

Guide for Students and Supervisors

Single Course Students

2023



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Principal's message

Welcome to Sydney Distance Education High School. We hope you enjoy your learning with us. This is a public school where we are proud to work on the land of the Traditional Custodians, the Cadigal People of Eora Country.

Our commitment is to provide flexible learning for quality individualised education. Students may learn in many ways through online lessons, written materials, web lessons, email and phone. We also engage students through videoconferencing, student online forums, study days, open days, excursions, peer support activities and teacher visits to schools and homes.

We have a number of Learning Hubs around Sydney where you may work with teachers and other students.

The first thing we would like you to do is read through this Guide for Students and Supervisors.

Many students studying at this school have achieved excellent results in state testing including NAPLAN and the Higher School Certificate. However, the most important priority is for every student to work to achieve their personal best.

Work hard, complete work every week and enjoy your learning. Also, it is important to keep in contact with your teachers and other students. We look forward to celebrating your good results with you at the end of the year.

Our school is located in Woolloomooloo and we hope to see you here for activities we hold during the year.

Best wishes in your studies.



Mark Piddington
Principal

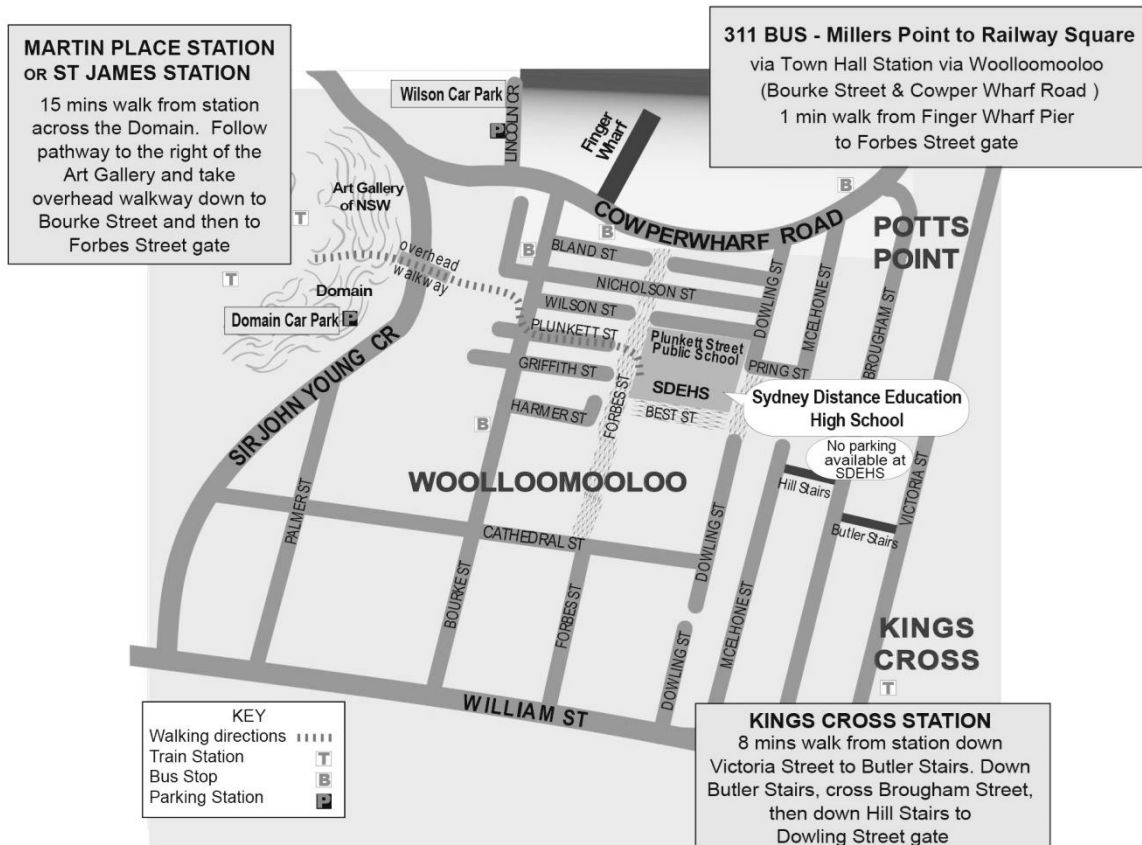
NSW School Term Dates

Term 1	Friday 27 January	–	Thursday 6 April
Term 2	Monday 24 April	–	Friday 30 June
Term 3	Monday 17 July	–	Friday 22 September
Term 4	Monday 9 October	–	Tuesday 19 December

Sydney Distance Education High School

Address Forbes Street, Woolloomooloo NSW 2011
Postal address Locked Bag 5000, Potts Point NSW 1335
Phone (02) 9383 0200 (switchboard)
Website <https://sydneyh-d.schools.nsw.gov.au> **Email** sydneyh-d.school@det.nsw.edu.au

Sydney Distance Education High School is located within the grounds of Plunkett Street Public School in Woolloomooloo.

