

Sydney Distance Education High School



Information Booklet

Curriculum Access Provision for Schools in Youth Justice Settings (SYJS) Years 9-12

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Schools in Youth Justice Settings Enrolments Sydney Distance Education High School

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Schools in Youth Justice Settings Enrolments

Sydney Distance Education High School

Students enrolled in Schools in Youth Justice Settings (SYJS) in NSW may be considered for curriculum access provision at Sydney Distance Education High School if the SYJS cannot provide curriculum access to a Key Learning Area at an appropriate stage level through any other means.

Students visiting the Adolescent Unit of The Forensic Hospital will initially be provided for by the school in the SYJS from which the student has come. Any gaps that are identified after that will be covered by SDEHS following consultation with SDEHS. In the case of a public patient who is of school age and who does not have a connection with a SYJS enrolment will be organised directly through SDEHS.

Curriculum access through distance education enables special education settings to meet the minimum requirements for the Record of School Achievement (RoSA) or the NSW Higher School Certificate (HSC).

The Principal of the SYJS can apply to SDEHS for curriculum access on behalf of the student. SDEHS can provide students in SYJS the opportunity to access Stage 5 and Stage 6 courses only. Middle School courses may be suitable for students for a variety of reasons. The SYJS Principal must certify that the SYJS cannot provide curriculum access for the student to a subject at an appropriate stage level through any arrangement other than distance education.

All SYJS distance education enrolments are accessed through SDEHS for a number of reasons including the importance of having consistent processes across NSW. In addition, this ensures continuity of education for students attending SYJS as they may move from SYJS to SYJS – that is, students can keep the same teachers and learning programs.

SDEHS teachers are able to liaise with the teacher in the SYJS to support the delivery of secondary curriculum materials.

Enrolment process

1. The SYJS Principal completes the Curriculum Access Provision Application form for Schools in Youth Justice Settings Years 9-12, available on the SDEHS website.
2. The SYJS Principal completes the Distance Education Supplement: 4. Special Placements Settings (Schools in Youth Justice Settings) Curriculum Access Provision (Appendix A). Director sign off is not required.
3. A Personalised Learning Pathways for Aboriginal Students or Personalised Learning and Support Plan must be included, with any other relevant information.
4. This documentation is emailed by the SYJS to SDEHS (sydneyh-d.school@det.nsw.edu.au). This is then forwarded to the SDEHS Head Teacher responsible for enrolments, who will advise SYJS once the application is approved.
5. Following enrolment, communication from the SYJS concerning a student's work is directly with a student's teachers and the relevant Head Teachers. For general issues, communication is with the Head Teacher Secondary Studies responsible for SSPs and SYJSs. Appropriate contact names are available from school reception, phone 02 9383 0200.

Process for transferring enrolments between SYJS

1. The Principal from the SYJS where the student is currently enrolled, emails both the Principal at the SYJS where the student is placed and SDEHS (sydneyh-d.school@det.nsw.edu.au). This is then forwarded to the SDEHS Head Teacher responsible for enrolments.
2. The Principal at the **new** SYJS arranges for the student to be shared with SDEHS on ERN, if SYJS owns them. If the SYJS is not the student's home school, the home school needs to share with the SYJS plus SDEHS.
3. The **new** SYJS completes the form: Request for Change of Supervisor – Settings (SYJS only) (Appendix B).
4. The **new** SYJS completes the Distance Education Supplement: 4. Special Placements Settings (Schools in Youth Justice Settings) Curriculum Access Provision (Appendix A). Director sign off is not required.

Supporting students transitioning back into the community with distance education under 2.10 Students with Extraordinary Circumstances

Students seeking to continue their education to attain the Record of School Achievement (RoSA) or the Higher School Certificate (HSC) may be eligible to enrol in distance education in category 2.10. Further detail about this category can be found in the current *Distance Education Enrolment Procedures* <https://education.nsw.gov.au/policy-library/associated-documents/de-enrolproc.pdf>.

1. The Principal of the SYJS contacts the Specialist Program Coordinator, phone: 02 6334 8070. Ideally, this contact should take place as soon as it is known the student will be leaving SYJS.
2. The Specialist Program Coordinator oversees and guides the enrolment process with the School Services Team attached to the student's zoned local school.
3. If the student is found to be eligible for enrolment, the Director Educational Leadership endorses the enrolment.
4. Once SDEHS receives the letter of endorsement from the Director, the SDEHS enrolment officer provides the *Enrolment Application Form: Years 7-12* and the *Application to Enrol in a NSW Government School*. These forms should be returned to SDEHS within two weeks. The student is then enrolled and commences study.

