



Sydney Distance Education High School

Quality individualised education



Guide for Students and Supervisors 2020 Single Course Students

Contents

Principal's message.....	3
NSW school term dates.....	3
School contact information	4
How the system operates.....	6
Years 11-12.....	6
Years 9-10.....	6
Student Attendance.....	6
Working by distance education	8
General requirements	8
Mailing envelopes (required for some courses)	9
Satisfactory course progress.....	9
Textbooks and equipment.....	9
Visits to Sydney Distance Education High School.....	10
elearning.....	11
Student emails and DoE portal accounts.....	11
Assessments and examinations	12
Year 9.....	12
Year 10.....	12
Year 11.....	13
Year 12.....	13
Supervisor's agreement	15
Library information.....	17
Premier's Volunteer Recognition Program	18
Course Outline sample	20
Student's timetable for student.....	23
Student's Record of Work	26
Supervisor's Record of Work.....	27

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

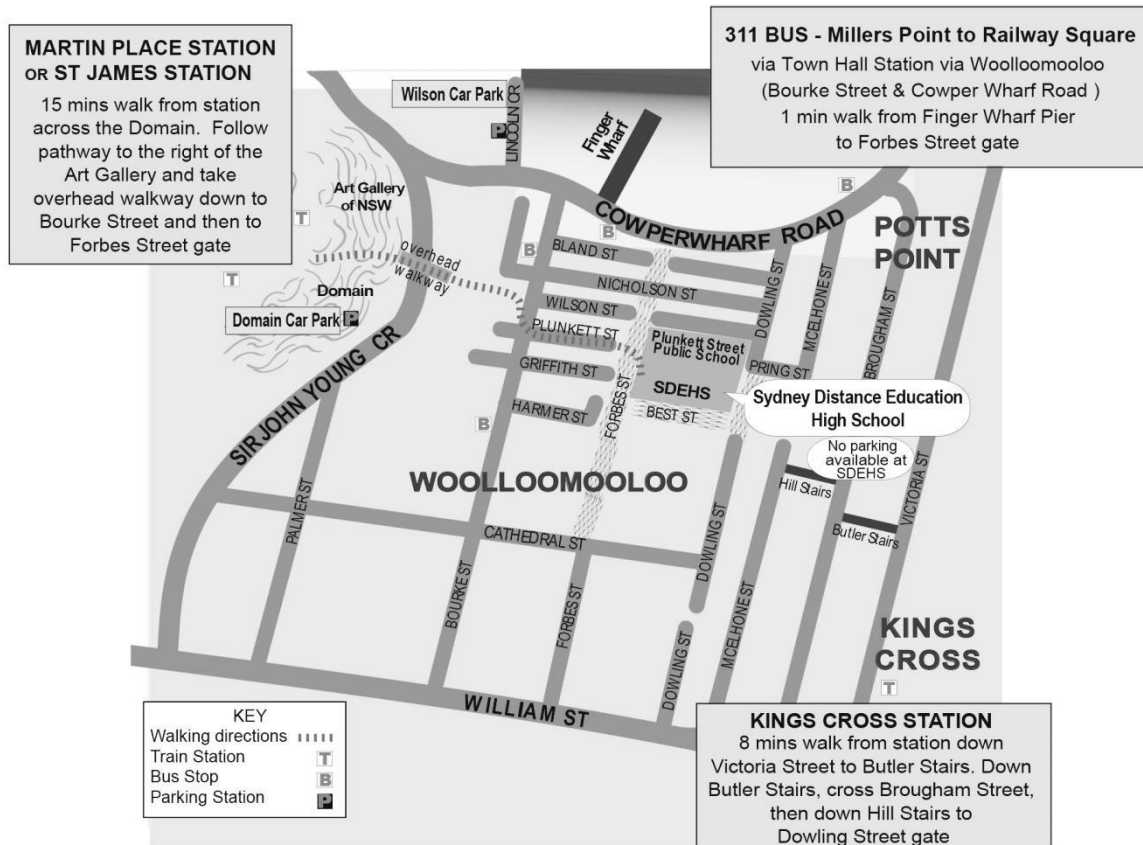
2020

Term 1	Tuesday 28 January	–	Friday 9 April
Term 2	Monday 27 April	–	Friday 3 July
Term 3	Monday 20 July	–	Friday 25 September
Term 4	Monday 12 October	–	Friday 18 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)	Fax	(02) 9383 0222
Website	https://sydneyh-d.schools.nsw.gov.au	Email	sydneyh-