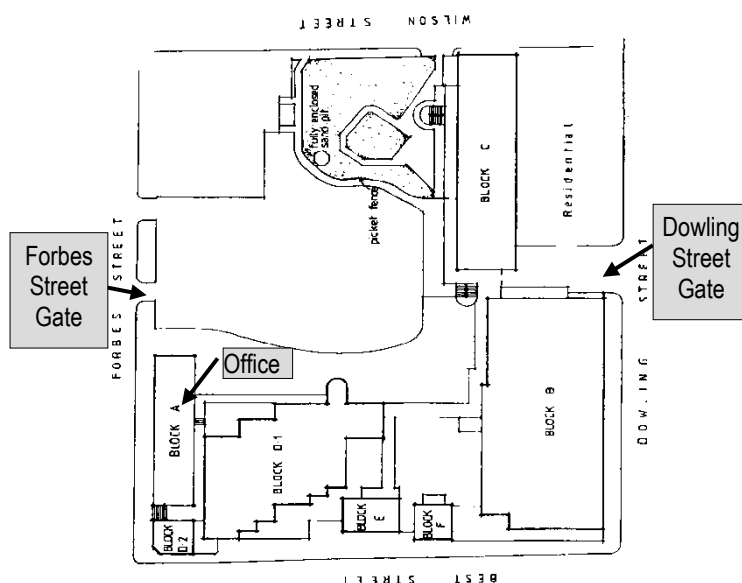


Public transport: We advise visitors to come to school from either Martin Place Station or St James Station, or on the 311 bus (Railway Square via Darlinghurst via Cowper Wharf Rd to via Town Hall to Millers Point). For a quicker bus journey, you can also board the bus at stops on Park Street near Sydney Town Station.

For up to date details on bus and train timetables call 131 500 or visit the Transport NSW website <http://www.transportnsw.info/>

Car: There is limited street and metered parking in adjacent streets. All day car parking is available at the Domain Car Park. Walk from there across the footbridge and down Nicholson St to the school, or at the Wilson Car Park in Lincoln and Young Street (off Cowper Wharf Road). The school has one parking spot that may be used for disabled parking, when notice is given, if it not already being used by someone else for disabled parking.

Please register at Office on arrival



School contact information

Please refer to the *Guide for Students and Supervisors* on our school website for up to date contact details.
<https://sydneyh-d.schools.nsw.gov.au/about-our-school/rules-and-policies.html>

