Schools for Specific Purposes (SSPs) Information Handbook 2026

Revised 2 September 2025

NSW GOVERNMENT

Sydney Distance Education High School

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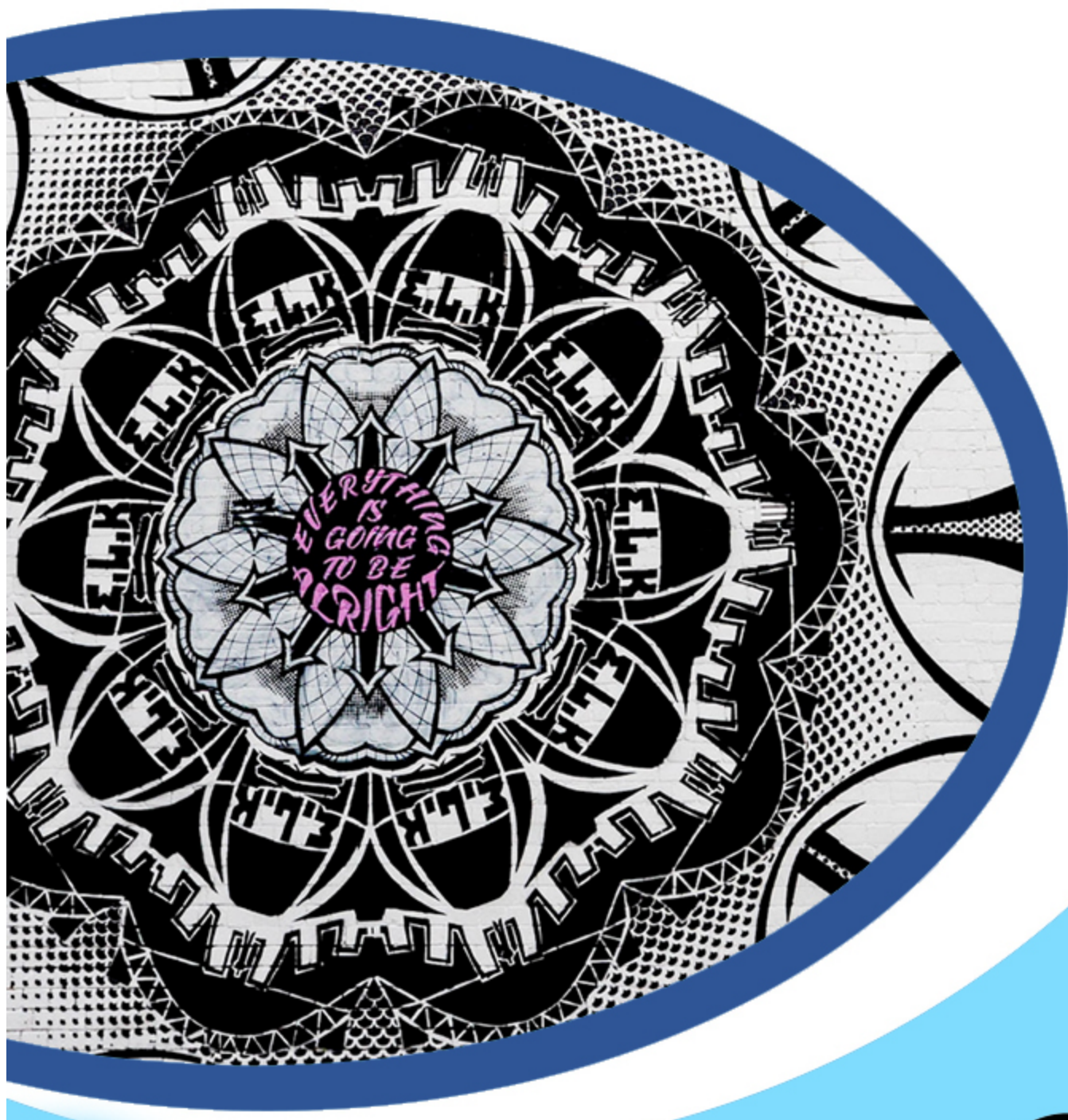
Contents

4. Accessing curriculum provision for specialist settings

Specialist settings such as schools for specific purposes (SSPs) may request curriculum access provision by a distance education school if the setting is unable to provide curriculum access for students in a key learning area at an appropriate stage level through any other means.