Please send all completed applications to the Head Teacher Administration (Fulltime Enrolments).

Distance Education Supplement

4. Special Placement Settings (Schools in Youth Justice Settings)

Curriculum Access Provision

Distance education can only be used as part of a documented Personalised Learning and Support Plan for a student in this setting.

(Please print clearly)

Setting name _____ Contact person _____

Phone _____ Fax _____ Email _____

Student name _____ Year _____

Principal of SYJS

As Principal, I certify that:

- the setting is unable to provide curriculum access for the student in a key learning area at an appropriate stage level through any other means than distance education
- I have provided additional documentation deemed necessary to develop an appropriate learning program for the student
- as far as practical the setting will manage the transition to another education setting or detention centre
- I understand the SYJS manages student NESA entries

Also, I certify that:

1. the student meets all eligibility conditions of the selected course
2. a member of the teaching staff has been nominated to supervise the study arrangements of the student, including assignments, formal examinations and assessment tasks
3. time will be allocated for the student to study courses, including daily study/work periods and times when distance education teachers can contact supervisors, including access to video conferencing where appropriate
4. procedures will be in place to ensure that the student will regularly return work and complete all tasks including assignments, formal examinations and assessment tasks
5. the student is informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school

I confirm that

- the student has been “shared” on ERN

Documentation required

- SDEHS Curriculum Access Provision Application Form for Schools in Youth Justice Settings Years 9-12
- the student’s Personalised Learning and Support Plan (if available)
- the student’s Personalised Learning Pathways for Aboriginal Students (if appropriate)
- additional documentation deemed necessary to develop an appropriate learning program for the student, if readily available
- a Risk Assessment

I have reviewed the documentation for this application for distance education.

I request curriculum access for the student whose name appears on the document.

Principal’s name _____

Principal’s signature _____ Date _____

Request for Change of Supervisor Settings (SYJS only)

(Please print clearly)

Student's first name _____ **Family name** _____

Requirements for new supervisors

The student's supervisor will

- identify restrictions to student's access to technology and/or specific curriculum content
- 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 schoolwork activities
- support and encourage the student through assistance with locating materials and resources needed for lessons, development of a timetable for work, 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
- monitor the student's participation in computer-based or teleconference lessons and visits from SDEHS staff
- comply with all SDEHS 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
- provide appropriate conditions for the student and supervise all their examinations and assessment tasks, as requested.
- sign the Supervisor's Agreement

New supervisor's information

Title *(please tick)* Mr Mrs Ms Dr

First name _____

Family name _____

Supervisor's relationship to student _____

Contact details

Work phone (_____) _____

Mobile phone _____

Email _____

Preferred contact phone number during school hours

(PLEASE COMPLETE AND SIGN THE NEXT PAGE)

Supervisor's agreement

The **supervisor** must provide appropriate supervision for the student in their learning environment.

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** guarantees the following:

- work will be completed and submitted in all subjects on a weekly basis
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict supervision, ensuring that they are the unaided 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

The **supervisor** agrees to:

- provide their signature on paper-based work posted to SDEHS
Note: Any completed Set/Examination Paper/Assessment Task received at SDEHS without the supervisor's signature may be regarded as invalid
- help to locate necessary materials and resources
- develop a timetable that provides for the required number of hours of study each week
- 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 illness or absences which affect the student's ability to complete set activities.

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 condition of 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 9-10) 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 _____

Year 11 and Year 12 Courses

Have you completed the NESA HSC: All My Own Work? Yes No

Year 11 students	Year 12 students
<input type="checkbox"/> Full course – select twelve (12) units from the options below. English is compulsory. <input type="checkbox"/> Pathways – select a minimum of two (2) subjects from the options below.	<input type="checkbox"/> Full course – select ten (10) units from the options below. English is compulsory. <input type="checkbox"/> Pathways – select a minimum of two (2) subjects from the options below.

Please note that students must be enrolled in a minimum of **two (2)** subjects at any one time to be equivalent to a full time course load.
Tick the appropriate boxes to give you the total number of units that you need.

