A Handbook is a student information book written to answer questions and guide your learning by Distance Education.

Principal’s Message
NSW School Term Dates – 2016
Our School Location
How much work do students have to complete?
Getting to know you
School Counsellor Service
Learning by Distance Education
DET Portal Accounts and Email
Your Responsibilities
Return your work regularly
Mailing Envelopes
Reports
Textbooks, Kits and Equipment
Use of Computers
Library Information
Field Service Program
School Visits
Leaving the School
Study Skills
Assistance for Isolated Children (AIC) Benefits
Planning your week’s work

Dubbo School of Distance Education
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Phone: (02) 5804 7000
Fax: (02) 6884 0777
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Website: www.dubbo-d.schools.nsw.edu.au

Principal Christine Mason 5804 7000
School Administrative Manager Lynda Ipkendanz 5804 7007
Welcome and we hope you enjoy your learning with Dubbo School of Distance Education.

Our commitment is to provide flexible learning for quality individualised education.

This is a public school. Students are engaged in many ways: written leaflets, Satellite, Videoconferencing, CD, DVD, via telephone, e-learning, school and home visits. We encourage students to take advantage of these opportunities to enhance their learning.

Many students studying at this school have achieved excellent results in state testing including NAPLAN, the School Certificate and the Higher School Certificate. Work hard, engage with your work every week and enjoy your learning. We look forward to celebrating your good results.

Best wishes in your studies.

Christine Mason
Principal

Dubbo School of Distance Education aims to provide a quality learning environment for the future of our students.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 27\textsuperscript{th} January</td>
<td>Tuesday 26\textsuperscript{th} April</td>
<td>Monday 18\textsuperscript{th} July</td>
<td>Monday 10\textsuperscript{th} October</td>
</tr>
<tr>
<td>Friday 8\textsuperscript{th} April</td>
<td>Friday 1\textsuperscript{st} July</td>
<td>Friday 23\textsuperscript{rd} September</td>
<td>Tuesday 20\textsuperscript{th} December</td>
</tr>
</tbody>
</table>
School Location and Map

Please register at the office upon arrival
How much work do students have to complete?

A. Getting organised

Distance Education students need an area where they can work quietly and without interruption. This may be a bedroom, a special school room or study, or the kitchen table when the family is out.

The most essential items are:

- a desk or table and chair
- pencils, pen, paper and other stationery
- folders, shelves, boxes or a filing cabinet to file student work in
- good light or a desk lamp
- geographically isolated students need a special area for a satellite computer.

A computer with internet access is highly recommended.

B. How Distance Education works

A message for parents ........

When the enrolment form and, About Me are returned to school, your child’s program is organised. The school will contact you, and if possible a visit to the school or to your home is arranged. At this meeting how the school operates will be explained to you – and some assessments will be carried out with your child. This will allow us to program work to the specific need of your child.

Your child will be taught through a combination of:

- printed material in leaflets
- telephone lessons
- CD rom
- DVD’s
- Online learning
- satellite lessons (for geographically isolated students)
Your work will be divided into weekly sets. At the front of each set is a **Weekly Return Sheet** which will have your name, the teacher’s name and a list of instructions.

Following a timetable, you complete parts of each subject until it is all completed. When the set of work is completed you will mail it back to the school at the end of the week (the school provides envelopes and mail bags). You should aim to complete all your set work by the end of the week. The following Monday you start on the next week’s work.

**Sets must be completed in order.**

The participation record is filled out to give teachers a guide as to how much time is spent on school and it allows us to meet attendance recording requirements.

