



Sydney Distance Education Primary School

Enrolment Information Booklet



Principal's Message

Our staff are very proud of the service we offer to families who may be isolated by circumstance or distance. We constantly hear from parents how appreciative they are of the opportunity to be involved so closely in their children's schooling. We also hear how well the children are doing when they return to their local schools. Our standards and expectations guarantee quality teaching and learning outcomes for all of our students. We are also constantly looking for ways to improve services for our families.

Our students delight in the opportunity to work at their own pace on a personalised program designed by an experienced and caring professional. Students benefit from the guidance of those who have the greatest interest of their students at heart, namely their parents who supervise their lessons. A sincere thank you for your interest in our school. We look forward to the opportunity of being of service to you in the near future.



Robin Roberts
Principal, SDEPS

Contents

Introduction	2
What is Distance Education and How Does it Work?	3
Learning Areas	4
Who Can Enrol in Distance Education?	5
What Does Distance Education Cost?	7
How and When Should I Apply For Enrolment?	8
What is Required for Distance Education to be Successful?	9

Front cover: William in the Bahamas



Max & Cam sailing
around Australia

Introduction

The Sydney Distance Education Primary School (SDEPS) was established in 1991. It is part of a network of schools throughout NSW which is responsible for educating students who, for a variety of reasons, are unable to attend their local schools.

Our school caters for students from Kindergarten to Year 6 from the greater Sydney area, Wollongong, Blue Mountains, Central Coast and Lower Hunter areas. The vast majority of our students are temporarily overseas or travelling around Australia. Smaller numbers are confined due to medical conditions. Our students are from both government and non-government schools.

The SDEPS teaching program is flexible and provides students with an excellent opportunity to maintain their education during their extended absence.

Important: Your local school must be notified of your intention to enrol with SDEPS, and an endorsement form will be sent to the Principal of your local school.

While a student is enrolled with SDEPS they cannot be enrolled with any other school. Students may attend a school on a casual basis for socialisation or, in a non-English speaking country, for language studies.

SDEPS offers both paper based and digital learning materials. To access these materials it is preferred that the student has a computer or tablet device. The software that is required can be installed for you onsite at SDEPS, or provided for you to install yourself. Discuss these options at the time of enrolment.

Our school has a student portal called mySDEPS. This is a web based platform where students and supervisors can access our IT Helpdesk and software support, video tutorials and user guides. Contact the school for further information.



Khalifa in Bahrain

What is Distance Education and How Does it Work?

Distance Education is a different form of teaching and learning. Lessons are provided with specially designed materials. They are delivered by mail or electronically through our learning management system.

The flexible learning program is designed to suit the specific needs and circumstances of your child. The parent is responsible for supervising the child's learning, and ensuring regular contact between the school and the child.

Distance Education works best when there is a strong, co-operative relationship between the school and the supervisor. Distance Education can provide a personal, challenging and rewarding educational program which is equal or better than that provided in a regular classroom. The relationship between student and supervisor, and between student and teachers, is highly conducive to quality learning, and the development of self-confidence and new skills.



Sienna, Oliver & Nicholas in Canada

Learning Areas

The teachers at SDEPS are committed to providing a balanced comprehensive educational program covering all Learning Areas as determined by the NSW Education Standards Authority (NESA).

These learning areas are: English, Mathematics, Science and Technology, History, Geography, Creative Arts and Personal Development, Health and Physical Education.

Where possible, we encourage students who are travelling to take advantage of their travel experiences and unique locations for learning opportunities. We know that circumstances can often change. Please notify us should you need to vary your child's educational program.

We are more than willing to adjust programs to suit the needs of you and your child.



Hayley doing her maths

Who Can Enrol in Distance Education?

To be considered for enrolment with Sydney Distance Education Primary School, the student must:

- be a NSW resident who is unable to attend their local school
- be eligible for full time enrolment in Kindergarten through to Year 6
- have an adult English-speaking supervisor.

The student must also qualify in one of the following categories:

I. Overseas Students

This is a time-limited enrolment category.

This type of enrolment is available to students who are temporarily living overseas in areas where there are no suitable English-speaking schools. The enrolment will be for a minimum of three months (1 term) and a maximum of one year (4 terms).

Students who are travelling while overseas must provide an itinerary with addresses for a minimum of ten weeks in advance to ensure the continuity of the student's learning program. All lesson material should be returned by airmail to the school with the cost of postage paid by the family. We require a copy of confirmed airline bookings before commencing overseas travel.

II. Travelling Students

This is a time-limited enrolment category.

Families travelling around Australia for business or holiday reasons may enrol their children. The enrolment will be for a minimum of three months (1 term) and a maximum of one year (4 terms).

Students who are travelling must provide a comprehensive itinerary for a minimum of ten weeks in advance to ensure continuity of the student's learning program. Using a third party to forward materials is not acceptable. All postage costs are paid by the school, except where redirection becomes necessary.

Who Can Enrol in Distance Education?

III. Medical Students

This is a time-limited enrolment category.

Students requiring education while they are undergoing medical assessment or treatment, which prevents them from attending a local school, may be able to enrol in this category.

The enrolment is for a minimum of 3 months (1 terms) and a maximum of 2 years (8 terms). When applying for enrolment it is necessary to supply a letter from the student's medical specialist. It should outline the student's medical condition and how it impacts on their ability to attend their school or other local education provision. This letter should include an assessment of the length of time it is expected that the student will require distance education.

