

SINGLE COURSE CURRICULUM PROVISION INFORMATION HANDBOOK



Schools should retain this Information Handbook as a reference

Applications for both government and non-government schools should be received at the School of Distance Education by 13 November 2019 for the following year and must be finalised by 12 February 2020. Applications after this date can only be considered if endorsed by the Director Educational Leadership for the requesting school or, in the case of non-government schools, the Director Secondary Education as an exceptional circumstance.

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About the School

Finigan School of Distance Education is a NSW Government school. We provide for the education of students who are unable to fulfil their educational requirements at their own school. Students need to meet specific guidelines to be eligible for enrolment in distance education. Single course students can study one (or more) courses through the School of Distance Education while continuing to study the rest of their courses at their home school.

Who can apply?

Any student who cannot study the course they want in their government or non-government school can apply through their home school. Approval is subject to the conditions described in the Distance Education Enrolment Guidelines issued by NSW Department of Education.

When can students apply?

Single course applications should be completed by late November 2018 for most categories of student. All enrolments must be finalised by mid February 2019. Applications for students beginning a HSC course should be made by the end of Term 3 in preparation for Term 4 commencement of work.

How do students apply?

Applications are made by the Principal of the home school. The Principal will determine if the student meets the guidelines for provision of a single course through Finigan School of Distance Education before sending the application.

What are the benefits?

Studying by distance education enables students to:

- select courses of interest or necessity which may be unavailable in the home school.
- fit their study into existing school timetables and work at their own pace in their own time.
- have direct contact with teachers by email, phone and post.
- have teachers visit students in their school where possible.
- attend study days, seminars and excursions to provide contact with other students across the cohort.
- borrow excellent resources from an extensive library which includes: books, videos, CD ROMs, music CDs, audio books and pamphlets.

Single Course Enrolment Enquiries

Phone: (02) 6210 5200

Email: finiganSDE@det.nsw.edu.au



Key Single Subject Personnel

| | |
|--|----------------------|
| Distance Education Reception | (02) 6210 5200 |
| NSW only (local call charge) | 1300 360 384 |
| International Phone | +61 2 6210 5200 |
| Principal | Daniel Rattigan |
| Deputy Principal | Colin Devitt |
| | Kylea Rowing |
| Technology Supervisors | Vickie Krikowa |
| | Kate Goodyer |
| School Administration Manager | Sue Evans-Smith |
| Manager – Rural and Distance Education | Phone (02) 6334 8060 |
| NSW Dept. Education | Fax (02) 6334 8069 |

Useful Websites

Finigan School of Distance Education website

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

Distance Education Enrolment Procedures

<https://education.nsw.gov.au/policy-library/associated-documents/de-enrolproc.pdf>

Rural and Distance Education

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education>

The NSW Education Standards Authority (NESA)

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>



Important Information

Regular Supervision

Regular supervision is essential to support effective student learning through distance education. The Principal, Finigan School of Distance Education, will need to be assured that the student will be adequately supervised at all times by a responsible adult. The home school Principal will ensure there are adequate facilities and supervision during periods timetabled for distance education. If there are occasions when the supervision or facilities are inadequate while the student is working on their distance education, the home school Principal will arrange suitable alternatives.

Textbook and Resource Responsibility

Home schools are responsible for the supply of textbooks and equipment to their students. If a student selects a subject requiring special kits or equipment that the home school cannot provide and which are integral to the course, an extra subject fee may apply.

Preliminary & HSC Course Assessment

Single subject students should be informed of the NESA assessment procedures by their home school and the rules of Finigan School of Distance Education, available on our website.

NESA Entries

Students are entered by the home school for School Certificate, Preliminary and Higher School Certificate. For NESA entries our school code is **4661**.

Continued Single Course Provision

Continued provision of distance education is conditional on the student's regular return of course work. The success of a student's program relies on good supervision, open communications, planning for agreed outcomes and appropriate intervention when necessary.

Where it becomes evident that distance education is not meeting the student's learning or welfare needs, continued provision may be in jeopardy. The student will then be referred to the Principal of the home school for further educational support or alternative curriculum options.

