



Request for change of supervisor Home students only

Student details

Student's first name _____ Family name _____

Parent / carer responsibilities

The student's parent/carer

- confirms that the new 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

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*)
- 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 student enrolled in the vocationally talented category, who may travel for short periods of time, it is expected that they continue to meet the requirements of enrolment in distance education, especially the regular return of work and completion of Assessment Tasks

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 conditions and agree to nominate a new supervisor.

Parent/carer's name _____

Parent/carer's signature _____

Date _____



Requirements for new supervisors

The student's supervisor will

- ensure the student will complete the Launchpad Student Induction Program on elearning 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
- sign the Supervisor's Agreement.

New 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

Street address _____

Suburb/Town _____ Postcode _____

Home phone () _____ Work phone () _____

Mobile phone _____

Email _____

Preferred contact phone number during school hours

I certify that I accept the above conditions and agree to nominate a new supervisor.

Parent/carer's name _____

Parent/carer's signature _____

Date _____

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 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** 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 NESAs, 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 complete the Launchpad Student Induction Program on elearning 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 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).

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 name _____
(First name) (Family name) (Year)

Student's signature _____ Date _____