

Section 4

WELFARE

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TOUCHING BASE WITH SUPERVISORS

During the year, information is sent to students and supervisors via email and on occasion a special flyer.

It is the responsibility of supervisors to open the mailed envelopes and green bags each week. Please note when you see a **PURPLE** coloured sheet that special attention be taken.

Karabar Distance Education Centre requires answers to many of these emails/flyers. Many relate to mini-schools and field trips organised for students. Supervisors **MUST** answer to the Distance Education Centre, so that our operation is totally organised.

All flyers to supervisors are **PURPLE** in colour and will be informing you about:

- Mini Schools
- Camps
- Field trips or out days
- Information relating to HSC and School Certificate exams and exam venues

Please respond to the Distance Education Centre as requested.

IMPORTANT

PURPLE is the colour for Home Supervisors. Please read and attend to all Purple information sheets. It is most important that Supervisors respond **PROMPTLY** to flyers to confirm attendance at mini-schools.

STUDENT COORDINATORS

The Student Coordinator is responsible for a student's general education and welfare. Contact the Coordinator about attendance problems, and to discuss welfare and educational issues. Your Co-ordinator can be contacted each weekday during mentor time between 8.45 and 9.00am. Refer to the Staff Contact Timetable for additional contact times. Your Student Coordinators for 2008 are:

STAGE 4:

Year 7	-	Yogesh Mani
Year 8	-	Bronwen Baber

STAGE 5:

Year 9	-	Debbie Ferguson
Year 10	-	Janelle Redfern/Judy Quimby

STAGE 6:

Year 11	-	AnnTaylor/Phillipa McKellar
Year 12	-	Syl Bosworth/Merren Salvestrin

Single Subject	-	Wendy Murphy
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Special Needs	-	TimRooney/Dale Cunningham
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STUDENT COORDINATOR ROLES

- Review the mailing cards every five weeks to assess students return of Title Pages. **This process indicates attendance at school.**
- Manage the Student Rewards & Encouragement system in the Distance Education Centre. This involves monitoring Gold Certificates of Learning and Management of Awards (Bronze, Silver & Gold).
- Assist home supervisors with concerns regarding the curriculum and school-related issues.
- Counsel students if problems with attendance or behaviour become evident.
- Communicate regularly with home supervisors.
- Assist in the organisation of mini schools, home visits and camps.
- Assist with curriculum decisions.
- Oversee the preparation of a Half Yearly and Yearly Report.

HOME SUPERVISORS AND STUDENTS SHOULD CONTACT STUDENT COORDINATORS WHEN:

- Students are "absent" from school due to sickness or for other reasons.
- Contact is required with the Careers, or Learning Assistance teacher.
- The student's motivation and application presents home supervisors with concern or teaching and learning problems occur. An indication of this problem would be a student not completing his/her weekly Title Page work as per their program and if more teacher contact is required.

Use the Teacher Timetable to check when your Student Coordinator is available in the Distance Education Centre.

ROLL CALL FOR DISTANCE EDUCATION STUDENTS

Students attending mainstream schools attend Roll Call each day. Distance Education offers a "mentor" approach to Roll Call. This process is under review and will be clarified early in 2008.

2008 TERM DATES

The Karabar Distance Education Centre has the same vacations as other schools in New South Wales.

The school opens on 29 January 2008
Term ends on 11 April 2008

Term 2 begins on 28 April 2008
Term ends on 4 July 2008

Term 3 begins on 21 July 2008
Term ends on 26 September 2008

Term 4 begins on 13 October 2008
Term ends on 19 December 2008

GETTING TO KNOW YOU

We want to get to know you so:

- Please continue to keep in touch with us during the school year, particularly if you are having any problems.
- *Teachers like to hear from you* even if it's just to chat or say hello.
- You can write, visit the centre, telephone, fax and email.
- A current photo of all students is required on enrolment. Update these photos regularly. Karabar Distance Education Centre asks for photos of students in their environment, with their family. Let us into your lives, be in our display!

Karabar Distance Education Centre displays photographs of all our students in the front foyer.

YOUR TEACHERS

You will have a different teacher for each subject. These teachers are called subject teachers. Look for the name of your subject teacher on the Title Page for each subject.

The teacher allocated to you for each of your subjects can change. You will be notified of any change in your allocated teachers.

In the beginning of the year (TITLE PAGE 1) you may not know which teacher has been allocated to you. BUT, when the first TITLE PAGE is returned to the Distance Education Centre and assessed by a teacher, this teacher's name will be on the NEW TITLE PAGE sent to you.