Privacy of Information

The personal information provided on the Application Form is 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.



Residency and Temporary Visa Status

Students eligible to enrol at Finigan School of Distance Education must be Australian citizens resident in NSW, or those with Permanent Visas resident in NSW. Students holding Temporary Visas will need to telephone the Single Course Enrolment Head Teacher at Finigan School of Distance Education to discuss the application on (02) 6210 5200.

School Contributions

School contributions for Government school students (gst free)

New enrolments in Years 9, 10, 11 and 12 \$115 per subject per year + courses fees if applicable.

When students discontinue a course after commencement, the application fee and course fees (if applicable) are non-refundable.

Payment: An Interschool Journal will be created by Finigan School of Distance Education.

School contributions for Non-Government school students (gst free)

Enrolment, or continuing enrolment Years 11 or 12 (per year) \$800

Enrolment, or continuing enrolment in each 1 Unit Extension Course (per year) \$400

Enrolment, or continuing enrolment – Years 9 or 10 (per year) \$340

Note: There may be additional course fees for some subjects.

When students discontinue a course after commencement, the application fee of \$125 and the course fees (if applicable) are non-refundable.

The pro-rata adjustments for non-government students are listed below:

| Years 11 – 12 | | Years 9 – 10 | |
|---------------|--------|--------------|--------|
| Enrolled for | Refund | Enrolled for | Refund |
| 4 terms | Nil | 4 terms | Nil |
| 3 terms | Nil | 3 terms | Nil |
| 2 terms | \$400 | 2 terms | \$170 |
| 1 term | \$600 | 1 term | \$235 |
| < 1 term | \$600 | < 1 term | \$235 |

Payment: A tax invoice will be created by Finigan School of Distance Education.

Note: For a full list of additional course fees, please refer to the following sections of this booklet:

- Subjects available
- Language requirements and costs



Subjects Available

Preliminary and Higher School Certificate Courses (Stage 6)

| Yr 11 BOS No. | Yr 12 BOS No. | No. of Units | Course Name | Course Fees |
|--|------------------|-----------------|--|----------------|
| English | | | | |
| 11130 | 15130 | 2 Unit | Standard | |
| 11140 | 15140 | 2 Unit | Advanced | |
| 30105 | 15125 | 2 Unit | Studies * | |
| 11165 | 15155 | 2 Unit | English as an Additional Language or Dialect (EAL/D) | |
| 11150 | 15160 | 1 Unit | Extension 1 | |
| | 15170 | 1 Unit | Extension 2 | |
| Mathematics | | | | |
| 11236 | | 2 Unit | Mathematics Standard | |
| 11255 | 15255 | 2 Unit | Mathematics Advanced | |
| | 15231 | 2 Unit | Mathematics Standard 1 – HSC * | |
| | 15232 | 2 Unit | Mathematics Standard 1 – HSC ~ | |
| | 15236 | 2 Unit | Mathematics Standard 2 – HSC | |
| 11250 | 15250 | 1 Unit | Mathematics Extension 1 | |
| | 15260 | 1 Unit | Mathematics Extension 2 – HSC only | |
| Science | | | | |
| 15010 | 15010 | 2 Unit | Agriculture | |
| 11030 | 15030 | 2 Unit | Biology | |
| 11050 | 15050 | 2 Unit | Chemistry | |
| 11100 | 15100 | 2 Unit | Earth and Environmental Science | |
| 11310 | 15330 | 2 Unit | Physics | |
| 11215 | 15215 | 2 Unit | Investigating Science | |
| Human Society and Its Environment | | | | |
| 11020 | 15020 | 2 Unit | Ancient History | |
| 11270 | 15270 | 2 Unit | Modern History | |
| 15000 | 15000 | 2 Unit | Aboriginal Studies | |
| 15040 | 15040 | 2 Unit | Business Studies | |
| 15110 | 15110 | 2 Unit | Economics | |
| 15190 | 15190 | 2 Unit | Geography | |
| 15220 | 15220 | 2 Unit | Legal Studies | |
| 15350 | 15350 | 2 Unit | Society and Culture | |
| 15370 | 15370 | 1 Unit | Studies of Religion 1 | |
| 15380 | 15380 | 2 Unit | Studies of Religion 2 | |
| | | 2 Unit | Work Studies * | |
| CAPA | | | | |
| 11090 | 15090 | 2 Unit | Drama – from cohorts of 3 or more at the one school | |
| 11070 | 15070 | 2 Unit | Dance | |
| 11280 | 15290 | 2 Unit | Music 1 | |
| 11290 | 15300 | 2 Unit | Music 2 | |
| | 15310 | 1 Unit | Music Extension – HSC only by application | |
| 11380 | 15400 | 2 Unit | Visual Arts | \$^ |