Principal	Mark Piddington	9383 0200
Co Principal	Lisa Keating	9383 0200
Deputy Principal (7–9)	David Tracy	9383 0313
Deputy Principal (10)	Duncan Gerdes	9383 0235
Deputy Principal (11–12)	Julie Kennedy	9383 0387
Deputy Principal (Curriculum Delivery)	Ian Tobitt	9383 0447
Head Teacher Administration (Enrolments)	Heather Williams	9383 0213
Head Teacher Administration (Single course with events & accreditation support)	Johanna Armstrong	9383 0391
Head Teacher Administration (Staffing)	David Grime	9383 0343
Head Teacher Secondary Studies (Literacy & Numeracy Priorities)	Sue Cooksley	9383 0304
Head Teacher Secondary Studies (Years 7–9 with Middle School)	Marija Gavranic	9383 0214
Head Teacher Secondary Studies (Year 10)	Angela Zarocostas	9383 0230
Head Teacher Secondary Studies (Years 11–12)	Christine Lazaris	9383 0245
Head Teacher Teaching and Learning (Assessment & Reporting)	Bernadette Norris	9383 0411
Head Teacher Teaching and Learning (elearning)	Ott Uussaar (Relieving)	9383 0471
Head Teacher Teaching and Learning (Learning & Support with Library)	Alicia Gilmore (Relieving)	9383 0298
Head Teacher Teaching and Learning (Online Teaching)	Pippa Jokhan (Relieving)	9383 0347
Head Teacher Teaching and Learning (Technology: Systems & Support)	Ali Rodley (Relieving)	9383 0473
Head Teacher Vocational Education and Training (with Careers)	Brett Hall	9383 0328
Head Teacher Welfare (Years 7–9)	Jinsy Jacob	9383 0452
Head Teacher Welfare (Year 10)	Tim Higginbotham (Relieving)	9383 0243
Head Teacher Welfare (Years 11–12)	Anna Hampouris	9383 0456
Faculty Head Teachers		
Creative and Performing Arts (CAPA)	Rachael Corkin (Relieving)	9383 0240
English	Kristina Balcewicz	9383 0361
History / Aboriginal Studies	Irene Sfinas	9383 0306
Mathematics	Jennifer Johnston	9383 0451
Middle School	Marija Gavranic	9383 0214
PDHPE	Allyson Hill	9383 0436
Science	Mick Brooker	9383 0407
Social Science	Maureen Murphy	9383 0350
TAS / Computing Studies	Therese Metzl	9383 0413
VET / Careers	Brett Hall	9383 0328
Year Advisers		
Years 7–10 (Stage 4 & 5)		
A–D	Athena Mountakis	9383 0275
E–K	Mick Aldous	9383 0337
L–P	Aidan McNab	9383 0274
Q –Z	Joanne Cormack-Parker (Relieving)	9383 0334
Years 11 & 12 (Stage 6)		
A–F	Paul Simmons (Relieving)	9383 0457
G–O	Helen Flint	9383 0248
P–Z	Claudine Cunningham	9383 0354
Single Course Provision Coordinator	Schools: A–Z	Johanna Armstrong
Library		Katy Hookey
Careers Advisers		Anna Hampouris
		Lisa Shineberg
School Counsellor		Kara Binstadt
Wellbeing Team		
Aboriginal Education Coordinator	Judith Burke	9383 0369
LGBTQI+ Coordinator	Ollie Hand	9383 0420
Out of Home Care Education Coordinator/ Coordinator of Pregnant Girls/Young Parents	Kylie Gallacher	9383 0308
Coordinator of Boys	Rede Carney	9383 0203
Coordinator of Girls	Maria Valmas	9383 0363
Learning Hub Coordinator		Duncan Gerdes

How the system operates

Note to Parent/Carer: In providing single course access, the relationship is strictly between the home school and the distance education school. This means that any parent/carer concerns are to be raised at the student's home school which then has a responsibility to communicate with the distance education school.

Years 11-12

In the senior years you will be receiving a whole topic or unit of work at a time. **Remember that you must submit work weekly in each course.**

As you complete the work for each week, give it to your supervisor to sign and send it back immediately in the envelope provided (for paper-based units).

You will receive feedback on every submission. The next topic will be sent to you at the time indicated on the course outline. If you need any help at any time, please telephone, email, or elearning message your teacher straight away.

Years 9-10

At the start of your course you will receive a Starter Pack (your first 3 weeks of work) and a course outline for each course.

Each course consists of a number of topics. Each topic includes a number of sets. Each set is one week's worth of work.

Your next work will be online through the school's elearning site elearning.sdehs.nsw.edu.au

Your teacher will contact you to help you access the elearning course and start work there. If you are unsure of your elearning login details ask your teacher.

Remember that you must complete the weekly set of learning activities for each course.

Communication with your teachers

Communication with your teachers occur in a number of ways including the following.

- Sets of work
- Email
- elearning messages
- Web lessons
- Phone calls
- Learning Hub visits

It is very important that you establish and maintain regular communication with your teachers in whatever form suits you best.

Web lessons

All students in Years 7-10 are expected to attend timetabled web lessons where possible. Students in Years 11-12 are expected to attend web lessons when they are arranged by their teachers.

Student Attendance

NSW Education Standards Authority (NESA) Course Completion Criteria

Like all students in NSW, students enrolled at Sydney Distance Education High School must satisfy the NESA's course completion criteria.

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:

- **followed** the course developed or endorsed by the NESA; and
- **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- **achieved** some or all of the course outcomes.

Sydney Distance Education High School

Student Attendance

Distance education is governed by the same policies as apply to all NSW government schools, including policies on student attendance. Regular attendance at school is essential if students are to maximise their potential and meet the requirements of the law. Schools and parents share responsibility for promoting regular attendance.

