



BrisbaneSDE

Information Session

School-based Supervisors

Acknowledgement of Country

BrisbaneSDE acknowledges the Traditional Owners of the land where we gather today and pay respects to Elders past, present and emerging. We recognise their connection to Country and their role in maintaining and caring for Country over thousands of years. May their strength and wisdom be with us today.





Enrolment numbers (March 2024)

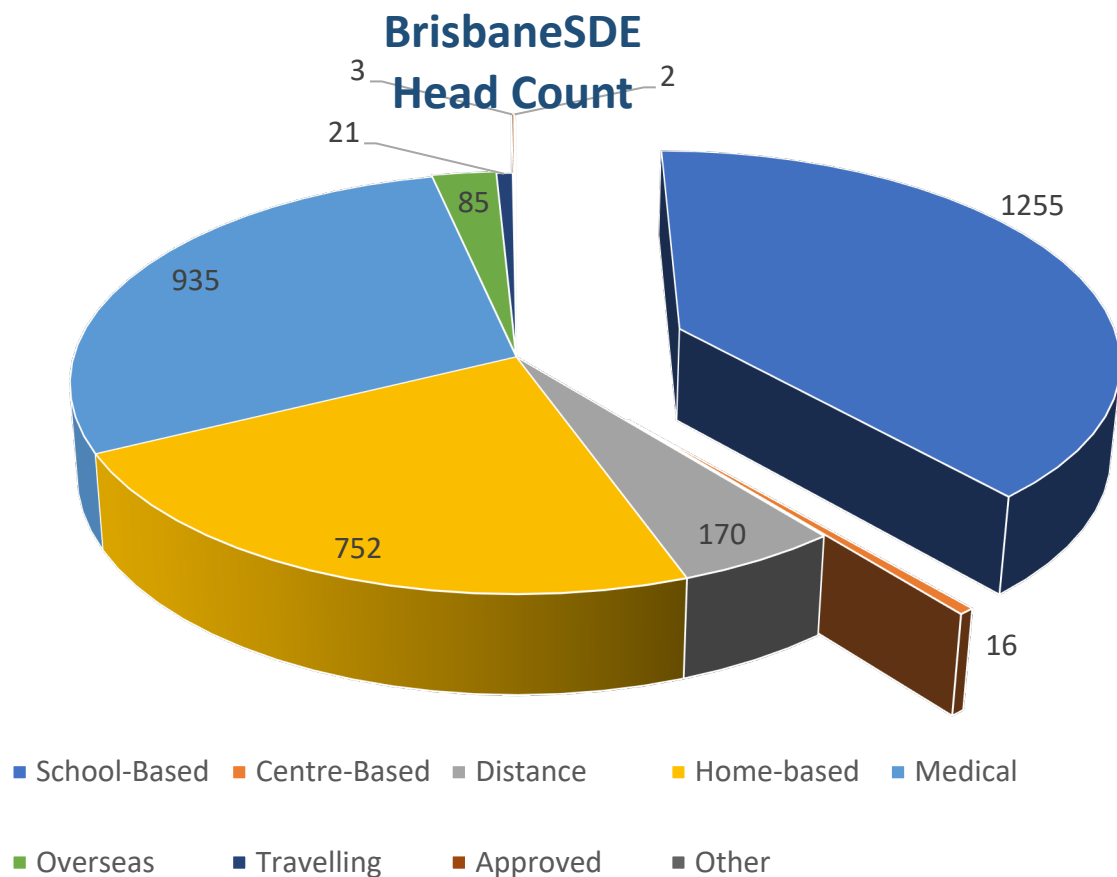
Year Level	School/ Centre-based numbers
5	27
6	42
7	4
8	3
9	25
10	34
11	660
12	476
FTE total	264.8

We partner to
educate students
from 286 schools

- 173 State
Schools

- 113 Non-state
schools

Enrolment numbers (March 2024)



