



Education



DSODE

DUBBO SCHOOL OF DISTANCE EDUCATION

Quality Learning for our future

Dubbo School of Distance Education

K-6 Supplementary Information for Enrolment Application 2020



Myall Street, Dubbo NSW 2830

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<https://dubbo-d.schools.nsw.gov.au>

Who is enrolling?

The student seeks enrolment in:

Kinder Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Student's family name:

(Please Print)

Given Names:

Student's date of birth:

Reason for Enrolment

Application for enrolment at Dubbo School of Distance Education can only be made for one of the following reasons. The student (Tick **ONE** box only)

- | | |
|--|---|
| 2.2 <input type="checkbox"/> is geographically isolated | 2.9 <input type="checkbox"/> displays significant support needs – transition (a risk assessment indicates that they cannot attend their local government school on a regular basis) |
| 2.3 <input type="checkbox"/> is a traveller within Australia | 2.10 <input type="checkbox"/> has an extraordinary circumstance that prevents regular attendance at school |
| 2.4 <input type="checkbox"/> is a traveller temporarily resident or travelling overseas | 2.11 <input type="checkbox"/> National School for Travelling Show Children (NSTSC) |
| 2.5 <input type="checkbox"/> has a medical condition that prevents regular attendance at school | 2.12 <input type="checkbox"/> is enrolling under a Department of Education directive |
| 2.8 <input type="checkbox"/> displays additional support needs (they cannot attend school on a regular basis or there is no local provision to meet their learning needs. (includes mental health, autism or school phobia) | |

Supervisor Information

As a condition of enrolment, the parent/carer must nominate a person who will perform the role of supervisor during the period of enrolment and that person must accept the responsibilities as outlined following in the “**Supervisor’s Role**” and “**Supervisor’s Agreement**” sections:

Is the parent or carer the supervisor? Yes No

Title: Mr Mrs Ms Dr Other _____

Family name: _____ Given names: _____

If not parent, what is the relationship to the student? _____

Postal Address for lessons Street & No: _____

Town: _____ State: _____ Postcode: _____

Home Telephone: _____ Work Telephone : _____

Mobile Phone: _____ Email: _____

Preferred contact during school hours: _____

Student Access to Technology

Student home phone No: _____ Student Mobile No: _____

Email – Dept of Ed eLearning Account: _____ @education.nsw.gov.au

I do NOT know my eLearning account

Access to **technology**: PC Printer iPod Smart phone (iPhone)
 Macintosh CD/DVD player iPad

Access to **internet**: Reliable connection at home Connection in another setting

Any other information to assist in knowing student’s access to technology?

Supervisor's Role

The role of the Supervisor includes:

- liaising 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
- supervising the student during schoolwork activities and ensuring all instructions are followed carefully in a **safe working environment**
- supporting and encouraging the student through assistance with locating materials and resources needed for lessons, development of a **timetable for work**, provision of a **suitable workplace** and **basic equipment**
- ensuring 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
- **interacting** with the student as required by the learning materials
- interpreting and explaining to the student the spirit and intention of instructions or comments included in lesson materials or in messages from the distance education teacher
- **providing 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
- **monitoring** the student's participation in lessons (e.g. satellite, computer-based or teleconference) and field services as appropriate
- providing appropriate conditions for the student and **supervising all their examinations and assessment tasks**, as requested

Supervisor's Agreement

Thank you for taking on the role of supervisor of a Dubbo School of Distance Education (DSODE) student. It is important that every student have an at-home supervisor who will give support and guidance. Secondary students up to the age of 17 years also require the regular presence of an adult who will provide supervision and support appropriate to the age and needs of the student.

Supervisors provide appropriate protection for the student in their learning environment and assistance with organisation of learning resources, on-task behaviour and management of schedules. The supervisor must arrange for supervision of student's tests and examinations in accordance with instructions provided and take full responsibility for precautions and safety in all assigned practical work.

This agreement outlines the role and responsibilities of a supervisor. We ask that you read this information carefully and then complete. Sign and date the section on page 2 of the form and return.

Supervision – Conditions of enrolment

The supervisor guarantees the following:

- that the home **learning environment is safe** and suitable for effective distance education provision
- the student will be **appropriately supervised** during schoolwork activities
- all practical activities will be supervised with respect to **precautions and safety**
- the student's work in all subjects will be **completed and returned weekly** to the school
- the **supervisor will be contactable** by phone, email or voice mail
- **tests, examinations, assessment tasks and assignments** will be conducted under **strict supervision**, ensuring that they are the unaided work of the student
- textbooks, teaching materials (e.g. audio recordings, DVDs, videos), unmarked lesson booklets and library books that have been issued by DSODE will be **returned when the student completes the course or leaves school**.