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

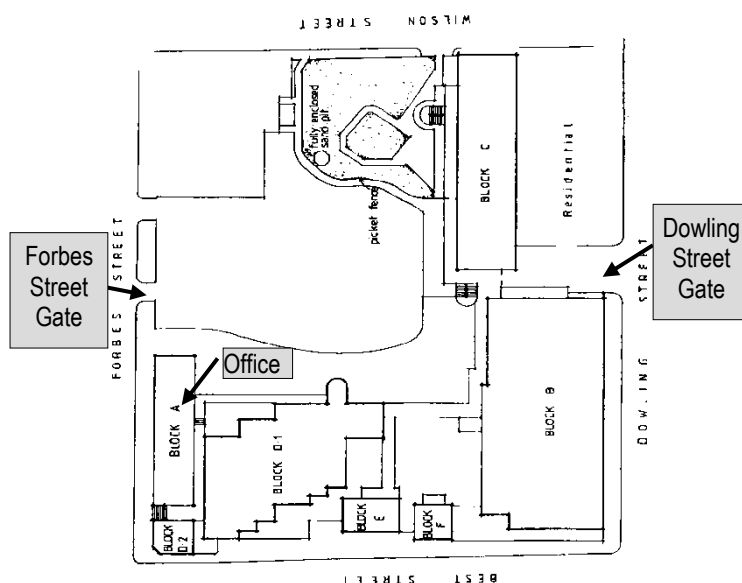


Public transport: We advise visitors to come to school from either Martin Place Station or St James Station, or on the 311 bus (Railway Square via Darlinghurst via Cowper Wharf Rd to via Town Hall to Millers Point). For a quicker bus journey you can also board the bus at stops on York Street near Wynyard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

Principal	Mark Piddington	9383 0200	
Relieving Principal	Lisa Keating	9383 0200	
Co Principal	David Tracy	9383 0200	
Deputy Principal (7–9)	David Grime	9383 0313	
Deputy Principal (10)	Sue Cooksley	9383 0304	
Deputy Principal (11–12)	Julie Kennedy	9383 0387	
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 (Student Engagement & Student Review)	Nina Thomas (Acting)	9383 0443	
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 with Habits of Mind).....	Yolanda Passadore.....	9383 0427	
Head Teacher Teaching and Learning (Assessment & Reporting)	Bernadette Norris.....	9383 0411	
Head Teacher Teaching and Learning (elearning)	Victor Levi	9383 0479	
Head Teacher Teaching and Learning (Learning & Support with Library)	Christine Cato	9383 0296	
Head Teacher Teaching and Learning (Online Teaching).....	Ott Uussaar (Relieving).....	9383 0475/329	
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).....	Sally Xexenis	9383 0221	
Head Teacher Welfare (Year 10).....	Rachel Angus	9383 0234	
Head Teacher Welfare (Years 11–12).....	Anna Hampouris	9383 0456	
Faculty Head Teachers			
Creative and Performing Arts (CAPA).....	Duncan Gerdes	9383 0235	
English	Kristina Balcewicz	9383 0361	
History / Aboriginal Studies	Irene Sfinas (Acting)	9383 0306	
Mathematics.....	Jennifer Johnston.....	9383 0451	
Middle School.....	Marija Gavranic.....	9383 0214	
PDHPE.....	Allyson Hill (Relieving)	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–F	Agatha Berezowski	9383 0355
	G–M	Stephanie Quirk	9383 0237
	N –Z	Julianna Chan	9383 0286
Years 11 & 12 (Stage 6)	A–F	Jessica Fletcher	9383 0461
	G–O	Helen Flint.....	9383 0367
	P–Z	Rachael Corkin	9383 0240
Single Course Provision Coordinator	Schools: A–Z	Johanna Armstrong.....	9383 0391
Library		Katy Hookey.....	9383 0270
Careers Advisers		Brett Hall	9383 0328
		Julie Barel	9383 0251/449
		Anna Hampouris	9383 0456
		Debbie Hodges	9383 0426
School Counsellor			9383 0202
Wellbeing Team			
Aboriginal Education Coordinator	Judith Burke	9383 0369/418	
Engagement Support Teacher	Sally Blain	9383 0321	
LBTQI+ Coordinator	Jessica Fletcher	9383 0461	
Out of Home Care Education Coordinator/ Supervisor of Pregnant Girls/Young Parents	Kylie Gallacher	9383 0308	
Supervisor for Boys	Rede Carney	9383 0203	
Supervisor for Girls.....	Rebecca Cowie	9383 0460	
Transition Coordinators	Sue Minter.....	9383 0402	
	Robert O'Brien	9383 0336	
	Katrina Saville	9383 0433	
Hub Coordinator	Duncan Gerdes	9383 0235	

