2024

Enrolment Application Form

Years 7-12

When completing this application please refer to the SDEHS Enrolment Information booklet.

Enquiries should be directed to the Head Teacher Enrolments on (02) 9383 0213

Locked Bag 5000, POTTS POINT NSW 1335
Phone: 9383 0200
Website: https://sydneyh-d.schools.nsw.gov.au
Email: sydneyh-d.school@det.nsw.edu.au

Revised 1 December 2023

NSW GOVERNMENT

Sydney Distance Education High School

sde

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Sydney Distance Education High School
ENROLMENT APPLICATION
Years 7–12
2024

Who is enrolling?

The student seeks enrolment in *(Please tick box)*

☐ **Year 7** ☐ **Year 8** ☐ **Year 9** ☐ **Year 10** ☐ **Year 11** ☐ **Year 12**

Student's first name _____ Family name _____
(Please print clearly)

Student's date of birth _____

Reason for enrolment

Application for enrolment at Sydney Distance Education High School can only be made for **one** of the following reasons.

*(Tick **one only** ☐ below)*

☐ 2.2 Students who are **geographically isolated**

☐ 2.5 Students with a **medical condition** that prevents attendance at a regular school or other local provision

☐ 2.6 **Pregnant students / young parents** for whom no appropriate local provision is available

☐ 2.7 Vocationally talented students who are **employed in the entertainment industry**

☐ 2.7 Vocationally talented students who are **participating at elite levels in the performing arts**

☐ 2.7 Vocationally talented students who are **participating at elite levels in sport**

☐ 2.8 Students with **additional learning and support needs**

☐ 2.9 **Transition** for students with significant support needs

☐ 2.10 Students with **extraordinary circumstances**

} To be determined by Department of Education

☐ 2.12 Students where an enrolment direction has been made by the **NSW Department of Education Secretary or delegate**

☐ 4 Curriculum Access Provision: Students who attend **special placement setting** (SSP or SYJS – available for Stage 5 and Stage 6 only)

OFFICE USE ONLY

☐ Payment Amount (received) **$**_____

☐ Enrolment approved by Principal

Head Teacher Enrolments (signature) _____ Date _____

This application MUST include the following documentation. ✓ Tick if item is included

For ALL applications – Department of Education requirements

Application to Enrol in a NSW Government School – Parent / carer signature required (page 13 of this form) ☐

Applicant's birth certificate or passport ☐

Signed ACIR Immunisation statement (if enrolling in a NSW Government school for the first time) ☐

Copies of family law or court orders (if applicable) ☐

Copies of medical / health care or emergency action plans (if applicable) ☐

Evidence of disability or support needs including learning and support plans (if applicable) ☐

Passport / visa documents – if applicant is not an Australian citizen or is a temporary visa holder ☐

For ALL applications – SDEHS requirements

Parent / carer agreement: requirements for enrolment (page 5 of this form) ☐

Supervisor's information and agreement (pages 6 and 7 of this form) ☐

Most recent schooling information (page 8 of this form) ☐

EXTRA documentation required

2.2 For **geographically isolated students**

- Supporting documentation ☐

2.5 For **medical category** only

- Copy of specialist medical certificate ☐

2.6 For **pregnant students / young parent category** only

- Copy of child's birth certificate or medical documentation confirming pregnancy and date due ☐

2.7 For **vocationally talented student category** only

- Statutory Declaration for ALL applications ☐
- Completed Principal's statement (page 9 of the SDEHS application form) ☐

PLUS

- **Entertainment**
  - ➢ Copy of employment contract ☐
- **Performing Arts**
  - ➢ Letter of support from institution (if applicable) ☐
  - ➢ Supporting documentation ☐
- **Sport**
  - ➢ Letter of support from the national sporting body OR a copy of the sporting contract ☐
  - ➢ Supporting documentation ☐

4 For Curriculum Access Provision: **Special Placement Setting applications** only

- Payment of contributions (SSPs) ☐
- Risk assessment (SSPs and SYJSs) ☐
- Supplement – settings (signed by Director) (SSPs) ☐
- Details of student's learning and support needs ☐

Parent / carer agreement: requirements for enrolment

The student's **parent/carer**

- confirms that the home learning environment is safe and suitable for effective distance education provision
- declares that they recognise and accept their role and responsibilities in the student's education
- undertakes to provide and maintain an agreed mode of communication between themselves and the distance education school for the duration of the enrolment
- nominates a person (who can be the parent/carer) who will perform the role of supervisor during the period of enrolment
- is aware that for some enrolment categories, there are specified processes of referral and recommendation to be followed before consideration by the distance education school

In addition, the student's parent/carer

- is aware that all enrolments will be reviewed at least every 12 months (or at times specified in the current Distance Education Enrolment Procedures)
- is aware that the student's previous school and the Department's local Delivery Support Team (or their delegate) may be contacted for further information before an enrolment is accepted
- must notify the school if the student's circumstances change so they are no longer eligible for continued enrolment in distance education
- understands that for students enrolled in the vocationally talented category, who may travel for short periods of time, it is expected that they continue to meet the requirements for enrolment in distance education, especially the regular return of work and completion of Assessment Tasks
- is aware that there is an expectation that all students in Years 7-10 will complete the Launchpad Student Induction Program in the first week of their enrolment
- is aware that there is an expectation that all students in Years 7-10 will attend timetabled web lessons
- is aware that Sydney Distance Education High School is required to collect the Nationally Consistent Collection of Data (NCCD) for all students requiring learning adjustments to address disability
- is aware that there is an expectation that students enrolling fulltime in Year 11 or Year 12 courses one term after the start of the course will enrol in a Pathways Program unless attendance at the previous school is verified as 75% or more (see Late Enrolment section, in *SDEHS Enrolment Information Years 7-12*)

Non-parent Supervisors

When a parent/carer engages support from another person in the role of supervisor, the parent/carer remains responsible for ensuring the responsibilities of the supervisor are carried out satisfactorily. From June 2013, legislation requires people working or volunteering with children under 18 years to have a Working With Children Check.

The new group phased-in between 1 April 2016 and 31 March 2017 includes people working in private tuition and coaching - many of whom are self-employed. This means parents/carers who engage tutors for their children should be asking the tutor to provide a Working With Children Check application or clearance number - then verifying that number online. Parents/carers can verify the status of a Working With Children Check number by using the online tool available from the Office of the Children's Guardian.

I certify that I accept the above requirements for enrolment.