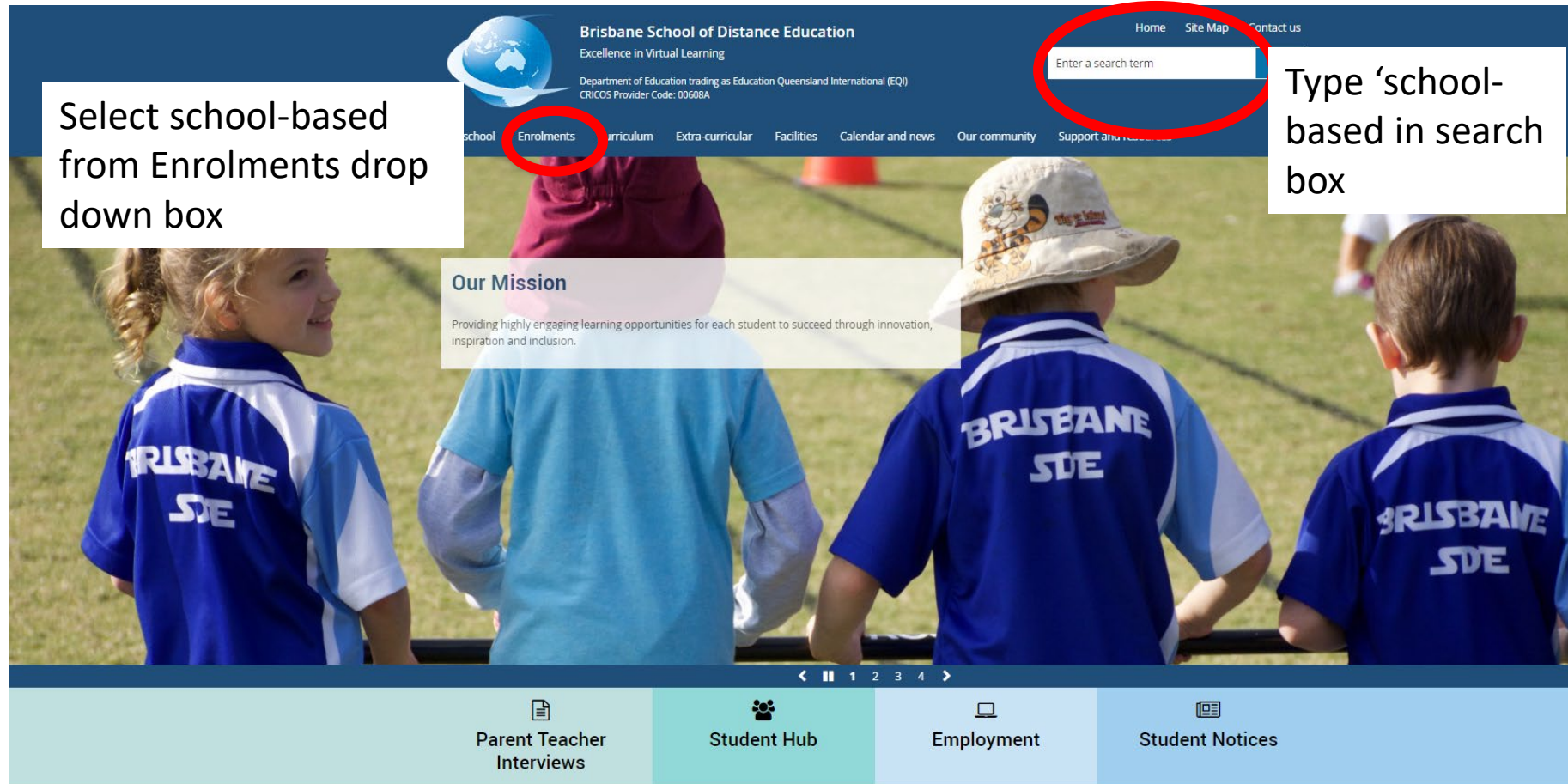


BrisbaneSDE

School-based Team

Role	Name	Contact
Executive Principal	John Brew	Principal@brisbanesde.eq.edu.au
Head of School	Carolyn Burke	cburk33@eq.edu.au
School-based enrolments	Ami Lennane (TL) Lizzie French Kim Nicholson	School_Based@brisbanesde.eq.edu.au
Absences officer	Geoff Sporne	absences@brisbanesde.eq.edu.au
Information Technology Support	Paul Grice (TL) Andrew Orchard Alec Bosworth Robert Donaldson	student_IT@brisbanesde.eq.edu.au
Community and Engagement	Vicki Carr (TL) Justine Cann	communityengagement@brisbanesde.eq.edu.au https://brisbanesde.eq.edu.au/our-school/contact-us/contact-form

