

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

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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.