Parent/carer's name _____

Parent/carer's signature _____

Date _____

Requirements for supervisors

The student's supervisor will

- ensure the student will attend the Launchpad Student Induction Program in the first week of their enrolment
- 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, learning hub visits 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
- organise for the student to attend a connection/transition visit to their local learning hub following enrolment, if possible
- support and encourage the student to attend their local learning hub at least once each term, if possible.

Supervisor's information

Is the parent or carer the supervisor? If yes, ☐ Mother *OR* ☐ Father *OR* ☐ Carer

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

Postal address for lessons

Name of school *(if applicable)* _____

Street address _____

Suburb/Town _____ Postcode _____

Home phone ( )_____ Work phone ( ) _____

Mobile phone _____ Contact phone no. during school hours _____

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 at home while learning through distance education.

The **supervisor** is responsible for knowing where the student is at all times. This includes visits to the learning hubs.

The **supervisor** 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** ensures 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
- for a Fulltime or Pathways HSC student, the student will attend the Trial Higher School Certificate examination centre at Sydney Distance Education High School on the specified date, or where Home/Hospital disability provisions have been granted by NESA, the examination will be supervised in the student's home or centre by a nominated SDEHS supervisor on the specified 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 attend the Launchpad Student Induction Program in the first week of their enrolment
- is aware that there is an expectation that all students in Years 7-10 will attend timetabled web lessons
- organise for the student to attend a connection/transition visit to their local learning hub following enrolment, if possible
- support and encourage the student to attend their local learning hub at least once each term, if possible.

The **supervisor** agrees to:

- 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 illness or absences which have affected 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 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).

Supervisors of students enrolled under the medical category acknowledge that if the enrolment is required for more than one year, updated specialist medical certificates will need to be supplied each year.

For vocationally talented students who may travel for short periods of time, it is expected that they continue to meet the requirements for enrolment in distance education, especially the regular return of work and completion of Assessment Tasks, including HSC Trial Examinations.

As with students in other schools, part time casual work may be appropriate where attendance requirements are met including ongoing contact with teachers, regular return of work and completion of Assessment Tasks.

I certify that the above requirements will be met.

Supervisor's signature _____ Date _____

Supervisor's agreement seen and understood by student.

Student's signature _____ Date _____

Student access to technology information

Fixed phone (student) ☐ (number) _____

Mobile phone (student) ☐ (number) _____

Do you have access to a computer? ☐ Yes ☐ No *If yes* ☐ laptop ☐ desktop ☐ tablet

Do you have access to the internet? ☐ Yes, at home ☐ Yes, at another setting (eg public library) ☐ No

Student's educational email (ie student's name followed by @education.nsw.gov.au)

Most recent schooling information (Principal's verification)

Not required for SSP and SYJS applications

Student's **NESA number** *(if known)* _____

Most recent school _____ Calendar year last enrolled _____
(*eg 2023*)

Most recent class ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12

Attendance

An enrolment requirement for Sydney Distance Education High School is the provision of a student's attendance history for the previous 12 months. This is used as a benchmark for measuring value added student engagement in distance education in the context of legal attendance requirements.

Student's name _____

From _____ To _____
Date 12 months previous *Date signed by Principal below*

Number of whole day attendances in previous 12 months. ☐

Please note: Do not send school attendance records.

Proposed date of leaving current school _____

School contact person _____

Phone _____ Fax *(if applicable)* _____

Email _____

Principal's name _____

Principal's signature _____ Date _____

Enrolment applications will only be considered when ALL sections of the application are completed in full.

Vocationally talented students only (Principal's statement)

This section must be completed in accordance with the current *Distance Education Enrolment Procedures* publication which outlines the *Application – Step 3 Completion* process as follows.

The Principal of the student's current school must use the Statutory Declaration and associated evidence to provide a statement on the enrolment application. The statement must clearly articulate:

a) any program adjustments that have been made to cater for the talented nature of the student

b) that the student is operating at an elite level and their commitment is such that a regular school could not cater for these commitments through program adjustments including leave of 50 school days each year.

Principal's statement

1. I have read the Statutory Declaration and associated evidence. ☐ Yes ☐ No

2. Program adjustments that have been made to cater for the talented nature of the student.

_____

_____

_____

_____

_____

_____

3. Confirmation of the student's participation at an elite level and their commitment such that the school is not able to cater for these commitments through program adjustments including leave of 50 school days each year.

_____

_____

_____

_____

_____

_____

Important: For vocationally talented students who may travel for short periods of time, it is expected that they continue to meet the requirements for enrolment in distance education, especially the regular return of work and completion of Assessment Tasks.

Principal's name	Principal's signature	Date

Curriculum Options – course selections for enrolment

Year 7 Courses

*These courses are **mandatory.***

- English
- Geography *(1 semester)*
- History *(1 semester)*
- Language (delivered by NSW School of Languages) – see below
- Mathematics
- Music
- Personal Development/Health/PE
- Science
- Technology Mandatory
- Visual Arts

The study of a language other than English is ***mandatory*** in Year 7.

Languages are taught by NSW School of Languages (NSL).

Please select ONE language from the list below.

☐ French

☐ German

Year 8 Courses

*These courses are **mandatory.***

- English
- Geography *(1 semester)*
- History *(1 semester)*
- Mathematics
- Music
- Personal Development/Health/PE
- Science
- Technology Mandatory
- Visual Arts

Study of a language (other than English) is ***mandatory*** during Stage 4 (Years 7 and 8).

Has the student studied a language (other than English) when previously enrolled in Year 7?

☐ Yes If Yes, what language?_____

☐ No, see below

If the student **has not already studied** a language (other than English), this course will now be mandatory for their Year 8 program.

Languages are taught by NSW School of Languages (NSL).

Please select ONE language from the list below.

☐ French

☐ German

Year 9 Courses

Students **already enrolled in Year 9** should continue with the same electives as they are currently studying. Elective courses contribute towards the completion of Year 10.

The courses for Year 9 are listed below in two groups. **Core courses** are all ***mandatory***.
Elective courses – *Two* *elective courses must be chosen*.