| Yr 11 BOS No. | Yr 12 BOS No. | No. of Units | Course Name | Course Fees |
|--|------------------|-----------------|--|----------------|
| | | 1 or 2 Unit | Visual Design * | \$^ |
| | | 1 or 2 Unit | Photography, Video & Digital Imaging * | |
| Languages | | | | |
| See attached list for cost of books & ISBN numbers | | | | |
| 15670 | 15670 | 2 Unit | French Beginners | |
| 15680 | 15680 | 2 Unit | French Continuers | |
| 15700 | 15700 | 2 Unit | German Beginners | |
| 15710 | 15710 | 2 Unit | German Continuers | |
| 15790 | 15790 | 2 Unit | Italian Beginners | |
| 15800 | 15800 | 2 Unit | Italian Continuers | |
| 15820 | 15820 | 2 Unit | Japanese Beginners | |
| 15830 | 15830 | 2 Unit | Japanese Continuers | |
| PD/H/PE | | | | |
| 15320 | 15320 | 2 Unit | PD/H/PE | |
| | | 1 or 2 Unit | Sports, Lifestyle and Recreation* | |
| Technological and Applied Studies | | | | |
| 15060 | 15060 | 2 Unit | Community & Family Studies | |
| | | 1 or 2 Unit | Computer Applications * | |
| 15080 | 15080 | 2 Unit | Design & Technology | |
| 15120 | 15120 | 2 Unit | Engineering Studies | |
| | | 2 Unit | Exploring Early Childhood * | |
| | | 2 Unit | Financial Management | |
| 15180 | 15180 | 2 Unit | Food Technology | |
| 15200 | 15200 | 2 Unit | Industrial Technology – Graphics | |
| 15200 | 15200 | 2 Unit | Industrial Technology – Multimedia | |
| 15210 | 15210 | 2 Unit | Information Processes & Technology | |
| | | 2 Unit | Lifestyle Studies | |
| 15360 | 15360 | 2 Unit | Software Design & Development | |
| 15390 | 15390 | 2 Unit | Textiles & Design | |

* Course DOES NOT contribute towards an ATAR for university entrance

~ Students who intend to undertake the optional HSC examination must be enrolled in this course

^ Optional cost



Years 9 and 10 Courses (Stage 5)

| 100 Hrs | 200 Hrs | Course name | Course Fees & Kit Charges |
|---|---------|---|---------------------------|
| 2 Year Elective Courses (100 or 200 Hours) | | | |
| 411 | 410 | Aboriginal Studies | |
| 1606 | 1605 | Agricultural Technology | |
| 431 | 430 | Commerce | |
| 2001 | 2000 | Dance | |
| 1626 | 1625 | Food Technology | |
| 1701 | 1700 | Graphics Technology | |
| 1807 | 1806 | Industrial Technology – Electronics | |
| | | Module 1 | \$70 |
| | | Module 2 | \$70 |
| 1831 | 1830 | Information and Software Technology | |
| | | Languages | |
| 871 | 870 | French | |
| 881 | 880 | German | |
| 921 | 920 | Italian | |
| 931 | 930 | Japanese | |
| 2051 | 2050 | Music | |
| 1901 | 1900 | Textiles Technology | |
| 2061 | 2060 | Visual Arts | |
| 1 Year Elective Courses (100 Hours only) | | | |
| 38104 | | Child Studies | |
| 2011 | | Drama | |
| 2081 | | Photographic and Digital Media | |
| 2071 | | Visual Design: Cartooning and Animation | \$^ |

^ Optional cost



Language Requirements and Costs

The course books must be provided by the home school.

