

Base school responsibilities

Students at Queensland Government and non-government schools, secondary departments or other schools of distance education can enrol subject to places being available. It may be that:

Essential

- ✓ the student cannot access the subject through base school curriculum offerings
 - ✓ the student would be disadvantaged by not undertaking the required subject
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Schools considering enrolling a student should be aware of the following:

- ✓ the base school must nominate a Base School Supervisor at the school (see below)
- ✓ schools/students must read the BrisbaneSDE subject outlines to be aware of any prerequisites or specific course requirements
- ✓ submission of an enrolment application implies that all prerequisites and course requirements have been met
- ✓ attendance at scheduled online lessons is a requirement of all school-based students. Schools should consult the BrisbaneSDE timetable before completing an enrolment form.
- ✓ a student may study a maximum of two subjects through BrisbaneSDE
- ✓ a maximum of ten students per school per subject per year level may be enrolled at BrisbaneSDE
- ✓ the base school accepts full responsibility for the administration and supervision of all examinations, including both internal and external examinations. Internal examinations must be scheduled to meet BrisbaneSDE timelines.
- ✓ the base school accepts full responsibility for applying for access arrangements and reasonable adjustments (AARA) on behalf of students where required, in consultation with the relevant BrisbaneSDE Head of Department.

Base school support

It is necessary that the base school provides the following support:

- ✓ provide a computer with internet access and headset with microphone for each student
- ✓ provide IT support if required to enable students to access online lessons and resources, and EQ email accounts□
- ✓ ensure that the student/s have the correct textbooks and other requirements (e.g. calculators)
- ✓ provide supervision of the student/s
- ✓ provide a quiet place to study and attend online lessons

- ✓ provide access to a school phone for the student/s and the supervising teacher to contact the BrisbaneSDE teacher

Base school supervisor responsibilities

Administrative responsibilities

The base school supervisor will:

- ✓ provide a single point of contact for all administrative issues at the base school – including enrolments, engagement and cancellations□
- ✓ take responsibility for receiving, administering and returning to BrisbaneSDE all supervised Formative and Summative Assessment items. The base school supervisor may, at their discretion, distribute such items to other teachers for administration
- ✓ be responsible for authenticating that assessment conditions have been met to satisfy QCAA requirements
- ✓ advise BrisbaneSDE of any enrolment cancellations in a timely manner
- ✓ liaise between the base school and BrisbaneSDE administration to determine the future of a student's enrolment at BrisbaneSDE in cases of persistent and continued lack of student engagement
- ✓ negotiate on behalf of the base school with the parents/guardians of students enrolled in BrisbaneSDE subjects where lack of the engagement by the student puts the student enrolment in jeopardy
- ✓ inform the BrisbaneSDE teacher of changes to school routine that impact on the student's attendance or participation, for example, camps, sports days, work experience
- ✓ ensure that a 'Continuing Enrolment Form' is completed and returned to BrisbaneSDE Enrolments prior to the commencement of the next school year. This includes Year 11 students continuing to Year 12
- ✓ explain student absences via email to absences@brisbanesde.eq.edu.au.

Student Support

The base school supervising teacher will not be expected to cover course content, but will:

- ✓ explain student absences via email to absences@brisbanesde.eq.edu.au.
- ✓ check materials received from BrisbaneSDE with the student and supervise the dispatch of completed work through the base school to BrisbaneSDE; copies of all work submitted should be retained by the supervising teacher where practical
- ✓ build a relationship with the student that will assist them to develop self-directed learning skills
- ✓ meet with the student on a regular basis to discuss how they 'manage' their learning, their progress, to determine the student's ability to cope with distance education delivery
- ✓ provide a conduit between the student and their BrisbaneSDE teacher

- ✓ discuss student needs and issues with their BrisbaneSDE teacher — for example, circumstances that impact on student performance (sickness or other personal problems)
 - ✓ encourage the student to access BrisbaneSDE Discovery Centre and the local school library
 - ✓ ensure the return of all BrisbaneSDE resources to the BrisbaneSDE Discovery Centre
 - ✓ inform the BrisbaneSDE teacher if they become aware that the student isn't coping or is falling behind
 - ✓ be a point of contact for the BrisbaneSDE teacher should an issue arise that requires base school intervention or consideration
 - ✓ manage any student 'lack of engagement'.
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