The NSW Department of Education School Attendance Policy requires that Principals of NSW government schools ensure:

- that when frequent absences are explained as being due to illness that:
 - consultation occurs with parents regarding the health care needs of the student
 - medical certificates are sought for the absences
 - where there are ongoing concerns, approval is sought from parents to contact the student's doctor so that the school has all the relevant information regarding the student's health care needs.

Sydney Distance Education High School measures attendance by the amount of work completed. On enrolment, students are expected to complete the SDE Launchpad Program (Student Induction), as preparation for learning at SDEHS.

As outlined by the NSW Distance Education Procedures. Attendance is monitored in a number of ways, including records of student engagement in learning activities, student reviews, and regular contact between students and subject teachers. Distance education schools will maintain a register of interactions that take place between the student and the teacher and use these interactions to assess satisfactory attendance. All students enrolled in distance education must meet standards of engagement and participation set by the distance education school to satisfy the compulsory attendance requirements of the Education Act 1990.

Examples of interactions that may indicate satisfactory attendance include, but are not limited to:

- the regular return of allocated work
- engagement in synchronous remote teaching sessions such as phone lessons and web lessons
- engagement in synchronous face-to-face teaching sessions such as lessons and study days at learning hubs
- asynchronous remote teaching practices such as email, authenticated online learning and learning management systems
- field services such as camps and workshops, home visits and excursions.

The *Student Attendance in Government Schools Procedures (2015)* includes that parents or carers of children of compulsory school age are responsible for ensuring that their child attends school every day. Children must commence school by age 6 and then complete Year 10. After Year 10 and until they turn 17, students must be:

- in school, or registered for home schooling, or
- in approved education or training (eg TAFE, traineeship, apprenticeship) or
- in full time, paid employment (average 25 hours a week) or
- in a combination of work, education and/or training.

For students younger than 17 whose attendance is identified as being less than 50%, the Head Teacher Welfare will ensure that a broad range of strategies are put in place to support the student. These may include:

- a Years 7–10 part program ie a student does some of the required courses in a year
- a Years 11–12 Pathways program ie a student completes Stage 6 over more than 2 years
- ongoing communication from class teachers eg phone, emails
- referral to Year Advisers, Faculty Head Teachers, Head Teacher Welfare or Head Teacher Secondary Studies for follow up.

Refer also to *The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)* and *Protecting and Supporting Children and Young People Policy and Procedures*

Working by distance education

- Use the timetabled periods at your school for your distance education work only.
- Submit work each week.
- A course outline is provided for both the supervisor and student. Keep the course outline supplied to record dates on which work is submitted.
- Pay attention to your teacher's message and comments. Answer any questions you are asked.
- Make sure you do all corrections.
- Check that you have completed **all** the work your teacher has set for you.
- If you need assistance with your work or lesson materials, consult your distance education teacher as soon as possible, or ask your supervisor to do so. You can telephone your teachers during school hours to discuss your work. You can also ask to speak to the Head Teacher.
- Close cooperation between the home school and Sydney Distance Education High School is an essential element in the distance education process.

General requirements

- The student needs a suitable area at school in which to work undisturbed.
- All weekly work must be checked and signed by the supervisor to ensure it is the work of the student and it is complete.
- If any of the student's personal details change, please let us know by email.
- If the student's work is delayed by illness or other problems, please let us know.
- Please let us know in writing when a student's enrolment finishes.
- The supervisor needs to keep the course outline to document the date each piece of work is submitted to Sydney Distance Education High School. Students should be encouraged to keep their own record showing dates work is submitted.
- Students will need encouragement and support from their home school supervisor to reach their full potential. We appreciate the support of supervisors.
- **If there is a change of supervisor, please let Jo Armstrong know immediately on johanna.armstrong@det.nsw.edu.au and attach the [Change of Supervisor form](#).**

Mailing envelopes (required for some courses)

Where work is mailed, the school sends students' lessons in two types of envelopes – standard A4 and heavy-duty envelopes.

In the envelope there are printed reply paid stickers (as shown below), to be used when submitting work.



Delivery Address Locked Bag 5000 POTTS POINT NSW 1335	No stamp required if posted in Australia
The Principal Sydney Distance Education High School Reply Paid 75030 POTTS POINT NSW 1335	

Satisfactory course progress

To be eligible for the award of Record of Achievement or Higher School Certificate, you must satisfy the NSW Education Standards Authority (NESA) course completion criteria. In distance education these requirements are measured the amount of work you do and the quality of your work. Your teacher will be monitoring both these aspects.