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 receive 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 be sent 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 is includes a number of sets. Each set is one week's worth of work.

As you complete each Starter Pack set (3 sets for each course) return the set to the school. 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.

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. Each week, in each course, students are expected to complete a set of work. This work is submitted through elearning or returned by mail. Individualised Learning Plans and Personalised Learning Plans and Pathways for identified students are also taken into consideration.

Distance education schools keep records of student–teacher contacts and also use this information to assess satisfactory attendance. Teachers and faculties monitor the progress of individual students. Teachers review all students on a weekly basis to check they are returning work regularly and have work to go on with, as summarised in *Sydney Distance Education High School Teachers Roles and Responsibilities*. Teachers refer any issues to the Faculty Head Teacher or Year Adviser as outlined in the *Referring On Guide – A quick Guide for Teachers*.

Students are considered to have satisfactory attendance if they have completed more than 75% of their study program, as identified in the *Student Review and Student Engagement Policy and Procedures*. This is consistent with Centrelink's requirement that schools report if a student has "submitted a satisfactory number of assignments in sufficient subjects to maintain progress at 75% of a normal full-time workload". However, ABSTUDY requires students to "attend a minimum of 85% of days in a school term", which means that ABSTUDY students must complete 85% of their study program.

The *Student Attendance in Government Schools Procedures (2015)* states 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.

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), which is to be used when submitting work.



Delivery Address Locked Bag 5000 POTTS POINT NSW 1335	No stamp required if posted in Australia III
 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 Moodle Messenger.