<p>ENGLISH</p> <input type="checkbox"/> English Advanced 2U <input type="checkbox"/> English Standard 2U <input type="checkbox"/> English Studies 2U (Category B – ATAR possible) <input type="checkbox"/> English Extension 1 1U <p>HISTORY</p> <input type="checkbox"/> Ancient History 2U <input type="checkbox"/> Modern History 2U History Extension (Year 12 only) 1U <p>Year 12 only</p> <input type="checkbox"/> History Extension 1U <p>MATHEMATICS</p> <p>Year 11</p> <input type="checkbox"/> Mathematics Standard 2U <input type="checkbox"/> Mathematics Advanced 2U <input type="checkbox"/> Mathematics Extension 1 1U (Only provided when Mathematics Advanced also studied at SDEHS) <p>Year 12</p> <input type="checkbox"/> Mathematics Standard 1 2U (Year 12 only – Category B – ATAR possible) <input type="checkbox"/> Mathematics Standard 2 2U (Year 12 only) <input type="checkbox"/> Mathematics Advanced 2U <input type="checkbox"/> Mathematics Extension 1 1U (Only provided when Mathematics Advanced also studied at SDEHS) <input type="checkbox"/> Mathematics Extension 2 (Year 12 only) 1U <p>SCIENCES</p> <input type="checkbox"/> Biology 2U <input type="checkbox"/> Chemistry 2U <input type="checkbox"/> Earth & Environmental Science 2U <input type="checkbox"/> Marine Studies (Non ATAR) 2U <input type="checkbox"/> Physics 2U <p>Year 12 only</p> <input type="checkbox"/> Marine Studies (Non ATAR) 2U	<p>PD/H/PE</p> <input type="checkbox"/> Community & Family Studies 2U <input type="checkbox"/> Exploring Early Childhood 1U (Year 11 or Year 12) (Non ATAR) <input type="checkbox"/> PD/H/PE 2U <input type="checkbox"/> Life Ready (Year 11 only – compulsory) <input type="checkbox"/> Sport Lifestyle & Recreation 2U (Non ATAR) <input type="checkbox"/> Sport Lifestyle & Recreation 1U (Non ATAR) <p>Year 12 only</p> <input type="checkbox"/> Sport Lifestyle & Recreation 2U (Non ATAR) <input type="checkbox"/> Sport Lifestyle & Recreation 1U (Non ATAR) <p>SOCIAL SCIENCES</p> <input type="checkbox"/> Business Studies 2U <input type="checkbox"/> Economics 2U <input type="checkbox"/> Financial Management (Non ATAR) 2U <input type="checkbox"/> Geography 2U <input type="checkbox"/> Legal Studies 2U <input type="checkbox"/> Studies of Religion 2U <input type="checkbox"/> Studies of Religion 1U <input type="checkbox"/> Society & Culture 2U <input type="checkbox"/> Work Studies (Non ATAR) 2U <input type="checkbox"/> Work Studies (Non ATAR) 1U <p>Year 12 only</p> <input type="checkbox"/> Financial Management (Non ATAR) 2U <input type="checkbox"/> Work Studies (Non ATAR) 2U <input type="checkbox"/> Work Studies (Non ATAR) 1U <p>TECHNOLOGY</p> <input type="checkbox"/> Agriculture 2U <input type="checkbox"/> Design & Technology 2U <input type="checkbox"/> Engineering Studies 2U <input type="checkbox"/> Food Technology 2U <input type="checkbox"/> Textiles & Design 2U	<p>ABORIGINAL STUDIES</p> <input type="checkbox"/> Aboriginal Studies 2U <p>COMPUTING STUDIES</p> <input type="checkbox"/> Information Processes & Technology 2U <input type="checkbox"/> Industrial Technology Multimedia Technologies 2U <p>CREATIVE AND PERFORMING ARTS</p> <input type="checkbox"/> Music 1 2U <input type="checkbox"/> Music 2 2U Music Extension (Year 12 only) 1U <input type="checkbox"/> Photography, Video & Digital Imaging (Non ATAR) 2U <input type="checkbox"/> Visual Arts 2U <p>Year 12 only</p> <input type="checkbox"/> Music Extension 1U
Total number of units selected:	<p>Year 11 Course</p> <input style="width: 60px; height: 20px;" type="text"/>	<p>Year 12 Course</p> <input style="width: 60px; height: 20px;" type="text"/>