Students are required to purchase the workbooks

Please indicate clearly on the enrolment form if the student has prior knowledge of these languages.

NOTE: Year 7 & 8 French is an online course – no text book required. However, the French course Tapis Volant 1 is recommended for year 7 & 8 students with some prior knowledge of French and for all Year 9 French Beginners only.

Stage 4 Courses – Years 7 & 8

(suitable for beginners only; and for Year 9 beginners)

| | | |
|-----------------------------|-----------------------------|-------------------------|
| Genau – German | Student Course book | \$61.00 – 9780170114097 |
| Nelson Cengage, 2nd Edition | Student Workbook + Audio CD | \$43.00 – 9780170187304 |

Stage 5 Courses – Years 9 & 10

(suitable for students continuing with the language)

| | | |
|-----------------------------|------------------------------|-------------------------|
| Ganz Genau – German | Student Course book Workbook | \$60.00 – 9780170114134 |
| Thomson Nelson, 2nd Edition | with Audio CD | \$42.00 – 9780170187381 |
| Pronti Via 2 – Italian | Student Course book | \$63.00 – 9780170102438 |
| Thomson Nelson | | |

Stage 6 Courses – Years 11 & 12

| | | |
|--|---------------------------------------|-------------------------|
| Deutsch Downunder 1 Pearson | Year 11 German – Beginners | |
| | Student Course book 1 | \$65.00 – 9780733965548 |
| | Activity book + Audio CD | \$54.00 – 9780733965555 |
| Deutsch Downunder 2 Pearson | Year 12 German – Beginners | |
| | Student Course book 2 | \$60.00 – 9780733972690 |
| | Activity book + Audio CD | \$54.00 – 9780733965706 |
| Ca y est ! Heinemann Harcourt Edition | Year 11 French - 2 unit Continuers | |
| | Course Book | \$65.00 – 9781876209629 |
| | Workbook | \$57.00 – 9781740850926 |
| Tapis Volant Senior Nelson Cengage | Year 12 French - 2 unit Continuers | |
| | Student Text book + Grammar book only | \$70.00 – 9780170129374 |
| | Workbook + DVD | \$44.00 – 9780170129404 |
| Genau Senior Thomson Nelson | Year 11 & 12 German - 2 Unit | |
| | Continuers Course Textbook | \$76.00 – 9780170128315 |
| | Workbook | \$45.00 – 9780170218290 |
| Mirai 5 – Senior Japanese Pearson | Year 11 Japanese - 2 Unit Continuers | |
| | Course Book only | \$70.00 – 9780733970665 |
| Mirai 6 – Senior Japanese Pearson | Year 12 Japanese - 2 Unit Continuers | |
| | Course Book only | \$70.00 – 9780733969010 |

These prices are subject to change by the publishers at any time without notification



Years 9-12 Single Course Provision Procedures

Purpose

The primary purpose for single-course provision through distance education is to enable students enrolled full-time in a school to meet Department of Education mandatory requirements and NESA minimum requirements for the award of a RoSA or Higher School Certificate.

Application and approval

Applications for single course provision are made by the Principal of the student's home school or manager of the student's TAFE NSW Institute to the designated distance education school or centre.

The Principal of the distance education school or centre approves the provision of single courses. Some categories of single course provision in distance education have specified processes of referral and recommendation to be followed prior to consideration by the Principal of the distance education school or centre.

Common requirements for single course provision

Single course provision will be considered only when the home school Principal or TAFE manager certifies that:

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- 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 will 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 or centre
- students will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, Internet access, video conferencing 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/carers 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
- access to a suitable venue and supervision for NSW Education Standards Authority (NESA) examinations is available.