IMPORTANT

Before telephoning Karabar to speak to a teacher check the Teacher Contact Timetable. This information is sent to you each year. The Teacher Timetable information should be filed in this folder. This timetable will be available early Term 1 and is updated during the year

Please contact your teacher/s on a regular basis. Contact your Student Coordinator with any problems that are not subject specific.

SCHOOL CONTRIBUTIONS & FEES

Every enrolment in Distance Education is required to pay \$100 deposit for resources. This deposit is refunded on completion of enrolment and when all resources are returned.

The School Contribution of \$60 is used by the Distance Education Centre to provide the many resources required by students, i.e. paper, photocopying, school diary, entry to English, Maths and Science Competitions, subsidy for mini schools, all information including booklets, timetables, assessment books, mail bags, plastic bags, etc.

We request supervisors to pay this contribution to assist the operation of the Distance Education Centre.

If supervisors require assistance with fees, please contact the Deputy Principal. A Student Assistance Form will be sent requesting a Centrelink number.

Fees

The fees for general resources, science resources sent with Title Pages when necessary, science or art kits and subject course fees should be paid for at the time of enrolment. Distance Education learning cannot adequately take place without the use of these kits and resources.

Please speak to the Distance Education Enrolment Officer if assistance with payment is required.

Overseas Students

The costs outlined for overseas students are mandatory and should be paid at the time of enrolment. The cost of overseas mail has been kept to a minimum and is sent to the Department of Education & Training to offset the Distance Education postage account. Individual accounts are updated throughout the year and mailed to supervisors.

TERMINATION OF ENROLMENT

Supervisors must inform the Karabar High School Distance Education Centre as soon as possible when a student changes to another school or when the enrolment is to be terminated. All books, cassettes and other equipment must be returned without delay. If you were provided with green vinyl bags, for mailing work, please ensure they are returned. Leaflets should be kept as part of the student's work record which will be useful to future teachers and/or employers.

No refund of unused fees or deposits can be issued if resources are not returned

ADMINISTRATION

Dear Student & Supervisor,

Welcome to Karabar High School Distance Education Centre!

A special welcome to new students joining Karabar High School Distance Education Centre for the first time. We hope that you enjoy the Distance Education program.

As your Administration contact, our task is to send mail to you each week and to answer any relevant mail related queries. Please do not hesitate to contact us if you have any problems or concerns.

Each week you will send Administration a full package of work (ie 1 Title Page for each subject). New work will be forwarded to you each week and Title Pages that have been marked by your teacher.

For local students the school's green vinyl bags are provided for mailing. Instructions for their upkeep are enclosed with your initial package.

For travellers and overseas students, a few large jiffy bags are provided to begin the mail process. **Please recycle the envelopes.** Reply paid mail stickers for Australian travellers are also included. New mail stickers will be sent each term for overseas students. Please keep your Administration person informed of your whereabouts to ensure mail is accurately addressed.

If you have enquiries regarding itineraries or change of address, please contact Karabar Distance Education Centre as soon as possible so your work can be forwarded to the correct destination. Itinerary Information Sheets are important! Travellers are asked to contact the Distance Education Centre each fortnight to verify next mailing address.

For overseas students, 3 large jiffy bags and address stickers will be sent on initial enrolment – please recycle these. Keep in touch with the Distance Education Centre by either letter, fax or email.

Please contact the appropriate Administration person (you will be notified in 2008 of the name of the Administration person looking after your year) if you have any enquiries about your mail, or require contact with your teachers. Remember communication with the Distance Education Centre will ensure trouble-free schooling. Looking forward to hearing from you and receiving your first Title Page.

Administration Staff –

Pam Dunn - School Administration Manager

Linda Jerkavits

Julie O'Connor

Mary Thompson

Kay Webb

Marj Bray

MAILING BAGS

The Distance Education Centre despatches students' lessons in large heavy duty, reusable envelopes (jiffy bags) or green vinyl bags. This is because we have been concerned by the frequent loss of or damage to packets containing work.

Heavy Duty Paper Mailing Envelopes (Jiffy bags)

We issue 3 bags on initial enrolment. It is anticipated that, with careful handling, the envelopes can be used a number of times. You will need a strong stapling machine, also (sticky) tape to seal over staples.

To help prolong the life of the envelopes, would you please observe the following:

When opening the envelopes, carefully lift the flap and remove staples (if stapled).

- When lessons have been inserted for return, the flap of the envelope should be folded once as indicated, and staples inserted with the sharp ends at the back, but ensuring there are no sharp protrusions. Cover the back of the stapled flap with tape.
- Do not write on the envelope. Use only the address labels provided. When recycling paper bags, place the school's address label over the student's address label for dispatch.

Vinyl Zippered Mail Bags

Those students enrolled at Karabar Distance Education Centre and who reside in NSW, (i.e. Isolated Students), will have their work despatched in green vinyl zippered bags.

