



# Sydney Distance Education High School

## 2025

### Application for Single Course Provision

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](mailto:sydneyh-d.school@det.nsw.edu.au)

**This is an ONLINE form. Save this form to fill in – DO NOT SEND as a hard copy. Complete all sections (pages 1-21) of this enrolment form and email to the address above. A hard copy needs to be printed, signed and kept at the student’s home school.**

**Please be aware that applications cannot be finalised and the student will not be enrolled until an interschool journal from the DoE school has been received. Other educational providers will be issued with a tax invoice.**

Student’s Family Name		Student’s Given Name(s)	
Student’s Preferred Name		Student’s Pronouns	
SRN		NESA No.	
School Name		Contact Name	
School Email		School Phone	
Course 1		Year	Unit/s
Course 2		Year	Unit/s
Course 3		Year	Unit/s

Refer to our website for the most recent version of our Single Course Provision Information Handbook and for the Application for Single Course Provision.

HT ADMIN SC USE:		OFFICE USE:			
Course provision category	3.	Entered (ERN / Bytes)		Payment processed	
Approved by HT Admin SC		Entered (DELTA)		Amount	
Date approved by HT Admin SC		Student ID (DELTA)		Photo scanned	
NSW DOE Online Services	Yes / No	Family ID (DELTA)		Copies distributed	
Permission to Publish	Yes / No				
ATSI	Yes / No				
PLSP provided	Yes / No				



Revised 21 August 2024

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# Sydney Distance Education High School

## SINGLE COURSE PROVISION APPLICATION 2025

SDEHS office use only: Approved \_\_\_\_\_ Date \_\_\_\_\_ Category \_\_\_\_\_

**Please ensure all sections are completed by Home School Principal only**

### Student information

Family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Gender Male  Female  Other

Mobile phone no. \_\_\_\_\_ Student DoE email \_\_\_\_\_

Student is currently or has previously enrolled in a NSW DoE school Yes  No

**A passport size colour photo of the student must be emailed with this application.**

### Home school information

**Supervisor information MUST be provided including phone and email.**

School \_\_\_\_\_

*(All SDEHS correspondence will be posted to this address)*

Number of secondary students enrolled at your school \_\_\_\_\_

Teacher/supervisor's title Mr  Mrs  Miss  Ms  Dr

**Note: where possible the supervisor should be a teacher.**

Teacher/supervisor's given name \_\_\_\_\_ Teacher/supervisor's family name \_\_\_\_\_

School postal address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

School phone no. (\_\_\_\_\_) \_\_\_\_\_

Teacher/supervisor's phone no. **(must be provided)** (\_\_\_\_\_) \_\_\_\_\_

School email address \_\_\_\_\_

Supervisor's email address **(must be provided)** \_\_\_\_\_

## Course requested

Please refer to the *Sydney Distance Education High School Single Course Provision Information Handbook* before requesting courses. Only courses listed in the handbook are available.

Name of course	Indicate current school year	Units if applicable	Course hours if applicable
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

### Course requested for 2025

#### Stage 5

Year 9 Year 10 Electives 100 hrs  200 hrs 

Year 10 Computing Technology, indicate - 100 hrs or 200 hrs.

#### Stage 6

Year 11 Year 12\* 1U only 2U only 1U Extension 2 1U Extension 1 

\*Has the student completed Year 11 in this course? Yes  No

If Music 1 or 2, please indicate instrument \_\_\_\_\_

Note: Incomplete forms will be returned by email to the home school for finalisation.

## Reason for application

Please refer to *Sydney Distance Education High School Single Course Provision Information Handbook*.

Please tick the relevant category.