When your work comes into school, your teacher marks it, makes comments and sends these and more set work out to you, this is called **The Cycle of Distance Education Work.**

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**Example of Weekly Return Sheet**

<table>
<thead>
<tr>
<th>Work to be completed</th>
<th>Teacher’s Instructions</th>
<th>Supervisor’s Comments</th>
<th>PARTICIPATION RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maths</td>
<td></td>
<td></td>
<td>Record the number of hours (to nearest quarter hour) the student spent on his/her program each day. Please note any day when school was unable to be completed due to ‘a’ absence (in town, shearing etc) ‘s’ student sick.</td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Writing</td>
<td></td>
<td></td>
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<tr>
<td>Spelling</td>
<td></td>
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<td></td>
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<tr>
<td>Handwriting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science and Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD/Health/PE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Time Spent on School Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
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<tr>
<td>Tuesday</td>
<td></td>
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<tr>
<td>Wednesday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments

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C. Return of work

As a condition of continued enrolment, all students enrolled in distance education are required to return work each week or to meet alternative minimum standards set by the school. Where students are not meeting their obligations to return work on a regular basis a review may be undertaken.

D. Attendance

As a condition of continued enrolment, all students enrolled in distance education are required to engage appropriately in the educational program set by the school and maintain regular communication with their teachers. Engagement in the educational program will involve weekly return of completed student work via mail, email or personal delivery; online course participation; participation in technology supported lessons; and/or participation in workshop activities.

At all times the supervisor must keep the school informed of the student’s location and contact information. In addition the role of the supervisor includes ensuring that attendance and participation requirements are met by the distance education student(s) for whom the supervisor is responsible.

When these requirements are not being met a review of the student’s participation and attendance will be undertaken. This review may lead to the involvement of the Home School Liaison Program and consultation between the student and supervisor with an appointed Home School Liaison Officer.

If you have any concerns about meeting any of these requirements, please contact the school and seek advice.

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Getting to Know You

Your Teacher will contact you, as we would like to get to know you. We’d also like you to keep in touch with us during the school year. Teachers like to hear from you even if it just to chat or say hello or if you need any assistance. You can write, email or telephone.

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School Counsellor Service

Arrangements can be made for you to see a School Counsellor in your own school district. Students, parents or supervisors should contact the Deputy Principal Primary if they wish to take advantage of this service.

If you or your supervisor wishes to speak with the counsellor, telephone the school and make an appointment.

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Learning by Distance Education

Learning is more successful when parents, supervisors, students and teachers work together as a team. So communicate with your teachers. Let them know what works for you and how you learn best. Your teachers are there to support your learning but they need feedback too. That way they are able to provide you with appropriate work and the best opportunity for you to succeed.
DET Portal Accounts and Email

Every student enrolled at Dubbo School of Distance Education is given an account by the NSW Department of Education and Communities to access their school email accounts and to access the internet when they are in a school. Students are encouraged to use this email account for all correspondence with their teachers.
If you have a DEC account from a previous government school then you will be able to use this at our school. If you do not know what your account username and password is then you should contact your teacher.

Your responsibilities

If you are completing the full range of key learning areas in a particular year, it is important to spend approximately 25 hours each week completing your distance education work, similar hours to those you would spend in a school.

Explain your late work
If your work is late because of sickness or for other reasons, please be sure to explain the delay to your teacher.

Return your work regularly

Complete your work as required on your Weekly Return Sheet. Write or ring your teacher if this is not possible. Explain why.
Mailing Envelopes

A printed Reply Paid stick (as shown below) should be used when returning work.

<table>
<thead>
<tr>
<th>Delivery Address:</th>
<th>No stamp required if posted in Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locked Bag 12</td>
<td></td>
</tr>
<tr>
<td>DUBBO DC NSW 2839</td>
<td></td>
</tr>
</tbody>
</table>

Dubbo School of Distance Education
Reply Paid 70666
Dubbo DC NSW 2830

Please note: Students residing overseas are responsible for their own mailing costs.

Reports

Semester reports will be prepared for all students.
The reports are designed to:

- Inform you about your level of achievement in key learning areas
- Provide detailed written comments about your progress.

Try to do your best work in all activities and assignments and show by your interest and application that you have a conscientious approach to study. Aim at regular weekly return of lessons – your report will reflect this.

Textbooks, kits and equipment

Material on loan
Materials are lent by the school for your use e.g. CD/DVDs, books and other resources. Please take care of them. When you have finished using these items be sure to return them in good condition. All items are bar-coded and issued in your name and you will be responsible for their return.

