

# Essential information

## Years 11–12 — School-based enrolments

### 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. Applications for enrolment to commence other than at the start of Year 11 will be considered on a case by case basis.
2. The base school will establish a generic email address in the format [DistanceEd@\[schoolomain\]](mailto:DistanceEd@[schoolomain]) which will be used for all communications 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 five students per subject, per year level may be enrolled at BrisbaneSDE.

### Attendance

4. Attendance for a minimum of two out of three online lessons per subject per week is expected, except for VET courses, which require attendance at all online lessons..
5. If a student will regularly be absent from one of the three weekly online lessons, an **Attendance plan** must be submitted.
6. Absences must be reported via email: [absences@brisbanesde.eq.edu.au](mailto:absences@brisbanesde.eq.edu.au).

### Assessment

7. 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.
8. 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.
9. 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.

### Equipment/resources

10. The base school will ensure that each student has 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, and EQ email accounts.
11. The base school will ensure that students have a copy of the relevant textbooks, as well as other subject-specific requirements (for example, calculators, art supplies, scientific equipment) as specified by BrisbaneSDE.

### Communication

12. Enrolment at our school is an agreement between BrisbaneSDE and the base school. All communication regarding operational matters e.g. enrolment, timetabling and student attendance and engagement will primarily be directed to the base school.
13. Parents have the opportunity to request a parent teacher interview through BrisbaneSDE each semester and will also receive copies of school report cards. Parents are welcome to contact BrisbaneSDE regarding their student's learning.
14. School-based supervisors will be able to explain student absences and monitor attendance and task results via COMPASS.
15. Please email all general communication to [School\\_Based@brisbanesde.eq.edu.au](mailto:School_Based@brisbanesde.eq.edu.au) from your school's [DistanceEd@\[SchoolDomain\]](mailto:DistanceEd@[SchoolDomain]) email address.