If you need extra help, your distance education teacher will be happy to provide it. Please phone, email or use elearning messaging.

If your submission of work to the distance education high school is unsatisfactory, your supervisor and school principal will be informed and your enrolment may not be continued.

Textbooks and equipment

Your home school has agreed to *provide your textbooks and equipment*. Discuss this with your supervisor. Please get in touch with Sydney Distance Education High School if there are problems in getting the necessary materials.



Visits to Sydney Distance Education High School

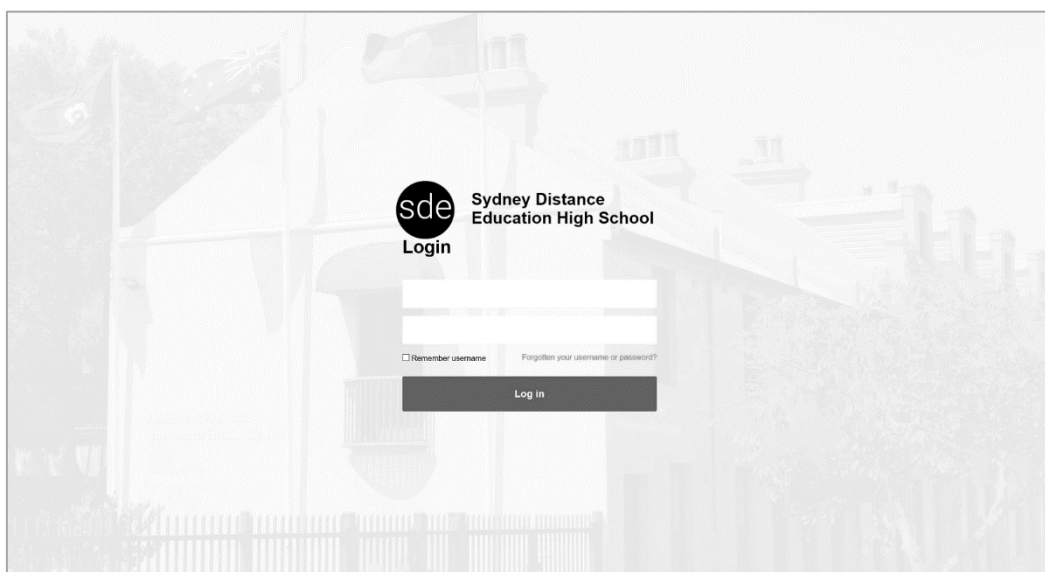
- We encourage and welcome visits from students. Your teacher will be happy to see you. Please phone to make sure your teacher knows that you are coming.
- Sometimes special study sessions are organised, with a number of students coming into the school on the same day. You will be informed whenever any of these study days are planned.

Remember to keep in touch with your supervisor and your distance education teacher. Ask about anything which is puzzling you. We hope you will enjoy learning with us!

elearning

Courses at Sydney Distance Education High School will require access to online learning through the school elearning website. The address of the school elearning website is

<http://elearning.sdehs.nsw.edu.au/>



All courses have an elearning component, and a number of courses are delivered wholly online. All Year 9 and Year 10 courses are delivered wholly online. Students will need to have internet access, an up-to-date web browser (eg Firefox) installed on their computer to access all features of the elearning website. Supervisors will be sent a letter when the student enrolls outlining how to log on to the elearning site. If, as a student or supervisor, you are having problems logging on or accessing any part of the elearning website it is important to contact your teacher who will be able to resolve those problems.

Student emails and DoE portal accounts

Every student enrolled at Sydney Distance Education High School is given an account by the NSW Department of Education (DoE) to access their school email accounts and to access the internet when they are in a school.

Students are required to use this email account for all correspondence with their teachers. If you have the Department's account from a previous government high school then you will be able to use it at our school.

If you do not know what your account username and password is then you can contact your teacher or call the Department's EDConnect on **1300 32 32 32**.

For information on *eSafety and Internet Usage* go to <https://www.esafety.gov.au/>.