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

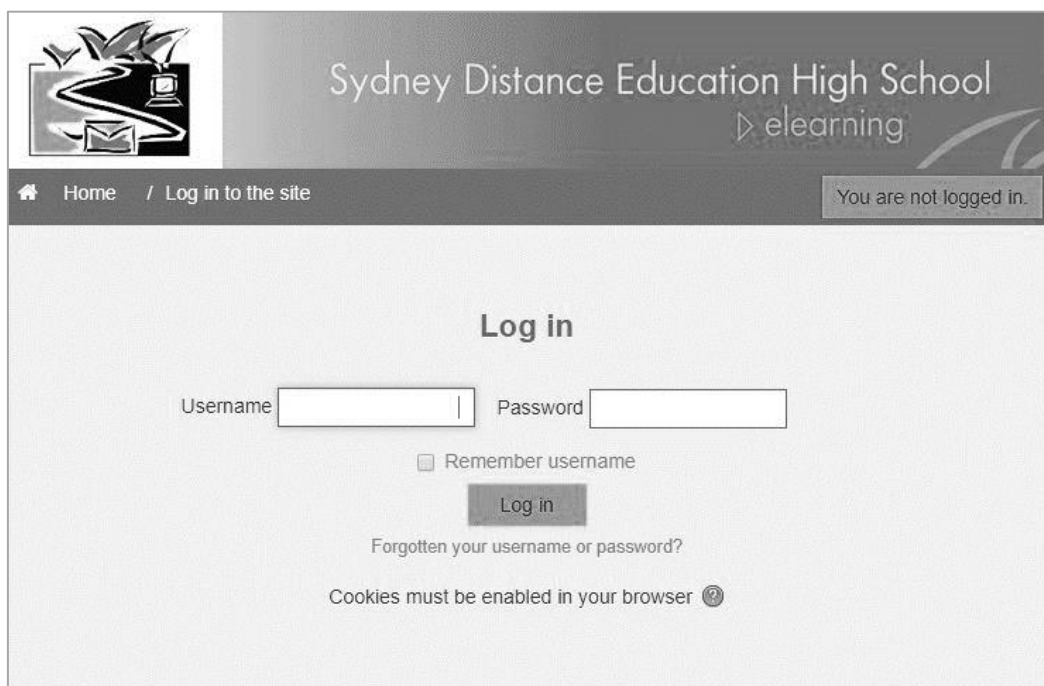
- We encourage and welcome visits from students. Your teacher will be happy to see you. Please phone to make sure your teacher knows that you are coming.
- Sometimes special study sessions are organised, with a number of students coming into the school on the same day. You will be informed whenever any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



The screenshot shows the login interface for the Sydney Distance Education High School elearning website. At the top left is a logo featuring a stylized 'S' with a computer monitor and a book. To the right of the logo, the text 'Sydney Distance Education High School' is displayed in a large, serif font, with 'elearning' in a smaller, sans-serif font below it. Below the header is a navigation bar with a home icon, the text 'Home / Log in to the site', and a status box on the right that says 'You are not logged in.' The main content area is titled 'Log in' in a bold, sans-serif font. It contains two input fields for 'Username' and 'Password', a checkbox labeled 'Remember username', and a 'Log in' button. Below the button is a link that says 'Forgotten your username or password?'. At the bottom of the form, there is a message: 'Cookies must be enabled in your browser' followed by a question mark icon.

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.



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.
- 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 Facsimile: (02) 9383 0222



Dear Supervisor

Practical Submissions and Performances

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 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.

Head Teacher Secondary Studies (Years 11-12)

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
- 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.

- comply with all Sydney Distance Education High School policies and procedures, and ensure tests, examinations and assessment tasks will be worked on the date(s) and at the time(s) specified and will be submitted by the due date
- 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.

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.

Please note: The examination **replaces** the week's work in that subject.

To each examination, the student should bring:

- writing materials and, where necessary,
- mathematical instruments, including:
 - a non-programmable hand-held calculator
 - a B pencil
 - an eraser
 - other geometric equipment as required for other subjects eg a geometric compass for Geography.

No mathematical tables may be used in any examination.

It is essential that the student takes a calculator to examinations in:

- Mathematics
- Engineering Studies
- all Science subjects
- Economics
- Geography



The NSW Education Standards Authority (NESA) has approved the use of hand-held, silent in operation, battery or solar powered, non-programmable calculators in all examinations in all of these subjects. For an up to date listing of approved calculators see the NESA website – <http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Year 12 students should refer to **Equipment Checklist for Specific Subjects** on the official HSC Examination Timetable for further 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 for assignments and projects including a large collection of art reference books, biographies and autobiographies
- a wide range of popular and classical fiction including adventure, fantasy, mystery and science fiction
- music CDs
- audio books 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.

Premier's Volunteer Recognition Program

At Sydney Distance Education High School, the Premier's Volunteer Recognition Program recognises the contribution volunteers make towards strengthening our communities. Students are acknowledged under the program, with each nominee receiving a certificate recognising their individual efforts either from the Principal at Sydney Distance Education High School or the local Member of Parliament if the student gains the required hours of volunteering.