The following conditions apply when using vinyl bags:

- They remain the property of the School.
- **THE LAMINATED LABEL ON THE TOP IS PRINTED ON BOTH SIDES AND SHOULD BE REVERSED IN ORDER TO RETURN MAIL TO SCHOOL.**
- Please keep the mail bags clean. Wiping them over with a damp cloth when they are dusty or muddy will suffice. Do not use any form of chemical cleaner.
- When the mail bags arrive they have a green plastic locking clip which needs to be broken in order to access the bag. There will be several clips included in the mail out so that you can lock the bag for the return journey.
- Students will have a limited number of bags, eg. three only. Therefore, on receiving new work it should be removed and stored adequately so that mail may be returned in the zipper bag. The zipper bags are only for postage not for storage.

When students terminate their enrolment with us all mail bags should be returned to the school. ***Refunds will not be issued until vinyl mail bags are returned.***

MAILING DAYS

The Distance Education Centre will mail out once a week to each student.

Supervisors can mail to the Distance Education Centre on any day. It is suggested that Monday be your regular mail day. If Monday is utilised for mailing, supervisors can check students weekly work on Friday, provide some time over the weekend to finish off weekly work (if necessary), then collect all Title Pages due for the week and mail to the Distance Education Centre each Monday. ***"It is good to set a regular mail out day at your house".***

Travellers and Overseas Students

All mail is packaged in heavy-duty paper envelopes ("Jiffy Bags"). Three spare Jiffy Bags are provided on enrolment to get you started, future requirements for posting are the responsibility of the Supervisor. Supervisors can reuse the bags to post work back to us. Relabel it with our return postage labels.

REWARDS AND ENCOURAGEMENT PROGRAMS

Principles of Operation

- All students should receive encouragement through awards
- All awards are recorded on the Student Administration System (SAMS)
- Certificates can be awarded on a pro-rata basis for students who enrol at Karabar Distance Education during the school year
- Awards are designed to reinforce positive student behaviours within the school including:
 - Learning
 - Attendance/Title Page Return
 - Communication
 - Participation in Extra Curricula Events.

Awards for Learning

Teachers allocate certificates for learning throughout each term for students Title Page work and Assessment Tasks. These are registered by Administration Staff into the Student Administration System (SAMS).

Bronze, Silver and Gold awards will be awarded on the following basis:

Bronze:	10 Learning Certificates
Silver:	20 Learning Certificates
Gold:	30 Learning Certificates

Awards for Attendance/ Title Page Return

Every five weeks Student Co-ordinators and Stage Head Teachers conduct a review of Title Page return.

Bronze, Silver and Gold awards will be awarded on the following basis:

Bronze:	10 Weeks of regularly completed Title Pages
Silver:	20 Weeks of regularly completed Title Pages
Gold:	30 Weeks of regularly completed Title Pages

Awards for Communication in Distance Education

Every five weeks teachers, Student Co-ordinators, Administrative Staff and Stage Head Teachers will nominate students who have demonstrated good communication with any or all of the following:

- Teachers
- Student Coordinator
- Administration Staff
- Stage Head Teacher

Effective communication can be demonstrated through utilisation of:

- Email
- Telephone
- Written notes
- Utilisation of Moodle technology

Bronze, Silver and Gold awards will be awarded on the following basis:

Bronze: 10 weeks of effective communication
Silver: 20 weeks of effective communication
Gold: 30 weeks of effective communication

Awards for Participation in Extra Curricula Events

Students who are able to participate in extra curricula events will have Certificates of Participation issued to them by their teacher. Events could include:

- Band
- Musical events
- Public speaking
- Debating
- Sporting Events eg: swimming, athletics and cross country carnivals
- SRC activities
- Mini School participation
- Educational Competitions

Bronze, Silver and Gold awards will be awarded on the following basis:

Bronze: Participation in two approved events
Silver: Participation in four approved events
Gold: Participation in six approved events

Medallions of Excellence

Students who receive Gold Awards in three areas will be eligible for consideration for a Medallion of Excellence that will be issued at Presentation Day.

Deputy Principal's Commendation

A Deputy Principal's Commendation will be awarded for outstanding individual pieces of work and for outstanding contributions to the school and/or community.

CAREERS EDUCATION, INFORMATION AND ADVICE

There is a Careers Adviser provided for Distance Education students. The Careers Adviser has a wide range of current vocational information available. The Careers Adviser is available to:

- Advise students and Home Supervisors regarding their career choices, tertiary courses and their options following Year 10, 11 or 12.
- Assist students and Home Supervisors to obtain current information on vocational education.
- Assist students with curriculum choices and university entry requirements.
- Organise work experience - if possible
- *See your Teacher Contact Timetable for the day/s the Careers Adviser is in the Distance Education Centre.* Telephone or email if you have an enquiry.
- Students studying a VET course will be contacted by the **Work Placement Co-ordinator**

THE DISTANCE EDUCATION CENTRE LIBRARY

Karabar High School has a substantial library to which the Distance Education Centre students have full borrowing rights. Karabar Distance Education Centre also has been building its own Library and a list of current titles is included in the front of this folder.