Core courses – These courses are **mandatory.**

- English
- Geography
- History
- Mathematics
- Science
- Personal Development/Health/Physical Education

Elective courses

Two *of these courses must be chosen. Tick two boxes only.*

- ☐ Agricultural Technology
- ☐ Commerce
- ☐ Computing Technology
- ☐ Food Technology
- ☐ History Elective
- ☐ Music *$20*

- ☐ Photographic & Digital Media
- ☐ Physical Activity & Sports Studies
- ☐ Textiles Technology *$15*
- ☐ Visual Arts *Optional art kit* *$80*
- ☐ Visual Design

Industrial Technology

- ☐ Automotive
- ☐ Building & Construction
- ☐ Electronics *Kit* *$35*

Note: *Industrial Technology Courses are available for ONE year only – either Year 9 or 10*

Language courses

When a student chooses to study a language course the student needs to be enrolled with NSW School of Languages (NSL). NSL is a distance education school specialising in languages. An enrolment application for NSL will be emailed to you. This must be completed in full and returned with total payment to SDEHS. Please refer to payment instructions on page 24. The contribution for Years 9 and 10 is $230 (covers two years). When the completed form is received with total payment it will be forwarded to NSL. Final approval from NSL may take 2-3 weeks from the time the completed form is received at NSL. Our school may share enrolment information with NSL to support student learning. It is important to understand that all communication relating to language courses must be with the student's teacher at NSL.

- ☐ Chinese
- ☐ Background Stream Chinese
- ☐ French
- ☐ German
- ☐ Indonesian

- ☐ Background Stream Indonesian
- ☐ Italian
- ☐ Japanese
- ☐ Background Stream Japanese
- ☐ Korean

- ☐ Background Stream Korean
- ☐ Latin
- ☐ Modern Greek
- ☐ Russian
- ☐ Spanish

Year 10 Courses

Students progressing to Year 10 or already enrolled in Year 10 must continue with **at least one** of their Year 9 electives. This will be the mandatory 200 hours elective to meet Year 10 requirements. Students **may** continue with their other Year 9 elective if they choose.

OR

Students **may** choose **one** new elective. They will study this elective for 100 hours in Year 10 only.

Core courses are all ***mandatory***. **Elective courses: *Two*** elective courses must be chosen.

The Year 10 program can be modified to satisfy a student's particular circumstances eg part program (where a student completes Year 10 over 2 years).

Core courses – These courses are **mandatory.**

- English
- Geography
- History
- Mathematics
- Science
- Personal Development/Health/Physical Education

Additional course

- Career Education

Mathematics students must indicate which Mathematics pathway they wish to study. A change may be advised after enrolment.

Tick the appropriate box ☐ Stage 5.1 ☐ Stage 5.2 ☐ Stage 5.3 *(most challenging pathway)*

Elective courses

Two *of these courses must be chosen. Tick two boxes only.*

Please indicate if the elective you have chosen is ***new*** *or* ***continued*** *from Year 9.*

New Continued

- ☐ ☐ Agricultural Technology
- ☐ ☐ Commerce
- ☐ N/A Computing Technology
- ☐ ☐ Food Technology
- ☐ ☐ History Elective
- N/A ☐ Information & Software Technology

Note: *Information and Software Technology is available for Year 10 only if completed in Year 9 2023*

New Continued

- ☐ ☐ Music *$20*
- ☐ ☐ Photographic & Digital Media
- ☐ ☐ Physical Activity & Sports Studies
- ☐ ☐ Textiles Technology *$15*
- ☐ ☐ Visual Arts *Optional art kit* *$80*
- ☐ ☐ Visual Design

Industrial Technology

New

- ☐ Automotive
- ☐ Building & Construction
- ☐ Electronics *Kit* *$35*

Note: *Industrial Technology Courses are available for ONE year only – either Year 9 or 10.*

Language courses

When a student chooses to study a language course the student needs to be enrolled with NSW School of Languages (NSL). NSL is a distance education school specialising in languages. An enrolment application for NSL will be emailed to you. This must be completed in full and returned with total payment to SDEHS. Please refer to payment instructions on page 24. The contribution for Year 10 is $115 (Year 10 only). When the completed form is received with total payment it will be forwarded to NSL. Final approval from NSL may take 2-3 weeks from the time the completed form is received at NSL. Our school may share enrolment information with NSL to support student learning. It is important to understand that all communication relating to language courses must be with the student's teacher at NSL.

New Continued

- ☐ ☐ Chinese
- ☐ ☐ Background Stream Chinese
- ☐ ☐ French
- ☐ ☐ German
- ☐ ☐ Indonesian

New Continued

- ☐ ☐ Background Stream Indonesian
- ☐ ☐ Italian
- ☐ ☐ Japanese
- ☐ ☐ Background Stream Japanese
- ☐ ☐ Korean

New Continued

- ☐ ☐ Background Stream Korean
- ☐ ☐ Latin
- ☐ ☐ Modern Greek
- ☐ ☐ Russian
- ☐ ☐ Spanish

Year 11 and Year 12 Courses

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

Year 11 students	Year 12 students
☐ **Full course** – **select twelve (12)** units from the options below. English is mandatory.	☐ **Full course** – **select ten (10)** units from the options below. English is mandatory.
☐ **Pathways** – select a **minimum of three (3) courses** from the options below.	☐ **Pathways** – select a **minimum of three (3) courses** from the options below.

Pathways students should be enrolled in a minimum of **three (3)** courses at any one time.

Tick the appropriate boxes to give you the total number of units that you need.

Board Developed Courses

Mandatory Courses		Year 11	Year 12
English Advanced	2U	☐	☐
English Standard	2U	☐	☐
English Studies *(2024 only – Category B – ATAR possible)*	2U	☐	☐
English Extension 1	1U	☐	☐
Life Ready *(Year 11 only – mandatory)*		☐	N/A

Optional Courses			
Aboriginal Studies	2U	☐	☐
Agriculture	2U	☐	☐
Ancient History	2U	☐	☐
Biology	2U	☐	☐
Business Studies	2U	☐	☐
Chemistry	2U	☐	☐
Community & Family Studies	2U	☐	☐
Design & Technology	2U	☐	☐
Earth & Environmental Science	2U	☐	☐
Economics	2U	☐	☐
Engineering Studies	2U	☐	☐
Enterprise Computing *(Year 12 N/A until 2025)*	2U	☐	N/A
Food Technology	2U	☐	☐
Geography	2U	☐	☐
History Extension *(Year 12 only)*	1U	N/A	☐
Industrial Technology – Multimedia Technologies	2U	☐	☐
Information Processes & Technology *(Year 12 must be completed in 2024)*	2U	N/A	☐
Legal Studies	2U	☐	☐
Mathematics Standard *(Year 11 only)*	2U	☐	N/A
Mathematics Standard 1 *(Year 12 2024 only – Category B – ATAR possible)*	2U	N/A	☐
Mathematics Standard 2 *(Year 12 only)*	2U	N/A	☐
Mathematics Advanced	2U	☐	☐
Mathematics Extension 1 *(Only provided when Mathematics Advanced also studied at SDEHS)*	1U	☐	☐
Mathematics Extension 2 *(Year 12 only)*	1U	N/A	☐