On application, schools must provide documented evidence they cannot provide curriculum access for the nominated student to a subject at an appropriate stage level through any arrangement other than distance education and details of the student's personal learning plan or transition plan. All applications must be endorsed by their Director, Educational Leadership and made by the principal of the school for specific purposes to the distance education school directly.

Supervisor information

Supervisors play an important facilitating role between a student's teachers and the student. They are partners with the teachers in the delivery of education. Their main role is to guide, encourage and support students in developing independent learning skills and to enable students to do set tasks in the negotiated time.

We aim to make this a positive partnership and to encourage communication at all levels.

We've put together this Information Handbook for Supervisors of SSPs to assist them in supporting their students while studying at Sydney Distance Education High School.

School contact information

The three Head Teachers Secondary Studies (HTSS) are your contact for anything about enrolment, course changes and arranging school visits. Call Reception on 9383 0200 to be directed to the appropriate HTSS.

Head Teacher Secondary Studies (Years 7–9 with Life Skills)

Head Teacher Secondary Studies (Year 10)

Head Teacher Secondary Studies (Years 11–12)

We have put together some of the forms that you may need during your time at SDEHS.

Launchpad Student Induction Program

Before commencing their coursework every new enrolment is expected to complete the Launchpad Student Induction Program. Supervisors and students will receive an email from the Student Induction Team.

Entering your students on NESA

It is the responsibility of the SSP to ensure their students are correctly entered on NESA Schools Online.

1. Log in to Schools Online
2. Go into the individual student record
3. Click on change courses

Select an action

- **change details**
- **change courses**
- **withdraw enrolment**
- **enrolments/results**
- result history
- **refresh**

Contact us

For **general enquiries** call NESA on (02) 9367 8111.

For help with **enrolment and data entries** for Year 10, 11 and 12 students, call Student Records on (02) 9367 8001 or email **records@nesa.nsw.edu.au**.

For **NAPLAN** questions or support, call the NAPLAN team on 1300 119 556 or email **naplan.nsw@nesa.nsw.edu.au**.

For **HSC minimum standard** enquiries or support call 1800 200 955 or email **lnsupport@nesa.nsw.edu.au**.
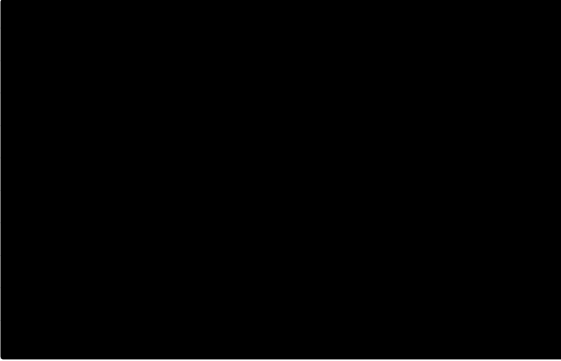
For **Marking application and appointment** enquiries, please call the Marker Support Section:

- (02) 9367 8104.

For **HSC Disability Provisions** please call Student Support:

- (02) 9367 8117

> ⚠️ Delete Enrolment for year 10 is available from 8:00 am 5th February 2024 to 5:00 pm 21st November 2024

Student Name	
Address	
Award Intention	
Exam Centre	
Date of Birth	
Gender	
Your Reference	
Telephone No	
Mobile No	
Email Address	
Confirmation of Entry	

Course Name	Course Number	Hours /Units	Grade/ Assessment/ Estimate	Studied Elsewhere
Courses ENTERED in 2024				
Board Developed Courses				
English	300	200	Missing	
Mathematics	323	200	Missing	
Science	350	200	Missing	
Personal Development, Health and P.E.	2421	100	Missing	
Mandatory Studies (Graded)				
Geography	4015	100	Missing	
History	4007	100	Missing	

Your enrolment record indicates:
You expect to complete Year 10 (Stage 5) this year.
You are an Australian Citizen.
This student is not of Aboriginal or Torres Strait Islander origin.