#### In Quota

Specialist settings – DoE Tutorial Centre or Support Class only  
(see separate application form)  
– contact Head Teacher Single Course Enrolments

3.1.1 Elective course in Years 9 and 10 3.1.2 NESAs minimum requirements for the HSC (Year 11 and Year 12) 3.1.3 Special circumstances 3.1.4 Acceleration 

#### Out of Quota

3.2.1 Study interrupted by transfer 

➤ (Please list topics completed on page 5)

Date of transfer \_\_\_\_\_

Previous school \_\_\_\_\_

3.2.2 Specific single subject languages for small cohorts 3.2.3 Vocational education and training in remote schools 3.2.4 Access for students with confirmed disability/disabilities 3.2.5 Full fee paying overseas student 3.2.6 Exceptional circumstances 

(Please attach written approval from the Director as appropriate)

Please complete for all VET applications submitted for 3.1.2 above.

• Has the student completed any VET competencies? Yes  No

If yes – please provide the NSW Education Standards Authority (NESA) print out of competencies achieved.

• Has the student read and acknowledged the requirements and commitments Yes  No

of studying a VET course? See *Information Handbook – A Guide to Vocational Education and Training (VET) courses at Sydney Distance Education High School*.

Please scan and email any evidence and/or documents provided. Refer to *Single Course Provision Information Handbook* for details.

## Courses to be studied in 2025

### Students in Years 9 and 10

Where a Year 9 or 10 student wishes to study an elective course, it must replace a school elective course. For example, if the school is offering six courses – English, Mathematics, Science, Social Science, Elective 1 and Elective 2 – the distance education course must replace one of the six courses. In the case of schools offering seven courses – English, Mathematics, Science, Social Science, Elective 1, Elective 2 and Elective 3 – the distance education course must replace one of these courses.

List the electives this student will study in 2025 including the requested distance education course.

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### Students in Years 11 and 12 (must be completed)

List **ALL** courses being studied at the home school **including the distance education course requested**. Ensure the maximum number of units studied by a student including the distance education course does not exceed **13 units** in Year 11 and **11 units** in Year 12.

Course	Units	Course	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Course Information – Stage 6 (Years 11 and 12 only)

➤ **If Category 3.2.1 has been selected, you MUST complete this section.**

If the student has commenced studies in the course, they are enrolling in *3.2.1 Transfer*.

Please **list topics completed below**.

Please tick year

Year 11

Year 12

Course

Topics completed

_____	_____
_____	_____
_____	_____

## Parent/carer details

Title (please tick) Mr  Mrs  Miss  Ms  Dr  Male  Female

Family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Relationship to student (eg mother, father, carer) \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

Home telephone (\_\_\_\_\_) \_\_\_\_\_ Mobile telephone \_\_\_\_\_

Family email address \_\_\_\_\_

**NOTE TO PARENT/CARER:** In providing single course access, the relationship is strictly between the home school and the distance education school. This means that any parent/carer concerns are to be raised at the student's home school which then has a responsibility to communicate with the distance education school.

## Additional student information

Student's country of citizenship \_\_\_\_\_ Country of birth \_\_\_\_\_

If born overseas, date arrived in Australia \_\_\_\_\_

Is the student an international full-fee paying student Yes (see Category 3.7 page 4)  No

If this is not the student's first enrolment at an Australian school, what was the student's first date of enrolment at an Australian school? \_\_\_\_\_

Languages other than English spoken at home Yes  No, English only

If yes, what languages other than English are spoken at home? \_\_\_\_\_

**Does the student have any brothers or sisters enrolled at a NSW DoE school?** Yes  No

Brother's/sister's family name \_\_\_\_\_ Brother's/sister's given name \_\_\_\_\_ Date of birth \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Is the student of Aboriginal or Torres Strait Islander background?**

No  Yes  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

If the student is of Aboriginal or Torres Strait Islander background, please attach a copy of the current Personalised Learning Pathway (PLP). Yes

Applications for NSW fully funded public schools **will not be processed** unless we receive the current PLP.

## Emergency contact

Please nominate a person who may be contacted in the event of an emergency, if parent/carer cannot be contacted.