IV. Students with Additional Learning and Support Needs

Students with additional learning and support needs which prevent them from attending their local school on a regular basis may be eligible for enrolment at Sydney Distance Education Primary School.

Enrolment in Distance Education must be recommended by your local school principal and the local Department of Education area office. Contact them to get both a recommendation to enrol, and to initiate the enrolment procedure.

The enrolment will be reviewed at least every 6 months, to assess and monitor student individual needs and review the appropriateness of continued enrolment with SDEPS.



Alyssa in Montenegro

What Does Distance Education Cost?

School Fee of **\$150 per student**, or **\$300 per family (2 or more students)**, is payable at the time of enrolment. This fee is non-refundable.

This is a fee that goes towards the cost of text books, resources, such as maths and art supplies and printed materials, postage of resources and the production of resources. Return postage from overseas is at the family's expense. Returning work in a digital format can greatly reduce costs.

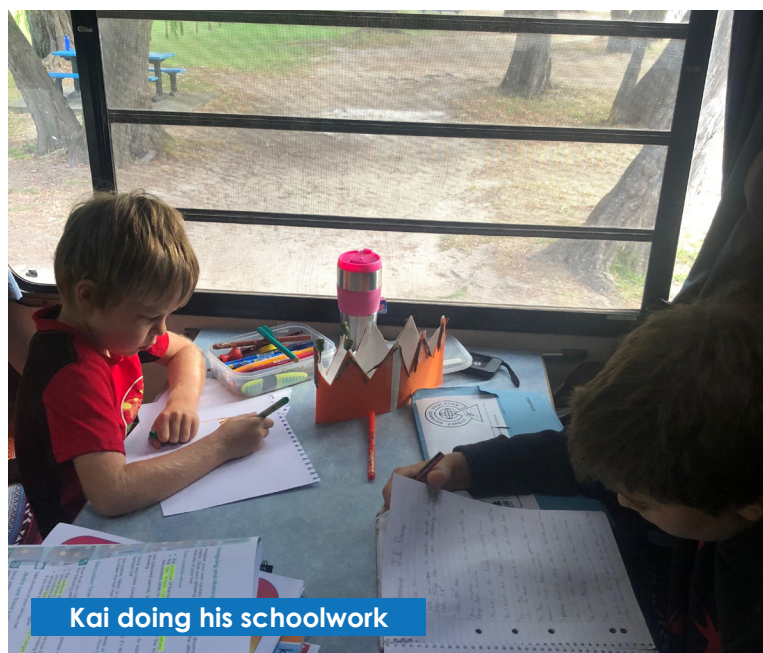
Payment can be made by Credit Card (Visa or MasterCard only) or Parent Online Payment.



Eleanor in Greece



Charlotte working on phonics



Kai doing his schoolwork



Ella writing her journal

How and When Should I Apply For Enrolment?

If you have questions, contact the Enrolments Officer at any point to discuss your student's situation.

1. Contact the SDEPS Enrolment Officer on **(02) 9207 6300** or email **syddisted-d.school@det.nsw.edu.au** and request enrolment forms. Alternatively, visit our website at **www.sdeps.net** and download the forms.
2. Inform your present school of your plans to enrol with Sydney Distance Education Primary School.
3. Complete the 'Application to Enrol in a NSW Government School' form and the 'SDEPS Enrolment Application form'.
4. Return all forms, required documents and itinerary to SDEPS.
5. An appointment is made to visit our school.
6. Visit our school to collect resources, review our learning management system and to meet the teacher who may conduct an assessment of student needs, or discuss programming options.

NB: If requiring lessons from the start of the school year, apply early in Term 4 of the previous year.

Miss Amelia with Azaan & Samuel doing lessons at Sydney Westmead Childrens Hospital



What is Required for Distance Education to be Successful?

Adult English-Speaking Supervisor

- The parent is required to agree to supervise and assist the student and to regularly communicate with the student's teacher. This requires a reasonable commitment of time.
- This is a very important role, both challenging and rewarding.
- The lesson materials are thorough and come complete with notes to assist the supervisor and student.
- A teacher provides support, guidance and advice to the supervisor.
- A teacher uses the feedback provided by the supervisor to assist with determining the student's progress.
- The parent is required to be familiar with the Department of Education's 'Online Communication Services: acceptable usage for school students policy'

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285859>

Return of Work

- The student's completed schoolwork should be returned to the teacher on a regular basis.
- A teacher reviews and marks the work, and provides feedback to the student and supervisor.
- The supervisor and/or student are required to communicate on a regular basis with the teachers.
- Regular return of completed schoolwork that is part of the student's program enables the school to write a comprehensive progress report.

Work Area

- Each student requires a comfortable, well-lit, well-ventilated work place.
- They need a flat desk area on which to work and spread out materials.

Essential/Preferred Resources

- A computer or tablet device with Internet access for digital lesson delivery and submission, and for efficient communication.
- An email address for communication.
- Phone with a message bank for students based in Australia.
- Handwriting textbooks, maths resources & art resources are provided upon enrolment.

Arwen's Jungle Diorama





Max & Cam collecting their parcels of schoolwork from a dock in Greece

Contact us:



Sydney Distance Education Primary School
Visit: 1 Collins Street, Surry Hills, NSW 2010
Post: Locked Bag 2, Newtown NSW 2042, Australia
Phone: (02) 9207 6300
Email: syddisted-d.school@det.nsw.edu.au
Website: www.sdeps.net