Assessments and examinations

- **Your home school is responsible for entering your Year 10 credentials / Higher School Certificate including subjects being studied by distance education.** Enter that the subject is studied at Sydney Distance Education High School – NSW Education Standards Authority (NESA) number **6600**. Check with your supervisor that this has been done.
- **Your home school is responsible for applying for NESA Disability Provisions.** You and your supervisor must inform the distance education teacher of these provisions to ensure they are provided for exams and assessment tasks in this subject. Check with your supervisor that this has been done.
- Assessment tasks and examinations should be completed on the dates specified in Sydney Distance Education High School Assessment Handbooks for Year 10, Year 11 and Higher School Certificate. If there are any difficulties, contact the Distance Education Head Teacher of the subject.
- A timetable setting out examination dates, *where these are part of your course*, will be sent to your principal or supervisor well in advance of any examination paper so that arrangements can be made to sit for it at your home school. Details on the scope and format of the examination will also be sent to you well in advance of the examination.
- Dates and details of assessment tasks, if these are part of your course, will also be sent to your principal or supervisor well in advance of the date(s) on which the task is to be done.
- If examination papers or assessment tasks have not reached your school one week before the scheduled date, let us know.
- If you have any questions regarding examination/assessment task dates and procedures, your supervisor will have the information to help you.

Year 9

There are no formal examinations in Year 9.

Assessment is based on your regular lessons eg sets, topics, topic tests, projects and assignments. Make sure you submit your work every week.

Year 10

There are some formal examinations and some formal assessments in Year 10. You will be sent a *Year 10 Assessment Booklet*. This will explain in detail all the assessment requirements for each subject. Make sure you read it carefully.

Year 11

There are some formal examinations and formal assessments in Year 11. The Year 11 course is studied over three terms. It begins in Term 1 and is completed at the end of Term 3.

You will receive a *Year 11 Assessment Booklet* which details the assessment requirements for this course. Make sure you read it carefully. Please note that the Year 11 Course Examinations are held at the end of Term 3.

Year 12

The Year 12 course is studied over four terms. It begins in Term 4 and the Year 12 HSC examinations are conducted in Term 4 the following year.

There are formal examinations and formal assessments in Year 12. You will receive a *Year 12 Assessment Booklet* which details the assessment requirements for this course. Make sure you read it very carefully.



Please remember that the Supervisor's Certificate must be signed on all paper-based assessment tasks, including examinations

For information on *eSafety and Internet Usage* go to <https://www.esafety.gov.au/>

Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011
Locked Bag 5000 POTTS POINT NSW 1335
Telephone: (02) 9383 0200



Dear Supervisor

Practical Submissions and Performances for Year 12 students

Thank you for being a Supervisor of a course requiring a project or submitted work.

As part of the Higher School Certificate examinations students studying courses such as Design and Technology, English Extension 2, Industrial Technology Multimedia, Music (all courses), Society and Culture, Textiles and Design and Visual Arts, who may choose to submit a practical research project, are required to complete a practical component as part of the course.

NSW Education Standards Authority (NESA) states that:

If you have chosen to study a course that has a practical project, submitted work or performance as part of the HSC examination your project must be all your own work (apart from any school approved assistance), and you and your school must be able to certify to the NSW Education Standards Authority (NESA) that this is the case.

Since part of a student's project is undertaken under the supervision of the Supervisor it is essential that Principals and Supervisors are aware of their responsibilities to students studying at Sydney Distance Education High School.

We have included copies of the Supervisor's Progress Report which is required to support students meet NSW Education Standards Authority (NESA) requirements for projects and practical submissions. These reports are required for all students where practical submissions are part of course requirements.

There are FOUR Supervisor's Progress Reports during the HSC year for the CAPA, English and TAS faculties. The Society and Culture course includes one Research Proposal and three Progress Reports for the Personal Interest Project.

We also have included the NSW Education Standards Authority (NESA) document, *Certification of Projects, Submitted Works and Performances* for each course. Could you please ensure the student(s) you supervise receive this document and explain that references to "your supervising teacher" and "your Principal" refer to the SDEHS teacher and SDEHS Principal.

If you have any questions regarding this information, please call the Head Teacher Secondary Studies (Years 11-12) on 9383 0200. You could also contact the Head Teacher responsible for the course.