Optional Courses

		Year 11	Year 12
Modern History	2U	☐	☐
Music 1	2U	☐	☐
Music 2 *(Yr 11 $20 / Yr 12 $20)*	2U	☐	☐
PD/H/PE	2U	☐	☐
Physics	2U	☐	☐
Society & Culture	2U	☐	☐
Software Design & Development *(Year 12 only, must be completed in 2024)*	2U	N/A	☐
Software Engineering *(Year 12 N/A until 2025)*	2U	☐	N/A
Studies of Religion	2U	☐	☐
Studies of Religion	1U	☐	☐
Textiles & Design *($35 Year 11 only)*	2U	☐	☐
Visual Arts *Optional Senior art kit $80 (Contribution covers both Year 11 & Year 12)*	2U	☐	☐

Vocational Education and Training Courses (VET)

Business Services (BSB30120)	2U	☐	☐
Hospitality – Cookery (SIT20421) *$30 (Contribution covers both Year 11 & Year 12)*	2U	☐	☐
Retail Services (SIR30216)	2U	☐	☐

Students who have already studied some of a VET course MUST supply a copy of the Units of Competencies Achieved from the NSW Education Standards Authority (NESA). The school where you studied the course will supply you with this information.

Languages

Language studied through NSW School of Languages (NSL) *(see next page)* ☐ ☐

_____
(name)

Content Endorsed Courses (Non ATAR)

		Year 11	Year 12
Computing Applications	2U	☐	☐
Computing Applications *(Year 12 only)*	2U	N/A	☐
Exploring Early Childhood *(Year 11 or Year 12)*	1U	☐	☐
Marine Studies	2U	☐	☐
Marine Studies *(Year 12 only)*	2U	N/A	☐
Numeracy *(Year 12 N/A until 2025)*	2U	☐	N/A
Photography, Video & Digital Imaging	2U	☐	☐
Sport Lifestyle & Recreation	2U	☐	☐
Sport Lifestyle & Recreation *(Year 12 only)*	2U	N/A	☐
Sport Lifestyle & Recreation	1U	☐	☐
Sport Lifestyle & Recreation *(Year 11 only)*	1U	☐	N/A
Visual Design *(Yr 11 $20 / Yr 12 $20)*	2U	☐	☐
Visual Design *(Year 12 only $20)*	2U	N/A	☐
Work Studies	2U	☐	☐
Work Studies *(Year 12 only)*	2U	N/A	☐
Work Studies	1U	☐	☐
Work Studies *(Year 12 only)*	1U	N/A	☐

Total number of units selected:

Year 11 Courses	***Year 12 Courses***
☐	☐

Language courses available

When a student chooses to study a language course the student needs to be enrolled with NSW School of Languages (NSL). NSL is a distance education school specialising in languages. An enrolment application for NSL will be emailed to you. This must be completed in full and returned with total payment to SDEHS. Please refer to payment instructions on page 24. The contribution for Years 11 and 12 is $230 (covers both years) and for Year 12 only is $115. When the completed form is received with total payment it will be forwarded to NSL. Final approval from NSL may take 2-3 weeks from the time the completed form is received at NSL. Our school may share enrolment information with NSL to support student learning. It is important to understand that all communication relating to language courses must be with the student's teacher at NSL.

Students may choose to study the following languages: Chinese, French, German, Indonesian, Italian, Japanese, Korean, Latin, Modern Greek, Portuguese, Russian and Spanish.

Please note, courses are not provided for all languages. Please refer to the NSL website http://www.nswschoollang.schools.nsw.edu.au/ for a list of courses available.

Please write the name of the language course required on the previous page under **Languages**.

Previous schooling details

☐ For students who have already been enrolled in a school for part of the **current year** indicate the work covered so far in the table below.

☐ Photocopies of any reports for the **current academic year**.

☐ Photocopy of the student's most recent *NESA Confirmation of Entry* (if available).

Topics or units already covered this year	Textbooks used (titles and authors)
English **Course 2** _____ **Course 3** _____ **Course 4** _____ **Course 5** _____ **Course 6** _____ **Course 7** _____ **Course 8** _____	

Permission to publish information

Dear Parent / Caregiver

The school/Department may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to the following.

- Public websites of the Department including the school website, the Department's intranet (staff only), blogs and wikis.
- Departmental publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department websites.
- Official departmental and school social media accounts on networks such as the school's YouTube, Facebook and Twitter pages.

Parents and caregivers should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

Permission to publish *Tick the appropriate box*

I have read the information about publishing student information and:

I give permission ☐

I do not give permission ☐

for school / Department of Education to publish information about my child in publicly accessible communications.

This signed permission remains effective until I advise the school otherwise.

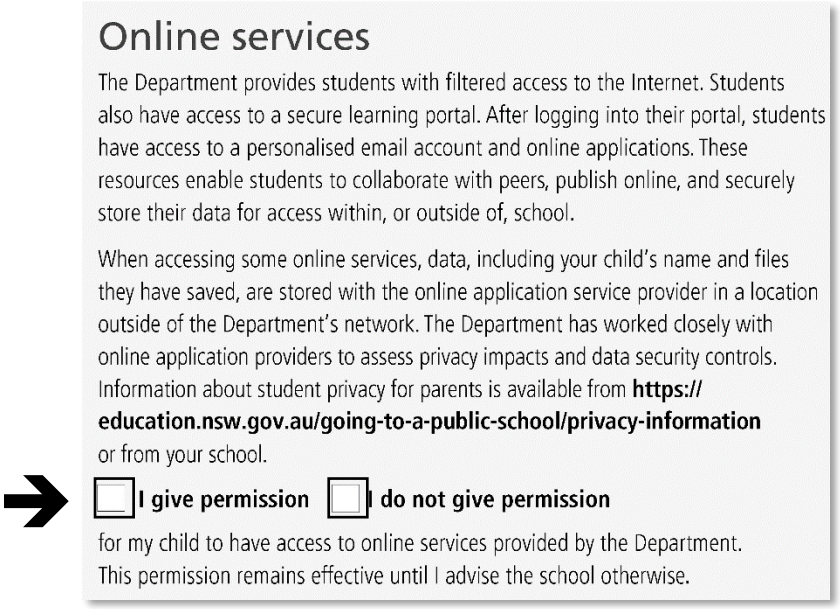
Child's name (please print) _____ Year _____

Parent/carer/caregiver's name (please print) _____

Parent/carer/caregiver signature _____ Date _____

Information about online services

On page 13 of the Department of Education official *Application to Enrol in a NSW Government School* enrolment form, parent/carers are prompted to answer the following question.