4.   The following screen should appear

Total Hrs/Units 900

Amend details and **save your changes**. To see the result of eligibility checking immediately use **save and stay**.

Blank out a course number to remove the course. **Click here** if you want to position the page to add extra courses. The student expects to

Course Name	Number	Hours /Units	Outside School/TAFE	Number	Comment
Board Developed Courses					
English 200 hours auto enrol	300	200			
Mathematics 200 hours auto enrol	323	200			
Science 200 hours auto enrol	350	200			
Personal Development, Health and P.E. 100 hours	2421	100			
Mandatory Studies (Graded)					
History 100 hours auto enrol	4007	100			
Geography 100 hours auto enrol	4015	100			
Mandatory Curriculum Requirements					
English auto enrol	4080				
Human Society and its Environment auto enrol	4110				
Technology auto enrol	4030				
Personal Development, Health and P.E. auto enrol	4040				
Visual Arts auto enrol	4050				
Music auto enrol	4060				
Languages auto enrol	4070				
Mathematics auto enrol	4090				
Science auto enrol	4100				
Add extra courses below			**Specify outside School/TAFE**		

In these boxes insert the SDEHS school code: **6600** For the courses that SDEHS is delivering

5.   Click **Save your changes** once you have input the school code in the "Number" column.

6.   Please provide a copy of the *Confirmation of Entry* to SDEHS.

Activate your Students Online account

Education Standards Authority | NSW GOVERNMENT

STUDENTS ONLINE
for NSW students in years 10 to 12

Welcome to Students Online

✓ **Activate your Account!**

Make sure your school has added an email to your NESA record or else you cannot activate your account.

- Go to https://studentsonline.nesa.nsw.edu.au/
- Click on – 'Activate account'
- Have your school give you your NESA number – you will need it to activate and log on

✓ **PERSONAL DETAILS** - Check your name, address and contact details

You can add/change your address, email and phone number

ONLY your school can update your name. Your name in Students Online MUST be the same as your legal documentation (for example, birth certificate or passport).

✓ **ENROLMENTS/RESULTS** - Check your courses

Are you in the right courses? If not, go to your school and get that fixed.

Check the messages down the bottom of the page – Are there any errors in red? Check with your school.

✓ **MESSAGES** – Where all your PDF results will go that you order through Results Services AND your Minimum Standard Results can be viewed here.

✓ **CERTIFICATES/eRecord** – Click here if you want to get a free PDF of your eRecord/RoSA/VET certificates or HSC package when you are eligible

Final tips:

- Get your NESA student number from your school (it is on your Confirmation of Entry) and save it somewhere you can access any time (e.g. phone)
- If it says it does not recognise the number – You may need to Activate your Account
- Once you activate your account save your NESA 6-digit PIN in a secure place
- As soon as you activate – log in – go to Personal details – fix your email to your personal email

Disability Provisions

It is the responsibility of the SSP to ensure their students' Disability Provisions are correctly applied and provided to SDEHS.

To inform SDEHS of any Disability Provisions follow the step below.

1.   Use the template provided.

Name of school:
Name of supervisor(s):

Student name(s)	Year	Type of provision (School-based or NESA)	Break time (min/30min)	Extra time (min/30min)	Total time (min/30min)

2.   School-based provisions: Ensure that all school-based provisions are approved by the Principal of your school. Provisions may include:

- Break time (number of minutes for each half hour): rest break, toilet breaks, stand and stretch.
- Extra time (number of minutes for each half hour): to read, to write, for writer, for another reason.
- Total time (number of minutes for each half hour): add break time and extra time.

3.   Confirmed NESA disability provisions: Please include the confirmation email from NESA.

4.   Email SDEHS at sydneyh-d.school@det.nsw.edu.au

Health Care Plans

It is the responsibility of the SSP to ensure their students' Health Care Plans are updated and provided to SDEHS.

To inform SDEHS of the most current Health Care Plan for a student, the SSP should email the Health Care Plan to SDEHS at sydneyh-d.school@det.nsw.edu.au

A copy of a student's most current student Health Care Plans must be made available to SDEHS five days before the student attends a Study Day or Excursion.

