

FOREWORD

The School Manual on Educational Management brings together, in the form of a standard reference, a range of policy documents and other information issued by the New South Wales Department of Education. The full set of School Manuals comprises five volumes:

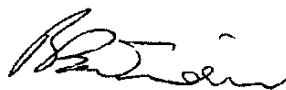
**School Manual on Financial Management**  
**School Manual on Educational Management**  
**School Manual on Personnel Management**  
**School Manual on General Management**  
**School Manual on Legislation and Index**

The manuals, in loose-leaf format, replace the Third Edition of the Teachers Handbook which was published in 1975 in four separate books.

This manual contains the Department's Statement of Corporate Purpose and Goals, the Aims of Education, curriculum-related statements and information relating to Departmental organisation, services and programs. The remaining volumes include legislation under which schools are operated, conditions of employment for teachers, ancillary staff and school cleaners, the general conduct of schools, the enrolment, discipline and welfare of students, and with matters related to school buildings, grounds and equipment.

The manuals have been compiled to meet the need for sound, realistic policy and procedural guidance for all persons who work within the N.S.W. Department of Education. The manuals are as relevant for teachers and clerical officers as they are for executive staff, inspectors and directors. Information contained in these manuals is vital for all those who implement Departmental policies at every level, and especially for those who provide leadership in all areas of Departmental activity. They are of fundamental importance in the effective operation of schools.

Copies of the School Manual on Educational Management are issued to schools in accordance with the distribution list below. The full set of manuals should be kept together, in the location specified, to provide a comprehensive and convenient 'Shelf of Information' to which all school staff may have ready access. Amendments will be necessary from time to time; they will be published as separate page inserts and principals are asked to ensure that the copies of the manuals issued to the school are kept up to date.



R.B. Winder  
Director-General of Education.

25/3/88

**PART 15      OTHER POLICIES AND PROGRAMS**

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Note: A statement on "Correspondence Tuition" was published in the Teachers Handbook Book 3, (Third Edition 1975, as amended). It has now been updated and is reissued to schools, pending development of policy guidelines.

(Schools Directorate, 1987)

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### 15.5.1 EDUCATION OF ISOLATED STUDENTS

#### 1. INTRODUCTION

The N.S.W. Department of Education has special arrangements to deliver its educational programs to students who are isolated i.e. students whose special circumstances prevent them attending regular schools. These arrangements operate where the teacher and the student are separated by distance and the transmission of communication is most frequently by means other than direct inter-personal contacts.

One of its major facilities for the education of isolated students is the Correspondence School which uses a variety of communication technologies.

The Correspondence School provides teaching resources, including curriculum materials and teaching leaflets, for the Decentralised Correspondence Centres. These have been established in some rural schools to provide for primary students residing in isolated areas; they are an integral part of the host school but maintain close liaison with the Correspondence School.

The School of the Air, Broken Hill, provides education to students who have the use of a transceiver.

These three types of provision for isolated students are described in detail below.

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**2. THE CORRESPONDENCE SCHOOL****2.1 Full-Time Enrolment - Primary and Secondary Students**

- a) The following categories of New South Wales students are eligible for full-time enrolment:
- i) Students who are isolated from a State Primary or Secondary School. Isolation in this context is determined as being 3.0km for primary aged students and 5.0km for secondary aged students by the nearest practicable route from the place of residence to a school or an acceptable means of transport to that school. The distance will be certified by the Regional Director.
  - ii) Students who will be absent from school for an extended period because of travelling commitments - overseas or within Australia.
  - iii) Students suffering from some disability which renders them incapable of attending school (including an available appropriate school for specific purposes) either permanently or for an extended period. Medical evidence will be required.
  - iv) Secondary students at hospital schools, at schools for specific purposes, and at community care schools where class teaching cannot be provided at the level required.
  - v) Secondary students at State primary and central schools which do not provide class teaching at the level required.
  - vi) In special cases, students between the ages of 15 and 18 years who cannot attend school and are unable to receive face-to-face teaching at an alternative institution.
  - vii) In special circumstances, students who have been granted temporary exemption from attendance at school.

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- b) Students in the A.C.T., in certain other States within Australia and from Papua-New Guinea who, for some acceptable reason, cannot receive face-to-face teaching at the level required and whose enrolments are approved by the appropriate education authority, may also be enrolled, through inter-Government arrangements, in special circumstances.