Yours sincerely

Head Teacher Secondary Studies (Years 11-12)

Email: sydneyh-d.school@det.nsw.edu.au
Website: <https://sydneyh-d.schools.nsw.gov.au>



[https://schools.nsw.sharepoint.com/sites/SASSTeamSDEHS/DECDATA/HTSS 11-12/NESA \(BOS\)/Practical Submissions & Performance](https://schools.nsw.sharepoint.com/sites/SASSTeamSDEHS/DECDATA/HTSS%2011-12/NESA%20(BOS)/Practical%20Submissions%20&%20Performance)

Supervisor's agreement

Supervisors must provide appropriate supervision for the student in their learning environment. They must ensure that the student is not left alone while learning through distance education.

Supervisors must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.



The supervisor agrees to:

- provide advice about illness or absences which have affected the student's ability to complete set activities.
- be contactable by phone, email or voicemail.
- ensure that the student is contactable by phone, student DoE portal email or voicemail.
- ensure that the student will send and receive emails from the student DoE portal.
- forward to the student's parent/carer official course warning letters and all other correspondence relating to the student's progress as issued by Sydney Distance Education High School.
- provide suitable work/study area for student.
- develop a timetable that provides for the required number of hours of study each week.
- supervise the student during school work activities.
- ensure work will be completed and submitted in all courses on a weekly basis.
- monitor the completion of set tasks and interact with the student as required in learning activities.
- interpret and explain instructions or comments in lesson materials.
- provide assistance with locating necessary materials and resources.
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course.
- comply with all Sydney Distance Education High School policies and procedures, and ensure tests, examinations and assessment tasks are worked on the date(s) and at the time(s) specified and are submitted by the due date.
- ensure tests, examinations, assessment tasks and assignments are conducted according to the task instructions and that they are the unaided work of the student.
- provide my signature on all paper-based work submitted to Sydney Distance Education High School including assessment tasks and examinations.
(Note: Any completed set, assessment task or examination paper received without the supervisor's signature may be regarded as invalid). Signatures are not required for electronic submission of assessment tasks including examinations.
- ensure that portfolios of work and major works are completed when required.
- provide the student with audio playing and recording equipment.
- arrange that teaching materials and library books that have been issued by Sydney Distance Education High School will be returned when the student completes the course or leaves the school.
- It is the home school's responsibility to apply for NESA Disability Provisions if required and that the student's supervisor will communicate any approved NESA Disability Provisions directly to the SDEHS subject teacher. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.
- As a condition of continued enrolment, all students enrolled in distance education must meet standards of engagement and participation set by the distance education school to satisfy the compulsory attendance requirements of the Education Act 1990. When students are not meeting their engagement and participation obligations, **a review can be undertaken at any time.**

IMPORTANT

Failure to comply with the above conditions may lead to an 'N' determination in a course or a review of the student's enrolment.

Attention: Supervisors

It is a condition of enrolment in Distance Education that students sit for examinations on the dates and at the times specified (where such dates and times are specified). Supervisors must make arrangements for the student to be supervised for all examinations.

Carefully note the arrangements set out below so that the examinations can be completed without delay. At the start time of the exam, you are asked:

- to check the contents of each examination packet received
- to report immediately, by telephone any irregularity
- to submit worked papers immediately on completion.

Contact Sydney Distance Education High School if examination papers have not arrived one week prior to the date of the examination.

Year 12 students should refer to **Equipment list for Specific HSC exams** on the official HSC Examination Timetable for equipment details.

Library information

All students enrolled at Sydney Distance Education High School are entitled to use our library service to supplement their home school library. The school library contains:

- reference books for all subject areas including a large collection of art reference books, biographies and autobiographies
- a wide range of popular and classical fiction
- subscription databases for students including World Book Online and audiobooks on ePlatform by Wheelers Books
- audiobooks on CD and MP3.

How to find resources

- Search our catalogue via the school website.
Go to <https://sydneyh-d.schools.nsw.gov.au> click on Library link to access the Oliver online catalogue.
Login into the DoE portal with your user name and password.
- You can also access the library search facility on your DoE portal home page.
- Phone 9383 0270 to discuss your borrowing needs and interests.
- Email sydneyh-d.school@det.nsw.edu.au
– type “Attention: Library” into the subject line.
- Visit the library when you come in for a study day or other occasion. You can also use our computers to help with an assignment.

Loan times

- You are able to borrow six library resources at a time. Loans are for 4 weeks.
- Borrowed items can be returned in the envelopes they came in with the enclosed library address label attached.