The SSP supervisor must have a copy of the most current Health Care Plan for each student on the day of the Study Day or Excursion.

Interschool Journal

To finalise the application for your student please journal funds as outlined below.

School code:	**8587 (Sydney Distance Education High School)**
GL Account:	**401670**
Funds:	**6300**
Cost Centre:	**68587101**
Tax Code:	**S5**
Please add in description: (Add in notes if required)	**School name** **Student name**

Voluntary General School Contribution for government school students (2026)

- **Years 7–10:**   Voluntary General School Contribution ....*(more than 3 courses)*...$118
  Two terms or less – pay 50%
- **Years 11–12:**   Voluntary General School Contribution…*(halved if 6 units or fewer)*...$138
  Two terms or less – pay 50%

$\boxed{\textit{NO GST}}$

Course Contributions

- **Course Contribution General** *(all students)* $97

- **Course Contribution Specific** (may apply, if there is an extra course cost)

  The following contributions are for annual consumables and kits used during the course.

  Years 9 & 10 Elective Courses

  – Industrial Technology Electronics (kit)...$34

  – Textiles Technology..$15

  Years 11 & 12 Specific Courses

  – Hospitality – Cookery (SIT20421) (Year 11)...$30

  – Hospitality – Cookery (SIT20421) (Year 12)...$30

  – Textiles and Design (Year 11 only) $30

  – Visual Design (Year 11)..$20

  – Visual Design (Year 12)..$20

Optional kits

– Visual Arts kit: Years 9 and 10...$85

– Visual Design kit: Years 9 and 10 ....$85

– Visual Arts kit: Years 11 and 12...$85

Change of supervisor form

Request for change of supervisor **Within current settings (SSPs only)**

Student details

Student's first name _____ Family name _____

Requirements for supervisors

The student's supervisor will

- liaise with the school about the program of learning that will be provided for the student and the scheduling of the student's and supervisor's time for engaging in schoolwork and the completion of set tasks

- supervise the student during school or learning activities

- support and encourage the student through assistance with locating materials and resources needed for lessons, development of a timetable for work and provision of a suitable workplace and basic equipment

- ensure that the student follows the course developed by the school and addresses, with diligence and sustained effort, the set tasks and experiences provided by the school

- interact with the student as required by the learning materials

- interpret and explain to the student the spirit and intention of instructions or comments included in lesson materials or in messages from the distance education teacher

- provide feedback to the distance education teacher on the student's responses to the lesson activities and on the student's performance and interest, including advice about illnesses or absences which have affected the student's ability to complete activities

- support, for Years 7-10 students, attendance at timetabled web lessons

- monitor the student's participation in elearning, web lessons, telephone lessons and field service visits as appropriate

- provide appropriate conditions for the student and supervise all their examinations and assessment tasks, as requested

- 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

- sign the Supervisor's Agreement.

New supervisor's information

Title *(please tick)*   ☐ Mr   ☐ Ms   ☐ Mrs   ☐ Dr

First name _____ Family name _____

Supervisor's relationship to student _____

Is the student in Out of Home Care?   ☐ Yes   ☐ No

Contact details

Name of school   _____

Work phone (_____) _____	Preferred contact phone number during school hours
Mobile phone _____	

Email _____

Supervisor's Agreement

The **supervisor** 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.

The **supervisor** must arrange for supervision of the student's assessment tasks 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 the following:

- the student will use the Department's portal to access school communications
- work will be completed and submitted in all courses on a weekly basis
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be supervised according to the task instructions, ensuring that they are only the work of the student
- 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
- textbooks, 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
- for students in Years 7-10, the student will complete the Launchpad Student Induction Program on elearning in the first week of their enrolment
- the expectation that all students in Years 7-10 will attend timetabled web lessons
- provide their signature on all work posted to Sydney Distance Education High School

    Note: Any completed paper-based task (Set/Examination Paper/Assessment Task) received at Sydney Distance Education High School without the supervisor's signature may be regarded as invalid

- provide assistance with locating necessary materials and resources
- develop a timetable that provides for the number of hours each week needed by the student to complete the required work
- provide a suitable work/study area for the student
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- ensure the portfolios of work, major projects and the practical components of relevant courses are completed when required
- provide advice about the student's circumstances which have affected the student's ability to complete set activities for example, illness, absence, attendance issues, suspension.