### 2.2 Procedures to be followed in Applying for Full-Time Enrolment

- a) Inquiries regarding enrolment at the Correspondence School can be made by telephone: (02) 339-8444 or by writing to:

The Principal,  
The Correspondence School,  
52-58 William Street,  
KINGS CROSS NSW 2011.

#### Stating:

- i) the student's name, date of birth and Year/level of schooling.
  - ii) name of last school attended and the period of enrolment at that school.
  - iii) the reason(s) for a correspondence course being required.
  - iv) the period for which an enrolment is required.
- b) Application forms will then be posted, or if applicants are ineligible for enrolment, appropriate advice offered.
- c) The completed application form should be forwarded to the Principal, Correspondence School:-
- i) by the appropriate school Principal if the enrolment application originates from a school or if the Principal's verification that the student lives beyond the specified distance is required; or
  - ii) by the parent/guardian if (i) is not applicable.
- d) The application will be considered by the Principal of the Correspondence School. If further information is required the advice of the appropriate Regional Director will be sought.

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- e) The decision will be notified to the parent/guardian, the appropriate Regional Director and, where appropriate, the school Principal will also be informed.

In the case of rejection, the parent/guardian will be advised to contact the Regional Director for possible alternative arrangements.

**2.3 Part-time Enrolment - Secondary Students Only**

The following categories of students are eligible for part-time enrolment:

- a) Students who, because of some disability, are unable to undertake a course of study which is available at their school. Such students will be eligible for enrolment in that subject only. A medical certificate will be required.
- b) Students whose course of study has been interrupted by transfer from one school to another or who, for some other acceptable reason, are unable to continue a course of study already commenced towards the Certificate of Secondary Education or the Higher School Certificate. Students in Years 9, 10, 11 or 12 who have already commenced the study of a particular subject within their school towards the award of the Certificate of Secondary Education or the Higher School Certificate but for whom no satisfactory arrangement for continuation can be made.
- c) Students who have successfully studied a subject to Year 10 with the definite expectation of continuing the subject to the Higher School Certificate but for whom no provision can be made in year 11 either within the same school or as a result of transfer to a different school. (In general terms, there must have been a reasonable expectation at the time of the initial election that the subject would continue to be available in Years 11 and 12.)

(Note: Provisions in (b) and (c) may be reviewed in consultation with the Board of Secondary Education).

- d) Students in small secondary schools disadvantaged by geographical isolation and by the necessarily limited elective offering at their school.
- e) Students who wish to study the ethnic language of their family, where it is not available at their school and who are unable, for an acceptable reason, to attend the Saturday School of Community Languages.

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- f) Students other than those provided for above, whose circumstances, special needs or talents cannot be provided for. Such cases would be rare. Where the Principal is satisfied that the circumstances justify enrolment, application should be submitted for consideration together with detailed documentation establishing the special need.

### 2.4 Conditions Relating to Part-time Enrolment

A subject taken by correspondence must be towards the award of the Certificate of Secondary Education or the Higher School Certificate.

- a) The school will be required to certify that the student is not studying a total number of subjects in excess of twelve units for Years 11 and 12 (including Board-Approved courses and those courses taken by correspondence).
- b) As a general rule and within the limits permitted by the resources of the Correspondence School, the following conditions for approval of enrolment will be observed:
- i) no more than one course will be approved for any one student;
  - ii) no more than three students from any one school will be accepted for any single subject in the one Year (grade) of study;
  - iii) no more than four different subjects in the one Year (grade) at individual schools will be accepted;
  - iv) applications will not be approved for courses which are offered at a student's school.

WHERE IT IS NECESSARY FOR ANY REASON TO LIMIT ENTRY TO ANY COURSE, THE PRINCIPAL OF THE CORRESPONDENCE SCHOOL WILL CONSIDER EACH CASE ON ITS MERITS.

- c) Principals will be required to certify that:
- i) the student is capable of working independently and is reliable in the completion of assignments;
  - ii) the number of periods stipulated by the Board of Secondary Education for the study of the subject are available within the normal school timetable;

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- iii) a designated member of the teaching staff of the school has been nominated to supervise the study arrangements of the student;
- iv) the school will undertake to meet conditions for completion of assignments and examinations, the regular forwarding of work and the provision of materials (e.g., textbooks, reference materials), necessary for the completion of the course.