Nominations under the Premier's Volunteer Recognition Program are open throughout the year, closing in September each year. For more information refer to the Volunteering website <https://www.volunteering.com.au/premiers-volunteer-recognition-program-greater-recognition-volunteers/>

Student categories for the Premier's Volunteer Recognition Program

The Premier's Volunteer Recognition Program for students at Sydney Distance Education High School is a wonderful opportunity to recognise and celebrate young people who have given their time and energy for the benefit of others.

The three student categories are:

- students up to Year 9 who have completed a minimum of 13 hours of volunteering in 3 months
- students in Year 10 who have completed a minimum of 26 hours of volunteering in 6 months
- students in Years 11 and 12 who have completed a minimum of 52 hours volunteering in 12 months.

up2now

At Sydney Distance Education High School, we combine our Premier's Volunteer Recognition Program with the up2now website. The up2now website allows students to create an online portfolio of their Results, Awards and Achievements. Students can add a personal description, upload supporting evidence (documents, images and websites), and organise what they have done.

What is volunteering?

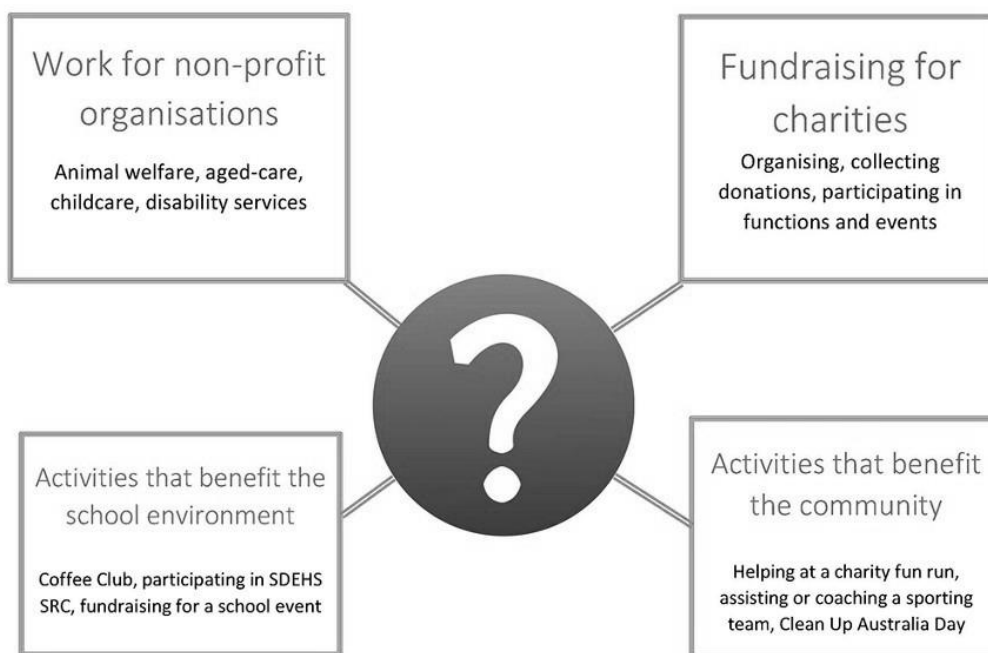
Volunteering is time willingly given for the common good and without financial gain.

What's in it for our students?

Research shows participation in volunteering generally leads to:

- increased happiness
- a sense of satisfaction and purpose
- improved self-esteem
- better health
- a stronger network of relationships (friends and support groups)
- skill development (both practical and personal).

What types of activities can students at Sydney Distance Education High School do for volunteering?



For further information, please contact the Volunteering Coordinator at Sydney Distance Education High School.