IMPORTANT: Not complying with the above conditions may lead to a student not meeting course requirements or a review of the student's enrolment.

For students who do not meet the requirements for enrolment relating to regular return of work and completion of Assessment Tasks, the school may reduce the student's program of study to a part program (Years 7–10) or pathways (Years 11–12).

I certify that the above conditions will be met.

Supervisor's signature _____ Date _____

Supervisor's agreement seen and understood by student.

Student's name _____ _____ _____
                                (First name)   *(Family name)*   *(Year)*

Student's signature _____ Date _____

Information for Study Days and Excursions

At SDEHS, we are committed to fostering a positive partnership between supervisors and teachers. Open communication is key to our success, and everyone is encouraged to engage in discussion at all levels to strengthen this collaboration.

To best support our SSP students and their learning we seek your support by asking that you follow all of the requirements of the Supervisor Agreement that was signed at the time of enrolment and that:

- an appropriate number of supervisors accompany any student(s) attending excursions, or activities such as Study Days, associated with Sydney Distance Education High School (unless a Stage 6 student is attending a Study Day and a SDEHS Deputy Principal has given permission for the supervisor not to attend)

- Study Day and Excursion permission notes are provided to SDEHS by the due date. Only those students who submit a permission note by the date of the study day or excursion will be able to attend

- a confirmation of the exact numbers of students attending study days or excursions is provided by 9am on the morning of the event to SDEHS to school reception on 9383 0200

- copy/copies of the most current student Health Care Plans are made available to SDEHS five days before student(s) attend a Study Day, Excursion or other school activity

- copy/copies of the most recent Student Behaviour Plans are made available to SDEHS five days before student(s) attend a Study Day, Excursion or other school activity

- students identified as No Hub/No School visits are not to attend Study Days or Excursions.

SSP Study Day Registration and Consent Form

STUDY DAY: _____

Start time: _____
Finish time: _____

Return this completed form by email or in the reply-paid envelope provided by _____

Organiser: _____ *Faculty:* _____

Please complete all the following for single student, multiple visits eg Hospitality (please print)

Date:						
Student will attend *(Tick box if you will attend)*						

Student(s) Attending

Student Name	Medical concerns / Allergies (yes/no)	If yes, please provide details	Special medication requirements (yes/no)	If yes, please provide details

It is the Supervisors responsibility to confirm exact numbers of students attending by 9am on the morning of the Study Day. Please call 9383 0200 to confirm numbers of students.

Supervisor(s) Attending

Name	Contact phone number

I understand that no student will be permitted to leave the school premises or leave earlier than the designated finishing time unless prior arrangements in writing have been made. I also understand that it is the responsibility of the supervisor and/or student to organise travel arrangements to and from Sydney Distance Education High School.

Any students attending with a current ASCIA Action Plan must bring a current Epipen (adrenaline autoinjector) and their current ASCIA Action Plan. The student or supervisor must inform the Study Day organiser on the day. Students with a current Asthma Action Plan must also bring their Ventolin with them.

Supervisors must carry with them a student's current Health Care Plan.

I hereby consent to my son/daughter/student participating in this Study Day at Sydney Distance Education High School.

I authorise the teacher-in-charge of the study day, where it is impractical to communicate with me, to consent to the child receiving such medical treatment as may be deemed necessary.

Signature:_____ Date:_____
(Parent/Carer/Supervisor)

Name:_____ Contact phone number:_____
(Full name - please print)

Sydney Distance Education High School Assessment Task Form

Tick either 1 or 2

1. ☐ **Illness or Misadventure or Extraordinary Circumstances Application**

This form must be submitted to the Head Teacher of the course by email, as early as possible and not later than the submissiondate.

OR

2. ☐ **Appeal against a task result**

This form must be submitted to the Head Teacher of the course by email, within 7 days of notification of the result.