Sample Course Outline

Topic	Date	Term	Week	Type	Course Item
Common Module: Reading to Write	30/01/2023	1	2	Set P	Common Module: Reading to Write 1
	6/02/2023	1	3	Set P	Common Module: Reading to Write 2
	13/02/2023	1	4	Set P	Common Module: Reading to Write 3
	20/02/2023	1	5	Set P	Common Module: Reading to Write 4
	27/02/2023	1	6	Set P	Common Module: Reading to Write 5
	6/03/2023	1	7	Set P	Common Module: Reading to Write 6
	13/03/2023	1	8	Set P	Common Module: Reading to Write 7
	20/03/2023	1	9	Set P	Common Module: Reading to Write 8
	Imaginative Text	27/03/2023	1	10	Assessment Task
Module A: Narratives that Shape our World	3/04/2023	1	11	Set P	Module A: Narratives that Shape our World 1
	24/04/2023	2	1	Set P	Module A: Narratives that Shape our World 2
	1/05/2023	2	2	Set P	Module A: Narratives that Shape our World 3
	8/05/2023	2	3	Set P	Module A: Narratives that Shape our World 4
	15/05/2023	2	4	Set P	Module A: Narratives that Shape our World 5
	22/05/2023	2	5	Set P	Module A: Narratives that Shape our World 6
	29/05/2023	2	6	Set P	Module A: Narratives that Shape our World 7
	5/06/2023	2	7	Set P	Module A: Narratives that Shape our World 8
Module B: Critical Study of Literature	12/06/2023	2	8	Set P	Module B: Critical Study of Literature 1
Multimodal	19/06/2023	2	9	Assessment Task	Assessment Task 2: Multimodal Presentation
	26/06/2023	2	10	Set P	Module B: Critical Study of Literature 2
	17/07/2023	3	1	Set P	Module B: Critical Study of Literature 3
	24/07/2023	3	2	Set P	Module B: Critical Study of Literature 4
	31/07/2023	3	3	Set P	Module B: Critical Study of Literature 5
	7/08/2023	3	4	Set P	Module B: Critical Study of Literature 6
	14/08/2023	3	5	Set P	Module B: Critical Study of Literature 7
	21/08/2023	3	6	Set P	Module B: Critical Study of Literature 8
	28/08/2023	3	7	Assessment Task	Year 11 Examination - Final Task
	4/09/2023	3	8	Assessment Task	Year 11 Examination - Final Task
	11/09/2023	3	9	Set P	Revision
18/09/2023	3	10	Set P	Revision	



Please use this timetable to plan your work schedule – keep as a reference

Student's timetable for student

To support contact between you and your distance education teacher please complete the following timetable showing the times and locations allocated for your studies.

WEEK 1										
Time	MON		TUE		WED		THU		FRI	
	Course	Location	Course	Location	Course	Location	Course	Location	Course	Location

WEEK 2										
Time	MON		TUE		WED		THU		FRI	
	Course	Location	Course	Location	Course	Location	Course	Location	Course	Location

If your distance education lessons are in the same location at your home, please specify
eg library

Student's name

School telephone no Home telephone no

Supervisor's name Supervisor's telephone no.

blank page



Return this page to your distance education teacher with your first set of work



Student's timetable for teacher

To support contact between you and your distance education teacher please complete the following timetable showing the times and locations allocated for your studies.

WEEK 1										
Time	MON		TUE		WED		THU		FRI	
	Course	Location	Course	Location	Course	Location	Course	Location	Course	Location

WEEK 2										
Time	MON		TUE		WED		THU		FRI	
	Course	Location	Course	Location	Course	Location	Course	Location	Course	Location

If your distance education lessons are in same location at your home school, please specify

eg library

Student's name

School telephone no Home telephone no

Supervisor's name Supervisor's telephone no.

Single Course Student's Record of Work

Student's name:	Topic / Unit – record your work in the boxes below																			
Sets (weeks of work)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Course:																				
Received work (date)																				
Work submitted (date)																				
Marked work received (date)																				

Topic / Unit – record your work in the boxes below																				
Sets (weeks of work)	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Course:																				
Received work (date)																				
Work submitted (date)																				
Marked work received (date)																				



Single Course Supervisor's Record of Work

Student's name:	Topic / Unit – record the work in the boxes below																			
Sets (weeks of work)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Course:																				
Received work (date)																				
Work submitted (date)																				
Marked work received (date)																				

	Topic / Unit – record the work in the boxes below																			
Sets (weeks of work)	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Course:																				
Received work (date)																				
Work submitted (date)																				
Marked work received (date)																				