Annual quota applying to new applications

Schools have maximum flexibility within the limits of the annual quota. For example, students can be included in more than one subject, or schools can fill their annual quota in a single subject.

Schools other than schools for specific purposes (SSPs) or schools in juvenile justice settings seeking single course provision for students, can forward a maximum number of new applications per year according to the following schedule.

| Total secondary school enrolment | New applications per year |
|----------------------------------|---------------------------|
| 300 or fewer | 15 |
| 301 to 500 | 9 |
| More than 500 | 6 |

Specialist settings attached to other schools, such as tutorial centres and support classes, should make their requests for curriculum support to their host school. If the host school cannot provide the necessary levels of support, the principal can apply for single subject provision on behalf of the specialist setting within the existing quota.

Applications where the quota applies

3.1.1 Schools requiring access to an elective subject in Years 9 and 10

When a school requests access to an elective subject for a student in Year 9 or 10, it replaces a school-delivered elective subject. Subjects studied by a student should not exceed the equivalent of seven 200-hour courses.

3.1.2 Schools accessing subjects to meet NESA minimum requirements for the HSC

The maximum number of units studied by a student including, the distance education subjects, must not exceed 13 units in year 11 and 11 units in the year 12 course.

Students completing study of a subject at the end of Year 10 are not considered to be continuing their study of the same subject for Year 11. These students count as part of each school's annual quota for new applications.

3.1.3 Schools accessing subjects to meet the needs of students with special circumstances

When the principal can establish that a student's special circumstances require access to distance education, the principal can apply to the distance education school for single subject provision with accompanying documentary evidence to substantiate their application.

3.1.4 Schools requiring flexible curriculum to facilitate acceleration

When a school requests access to a subject for acceleration purposes, they must provide evidence of a rigorous identification and school-based management program before applying for distance education. Applications must comply with the Assessment Certification Examination (ACE) requirements on the NESA website, particularly documents 8001, 8043 and 8104. This evidence can include, but is not limited to:



- NAPLAN results
- school counsellor's report
- secondary reports from Year 7 onwards
- letter of recommendation from the home school principal indicating support for the request, and outlining steps the school has taken to facilitate the acceleration before considering distance education.

Students accelerating into a Stage 6 subject, need to have completed All My Own Work, before commencement.

The home school is responsible for completing the NESA form for notification of acceleration for more than 12 months, if applicable.

Applications not subject to quota

School principals who seek distance education single subject provision for students in the following circumstances must provide a statement justifying the application.

3.2.1 Students whose study has been interrupted by transfer to another school

Students who are committed to the study of a course in Stage 5 or Stage 6, whose study has been interrupted by transfer to another school, may have an application made on their behalf by the principal of the new school. Applications for single subject provision for these students should be made as soon as possible after the student arrives at the new school. This may include students who are temporarily attending a NSW Secondary School while on a recognised exchange program.

3.2.2 Specific single subject languages for small cohorts

Consideration for out of quota placements will only be accepted for small numbers of students and will not include a subject offered at that year level by the home school. The principal of the home school must provide evidence to the distance education school that they cannot provide access to language subjects in any other way than distance education. Consideration for provision outside of quota will not be considered after Wednesday 13 February 2019 when all enrolments are finalised (see application closing dates).

3.2.3 Vocational education and training in remote schools

Students in remote schools with a current Aria+ ranking greater than or equal to 2.4 who wish to study a vocational education and training (VET) subject that contributes towards the HSC can have the principal of their school make an application for single subject provision on their behalf.

3.2.4 Schools requiring access for students with confirmed disabilities

Students unable to undertake a subject at their school because their disability restricts their access to specialist teaching areas or facilities can have the principal of their school make an application for single subject provision on their behalf. It is permitted for a student to access more than one subject outside of quota in this category.

3.2.5 Full-fee-paying overseas students currently enrolled in NSW government or non-government schools

NSW government or non-government schools that have enrolled full-fee-paying overseas students can apply to the local distance education school for single subject provision to meet the needs of these students.