Title (please tick) Mr  Mrs  Miss  Ms  Dr  Male  Female

Family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Relationship to student (eg mother, father, carer) \_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_ Mobile phone \_\_\_\_\_

## Medical information

Doctor's name/medical centre \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Medicare number \_\_\_\_\_ Expiry \_\_\_\_\_ Reference number \_\_\_\_\_

**Does your child have an ASCIA Action Plan for Anaphylaxis?** Yes  No

If yes, a copy of the most recent **ASCIA Action Plan has been included.** Yes  No

**ALLERGIES – these can include allergies to insect stings, drugs, latex, food (eg nuts, eggs, peanuts) or other.**

*If your child has an allergy, please specify below.*

**Allergy to:**

\_\_\_\_\_

**Has a doctor diagnosed this allergy?** Yes  No

**Is this a severe allergy (anaphylaxis)?** Yes  No

***Anaphylaxis is a severe, potentially life-threatening, allergic reaction.***

**Has your child been hospitalised with a severe allergic reaction (anaphylaxis) or any other allergy?** Yes  No

It is essential you tell the Principal before the student starts school if he or she has any allergies or other medical conditions. You should also let the school know as soon as you are aware of any new allergies or other medical condition(s).

**Other medical conditions:** Yes  No

*Please specify any other medical conditions of which the school should be aware, eg asthma, epilepsy, diabetes*

\_\_\_\_\_

**Medication:** Yes  No

*Please specify any prescribed medication to be taken by the student. Please provide list if insufficient space.*

\_\_\_\_\_

If your son/daughter administers their own EpiPen, Anapen or asthma reliever medication **please complete Request for student to carry his/her own EpiPen, Anapen or asthma reliever medication in the 2025 Single Course Provision Information Handbook.**

Yes

\_\_\_\_\_

***If the student has an ASCIA Action Plan / Health Care Plan – please attach***

Yes

**Please be aware the application will not be processed unless the Health Care Plan is attached.**

## Student's history relevant to risk assessment

The Department has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide schools with information that will help facilitate the smooth transition of students into the specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to support students safely in the school and contribute to ensuring the safety of your child, other students and staff.

**To your knowledge, is there anything in your child's history or circumstances (including medical history)**

**which might pose a risk of any type to him or her, other students, or staff at this school?**

Yes  No

If yes, please provide a brief description of your child's medical or other history which might pose a risk of any type to him or her, other students, or staff at this school.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

**Does the student have any history of violent behaviour?** If yes, please provide details.

Yes  No

**Has the student ever been suspended or expelled from any previous school?**

Yes  No

If yes, was this for:

- actual violence to any person? Yes  No
- possession of a weapon or any item used to cause harm or injury? Yes  No
- threats of violence or intimidation of staff, students, or others at the school? Yes  No
- illegal drugs? Yes  No

**Are you aware of any other incidents of the kind listed above in which the student has been involved outside the school setting?** If yes, please provide a brief outline of these incidents.

Yes  No

***Please ensure all sections are completed and signed by the Principal,  
student, parent/carer and supervisor.***

***A hard copy is to be kept at the student's home school.***



## Principal's agreement – conditions for single course provision

**Single course provision will be considered only when the home school Principal certifies that:**

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- the student's school will provide the distance education school with relevant information on current learning adjustments, requirements for learning support provisions, and evidence for the Nationally Consistent Collection of Data (NCCD)
- **a member of the teaching staff at the home school has been nominated to supervise the study arrangements of single-course students, including assignments, formal examinations and assessment tasks**
- students will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students
- procedures will be in place to ensure that students regularly return work and complete all tasks including assignments, formal examinations and assessments
- students are informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school
- where required, students will be provided with resources such as printing, textbooks, reference materials, access to a telephone, computer, internet access, web lesson technology and audio equipment, that meet the Department's current specifications
- students will send and receive emails from the Department's student portal
- students have access to and use of supervised specialist rooms as required
- procedures will be in place to ensure that parental/carer permission is obtained for students to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities
- a suitable and safe work placement for any vocational education and training course is possible
- all Sydney Distance Education High School assessment policies and procedures will be complied with. 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
- access to a suitable venue and supervision for NSW Education Standards Authority (NESA) examinations is available
- it is the home school's responsibility to apply for NESA Disability Provisions if required and that the student's supervisor will communicate any approved NESA Disability Provisions directly to the SDEHS course teacher. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.