Online services

The Department provides students with filtered access to the Internet. Students also have access to a secure learning portal. After logging into their portal, students have access to a personalised email account and online applications. These resources enable students to collaborate with peers, publish online, and securely store their data for access within, or outside of, school.

When accessing some online services, data, including your child's name and files they have saved, are stored with the online application service provider in a location outside of the Department's network. The Department has worked closely with online application providers to assess privacy impacts and data security controls. Information about student privacy for parents is available from **https://education.nsw.gov.au/going-to-a-public-school/privacy-information** or from your school.

☐ **I give permission** ☐ **I do not give permission**

for my child to have access to online services provided by the Department.
This permission remains effective until I advise the school otherwise.

Parent/caregiver signature _____ Date _____

We strongly suggest you tick the "I give permission" box above and sign in the space above.

If you are unsure which box you ticked on the Department's enrolment form, or if you wish to change your selection, you may tick one of the boxes above.

Whilst the decision of the parent/carer is fully respected, if the "I do not give permission" box is selected then there will be an impact on the student's ability to engage in a variety of learning experiences at Sydney Distance Education High School. In particular, they will not be able to:

- receive emails from their teachers or the school. This could include information about school events (eg study days) and learning materials
- access elearning materials hosted on our school elearning site. All of our courses have some aspect of the course hosted on our school elearning site. Almost all Years 9 and 10 learning materials are available through the school's elearning website. Print based materials are only available following written request, with supporting documentation, that is approved by a Deputy Principal
- access web lesson software for communication

For more information please contact the Head Teacher Technology (Systems and Support) or Head Teacher (elearning) at our school.

SDEHS School digital devices and online services – Student Agreement

Sydney Distance Education High School follows the Department of Education's Student use of digital devices and online services procedures.

Be SAFE

- ☐ Protect my personal information, including my name, address, school, email address, telephone number, pictures of me and other personal details.
- ☐ Only use my own usernames and passwords, and never share them with others.
- ☐ Ask a teacher or other responsible adult for help if anyone online asks for my personal information, wants to meet me or offers me money or gifts.
- ☐ Let a teacher or other responsible adult know immediately if I find anything online that is suspicious, harmful, inappropriate or makes me uncomfortable.
- ☐ Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- ☐ Follow all school rules and instructions from school staff, including when using digital devices and online services. This includes restrictions of mobile phones at school in accordance with the NSW Department of Education *Students' Use of Mobile Phones in Schools* policy. At SDEHS all mobile phones will be **'off and away'** when attending a learning hub or a school event such as a study day or excursion, including during recess and lunch.
- ☐ Take care with the digital devices I use:
  - Understand that I and my parents and carers are responsible for any repairs or IT support my personal devices might need
  - Take care with the school-owned devices I share with others, so that other people can use them after me.
- ☐ Use online services in responsible and age-appropriate ways:
  - Only use online services in the ways agreed to with my teacher
  - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks
  - Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- ☐ Understand that everything done on the school's network is monitored and can be used in investigations or court proceedings, or for other legal reasons.

Be RESPECTFUL

- ☐ Respect and protect the privacy, safety and wellbeing of others.
- ☐ Do not share anyone else's personal information.
- ☐ Get permission before I take a photo or video of someone, including from the person and teachers.
- ☐ Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- ☐ Do not send or share messages or content that could cause harm, including things that might be:
  - inappropriate, offensive or abusive
  - upsetting or embarrassing to another person or group
  - considered bullying
  - private or confidential
  - a virus or other harmful software.
- ☐ I have read the *SDEHS School Digital Devices and Online Services – Student Agreement* and agree to comply with the requirements.
  The *SDEHS Student Use of Digital Devices and Online Services Procedures* (which includes student responsibilities) are available in the document, *Guide for Students and Supervisors*.

_____ in the presence of _____

Student name — Parent/Carer name

_____ in the presence of _____

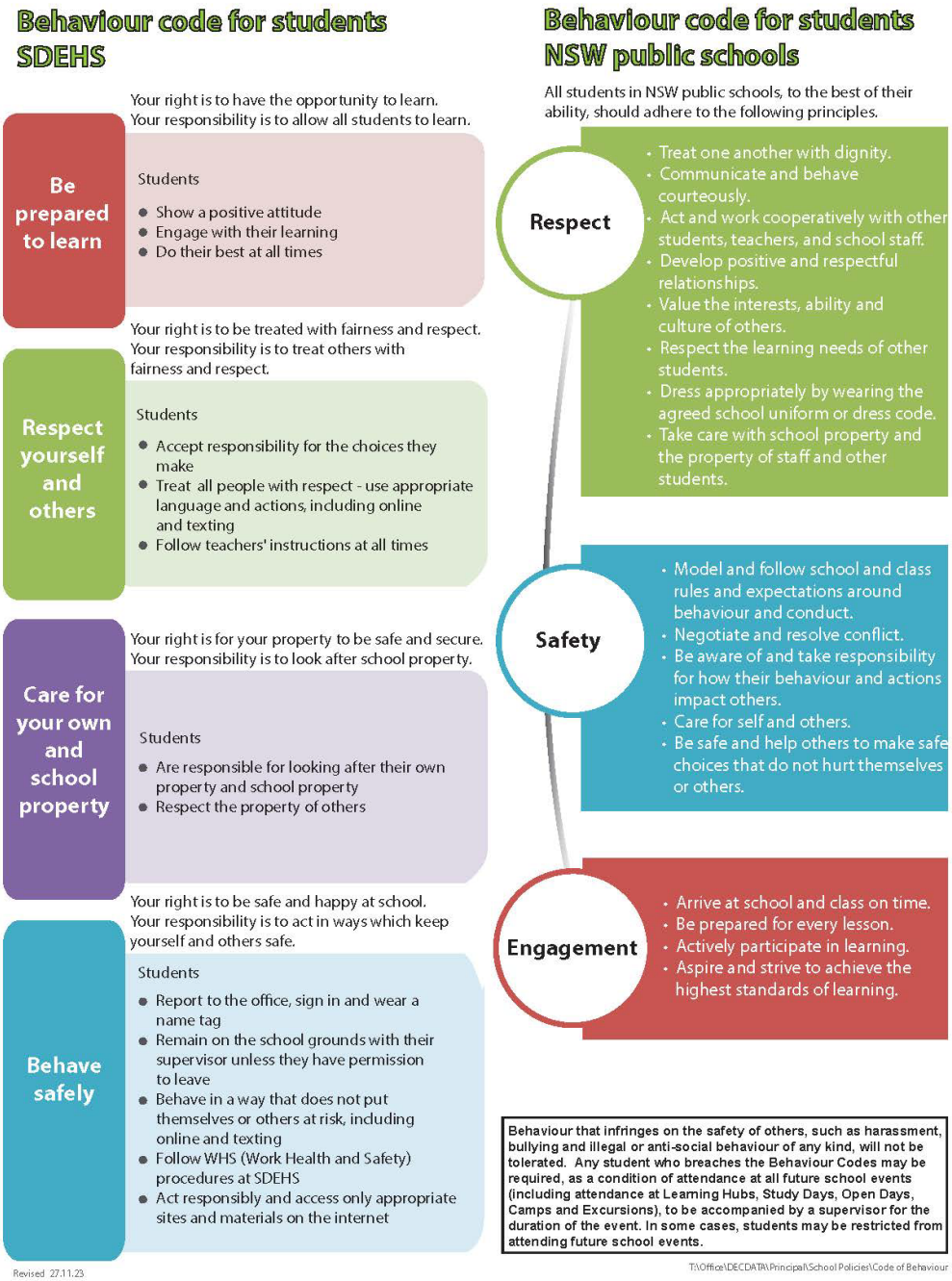
Student signature — Parent/Carer signature