The application should explain why the home school cannot provide for the student.



3.2.6 Students with unforeseen and unique circumstances

This category is designed to meet circumstances not identified elsewhere in this document and may include more than one subject.

Schools should provide their request for consideration to their Director Educational Leadership. Non-government schools should provide their request for consideration to the Director Secondary Education.

The relevant Director will consider if:

- all local options to provide specific curriculum for the student have been exhausted
- that distance education curriculum access is required as part of a documented personal learning plan detailing the student's learning support needs for each subject requested
- the educational monitoring and welfare needs of the student will be met by the home school
- curriculum access through a distance education school is the most appropriate option.



Languages

Finigan School of Distance Education currently offers four languages:

- French
- German
- Italian
- Japanese

Stage 6 Beginners Languages

Students who have no experience of the language or whose experience is derived solely from 100 hours or less of the language in Stage 4 or 5 are eligible to undertake the Beginners course in that language. No other student is eligible.

A Beginners course is a course of study that is intended to cater only for students who have very little or no prior knowledge of a language, either written or spoken, and who wish to take up the study of that language as beginners. Within these guidelines, NESA delegates to the Principal the authority to determine a student's eligibility for a Beginners course.

A central factor in determining eligibility for Beginners courses is whether a student has had the equivalent of more than 100 hours experience of the language during Years 7-10.

Beginners course eligibility and exchange students

Prior participation in a significant in-country experience automatically renders a student ineligible to undertake a Beginners course in the language of that country. A student exchange program of more than three months that involves experiences such as homestay and attendance at school is considered a significant in-country experience.

All students wishing to study a Stage 6 Beginners course are required to complete a statutory declaration. The declaration must be witnessed by a Justice of the Peace and should accompany the student's application for enrolment. The declaration is available on our website.

Stage 6 Continuers Languages

Students wishing to study Continuers Languages are required to complete a statutory declaration. The declaration must be witnessed by a Justice of the Peace and should accompany the student's application for enrolment. The declaration is available on our website.

WARNING

Students will be assessed on enrolment to determine language ability. Should it become apparent that after this initial assessment the student displays linguistic skills above what could be reasonably expected, the student's position in the course will be reassessed.

Exceptional Circumstances Application for Single Course Provision

Government Schools

School name: _____

School postal address: _____

School phone: _____

School Email: _____

Student name: _____ Year: _____

Referral

This category is designed to meet unforeseen and exceptional circumstances not identified in the Single Course Provision Information Handbook.

Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and extraordinary circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by the Director, Public Schools NSW.

Director, Public Schools NSW

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Director, Public Schools NSW _____

Signature _____ Date _____

Exceptional Circumstances Application for Single Course Provision

Non-Government Schools

Applications, with this Distance Education Supplement, are sent to: Leader, Rural and Distance Education

PO Box 717, Bathurst NSW 2795 OR Fax: 02 6334 8069 OR
Email: RDE@det.nsw.edu.au

School name: _____

School postal address: _____

School phone: _____

School Email: _____

Student name: _____ Year: _____

Referral

This category is designed to meet unforeseen and exceptional circumstances not identified in the Single Course Provision Information Handbook.

Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and extraordinary circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by the Director, Secondary Education.

Director, Secondary Education

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Director, Secondary Education: _____

Signature _____ Date _____

Single Course Provision

Withdrawal Notification

Student surname: _____ Student first name: _____

Subject: _____ Year: _____

School name: _____

Supervisor email address: _____

Reason for withdrawal:

Checklist and declaration

This is to notify Finigan School of Distance Education that the above student has:

- ☐ Ceased study with Finigan School of Distance Education as of the following date _____
- ☐ Been withdrawn from Schools Online, NESA (Finigan School of Distance Education 4661)
- ☐ Returned all resources to Finigan School of Distance Education

Parent/Carer's name: _____

Parent/Carer's signature: _____ Date: _____

Principal's name: _____

Principal's signature: _____ Date: _____

Please send to: Head Teacher Administration - Single Course Provisions