**For an application to be accepted the home school Principal meets the additional requirements of Sydney Distance Education High School.**

- All loaned school resources will be returned as required.
- Your school is responsible for the NESA entry of any student enrolled in a course with Sydney Distance Education High School. Indicate that the course is studied "elsewhere" at the Sydney Distance Education High School – NESA number 6600.
- Where the student is applying for single course provision in a Higher School Certificate course, the Year 11 requirements for that course have been met.



**Continued next page ...**

**Principal's agreement – conditions for single course provision ... continued**

**For an application to be accepted the home school Principal meets the additional requirements of Sydney Distance Education High School (continued).**

- Written notification will be made to Sydney Distance Education High School in the event of a change of supervisor.
- The home school will notify Sydney Distance Education High School of any special needs, special circumstances, disability provisions or learning adjustments made for this student.
- The student's parent/carer has been informed that Sydney Distance Education High School is required to collect NCCD data for all shared enrolments requiring SDEHS learning adjustments to address disability.
- It is the home school's responsibility to apply for NESA Disability Provisions if required, and the student's supervisor will communicate any approved NESA Disability Provisions directly to the SDEHS subject teacher. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.
- As a condition of continued enrolment, 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. When students are not meeting their engagement and participation obligations, **a review can be undertaken at any time.**

**Please complete the following**

- a) The student's previous history may pose a risk of some type to the student, other students, or staff at Sydney Distance Education High School. Yes  No

**If yes, please ensure the student's history relevant to risk assessment section on pages 7 and 8 has been completed.**

- b) Does the student suffer from a severe allergy (anaphylaxis)? Yes  No

**If yes, provision of a copy of the student's ASCIA Action Plan for Anaphylaxis from a medical practitioner is required.**

Does the student have a medical condition (asthma, diabetes, epilepsy, or other) that require a health care plan? Yes  No

**If yes, provision of a copy of the student's Health Care Plan from a medical practitioner is required.**

The following is included with this application: **ASCIA Action Plan** Yes  **Health Care Plan** Yes

- c) The original documents listed below have been sighted by the Principal of the home school.

- Birth certificate or identity documents Yes

**VISA information**

- For students who are not Australian citizens, please provide the following details: Yes

Passport or travel documentation no. \_\_\_\_\_

Country of issue \_\_\_\_\_

Current visa class (if applicable) \_\_\_\_\_

Current visa sub-class (if applicable) \_\_\_\_\_

Visa expiry date \_\_\_\_\_

For temporary visa holders, Authority to Enrol \_\_\_\_\_

**The student's continued single course provision at SDEHS is dependent on the above conditions for the duration of the course.**

Principal's name \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

**Principal confirmation** (this box needs to be ticked or the application will not be processed)

**I confirm that I have signed in the space above and this will be kept on file at this student's home school.**

Yes

## School supervisor's agreement – conditions for single course provision

Supervisors must provide appropriate supervision for the student in their learning environment. They must ensure that the student is not left alone while learning through distance education.