Section 1: To be completed by supervisor and student

Student name _____   Year _____

Course _____   Task no. _____   Due date _____

Explain the reason for this application

Supporting documentation must be attached *(please tick)*   ☐ Doctor's certificate   ☐ Other

Supervisor name   **Date**

Section 2: To be completed by Head Teacher

☐ Extension of time without penalty   Revised due date _____
☐ Alternate task   Revised due date _____
☐ Zero mark awarded. Task to be completed for demonstration of outcomes   Revised due date _____

Explanation

Head Teacher name   **Date**

Right of appeal to Assessment Review Panel: A student and/or supervisor has the right to appeal this decision, within 7 days of its notification. To appeal, the supervisor must submit this form PLUS a written response stating the grounds for appeal, to the course Head Teacher. The decision of the panel is final.

Section 3: To be completed by Assessment Review Panel

Assessment Review Panel decision

☐ Appeal upheld

    ☐ Task to be marked without penalty
    ☐ Substitute task to be provided   Revised due date _____

☐ Appeal denied
    ZERO mark awarded. Task to be completed for demonstration of outcomes   Revised due date _____

☐ Other

Explanation

Signed   **Date**

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, parents and carers share responsibility for promoting regular attendance.

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

- when frequent absences are explained as being due to illness that:
    - consultation occurs with parents or carers 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 or carers to contact the student's doctor so that the school has all the relevant information regarding the student's health care needs
    - strategies are developed to ensure regular attendance at school.

The *Education Act 1990, Section 21B and 22* and the *Student Attendance in NSW Public Schools Procedures* include 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 work (average 25 hours a week) or
- in a combination of approved education or training and paid work.

Sydney Distance Education High School primarily measures attendance by the return of course work in each course, every week. On enrolment, students are expected to complete the Launchpad Program (Student Induction), as preparation for learning at SDEHS.

Attendance is measured and monitored in a number of ways primarily in the return of course work in each course, every week, and also through records of student engagement in learning activities, student reviews, and regular contact between students and course teachers. 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 engagement that may indicate satisfactory attendance include, but are not limited to:

- the return of course work in each course, every week
- engagement in synchronous remote teaching sessions such as phone lessons and web lessons
- engagement in synchronous in person teaching sessions such as study days, lessons and work at learning hubs
- asynchronous remote teaching practices such as email, elearning messages and authenticated online learning
- field services such as workshops, home visits and excursions.

For students younger than 17 who are not meeting satisfactory attendance requirements, a 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
- increased communication from class teachers eg phone calls, emails, web lessons
- referral to Year Advisers, Faculty Head Teachers, a Head Teacher Welfare or Head Teacher Secondary Studies for follow up
- referral to the Home School Liaison Program.

Refer also to *Enrolment of Students in NSW Government Schools*, *Child Protection: Responding to and reporting students at risk of harm*, *Disability Discrimination Act 1992* and *Disability Standards for Education 2005*

Supervisors elearning guide

Access elearning at SDEHS so you can monitor students' work.

Step 1: Finding the site
- Go to the SDEHS school website - https://sydneyh-d.schools.nsw.gov.au/
- Click on the link to 'Online learning'
- Click on the link to 'elearning'
- You may wish to bookmark the site for easy access.

Step 2: Logging In
- Click on the 'Parent/Carer or Supervisor login' link. Your username is the email address of your school or SSP. A common password was emailed to your school or SSP when the supervisor account was first set up.

Step 3: Monitoring your students' progress
- A video guide explaining how you can monitor students is included in the 'Supervisor Support' course. You can access this course on the 'Dashboard' page. The video can be found in the 'Basics for supervisors' module.

Further information

From 2024, SDEHS is using the Canvas platform for some elearning courses. The Canvas courses are listed on the Online learning page of the school website.
Use this link to Login as a parent/carer or supervisor.

School and SSP based supervisors will need to use their school email address and the password selected when setting up their account the first time.

For more detailed instructions refer to the Canvas guide for supervisors (PDF 115KB).

Still need help?

Contact SDEHS elearning team
elearning support team.
Phone: 9383 0450

Canvas online support
Canvas has extensive support on their website.
Website: Canvas Observer/Parent - Instructure Community (canvaslms.com)