Sample Course Outline Years 7–10

Standard Course Outline					English Yr 10
Topic	Date	Term	Week	Type	Item
Starter Package	29/01/2020	1	1	Set P	Starter Pack 1
	3/02/2020	1	2	Set P	Starter Pack 2
	10/02/2020	1	3	Set P	Starter Pack 3
	17/02/2020	1	4	Set P	Starter Pack 4
Text Types	24/02/2020	1	5	Set E	Text Types 1 - Visual Texts
Film Study	2/03/2020	1	6	Set E	Film Study 1 - Film Techniques
	9/03/2020	1	7	Set E	Film Study 2 - Whale Rider
	16/03/2020	1	8	Set E	Film Study 3 - Moana
	23/03/2020	1	9	Set E	Film Study 4 - Comparisons
	30/03/2020	1	10	Set E	Film Study 5 - Extended Response
Assessment	6/04/2020	1	11	Assessment	Assessment Task 1 - Viewing and Representing
Multimodal	28/04/2020	2	1	Set E	Multimodal 1 - Modes of Communication
Texts	4/05/2020	2	2	Set E	Multimodal 2 - Digital Texts
	11/05/2020	2	3	Set E	Multimodal 3 - Multimodal Texts
	18/05/2020	2	4	Set E	Multimodal 4 - Multimodal Presentations
Study of	25/05/2020	2	5	Set E	Romeo and Juliet 1 - Tragedy
Shakespeare	1/06/2020	2	6	Set E	Romeo and Juliet 2 - Act I
	9/06/2020	2	7	Set E	Romeo and Juliet 3 - Act II
	15/06/2020	2	8	Set E	Romeo and Juliet 4 - Act III
	22/06/2020	2	9	Set E	Romeo and Juliet 5 - Acts IV-V
	29/06/2020	2	10	Set E	Text Types 2 - The Speech
Assessment	21/07/2020	3	1	Assessment	Assessment Task 2 - Multimodal Presentation
Close Study of	27/07/2020	3	2	Set E	Close Study of Fiction 1 - Tomorrow When the War Began
Fiction	3/08/2020	3	3	Set E	Close Study of Fiction 2 - Na Pua
	10/08/2020	3	4	Set E	Close Study of Fiction 3 - The Interception
	17/08/2020	3	5	Set E	Close Study of Fiction 4 - The Tempest
	24/08/2020	3	6	Set E	Close Study of Fiction 5 - Creative Writing
Text Types	31/08/2020	3	7	Set E	Text Types 3 - Short Stories
Area of Study	7/09/2020	3	8	Set E	Area of Study 1 - Introduction to Conflict
	14/09/2020	3	9	Set E	Area of Study 2 - Global Conflicts
Assessment	21/09/2020	3	10	Assessment	Assessment Task 3 - Imaginative Response
Area of Study	12/10/2020	4	1	Set E	Area of Study 3 - Consequences of Conflict
	19/10/2020	4	2	Set E	Area of Study 4 - Social Conflict
	26/10/2020	4	3	Set E	Area of Study 5 - Extended Response
	2/11/2020	4	4	Set E	Non-fiction 1 - Focus Destination
Non-fiction	9/11/2020	4	5	Set E	Non-fiction 2 - Travel Texts
	16/11/2020	4	6	Set E	Non-fiction 3 - Feature Articles
	23/11/2020	4	7	Set E	Non-fiction 4 - Travel Articles
	30/11/2020	4	8	Set E	Non-fiction 5 - Travel Brochures
Revision	7/12/2020	4	9	Set E	Revision
	14/12/2020	4	10	Set E	Revision