School website



The screenshot shows the website header with the following elements:

- Logo: Brisbane School of Distance Education, Excellence in Virtual Learning
- Text: Department of Education trading as Education Queensland International (EQI), CRICOS Provider Code: 00608A
- Navigation: Home, Site Map, Contact us
- Search: Enter a search term (circled in red)
- Menu: school, Enrolments (circled in red), Curriculum, Extra-curricular, Facilities, Calendar and news, Our community, Support and resources
- Section: Our Mission - Providing highly engaging learning opportunities for each student to succeed through innovation, inspiration and inclusion.
- Footer: Parent Teacher Interviews, Student Hub, Employment, Student Notices

Annotations on the screenshot:

- Text box: Select school-based from Enrolments drop down box (points to the Enrolments menu item)
- Text box: Type 'school-based' in search box (points to the search input field)

Or bookmark: <https://brisbanesde.eq.edu.au/enrolments/school-based>



BrisbaneSDE

Who can enrol as a School-based student?

Students at Queensland Government or non-government schools or other schools of distance education can enrol with BrisbaneSDE subject to places being available. A student enrolled at another school may apply to study a subject provided they are unable to study that subject at their base school.

This could be because:

- the school does not offer that subject.
- the school offers that subject, but the school's timetable does not allow the student to study that subject at their base school.
- the student has commenced study in that subject in a previous school and wishes to continue their course of study.

All School-based enrolment queries must be initiated by the student's base school (not the student's parent/carer).

School-based cohorts

- Year 5/6 Language-based subjects
 - French and Japanese
 - Maximum of 17 students per school
 - Taught in their school-based groups

- Year 9/10 Language-based subjects
 - Chinese, French, German, Japanese and Spanish
 - Maximum of 5 students per school
 - Taught in classes alongside full-time DE students

School-based cohorts

- Year 11/12
 - General subjects
 - VET subjects
 - Maximum of 5 students per school
 - Taught in classes alongside full-time DE students

Essential information

Enrolments

- All enrolments are processed in order of receipt
- Limited spaces are available
- While enrolments have now closed – BrisbaneSDE considers applications on a case-by-case basis
 - Dependent on availability and students' current progress
- Enrolment agreement is between Brisbane SDE and the base-school

Essential information

Timetabling

Years 5/6

- While base-schools may nominate a preferred time, lessons are timetabled according to our teacher availability

Years 9 to 12

- Offer many classes on Lines 1 and 2
- Due to volume – also offer lessons on other lines

<https://brisbanesde.eq.edu.au/support-and-resources/forms-and-documents/documents>

- > School Events > School Based Enrolments - Information and Handbooks > Timetables

Essential information

Attendance

Years 5/6

- Attend 1x70 minute timetabled

Years 9 to 12

- Attendance at all lessons is preferred but a minimum of 2 lessons is required for Languages (9/10) and General subjects (11/12)
- Attendance at all lessons is required for VET subjects

Contact Absences@brisbanesde.eq.edu.au for an attendance plan if required

Essential information

Assessment

- The base school accepts full responsibility for the administration and supervision of all examinations, including both internal and external examinations, according to the conditions specified by BrisbaneSDE.
- Internal examinations must be scheduled to meet BrisbaneSDE timelines.
- Access Arrangements and Reasonable Adjustments (AARA), including extensions, are the responsibility of the base school. Details of AARA must be communicated to BrisbaneSDE before the relevant due date.
- The base school accepts full responsibility for the supervision of practical activities (for example, science experiments) in accordance with the safety advice provided by BrisbaneSDE.