Supervisors must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

As supervisor, I certify I have discussed the distance education requirements with the student including the need to return work regularly in order to complete the required course outcomes and I will:

- provide advice about illness or absences which have affected the student's ability to complete set activities
- be contactable by phone, email or voicemail
- ensure that the student is contactable by phone, student DoE portal email or voicemail
- ensure that the student will send and receive emails from the student DoE portal
- forward to the student's parent/carer official course warning letters and all other correspondence relating to the student's progress as issued by Sydney Distance Education High School
- provide a suitable work/study area for student
- develop a timetable that provides for the required number of hours of study each week
- supervise the student during school work activities
- ensure work will be completed and submitted in all courses on a weekly basis
- monitor the completion of set tasks and interact with the student as required in learning activities
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- 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
- ensure tests, examinations, assessment tasks and assignments are supervised according to the task instructions and that they are the unaided work of the student
- provide my signature on all paper-based work submitted to Sydney Distance Education High School including assessment tasks and examinations  
(Note: Any completed set, assessment task or examination paper received without the supervisor's signature may be regarded as invalid). Signatures are not required for electronic submission of assessment tasks including examinations
- ensure that portfolios of work and submitted works are completed when required
- provide the student with audio playing and recording equipment
- arrange that teaching materials and library books that have been issued by Sydney Distance Education High School are returned when the student completes the course or leaves the school
- apply for NESA Disability Provisions if required and that the student's supervisor will communicate any approved NESA Disability Provisions directly to the SDEHS course teacher. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.

As a condition of continued enrolment, 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. When students are not meeting their engagement and participation obligations, **a review can be undertaken at any time.**

I understand the conditions for single course provision and I understand that not complying with the above conditions may lead to a student not meeting course requirements or to a review of the single course provision.

Supervisor's name      Mr     Mrs     Miss     Ms       Dr

Family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

*(Please print, sign and keep on file at student's home school)*

**Principal confirmation (this box needs to be ticked or the application will not be processed)**

**I confirm that the supervisor has signed in the space above and this will be kept on file at this student's home school.**

Yes

## Student's undertaking

- I have read the information for students and I understand the conditions for single course provision. Yes
- I agree to do my work diligently and return work weekly. Yes
- I agree to contact my teacher at Sydney Distance Education High School regularly. Yes

Student name \_\_\_\_\_

Course(s) \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

*(Please print, sign and keep on file at student's home school)*

### Principal confirmation

**I confirm that the student has signed in the space above and this will be kept on file at this student's home school.**

Yes

## Information about online services

Department of Education schools require parent/carers to answer the following question.

### Online Services

The Department of Education 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 <http://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 of Education. This permission remains effective until I advise the school otherwise.

Parent/caregiver signature \_\_\_\_\_ Date \_\_\_\_\_

*(Please print, sign and keep on file at student's home school)*

### Principal confirmation (this box needs to be ticked or the application will not be processed)

**I confirm that the parent/carer has signed in the space above and this will be kept on file at this student's home school.**

Yes

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

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

- receive emails from their teachers or the school
- access elearning materials hosted on our school elearning site
- participate in group or individual web lessons.

If a student does not have access to online services, the school will endeavour to provide alternatives for communication and learning experiences.

For more information, please do not hesitate to contact the Head Teacher (Systems and Support) or Head Teacher (elearning) at our school.

### Consent to use third-party software for educational use

The school uses third-party software providers offering web-based online educational resources and cloud-based storage to support our administrative functions and enhance student learning outcomes.

In most instances, students are required to register before accessing the software. Registration involves either a staff member or student entering identifying information such as name, school year and the student's school email address.

The NSW Department of Education has entered into contracts for a range of essential student education and administration software. The department has assessed the privacy impacts and data security controls as compliant with NSW privacy requirements and a list of that software is available at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/privacy-information>.

In addition, Sydney Distance Education High School will use the third-party software listed in *Appendix 7* of the *2025 Single Course Provision Information Handbook: List of third-party software*. The use of software depends on what courses have been selected. If you require further clarification, you can contact the Deputy Principal (Curriculum Delivery) by phoning the school reception on 9383 0200.

This consent remains effective until I advise the school otherwise in writing.

I acknowledge that I have read the third-party software listed in the *Appendix 7* of the *2025 Single Course Provision Information Handbook: List of third-party software* and I consent for my student to be registered to use this software.

