

DEPARTMENT OF EDUCATION

# Handbook

Instructions and Information  
for the Guidance of Teachers

SECOND EDITION

REVISED IMPRESSION—1969

3.5.1.—3.5.4.2.

### 3.5. CORRESPONDENCE TUITION

3.5.1. The Correspondence School is maintained for the benefit of children whose special circumstances prevent them from taking advantage of other educational facilities. Leaflets divided into weekly assignments and covering a wide variety of courses are sent regularly to pupils. Continuity of work is provided for pupils whose normal education has been interrupted.

3.5.2. **Children Eligible to Enrol:** The following are eligible for enrolment:

#### A. Enrolment for a Full Range of Subjects.

- (i) Children living not less than three miles from an existing school or two miles from transport facilities;
- (ii) children suffering from some physical incapacity which renders them incapable of attending school either permanently or for a limited period;
- (iii) secondary pupils in small schools and smaller type staffed schools where enrolment is authorised;\*†
- (iv) secondary pupils in subsidised schools;
- (v) children of New South Wales residents transferred temporarily overseas or to Australian External Territories.†

#### B. Enrolment for Individual Subjects.

Pupils in schools where a qualified subject teacher is not available may be enrolled for individual subjects at the Correspondence School with the approval of the District Inspector or Area Secondary Inspector.

3.5.3. **Compulsory Enrolment:** Enrolment at the Correspondence School is compulsory for all School Certificate pupils in Departmental schools other than High, Secondary, and Central Schools.

#### 3.5.4. Scope of the Curriculum

3.5.4.1. Children in infants' and primary grades follow the Curriculum for Primary Schools used by all public schools.

3.5.4.2. Courses of study at the secondary school level are provided as follows:

##### FORM I: Subjects for Form I pupils are:

English, Mathematics, Science, Social Studies, Art, Craft for Girls (Cookery and Needlecraft), Crafts for Boys (Bookcrafts, Leathercraft and Drawing, or Woodwork,† Metalwork,† and Drawing); French may be added in Second Term.

\* Where enrolment is not authorised, leaflets are available to small schools for pupils who have completed the primary course and who wish to remain at school beyond sixth grade. Full information concerning courses available and the procedure required for obtaining leaflets will be found in the Secondary School Guide, issued annually.

† The charge for overseas children is \$34 per year for the supply and correction of forty sets of work. This charge is waived for children of missionaries. Parents are expected to meet the cost of air mail, if it is required.

‡ These subjects may be taken only if special equipment is available. A separate application is necessary.

## 3.5.4.2.—3.5.5.2.

FORMS II, III AND IV: The subjects for Forms II, III and IV are:

*Group A*—Compulsory Subjects

English, Mathematics, Science.

*Group B*—Social Study Group

Social Studies,\* History, Geography.

*Group C*—Non-examinable Core Subjects†

Art, Boys' Craft (Bookcrafts and Leathercraft), Girls' Craft (Home Science and Needlework), Music.

*Group D*—Elective Art/Craft Subjects

Art, Home Science, Needlework, Bookcrafts and Leathercraft, Woodwork,‡ Metalwork.‡

*Group E*—Free Electives

French, German, Italian, Greek, Latin, Commerce, Technical Drawing.

A minimum of six examination subjects is required.

All pupils take the three compulsory subjects in group A.

In addition, a selection of at least one subject from group B and one from C or D is made. The remaining subjects may be chosen from groups B, D, E.

FORMS V AND VI. Higher School Certificate Examination Course. Subjects available are:

English, Mathematics, Science,§ Modern History, Ancient History, Geography, Economics, French, German, Italian, Greek, Latin, Russian, Industrial Arts,§ Textiles and Design, Home Science, Art.

ENRICHED ACTIVITY COURSE (for pupils of I.Q. below 90). Special lessons with work suitable for those pupils in Forms I and II are available in: English, Social Studies, Mathematics, Art, Craft for Girls, Craft for Boys, Elementary Commerce, Elementary Science.

Five subjects should be selected. (English, Mathematics and Social Studies are compulsory.)

## 3.5.5. Conditions of Enrolment

3.5.5.1. For persons domiciled in New South Wales tuition is free and materials and postage are supplied by the Department without cost to the pupils. It is necessary that a pupil's work be supervised to see that instructions regarding the work are faithfully and regularly carried out.

3.5.5.2. Application for enrolment should be made on the appropriate enrolment form obtainable from the Principal, Correspondence School, 52-58 William Street, King's Cross. In the case of invalids, medical testimony as to the nature of the illness should be supplied.