Essential information

Assessment

- Exams are emailed to school-based supervisor prior to exam date
- Included in the exams are instructions for the task
- Task is to be scanned and emailed by to the email address specified
- Refer to work rate calendars for draft and due dates
 - <https://brisbanesde.eq.edu.au/support-and-resources/student-resources/work-rate-calendars-including-vet-and-iss>
- Year 11/12 exam block dates will be communicated each term via email
- No exam block in Term 2

Essential information

Communication

- Enrolment at our school is an agreement between BrisbaneSDE and the base school. All communication will primarily be directed to the base school supervisor, not the parent.
- Parents have the opportunity to request a parent teacher interview through BrisbaneSDE each semester and will also receive copies of school report cards.
- Our first 2024 parent teachers interviews are Tuesday, 30 April 2024

Essential information

Communication

- As of 2023, base schools have been requested to a generic email address in the format DistanceEd@[schooldomain] to be used for all communications between the base school and BrisbaneSDE.
- From this term onwards, we will only email the generic email address.
- Where a generic DistanceEd@ email hasn't been provided, BrisbaneSDE will email the Principal@ or Admin@ email address for your school. Emails will be addressed to the nominated School-based supervisor.
- Please email all general communication to School_Based@brisbanesde.eq.edu.au from your school's DistanceEd@[SchoolDomain] or school's generic email address.

Essential information

Suggestions from the from the School-based team

- Please ensure you update BrisbaneSDE as soon as possible when the school-based supervisor changes
- Ask your IT to add eq.edu.au to school's white list
- Please refer to student's timetable when completing attendance plan requests

Survey responses

Thank you!

- Key themes:
 - Consistency with enrolment timelines
 - Consistency with communication
 - Access students' timetable
 - Timely communication regarding student attendance and progress
 - Ability to contact students' teacher
 - Clearer information regarding accessing QLearn
 - Clash of school timetables
 - Timely communication regarding upcoming exams

Survey responses

- Consistency with enrolment
 - Enrol most students over Summer Holidays
 - Manual process relying heavily on emails between BrisbaneSDE and school-based supervisor
 - Processed in order of receipt
 - Once enrolments close, any enquiries of reviewed and approved by Head of School after consultation with relevant HOD
- Moving enrolment process online using *Enquiry Tracker*
 - Unit 3, 2024
 - Information and instructions will be shared in Term 3

Survey responses

- Consistency with communication
- Access students' timetable
 - Manual process
 - Students can access timetable using instructions in Student Hub on website
- Timely communication regarding student attendance and progress
 - Class teacher emails school-based supervisor
- Ability to contact students' teacher
 - Teachers can be contacted via the contact form on school website
<https://brisbanesde.eq.edu.au/our-school/contact-us/contact-form>

Survey responses

- BrisbaneSDE investigating adding school-based supervisors on *Compass*
 - Improve ability to communicate with teacher, see student timetables and attendance, will see student results
 - Hoping to initiate this for Semester 2
 - In 2025 this will allow both SB supervisors and parents to see student results for each task for senior students

Survey responses

- Clearer information regarding accessing Qlearn
 - Support materials are located at <https://brisbanesde.eq.edu.au/support-and-resources/parent-resources/qlearned> in Student Hub on website
- Clash of school timetables
 - We run 8.00 am classes to assist with this
 - Offer attendance plans for students to attend 2/3 lessons
 - Need to consider if student can manage workload
- Timely communication regarding upcoming exams
 - Introducing termly information session for school-based supervisors
 - Email with precise exam blocks and class dismissals to be sent two weeks before block
 - Work rate calendars with due dates are uploaded in Student Hub from the start of the Year

Questions

- **Why don't we communicate directly with parents?**
 - Enrolment agreement is between our school and yours
 - By communicating through your school, we ensure you are informed of student progress
 - Reduces confusion and mixed messaging
- **Issuing of report cards and parent teacher interviews**
 - Interim results – Week 2, Term 2 – results are emailed (Years 11 and 12)
 - Semester report cards are issued directly to parents twice per year
 - Emailed to SB supervisors manually
 - Parent teacher interviews twice per year- all parents invited to book -
 - 30 April 2024
 - 30 July 2024

Questions from survey

- Science risk assessments
 - Review risk BrisbaneSDE risk assessment in terms of your physical environment and resources
 - Developed to support parents, so should be fine for teaching staff
- What communication to expect if student is missing lessons or failing subject
 - Classroom teacher and subject HOD will email school-based supervisor
 - HOS reviews SB each term and will make contact with school-based supervisor or Deputy Principal where appropriate
 - Our teachers and staff care about the school-based students as much as they do our full-time students

Any questions?



Contact us



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