Digital Voice Recordings
We prefer to use Audacity to make digital voice recordings that can be sent as an attachment to emails. However any MP3 program will work. These are important because:

- Some lessons and explanations are recorded using this.
- Your teachers may send you messages.
- You will be recording some of your work and talking to your teachers.
**DVDs/CDs**
DVDs and CDs are also used in some lessons. These will be on loan to you.

**Use of computers**
You are encouraged to use a computer. You can submit work by sending an electronic copy on disk or by email.

Dubbo School of Distance Education supports both Apple and Windows formats.

Sometimes you may be asked to use a computer in your classwork. You may have to open files, communicate with your teacher, research the internet, create electronic files, access the Dubbo School of Distance Education website and save your work.

The school organises regular lessons during Residential weeks, to develop your Information, communication and Technology skills.

If you have any problems with any of these tasks, please contact your teacher.

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**Library Information**

All students enrolled at Dubbo School of Distance Education (DSODE) are entitled to use our library service as well as their home school resources. The DSODE library contains:

- Reference books in all subject areas for assignments and projects including a large collection of art reference books, biography and autobiography
- A wide range of popular and classic fiction in categories that include adventure, fantasy, mystery and science fiction
- DVDs – rapidly growing collection relevant to all subjects, and
- Music CDs.

**How to find resources**

- Search our catalogue via the school website – just click on Catalogue and follow the links from [www.dubbo-d.schools.nsw.edu.au](http://www.dubbo-d.schools.nsw.edu.au)
- Phone 5804 7000 to discuss your borrowing needs and interests
- Email [dubbo-d.school@det.nsw.edu.au](mailto:dubbo-d.school@det.nsw.edu.au), or [david.strain@det.nsw.edu.au](mailto:david.strain@det.nsw.edu.au)
- Fax 6884 0777 to ask a Librarian to help you find just what you need
- Visit the Library when you come in for a study or other occasion. You can also use our computers to help with your school work.
Field Service Program

The Field Service program is an integral part of the educational program of Dubbo School of Distance Education. A Field Service is when a teacher comes to visit you to help you with your work.

The Field Service Program provides valuable teaching and socialisation opportunities for the students and you will get to know your teacher.

Sometimes a teacher will deliver the first lessons to explain to you distance education methods of learning.

Please note that a Supervisor, or other appropriate adult, MUST be present for all Field Service visits.

School Visits

Coming to school regularly will give you an opportunity to meet other students and for supervisors and staff to exchange ideas. The school conducts Residentials, Student Workshops and individual lessons.

On these days students and supervisors will:
- Get to know their teachers and other students.
- Find out that learning can be fun.
- Have individual and group lessons designed to suit their needs.
- Experience on-going enrichment programs in a range of areas.
- Experience practical lessons, e.g. in science, drama and art.
- Report on students’ progress and needs.
- Gain feedback on their progress.

Leaving the School

As supervisor, you must inform the Dubbo School of Distance Education in writing when a student changes to another school or when the enrolment is to be cancelled. All resources must be returned without delay.
Study Skills

Be organised
- With your supervisor, work out a timetable that suits you.
- Check your timetable daily.
- Begin work on your timetabled lessons.
- Open up the work at the right place.
- Collect everything you’ll need for your work e.g. books, pencils.
- Follow the instructions for the work.
- Finally, read over your work and ask
  *Can I improve these answers?*
  *Is it clearly written?*
  *Have I checked my spelling?*

Do all the exercises
Remember to complete all work carefully and follow all the instructions.

Seek help
If you need assistance with your work:
- Ask your supervisor.
- Ring or email the school and ask your teacher.

Read your teacher’s comments
Your teacher comments on your work:
- To widen your interest, knowledge and increase your enjoyment of learning,
- To show which parts of the lessons you understood or did not understand.
- To suggest ways to improve your work.

When your corrected work arrives back you should:
- Read it through.
- Read over your teacher’s comments and explanations.
- Carry out any instructions.

Listen effectively
You may receive digital recordings with two different types of messages, either:
- a personal message from your teacher,
OR
- recorded lesson material.