It should be noted that in some subjects, e.g., some languages in senior Years, the Correspondence School will determine suitability of candidates for the course.

### 2.5 Appeals

- a) Appeals against non-enrolment will be considered by the Correspondence School Appeals Committee, comprising:
  - Director, Schools Directorate;
  - Regional Guidance Officer, Metropolitan East Region;
  - Director of Personnel or his/her representative;
  - Principal of the Correspondence School; and
  - where applicable, a representative of Non-Government school systems, this position to be filled each year alternatively by a nominee of the Catholic Education Commission and the Association of Independent Schools of New South Wales.
- b) Before appeals are considered, the Appeals Committee will consult with the appropriate Regional Director as necessary.

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**2.6 Leaflet Assistance to Schools (Secondary Students Only)**

In certain circumstances where enrolment of students is not possible, leaflet assistance is provided to schools under the following conditions:

- a) Leaflets will be provided to schools to assist in a course with face-to-face teaching time only where special circumstances exist. Applications which are considered to come under the category of "special circumstances" are to be referred through the Principal of the school to the Regional Director in the first instance. The final decision to offer leaflet assistance will rest with the Principal of the Correspondence School.
- b) Additional leaflets are not issued to schools to supplement a three unit course.
- c) Leaflets are not issued to normal staffed high schools that wish to cater for extra class groups or to extend the choice of options available to such schools, e.g., Mathematics in Society.
- d) Leaflets are not issued to individual teachers or schools simply on request. The issue of leaflets to teachers and schools is approved occasionally by Regional Directors to assist in lesson preparation.
- e) Leaflets are issued on request to teachers of deaf children at State and registered non-government schools under certain circumstances and in specific subjects. Such leaflets are issued only on the endorsement of the Principal of the school concerned.
- f) Leaflets are provided to teachers to assist children in difficult circumstances, e.g., crippled children, hospital cases, schools for specific purposes.
- g) Leaflets are supplied to Principals of other States' Correspondence Schools on request, on the understanding that the copyright is retained by the N.S.W. Department of Education.
- h) Leaflets are not issued to composite classes which have full face-to-face teaching periods, except where students are studying markedly different courses of the same subject, e.g., 2 unit French and 2 unit 2 French.

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**3. THE DECENTRALISED CORRESPONDENCE CENTRES**

3.1 These centres are an integral part of the host school but maintain close liaison with the Correspondence School and utilise its resources.

3.2 Centres are located at:-

Bourke Public School;  
Cobar Public School;  
Walgett Public School;

The centres enrol primary students outside the school feeder areas but within reasonable travelling distance, so as to allow for regular visits.

3.3 The centres each have their own designated drawing areas. The drawing areas have been designed to give students, parents and teachers reasonable access to each other through visits - personal visits to the centre, teacher's visits to students, visits to centres of community interest - as well as by mail services and by telephone contact.

3.4 Each centre functions in a way that best suits local conditions. Teaching is effected through the central Correspondence School teaching systems and all resources provided by the Correspondence School are available. These are supplemented by such activities as centre school days as often as once a week, mini-schools and group days on a term basis, itinerant teacher visits, and social and cultural functions.

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### 4. THE SCHOOL OF THE AIR, BROKEN HILL

4.1 The School of the Air, Broken Hill, enrolls primary students who can receive HF radio. This whole school is a decentralised correspondence centre which utilises two-way radio communication to provide a close student-teacher relationship for children who live in parts of the sparsely settled areas of the outback. It incorporates the general features of the centres with the exception of the centre school days.

4.2 The Department of Education has provided substantial funds in recent years for the provision of new transmitters and frequencies in order to improve communication channels and release the Royal Flying Doctor Service network and equipment for medical purposes only.

Students use a transceiver which is lent by the Department of Education. The initial licence fee is paid by the persons who require the set.

4.3 "On-air" lessons cover the full range of the curriculum and are designed to supplement other facets of correspondence tuition.

To assist with student/teacher contact, weekend mini-schools, group days and home visits are made by teachers. Sports carnivals are also held each year.

4.4 Parents wishing to enrol children may apply direct to

The Principal  
The School of the Air  
Lane Street  
BROKEN HILL, 2880.

Principals of schools or other institutions seeking enrolment for their students make their applications through the usual Departmental channels.

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