Date: _____/_____/_____

SDEHS Behaviour Codes for Students – Student Agreement

Students are welcome to use all student spaces including the reception area, courtyard and classrooms with teacher supervision (eg learning hubs, theatrette, General Learning Space 1, practical learning spaces in the cottage, the library, including the technology space and seminar rooms, the COLA and the kitchen), where appropriate. Please note students may only be in a staff work area when invited by a teacher.

4.1 Behaviour Code for Students



I acknowledge that I have read the school's *Behaviour Codes for Students* and agree to follow them. The *Behaviour Codes for Students* is included in the *SDEHS Guide for Students and Supervisors.*

_____ in the presence of _____

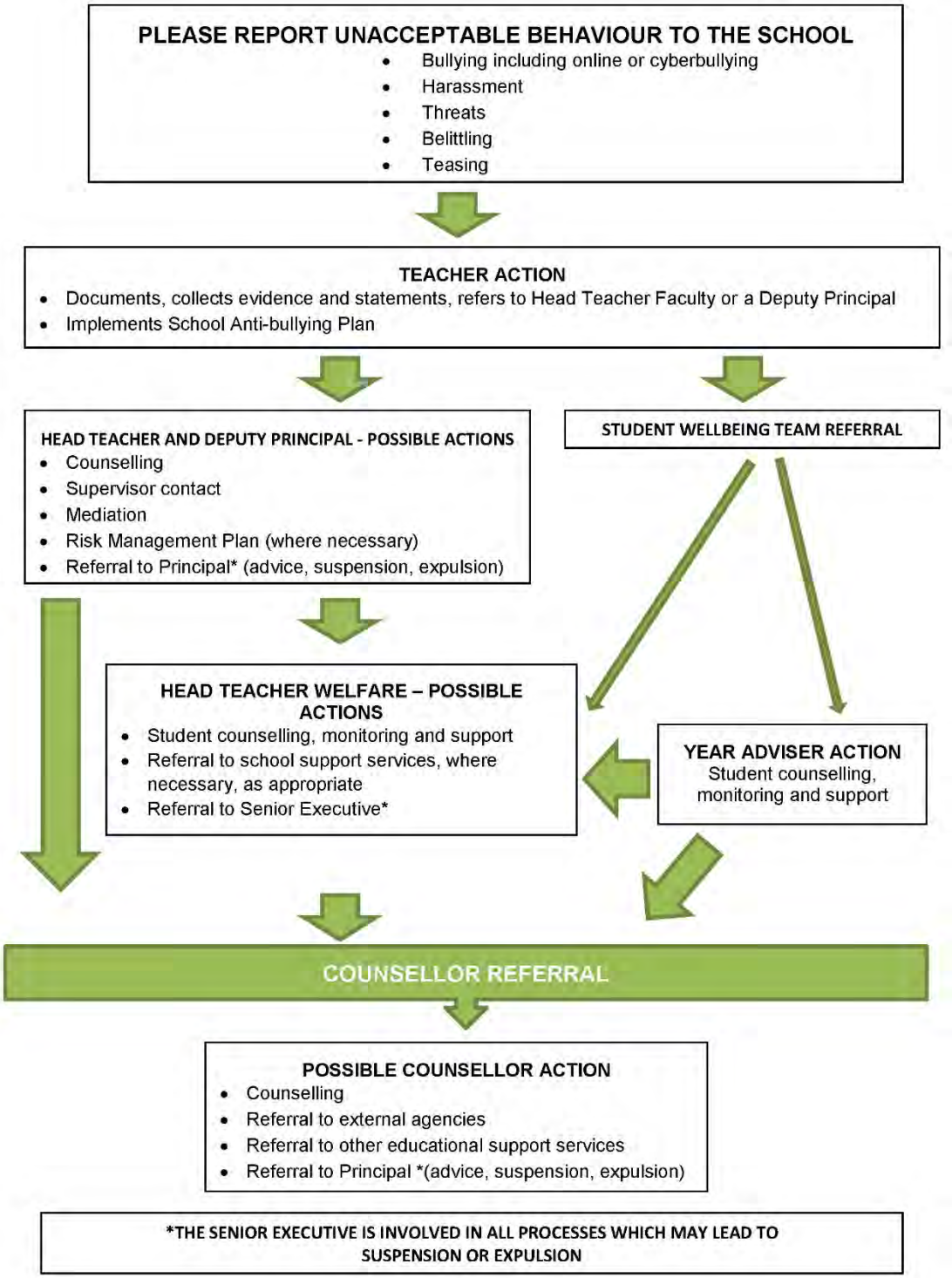
Student name — Parent/Carer name

_____ in the presence of _____

Student signature — Parent/Carer signature

Date: _____/_____/_____

SDEHS Anti-bullying action flowchart – Student Acknowledgement



I acknowledge that I have read the school's anti-bullying action flowchart and agree to follow it. The anti-bullying action flowchart is included in the *SDEHS Guide for Students and Supervisors.*

_____ in the presence of _____

Student name — Parent/Carer name

_____ in the presence of _____

Student signature — Parent/Carer signature

Date: _____/_____/_____

Getting to know you

Your teachers would like to get to know you. This makes it easier for us to guide and help you.
Please help by completing this page to tell us about yourself.

Whenever you see a box like this, ☐ place a tick in the box if your answer is YES ☑.

If you'd like to add more, write on your own paper and attach it to these sheets.