\* Neither History nor Geography may be chosen if Social Studies be selected.

† Whilst the subjects in group C are non-examinable at the School Certificate Examination, they will be tested in the normal Correspondence School examinations.

‡ May be taken only if special equipment is available. A separate application is necessary for these.

§ May be taken only if suitable equipment is available.

## 3.1.10—3.1.10.3

## 3.1.10 CORRESPONDENCE TUITION

## 3.1.10.1. The Correspondence School

The Correspondence School is maintained for the benefit of children whose special circumstances prevent them from taking advantage of other educational facilities. In addition correspondence tuition centres have been established in some country areas to provide for children residing within the regions. These centres are—

Scone High School	Secondary students only.
Nyngan Public School	Primary and infant students only.
Walgett Public School	Primary and infant students only.
School of the Air, Broken Hill	Primary and infant students who have the use of a transceiver

## 3.1.10.2. Children Eligible to Enrol

(1) *Enrolment for a Full Range of Subjects*

(a) Children living beyond the statutory distances specified in section 4 (4) (d) of the Public Instruction (Amendment) Act, 1916. (*see* Book 1.)

(b) Children suffering from some physical incapacity which renders them incapable of attending school either permanently or for a limited period.

(c) Children in hospital schools, in schools for the physically disabled, in training centres and in other child welfare institutions.

(d) Secondary pupils in subsidized and primary schools and pupils in central schools which do not provide class teaching at the form level required.

(e) Children of New South Wales residents travelling within Australia.

(f) Children of New South Wales residents transferred temporarily overseas or to Papua New Guinea or travelling overseas. A charge per term payable in advance is made for overseas enrolments.

(2) *Enrolment for Individual Subjects*

Students in governmental schools who are unable to get tuition in a subject they require may be enrolled for that subject at the Correspondence School if approval is given by the area director.

## 3.1.10.3. Full-time Enrolment of Home Pupils

Parents wishing to enrol students who fit into categories (1) (a), (b), (e) and (f) of section 3.1.10.2. should apply to: The Principal, Correspondence School, for the necessary application for enrolment. In the case of children in category (a), the parents must arrange for the certificate of distance to be signed by the principal of the nearest public school. In the case of children in category (b), a certificate signed by a qualified medical practitioner and specifying the nature and likely duration of the illness must be attached to the application for enrolment. Parents of children who fit into categories (e) or (f) should interview the principal of their previous school before

**3.1.10.3—3.1.11**

applying for enrolment at the Correspondence School. If it is at all possible, parents should be advised to bring their children to the Correspondence School at the time of enrolment, so that the children may meet their teachers and discuss their correspondence courses and so that necessary arrangements in regard to posting of lessons can be made.

Applications should be addressed to:

The Principal,  
The Correspondence School,  
52-58 William Street,  
Kings Cross, N.S.W. 2011.

**3.1.10.4. Enrolment of Secondary Pupils Attending Schools**

Applications for full-time or part-time enrolment of secondary pupils who are attending school should be made on the appropriate form and forwarded, through the usual channel, to: The Principal, Correspondence School.

**3.1.11. EVALUATION OF SCHOOLS**

(1) The purpose of evaluation is to assess the progress being made towards the objectives of the school so that informed decisions can be taken concerning the learning programme. It is a continuous, ongoing process for which the school, in the first instance, must accept responsibility.

(2) The principal and staff will therefore formulate particular aims and objectives and keep them regularly under review. In doing this the school will observe those broad aims, requirements and policies which establish a framework for education within the State.

(3) The continuing evaluation conducted by the school will be of a kind that will efficiently guide the programme without subverting its purpose by over-frequent testing.

(4) The school will consult appropriately with the inspector in accordance with the needs of each situation.

(5) A formal appraisal of each school will be arranged on the request of the principal or the area director, or by schedule once in every 6 years. This will primarily be concerned with the success being achieved in establishing processes and structures conducive to efficient learning.

(6) Any reporting arising out of the formal appraisal will be forward-looking in its emphasis. It will indicate specific areas where further growth is desirable and suggest new avenues that might be explored so that the school might be assisted to derive future objectives. The documents associated with the ongoing evaluations and the formal appraisal will generally be retained in the school.

(7) Following the formal appraisal a brief report on the efficiency of the school will be submitted by the inspector to the area director acting on behalf of the Director-General.