There are reference books covering a wide range of subject areas which can assist the student in their studies. There are also fiction books and books of general interest.

Full time students are entitled to join the library. Please send in Library requests with your mail or via email. Overseas students may borrow from the library if they have paid the text hire fee. All library books are listed on our web page under Library – students can email direct to the librarian to borrow books. Email Librarian for assistance with resources for Assessment Tasks.

THE DISTANCE EDUCATION CENTRE LIBRARIAN

A Librarian is available for Distance Education students. Note the days and times the Librarian will be available in your Teacher Timetable. Contact the Librarian if you require resource material for your assignment work, want to borrow a fiction book, need an internet address or ideas.

Number of Books and Borrowing Period

Students are entitled to borrow four books at a time and retain them for a period of six weeks from date of receipt. Teachers may direct two reference books for each subject to be sent to students for a term loan. *Library books should be returned as soon as possible after use.*

How to Return Books

Please make sure all library books are returned by post to the Distance Education Centre. Package these library books carefully as you will be billed for any damage, or loss.

WHAT'S HAPPENING OUT THERE?

- Have you been sick?
- Taken a holiday - at a different time to NSW schools?
- Had a family problem?
- Been called by Mum or Dad to help out?
- Whatever else!

We need to know!

WRITE a letter, telephone, fax or email to explain why you have not returned work to the Distance Education Centre by the due date.

If you do not communicate, a warning letter will be sent. This communication will confirm your poor attendance and failure to comply with School Certificate and HSC attendance rules.

REMEMBER: You must attend school, and cannot use the above reasons extensively as an excuse for not completing set title page work.

Students on Centrelink

Centrelink forms which verify attendance at school are regularly received at the Distance Education Centre. Poor attendance, indicated by poor return of Title Pages, may affect your Centrelink payments. Parents will need to repay Centrelink payments if students do not attend school regularly.

THE STUDENT ORGANISER/DIARY

Each year Karabar Distance Education Centre distributes a student organiser or diary. This book will be posted to you each new year.

The glance planner in the back of the diary is important. This indicates each week of a school term. These weeks coincide with your subject programs. Overseas students can become disorientated in respect to school weeks and holidays. The glance planner is invaluable assistance for DE students.

Please use this diary to:

- Write special questions or requests you need to communicate to your teachers.
- Home Supervisors can record good and bad days.
- Notes in the back can be used by Home Supervisors to explain illness or late work - send in with Title Pages or post separately.
- The timetable grids can be used to assist you design your personal timetable. Two are available.
- The timetable grid also provides the time for each period - when telephoning your teachers check the time for each period.
- Write a journal about your Distance Education days, record your favourite person's birthday, but importantly indicate Assessment Tasks, mini schools, camps etc., from the school calendar provided early in Term 1 each year.

OPPORTUNITIES TO VISIT THE DISTANCE EDUCATION CENTRE

1. Mini Schools

Mini Schools are held each year. Dates for 2008 as follows:

- Term 1 Week 6 – Years 7-10 Mini School
- Term 1 Week 8 – Year 11 Mini School
- Term 2 Week 3 – Years 7-10 Mini School
- Term 2 Week 6 – Year 12 Mini School
- Term 3 Week 5 – Years 7-10 Mini School
- Term 3 Week 6 – Year 11 Mini School
- Term 3 Week 10 – Year 7-10 Camp

Students can also contact the Distance Education Centre and visit teachers if an appointment is made.

Mini schools provide an opportunity for students to:

- Visit the Distance Education Centre to meet teachers;
- Socialise and meet other Distance Education students;
- Participate in curriculum activities difficult to achieve through Distance Education e.g. practical activities, debating, drama, music and problem solving;
- Enjoy company of other students and participate in social activities organised for students e.g. movies, video, excursions;
- Prepare for exams - this applies to Year 10, Preliminary and HSC years.

ATTENDANCE AT MINI SCHOOLS IS COMPULSORY for full time local students, non-attendance must be explained by Home Supervisor.

2. Distance Education Centre Camp

Held once a year. All full time Distance Education students will be invited to the camp. The staff organise the camp. Suggestions from the Distance Education SRC will be gained prior to camp organisation. **ATTENDANCE AT CAMP IS HIGHLY RECOMMENDED.**