Student's name (please print) \_\_\_\_\_

Parent/carer's name (please print) \_\_\_\_\_

Parent/carer's signature \_\_\_\_\_ Date \_\_\_\_\_

### Principal confirmation

**I confirm that the parent/carer has signed in the space above and this will be kept on file at this student's home school.**

Yes



## Permission to publish information



Dear Parent / Carer

The school / Department of Education may publish information about your child for the purposes of sharing their 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, calendar, magazine, annual report and 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 carers 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.

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### 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 \_\_\_\_\_

**Principal confirmation** (this box needs to be ticked or the application will not be processed)

**I confirm that the parent/carer has signed in the space above and this will be kept on file at this student's home school.**

Yes

## 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 or 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

*(Please print, sign and keep on file at student’s home school)* *(Please print, sign and keep on file at student’s home school)*

**Principal confirmation (this box needs to be ticked or the application will not be processed)**

**I confirm that the student and parent/carers have signed in the space above and this will be kept on file at this student’s home school.**

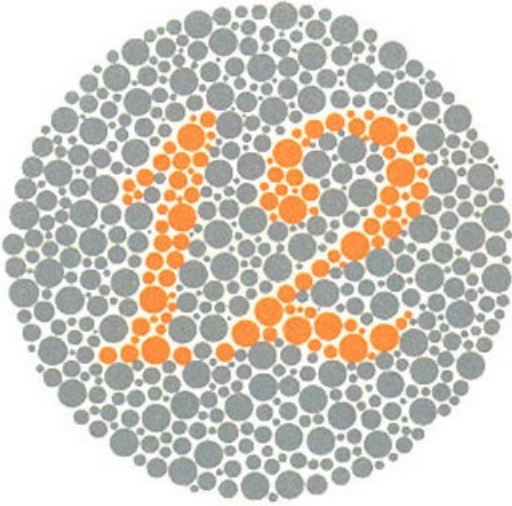
Yes

## Colour perception

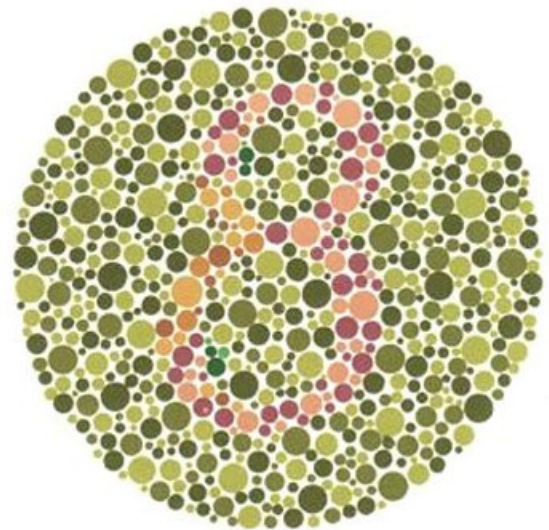
This colour perception activity helps us to learn how students see different colours.  
Any possible indentified colour perception issues will be communicated to the student's teacher.

The results of any professional assssment, eg by an ophamologist, may then be provided to the teacher.

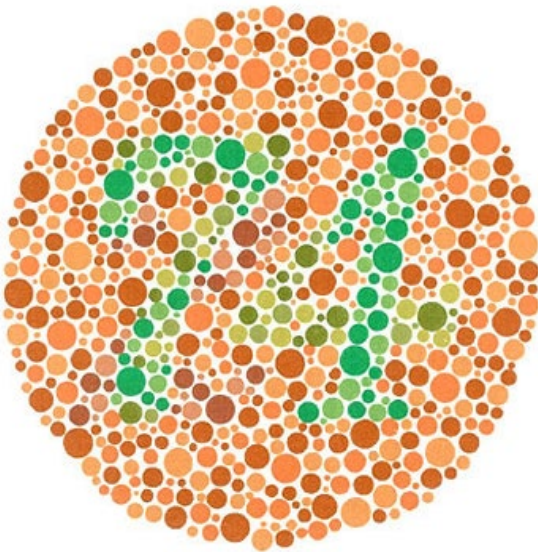
In each circle, what number do you see?