Photo

Mandatory passport size photo required for identification purposes ONLY (not published)

Tell us about yourself

My name is _____

I am in Year _____

I have _____ brother(s) and _____ sister(s)

Which school courses do you like best? List them all in order of preference.

1. _____ 3. _____

2. _____ 4. _____

Have you been involved in a Peer Support Program? ☐ _____

If yes, where and when? _____

Have you done Peer Support Leadership Training? ☐ _____

If yes, where and when? _____

What do you like to read? *(Examples may be novels, science-fiction, mystery stories, poetry, magazines.)*

_____

Which newspapers, comics and magazines do you read?

_____

What are your favourite TV programs? _____

_____

What else do you like to do?

- ☐ listening to the radio
- ☐ listening to music
- ☐ caring for pets
- ☐ singing or playing a musical instrument
- ☐ playing video or computer games
- ☐ hobbies _____
- ☐ playing a sport _____
- ☐ other _____

What do you think you might do when you leave school? _____

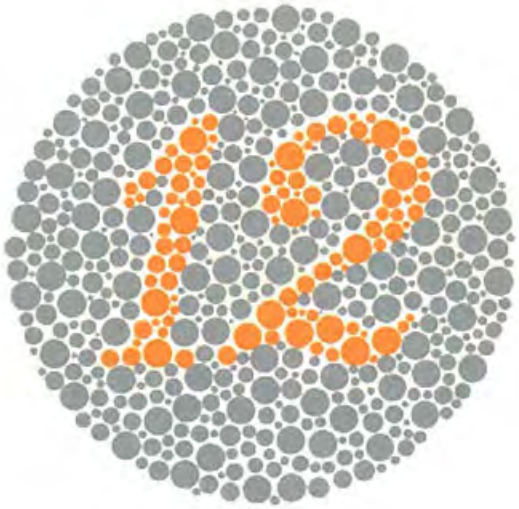
Colour perception

This colour perception activity helps us to learn how students see different colours.

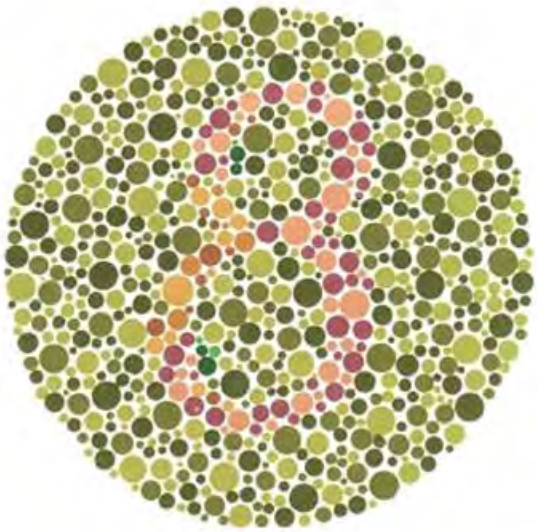
Any possible indentified colour perception issues will be communicated to the student's Year Adviser.

The results of any professional assessment, eg by an ophamologist, may then be provided to the Year Adviser so teachers can be informed.

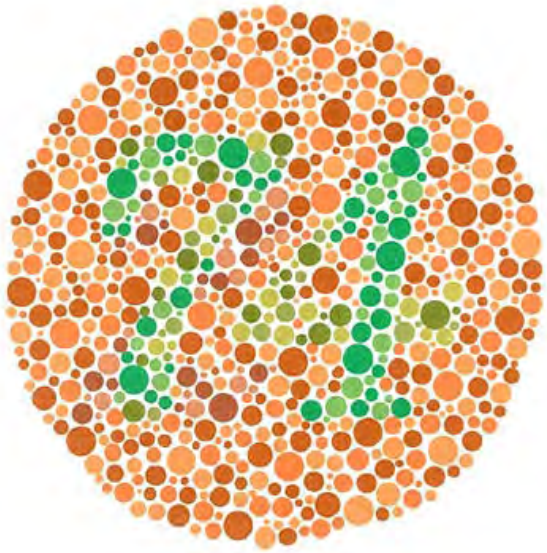
In each circle, what number do you see?