The Supervisor agrees to:

- **monitor the completion** of set tasks and interact with the student as required in learning activities
- **provide their signature** on student's work submitted to DSOE. Note that any completed examination paper or task received without the supervisor's signature may be regarded as invalid
- **interpret and explain** instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- **develop a timetable** with the student and/or teacher that provides for the required number of hours of study each week
- provide a **suitable work/study area** for the student
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- provide the student with audio playing and recording equipment if required
- ensure the portfolios of work 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 and/or a review of the student's enrolment.

ALL enrolments are required to be reviewed at regular intervals. 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 annually.

Refund of school deposit is dependent upon return of all outstanding school resources.

Acknowledgement of Roles and Responsibilities of Supervisor

I certify that I have read and acknowledge the role and responsibilities that will be met as supervisor of the student. (Page 4-5)

Supervisor's Signature: _____ Date: _____

Supervisors Name (Print) _____

The conditions of enrolment have been sighted and understood by the student.

Student's signature: _____ Date: _____

Student's name (Print) _____

Authority to Publish, Photograph, Film and Record Student work

School publications provide a means of celebrating student achievement and sharing ideas. Publications such as the school magazine (Myall Mail), school newsletter, the website and social media pages, encourage a positive school image and a sense of belonging for students, who are often isolated from their peers.

For this reason we ask you to complete the following authority, so that any photographs, films, recordings or student work submitted (for example on field services or residential camps) can be published.

Student authority

I (name) _____ hereby authorise and permit the NSW Department of Education through Dubbo School of Distance Education, its employees or agents to use my work, to photograph and/or make a vision/sound recording of me.

These resources may be published, communicated and distributed for educational purposes both in Australia and internationally and may be published in any form or format whether print, electronic, analogue or digital while these resources remain relevant.

I understand the NSW Department of Education through Dubbo School of Distance Education, may make use of and exhibit this work and these photograph(s), vision/sound recording(s), incorporating my image, likeness and/or my voice in any media format as it sees appropriate and I understand these will be the absolute property of the NSW Department of Education throughout the world.

I understand that my participation is entirely voluntary and that no payment of any kind is involved. I understand that any use of this material may identify me.

Student name: _____ Date: _____

Student signature: _____ In the presence of: _____

Parent/Carer Authority

I (name) _____ hereby authorise and permit the NSW Department of Education through Dubbo School of Distance Education, its employees or agents to use my child's work, to photograph my child and/or make a vision/sound recording of my child.

These resources may be published, communicated and distributed for educational purposes both in Australia and internationally and may be published in any form or format whether print, electronic, analogue or digital while these resources remain relevant.

I understand the NSW Department of Education through Dubbo School of Distance Education, may make use of and exhibit this work and these photograph(s), vision/sound recording(s), incorporating my child's image, likeness and/or my voice in any media format as it sees appropriate and I understand these will be the absolute property of the NSW Department of Education throughout the world.

I understand that my participation by my child is entirely voluntary and that no payment of any kind is involved. I understand that any use of this material may identify the child.

Parent/Carer's name: _____ Date: _____

Parent/Carer's signature: _____ In the presence of: _____

Student Name: _____

Year: _____

School Contributions for 2020

School Contribution (Voluntary)

- Primary (per year) \$50

Student Deposit (compulsory) and may be paid in instalments of \$20.

The deposit is refundable after the student has returned all outstanding resources and completed their enrolment at DSOE

- Fulltime studying within Australia \$100
- Fulltime studying overseas \$200

Overseas students (Compulsory)

- Postage \$120 per term at the time of enrolment for the duration of the enrolment \$_____

Please pay now:

- School contribution:
- Student deposit:

	\$
	\$
Total	\$

Return this enrolment application with your cheque (made payable to Dubbo School of Distance Education) or proof of online payment made through our school website.

Payments can also be made using cash or EFTPOS at Dubbo School of Distance Education.

Please supply a copy of your child's birth certificate and immunization records if you are coming from:

- interstate
- a non-government school
- you have been home schooled
- or enrolling in Kindergarten