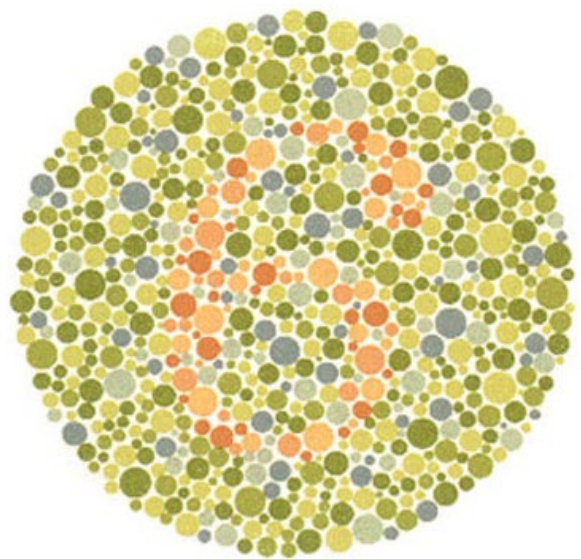
I see the number



I see the number



I see the number



I see the number



## Course access fees 2025

### Course access fees for NSW fully funded public schools

Enrolment	Cost
New enrolments in Year 9 and Year 11	\$230 (2 years)*
<p>* Each enrolment must pay for 2 years. If a student does not continue the second year of the course \$115 will be refunded on the submission of the SDEHS Intention Notice, or withdrawal before the commencement of the second year. No further refund will be provided once course materials have been issued.</p>	
New enrolments in Year 10 and Year 12	\$115 (1 year)
<ul style="list-style-type: none"> <li>Yearly course access fees for NSW fully funded public schools are non-refundable if a student discontinues the course after enrolment.</li> <li>If a NSW fully funded public school chooses to pass on the cost to the student's family rather than pay from the school budget, the cost is treated as a Voluntary School Contribution in line with the NSW Department of Education's Policy.</li> </ul>	

The enrolment application must be accompanied by a copy of your school's interschool journal advising payment to Sydney Distance Education High School. **Please be aware that applications cannot be finalised and the student will not be enrolled until an interschool journal from the home school has been received.**

Additional course costs may be required during the year for some courses, particularly for courses that have practical work as a course component. Please refer to the *Specific Course Contributions* page in this document.

#### Interschool journal details:

<b>School code</b>	8587 (Sydney Distance Education High School)
<b>GL Account</b>	401670
<b>Internal Order</b>	2001012688
<b>Funds</b>	6300
<b>Cost Centre</b>	68587101
<b>Tax Code:</b>	S5
<b>Description</b>	Single Course Fee – new student 2025
<b>Notes</b> <i>(please enter)</i>	[Your School Name] [Student's surname], {Student's first name} – [Year] [Course name]

## Course access fees for other educational providers

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Enrolment or continuing enrolment in year	Cost
Year 11 and Year 12	<b>\$800</b> (1 year)
Each 1 Unit course	<b>\$400</b> (1 year)
Years 9 and Year 10	<b>\$340</b> (1 year)

Additional course costs may be incurred for courses with practical components. If the student discontinues the course, the fee will not be refunded. Please refer to the *Specific Course Contributions* page in this document.

**Other educational providers will be issued with a tax invoice from the NSW Department of Education on behalf of Sydney Distance Education High School. This will advise the provider how the fees can be paid.**

Course costs in NSW Government schools are applied as part of the Department's internal processes for students accessing distance education. All other schools, such as non- government, schools in the ACT and TAFE will be charged a fee that represents a contribution to the staffing reduction incurred by a government school. On application for single course provision, a student's home school will be responsible for all costs as outlined in the schedules published by the relevant distance education school. Fees will not be accepted directly from parents/carers.

