

Essential information

Years 5–6 — School-based languages

Enrolments

1. Enrolments are processed in order of date received. Limited spaces are available, so an application by the closing dates is not a guarantee of enrolment. BrisbaneSDE will timetable a 70-minute lesson. While the school may nominate preferred times, BrisbaneSDE will allocate based upon availability of sessions and this may not meet preferences.
2. The base school will establish a generic email address in the format [DistanceEd@\[schoolomain\]](mailto:DistanceEd@[schoolomain]) which will be used for all communication between the base school and BrisbaneSDE. Please send enrolment applications from this email address.

If the base school does not create a DistanceEd email, BrisbaneSDE will send all communication to the school email address.
3. A maximum of 17 students can be timetabled per class.
4. The base school is to refer to the BrisbaneSDE timetable on the BrisbaneSDE website and also provided in the enrolment package sent to the school, when selecting their preference.
5. Please ensure base school Principal or nominee has read the role and responsibilities and have fulfilled all requirements.

Assessment

6. The base school accepts full responsibility for the supervision and submission of all assessment tasks.
7. The base school accepts full responsibility for the supervision of practical activities (in accordance with CARA guidelines).
8. Report cards are produced through BrisbaneSDE reporting process. These are emailed to the students parent/carer. A copy is sent to the base school for their records.

Equipment/resources

9. The base school will ensure that each student has the necessary IT equipment and support including:
 - a computer with internet access and headset with microphone for each student
 - IT support if required, to enable students to access online lessons and resources, access to QLearn platform and EQ email accounts.

Communication

10. 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.
11. The base school delegates a supervisor as point of contact to facilitate teaching and learning, including distribution of lesson materials to students.
12. Students must be actively supervised at the base school.