

SMOKING IS NOW TOTALLY PROHIBITED IN ALL N.S.W. DEPARTMENT OF EDUCATION PREMISES

## The Module Bank



### NEW MODULE

#### SCHOOL DEVELOPMENT DAYS: STRATEGIES AND TECHNIQUES FOR GROUP LEADERS

Add to your repertoire of group leader's skills with the assistance of this new practical guide. This module will help you to play your School Development Day and run the workshops. It provides guidelines for effective leadership, setting objectives and conducting a range of structured group processes—**Module 89/006**.

and other modules listed in the 1987-88 Modules Bank catalogue are available from your Regional contact person. See list

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## DISTANCE EDUCATION

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*NOTE—This statement replaces section 3.1.10 on "Correspondence Tuition" published in the Teachers Handbook 3 (Third Edition 1975, as amended) and section 15.5 in the School Manual on Educational Management (Issue 1, 1987).*

### 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 personal contacts.

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

*Decentralised Correspondence Centres* have been established in some country schools to provide for students residing within the regions. They are an integral part of the host school but maintain close liaison with the Correspondence School. The Correspondence School provides Resource Assistance, including *curriculum materials* and *teaching leaflets* for the Decentralised Correspondence Centres.

*The School of the Air, Broken Hill* is a decentralised centre which provides education to students who have the use of a transceiver.

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

### 2. THE CORRESPONDENCE SCHOOL

#### 2.1 Full-Time Enrolment

##### 2.1.1 Primary and Secondary.

The following categories of New South Wales students are eligible for full-time enrolment:

- (a) Students who are isolated from a Government primary or secondary school. Isolation in this context will be determined by the Regional Director who will consider any special circumstances that may preclude attendance at a school. As a prerequisite for consideration the minimum distance requirement is determined as being 3 km for primary aged students and 5 km for secondary aged students from 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.
- (b) Students who will be absent from school for an extended period—not less than five months and not more than two years except in special circumstances—because of travelling commitments within Australia or overseas, or temporarily resident overseas. A comprehensive itinerary is a requirement.
- (c) Students with some disability which renders them incapable of attending school including an available special school, either permanently or for an extended period; students with disabilities who attend a small isolated rural school where appropriate support provisions cannot be made. The Regional Guidance Officer's report including a clinical assessment is required together with specialist medical evidence. Enrolment is conditional upon a six monthly review of each case. In all cases the Correspondence School is acting as an agent for the region.
- (d) Secondary students at hospital schools, at schools for the physically disabled, schools for the emotionally disturbed and at approved Community Care schools where class teaching cannot be provided at the level required.

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- (e) Secondary students at Government primary and central schools which do not provide class teaching at the level required.
- (f) Students who are between the ages of 15 and 18 years and whose commitment to their vocational talents prevents attendance at school or an alternative institution.
- (g) Students who are pregnant and who wish to avail themselves of the services of the Correspondence School.

#### 2.1.2 Pre-School and Kindergarten.

Enrolment will be limited to students who plan to continue their education by Correspondence.

- (a) Pre-school children may enrol at 3.9 years from the beginning of the year provided they turn 4 years prior to 1st August.
- (b) Kindergarten children may enrol at 4.6 years from the beginning of the year provided they turn 5 years prior to the 1st August. These entry ages also apply for the enrolments at the Decentralised Centres including the School of the Air.

In all cases the Region will make the appropriate recommendations for each application.

2.1.3 Students in the A.C.T., 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-governmental arrangements, in special circumstances.

#### 2.2 Procedures to be followed in applying for Full-time enrolment

2.2.1 Application forms are obtainable from the Correspondence School. Requests may be made by telephone (02) 339 8444 or by writing to: The Principal, The Correspondence School, G.P.O. Box 7098, Sydney N.S.W. 2001; Stating:

- (i) 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 correspondence courses being required;
- (iv) The period for which an enrolment is required.

Application forms will then be posted to the applicant.

2.2.2 The completed application form should be forwarded by the parent/guardian to the Regional Office for the appropriate recommendation relating to the distance and eligibility.

In the case of non acceptance, the parent/guardian and where appropriate, the school principal will be informed. 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—

2.3.1 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.

2.3.2 Students whose course of study has been interrupted by transfer or for some other acceptable reason are eligible for enrolment to complete such a course to meet requirements for the award of the School Certificate or Higher School Certificate.

2.3.3 Students, who at the time of initial selection of elective subjects were given to understand that the school would offer course continuity to Year 12, whereas in the intervening period a particular course was discontinued after Year 10. It cannot be assumed that the cessation of a course already studied constitutes an automatic entitlement for enrolment in the Correspondence School. In particular, schools should not anticipate that small groups of students constitute sufficient grounds for enrolment at the Correspondence School. The formation of small groups of students usually ensures that some

component of face-to-face teaching will be made available at the school. Each case will be considered individually and each school's needs will be ascertained in consultation with the Regional Director before a recommendation is put forward.

2.3.4 Students in small, remote secondary schools disadvantaged by geographical isolation and the necessarily limited elective offering at their school.

2.3.5 Students who wish to study the ethnic language of their family where it is not available at their school or a nearby school and not available at a Saturday School of Community Languages within reasonable travelling distance in the Metropolitan areas (Sydney, Wollongong, Newcastle) in which they reside.