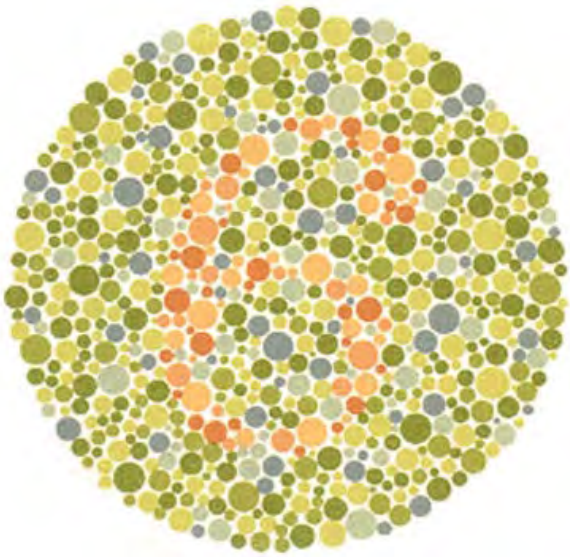
I see the number ☐



I see the number ☐



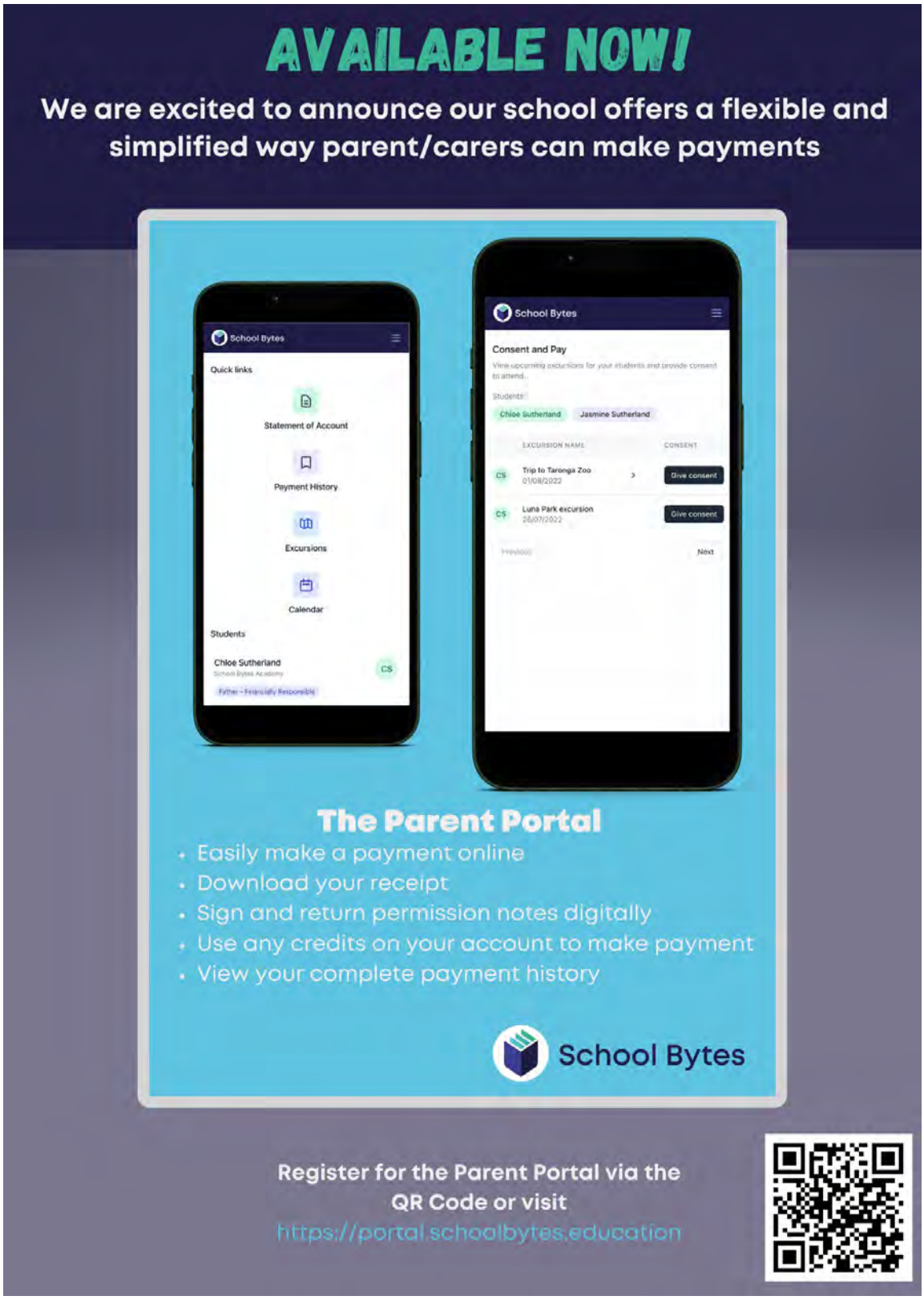
I see the number ☐



I see the number ☐

Payment of contributions information

Our school has an online payment page**!**



For any enquiries regarding the Online Payment process please contact the School Administration Office on 9383 0200.

Sydney Distance Education High School

Payment of Contributions
Enrolment – Years 7, 8, 9 & 10
(Home Students)

Note: Please wait to receive an invoice which will notify payment details.

Student's first name _____ Family name _____

Voluntary General School Contribution	**Years 7-10**	$ 118	($59 if 3 courses or less)

Course Contributions

Voluntary General Course Contribution	$ 97
Course Contribution Specific	
Industrial Technology Electronics – Elective only: Years 9 and 10	$ 35
Languages studied through NSW School of Languages	
- Years 7 or 8 (mandatory course)	Nil
- Years 9 and 10 (elective course) (2 years)	$ 230
Music – Elective only: Years 9 and 10	$ 20
Textiles Technology – Elective only: Years 9 and 10	$ 15
Visual Arts – Elective only: Years 9 and 10 (optional kit)	$ 80

Request for Student Support

I am applying for Student Support to help with Contributions.

I acknowledge I have a genuine need for this Student Support.

Voluntary General Course Contribution..... $_____

Course Contribution Specific..... $_____

Total requested..... **$**_____

Supervisor's name _____ Supervisor's signature _____ Date _____

Principal's approval _____ Date _____

Sydney Distance Education High School

Payment of Contributions
Enrolment – Years 11 & 12
(Home Students)

Note: Please wait to receive an invoice which will notify payment details.

Student's first name _____ Family name _____

Voluntary General School Contribution	**Years 11-12**	$ 138	($69 if 6 units or less)

Course Contributions

Voluntary General Course Contribution ..... $ 97

Course Contribution Specific

For each of the following courses there is an annual contribution for the duration of the course.
This covers kits and consumables used during the course.

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

Languages studied through NSW School of Languages ..... (2 years) $ 230

Music 2 (Year 11) ..... $ 20

Music 2 (Year 12) ..... $ 20

Textiles and Design (Year 11 only) ..... $ 35

Visual Arts – Senior Art Kit (optional) ..... $ 80
– HSC students provide their own art materials for their Body of Work

Visual Design (Year 11)..... $ 20

Visual Design (Year 12)..... $ 20

Request for Student Support

I am applying for Student Support to help with Contributions.

I acknowledge I have a genuine need for this Student Support.

Voluntary General Course Contribution..... $_____

Course Contribution Specific..... $_____

Total requested..... **$**_____

Supervisor's name _____ Supervisor's signature _____ Date _____

Principal's approval _____ Date _____

Sydney Distance Education High School

Payment of Contributions
Curriculum Access Provision
Years 9 & 10
Special Placement Settings (SSP only)

Student's first name _____ Family name _____

Applications for Curriculum Access are only processed when the appropriate Contributions payments have been received.

Course Contributions are to be paid on application for curriculum access. Enrolments will only be processed when full payment of the Course Contribution General and, where relevant, the Course Contribution Specific has been received by Interschool Journal. Additional course costs may be required during the year. If a government school applying for Curriculum Access Provision decides to pass onto a parent/carer the course cost rather than meet it from the school budget, the cost is to be treated as a voluntary contribution in line with the Department's Voluntary General School Contribution expectations.

Tick the appropriate box below

Voluntary General School Contribution	**Years 9-10**	$ 118	($59 if 3 courses or less)

Course Contributions

Course Contribution General	$ 97
Course Contribution Specific	
Industrial Technology Electronics – Elective only: Years 9 and 10	$ 35
Music – Elective only: Years 9 and 10	$ 20
Textiles Technology – Elective only: Years 9 and 10	$ 15
Visual Arts – Elective only: Years 9 and 10 (optional kit)	$ 80
Total	$ _____

Sydney Distance Education High School

Payment of Contributions
Curriculum Access Provision
Years 11 & 12
Special Placement Settings (SSP only)

Student's first name _____ Family name _____

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Tick the appropriate box below

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Music 2 (Year 11) ..... $ 20

Music 2 (Year 12) ..... $ 20

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Visual Design (Year 12)..... $ 20

Total $_____