To improve your listening skills, keep these basic rules in mind:
- Work in a quiet room without distraction.
- Focus on the opening sentence.
- Check what you’re being asked to do.
- Read/Listen to the whole message.
- Make notes or jot down ideas or answer exercises on a worksheet (if one was sent to you).
- At the end of the message/lesson, think about what you’ve heard.
- Try to recall the main points and list them on paper.
In addition, here are some useful hints:
• Take a short break, if your mind wanders. Do something different for one or two minutes, then listen again.
• If at any time you find you’ve missed a point or don’t understand it, stop the recording/CD, play that part again.

**Assistance for Isolated Children (AIC) Benefits**

AIC allowances are matched to the circumstances of the student who does not have daily access to appropriate education.

A Distance Education Allowance is available for students who undertake a State or Territory approved distance education program. This allowance is not income or assets tested.

AIC allowances are not regarded as taxable income.

Receipt of an AIC allowance does not affect a family’s eligibility to receive Family Tax Benefit.

Information on payment rates is available under “How much Assistance for Isolated Child do I get?”
For more information contact Centrelink, telephone 13 2318.
Please use to plan your week’s work– keep as a reference

**ENGLISH** - Handwriting, Spelling, Reading, Writing and specific programs - two (2) hours each day

**MATHS** - one (1) hour each day

Human Society and Its Environment (HSIE), Science and Technology (Sci/Tech), Creative Arts (CA) and Personal Development, Health and Physical Education (PDHPE) – 5 to 7 hours per week.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 – 9.00</td>
<td>P E</td>
<td>P E</td>
<td>P E</td>
<td>P E</td>
<td>P E</td>
</tr>
<tr>
<td>9.00 – 11.00</td>
<td>English</td>
<td>English</td>
<td>English</td>
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<td>English</td>
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<tr>
<td>11.00 – 11.30</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
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<tr>
<td>11.30 – 12.30</td>
<td>Maths</td>
<td>Maths</td>
<td>Maths</td>
<td>Maths</td>
<td>Maths</td>
</tr>
<tr>
<td>12.30 – 1.00</td>
<td>Extra Activities</td>
<td>Extra Activities</td>
<td>Extra Activities</td>
<td>Extra Activities</td>
<td>Extra Activities</td>
</tr>
<tr>
<td>1.00 – 2.00</td>
<td>Lunch</td>
<td>Lunch</td>
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</tr>
<tr>
<td>2.00 – 3.00</td>
<td>Other KLA’s e.g. HSIE</td>
<td>Other KLA’s e.g. Sci/ Tech</td>
<td>Other KLA’s e.g. Art / Music</td>
<td>Other KLA’s e.g. PD / H</td>
<td>Other KLA’s e.g. PE</td>
</tr>
</tbody>
</table>
English Suggestions

Begin with Spelling – 15 minutes per day – pre-test; exercises; sentences; list in alphabetical order etc

Handwriting – 15 minutes each day – 2 pages in text book plus copy into exercise book – looking at slope, letter formation and letter height

Reading – 1 hour per day – Work through activities – Orientation to book; Reading – on their own plus developing oral fluency skills

Writing – ½ per day – Working through each of the listed activities

Maths Suggestions

Daily Activities plus tables and mentals. Complete all hands-on activities as they help to consolidate student learning.

Why have a Timetable?

- A tool to manage time so all tasks are achieved.
- Everyone needs to know when a lesson begins and ends. This way children learn to plan their time and know how long to allow for each section of a lesson.
- A timetable gives structure to the day. Children generally like to know what to expect and how their day will run.

How to do a timetable?

- The outline shown is very similar to the satellite timetable and the timetable that is used for Residentials.
- The first thing to do is to fill in the fixed times. That is lunch time, recess time, satellite lessons, assembly etc.
- Involve the child in the planning of the timetable.
- Timetables are flexible and may need to change each term.

And finally ...

It cannot be stressed enough that if you have any concerns or issues with the work, you should contact your teacher immediately. Do this by phone or email. All teachers have an answering service on their phones so you can leave a message.

We hope you enjoy your time with Dubbo School of Distance Education.