2.3.6 Students whose special circumstances, particular needs or talents cannot be addressed in the home school. Where the principal is satisfied that circumstances justify enrolment an application should be submitted to the Regional Director for consideration together with detailed documentation to support the establishment of a special case.

#### 2.4 Procedures to be Followed in Applying for Part-time Enrolment

2.4.1 An application form, available from the appropriate regional office of the N.S.W. Department of Education, is forwarded by the secondary school principal to the regional office for submission with recommendation to the Principal of the Correspondence School.

2.4.2 The application will be considered by the Principal of the Correspondence School after the endorsement of appropriate Regional Director. If the final decision, after consultation with the region, is not to enrol the applicant, the decision will be communicated to the school principal and to the regional office.

2.4.3 To avoid delays in forwarding lesson materials, applications for enrolment for first term should be submitted to the Correspondence School before the 30th November of the previous year through the Regional Office.

#### 2.5 Conditions Relating to Part-time Enrolment

A subject taken by correspondence must contribute to the award of the School Certificate or the Higher School Certificate.

2.5.1 The school will be required to certify that the student is not studying a total number of subjects in excess of six for Years 9 and 10 or in excess of 12 units for Years 11 and 12 (including Board approved courses and those courses taken by correspondence).

2.5.2 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. Small remote geographically isolated high or central schools may negotiate with the Correspondence School with Regional approval for a variation of these provisions. Any enrolment acceptance for the aforementioned schools is contingent upon the provisions of appropriately designated supervisor support within the school.

#### NOTE:

- (a) No more than one course will be approved for any one student;
- (b) No more than three students from any one school will be accepted for any single subject in the one year (grade) of study;
- (c) No more than four different subjects in the one year (grade) at individual schools will be accepted.
- (d) Applications will not be approved for courses which are offered at a student's school.

**Where for any reason it is necessary to limit entry to any course, the Principal of the Correspondence School will consider each case on its merits.**

2.5.3 Principals will be required to certify that:

- the student is capable of working independently and can be relied upon to complete assignments.

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- the number of hours stipulated by the Board of Secondary Education for the study of the subject are available within the normal school timetable.
- a designated member of the teaching staff of the school has been nominated to supervise the study arrangements of the student.
- the school will undertake to meet conditions for completion of assignments, examinations and the regular forwarding of work.
- the school will provide all textbooks and reference materials necessary for the completion of the course.

### 2.6 Appeals

2.6.1 Appeals against enrolment decision will be considered by the Correspondence School Appeals Committee.

Membership will include the Director, Schools Directorate, a Regional Guidance Officer, nominated by the Director, Schools, Inspector of Schools—Distance Education; Principal of the Correspondence School and where applicable a representative of Government systems. This position is to be filled each two years alternately by nominee of the Catholic Education Commission and the Association of Independent Schools of New South Wales.

2.6.2 Before appeals are considered, the Appeals Committee will consult with the appropriate Regional Director as necessary.

### 2.7 Resource Assistance to Schools (formerly Leaflet Assistance)

2.7.1 Resource Assistance will only be available to individual students or to small groups in Government or Non-Government Schools where student numbers or other special circumstances preclude provision of full face-to-face teaching. Eligibility will be dependent upon an appropriate recommendation by the Regional Director.

Applications for Resource Assistance must be endorsed by the Regional Director.

### 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.

Centres enrol infants and primary students outside the school areas but within reasonable travelling distance, so as to allow 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, teachers' 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.

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

4.1 The School of the Air, Broken Hill, enrolls infants and 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 course materials provided by the Correspondence School.

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, N.S.W. 2860.

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

### Superannuation Benefit and Tax File Numbers

Following the introduction of new Tax File Number requirements by the Commonwealth Government, the State Authorities Superannuation Board advises that each claim for a benefit from a superannuation scheme should be accompanied by a Tax File Number. Otherwise, the Board must deduct tax from the benefit payment at the highest marginal rate.

New benefit claim forms, providing for Tax File Numbers to be shown, have been widely distributed through employers.

So that full concessional tax rates can be applied at the time of benefit payment, Fund members are requested to ensure that any claim for a benefit from a superannuation scheme administered by the Board is made on the appropriate scheme form, showing a Tax File Number.

Inquiries from Fund members can be made to the Board's Advisory Service on telephone No. (02) 238 5666 or toll free on (008) 45 1112.

### PERFORMANCES WHICH HAVE BEEN AUTHORISED FOR PERFORMANCES IN SCHOOLS

Please contact the Performances for Schools Officer for advice or further information: Curriculum Support Branch, Services Directorate, Private Bag 3, P.O. Ryde 2112. Telephone number: 808 9541.

Contact	Title—Description	Age	Cost
Browns Lane Theatre Co. (02) 692 8110	ONKAPARINGA RIVER—A strongly recommended, very relevant conservation/environmental play, which uses drama, music and fantasy to explore themes of conservation, communication, co-operation and peace. These issues are developed through a story about a brother and a sister who save the Onkaparinga River from destruction with the help of a bunyip.	K-6	\$2.50 per student; \$250 minimum.