recreation and touring
- Get practical work done while there, look at next title pages as well if you plan to be mobile for a while

Store your work

- Keep all school work for each student in a single box/tub (under caravan/bed)
- Stackable plastic tubs work well in camping situations
- Post home information and returned work no longer required for study – more useful strategy for juniors – seniors need to write summaries first

Share your ideas

- If you come up with a good strategy, share it with us so we can include your ideas in future editions of the Student and Supervisor Guides, on the school website or in newsletters

Advice for Students

- Be organised
- With your supervisor, work out a timetable that suits you.
- Check your timetable daily.
- Begin work on your timetabled subjects.
- Open up the work at the right place.
- Collect everything you'll need for your work for example textbooks, equipment.
- Follow the instructions for the work.
- As you do your work, check headings, underline key ideas, and make summaries.
- Finally, read over your work and ask:
 - a. Can I improve these answers?
 - b. Is it clearly written?
 - c. Have I checked my spelling?

Do all the exercises

Remember to read all leaflets carefully and follow all the instructions.

Seek help

If you need assistance with your work:

- Ask your supervisor
- Ring or email the school and ask your teacher
- Ring or email your DE Coordinator

Read your teacher's comments

- To widen your interest, knowledge and increase your enjoyment of learning.
- To show which parts of the lessons you understood or did not understand.
- To suggest ways to improve your work.

When your corrected work arrives back you should

- Read it through
- Read over your teacher's comments and explanations
- Carry out any instructions

Listen effectively

You may receive recordings with two different types of messages, either: a personal message from your teacher, OR recorded lesson material.

To improve your listening skills, keep these basic rules in mind:

- Work in a quiet room without distraction.
- Focus on the opening sentence.
- Check what you're being asked to do.
- Listen to the whole recording.
- Make notes or jot down ideas or answer exercises on a worksheet (if one was sent to you).
- At the end of the message / lesson think about what you've heard.
- Try to recall the main points and list them on paper. Attach these to your lesson notes.

In addition, here are some useful hints:

- Take a short break, if your mind wanders. Do something different for one or two minutes, then listen again.
- If at any time you find you've missed a point or don't understand it, stop the recording, and play that part again.

Revise regularly

Your first revision occurs when you read over your teacher's comments. You should also look over your own answers again to see if you can improve them.

Further revisions (for example second, third, fourth) are necessary to help you prepare for tasks, tests and examinations.

- When revising, use active and varied learning methods.
- Read work through, concentrating on the headings.
- Say some part aloud.
- Make notes / lists / summaries.
- Practise the skills needed for the subject being studied e.g. sketching, mapping, pronouncing words, writing.
- In some subjects it may be useful to draw up lists of comparisons or think about advantages and disadvantages of different decisions / actions.
- Set yourself problems and try to solve them.
- Think of yourself as a 'good' student capable of doing well. Have confidence in yourself.



**CAMDEN
HAVEN**
HIGH SCHOOL

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Distance Education T: 02 6556 8200 F: 02 6556 8205