Sample Course Outline Years 11–12

Standard Course Outline

Biology Yr 11

Topic	Date	Term	Week	Type	Item
	30/01/2019	1	1	Set P	Working Scientifically and Depth Studies
	4/02/2019	1	2	Set P	Working Scientifically and Depth Studies
Cells as the Basis of Life	11/02/2019	1	3	Set P	Cells as the Basis of Life - □Set 1: Cellular Structures
	18/02/2019	1	4	Set P	Cells as the Basis of Life - □Set 2: Cells and Membranes
	25/02/2019	1	5	Set P	Cells as the Basis of Life - Set 3: Transport across cell membranes
	4/03/2019	1	6	Set P	Cells as the Basis of Life - Set 4: Chemistry of Living cells
	11/03/2019	1	7	Set P	Cells as the Basis of Life - Set 5: Enzymes
	18/03/2019	1	8	Assessment	Assessment Task 1 – Research/Practical Investigation
	25/03/2019	1	9	Set P	Cells as the Basis of Life - Depth Study 1: Module 1 (Not in
	1/04/2019	1	10	Study Day	Study Day 1
Organisation of Living Things	8/04/2019	1	11	Set P	Organisation of Living Things - Set 1: Organisation of Cells
	30/04/2019	2	1	Set P	Organisation of Living Things - Set 2: Plant Structure and Function
	6/05/2019	2	2	Set P	Organisation of Living Things - Set 3: Animal Structure and function
	13/05/2019	2	3	Set P	Organisation of Living Things - Set 4: Gas Exchange in Organisms
	20/05/2019	2	4	Set P	Organisation of Living Things - Set 5: Nutrients Exchange in
	27/05/2019	2	5	Assessment	Assessment Task 2 - Depth Study 2: Module 1 / 2
Biological Diversity	3/06/2019	2	6	Set P	Biological Diversity - □Set 1: Selective Pressures
	11/06/2019	2	7	Set P	Biological Diversity - □Set 2: Natural Selection
	17/06/2019	2	8	Set P	Biological Diversity - □Set 3: Evidence for Evolution
	24/06/2019	2	9	Set P	Biological Diversity - □Set 4: Examples of Evolution
	1/07/2019	2	10	Set P	Biological Diversity - □Set 5: Diverse forms of Life
Ecosystem Dynamics	23/07/2019	3	1	Set P	Ecosystem Dynamics - □Set 1: Interactions in Ecosystems
	29/07/2019	3	2	Set P	Ecosystem Dynamics - □Set 2: Population Changes
	5/08/2019	3	3	Study Day	Study Day Excursion
	12/08/2019	3	4	Set P	Ecosystem Dynamics - □Set 3: Past Ecosystems
	19/08/2019	3	5	Set P	Ecosystem Dynamics - □Set 4: Evolving Ecosystems
	26/08/2019	3	6	Set P	Ecosystem Dynamics - □Set 5: Future Ecosystems
	2/09/2019	3	7	Assessment	Year 11 Exams
	9/09/2019	3	8	Assessment	Year 11 Exams continued
	16/09/2019	3	9	Set P	Depth Study Module 3/4
	23/09/2019	3	10	Set P	Revision
	14/10/2019	4	1	Set P	Revision/Completing any sets not done

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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.

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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 sent back (date)																				
Marked work returned (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 sent back (date)																				
Marked work returned (date)																				

- ❖ Write the name of your subject in the space provided under 'Date received'.
- ❖ When you have a cross under **one set number**, ask your supervisor to sign the Supervisor's Certificate on the cover sheet and put the completed work in an envelope and send it back. **Remember to STAPLE your work to the cover sheet.**
- ❖ Then start work on the next numbered set.

- Checklist:**
- ☐ Have I completed all the work?
 - ☐ Are the correct cover sheets attached to the front of the work?
 - ☐ Have I labelled all loose items to be sent with my name, eg CDs, DVDs and photographs?
 - ☐ Has my supervisor signed my work before posting?
 - ☐ Have I returned all material (which I have finished with) lent to me for this course, eg CDs, DVDs and other resources?
 - ☐ Have I filed my sets of work?



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 sent back (date)																				
Marked work returned (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 sent back (date)																				
Marked work returned (date)																				

- Checklist:**
- ☐ All the work set has been completed?
 - ☐ The correct cover sheet is attached to the front of the work? (**Remember to STAPLE the cover sheet to the work**).
 - ☐ All loose items have been labelled with the student's name eg CDs, DVDs and photographs?
 - ☐ Materials borrowed are returned (when the student has finished with them) for this course?
 - ☐ I have signed the Supervisor's Certificate on the cover sheet.