Fees for access to single course distance education will be set annually. The Department of Education does not determine whether other educational providers will meet the course costs or pass them on to the parents/carers.

## Refund Policy

If a student discontinues the course ...	Amount refundable
Within 1 term	75%
Within 2 terms	50%
After more than 2 terms	Non refundable

## Pro-rata adjustments for refunds

Years 11–12	Refund	Years 9–10	Refund
4 terms .....	Nil	4 terms .....	Nil
3 terms .....	Nil	3 terms .....	Nil
2 terms .....	\$400	2 terms .....	\$170
1 term .....	\$600	1 term .....	\$255
< 1 term .....	\$600	< 1 term .....	\$255

## Specific course contributions

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

<b>Years 9 and 10</b>	– Industrial Technology Electronics – Elective only (kit).....	\$34
	– Textiles Technology.....	\$15
	– Visual Arts – Elective only (optional kit) .....	\$85
	– Visual Design – Elective only (optional kit) .....	\$85

<b>Years 11</b>	– Hospitality – Cookery (SIT20421) (Covers both Year 11 and Year 12) .....	\$30
	– Software Engineering – Mechatronics Kit .....	\$85

<b>Years 12</b>	– Visual Arts – Senior Art Kit (optional) .....	\$85
	– Visual Design .....	\$20

## Home School Principal's statement of support

- I confirm to the best of my understanding that the student has an appropriate level of maturity and emotional readiness to participate successfully in this course. Yes  No

I am aware that this application will not proceed until:

- All pages / check boxes in the enrolment application form are completed
- ensure that the student is contactable by phone, student DoE portal email or voicemail and ensure that the student will send and receive emails from the student DoE portal
- NSW DoE schools – an Interschool Journal has been generated by the home school Yes    
Applications cannot be finalised and the student will not be enrolled until an interschool journal from the DoE school has been received.
- Other educational providers will be issued with a tax invoice from the NSW Department of Education on behalf of Sydney Distance Education High School. This will advise the school how the fees can be paid.
- Student, supervisor and Principal have signed all documentation which is kept on file at the student's home school
- A passport size colour photo of the student has been emailed
- If the student has an ASCIA Action Plan / Health Care Plan – the most recent has been attached  
Please be aware the application will not be processed unless the Health Care Plan is attached.
- If the student is of Aboriginal or Torres Strait Islander background — a copy of the current Personalised Learning Pathway (PLP) is attached.  
Please be aware the application will not be processed unless the PLP is attached.
- It is the home school's responsibility to apply for NESA Disability Provisions if required and the student's supervisor will communicate any approved NESA Disability Provisions directly to the SDEHS subject teacher. There is an expectation that any Personalised Learning and Support Plans will be communicated in the same manner.
- Your school is responsible for the NESA entry of any student enrolled in a course with Sydney Distance Education High School. Indicate that the course is studied "elsewhere" at the Sydney Distance Education High School – NESA number 6600.

**Principal's agreement** (this box needs to be ticked or the application will not be processed)

I agree to the conditions for single course provision for distance education as detailed in this application and I have kept a signed hard copy of this application on file at the student's home school. Yes

Principal's name: \_\_\_\_\_ Date \_\_\_\_\_

Before submitting, ensure that all red boxes throughout the document have been ticked by the Principal.

*The personal information provided on the Enrolment Application Form is being obtained for the purpose of processing the student's application for enrolment. It will be used by the Department of Education for general student administration and communication and other matters relating to the education and welfare of the student. While the provision of this information is voluntary, if you do not provide all or any of this information it may delay or prevent the processing of this application for enrolment. This information will be stored securely. You may access or correct any personal information provided by contacting the school. The Department's Privacy Statement is available at [NSW Department of Education/Rights and accountability](#)*