



# INFORMATION BOOKLET

A warm welcome to our school community

# Message from our Principal

North East Public School of Distance Education is a unique and inclusive school community.

Our vision is to be a highly regarded and influential learning provision for students, supporting progress and achievement of essential 21st century skills and abilities everyday of our learning partnership.

I would like to extend a welcome to you and your child / children as your family commences the learning partnership with us. I hope you enjoy being a part of our school community and experience success in the learning adventure.

A very warm welcome to our school community.

Debby Jackson  
Principal  
NEPSODE

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## Section 1

### About Us

We are a unique NSW Department of Education Public School providing high quality personalised learning for Primary aged students, supporting progress and achievement of 21st Century skills and capabilities within the learning partnership.

Our school is based at Port Macquarie but our community is diverse and far reaching with students and families fitting a wide range of distance education enrolment contexts.

Our school's drawing area covers a large part of NSW stretching from Southern Lake Macquarie to the Coffs Harbour area and west to the Gunnedah district.

Our school community is a mix of long term and short term enrolments.

### Who is eligible

Distance education at North East Public School of Distance Education is an education provision through the NSW Department of Education (DoE) and is available to students who;

- are geographically isolated;
- have a medical condition which prevents them from attending mainstream school;
- are on an extended travelling holiday within Australia for 10 weeks or more up to 12 months duration;
- are travelling overseas for up to 12 months duration;
- have been recommended for distance education due to additional learning needs

See our school website for a full list of DE categories of enrolment.

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



## Section 2

### Enrolment Procedures

The enrolment process for Distance Education is similar to enrolment into any NSW Public School. Along with the standard NSW enrolment forms, all categories require additional documentation and procedures.

Parents seeking to enrol students with North East Public School of Distance Education will be directed to one of several procedures that they need to follow depending on the category of DE enrolment.

A detailed overview of the enrolment categories and the associated requirements can be found in the enrolment section of our school web site - <https://northeast-d.schools.nsw.gov.au/>

To request the information and the category and procedure that best suits your context please contact the school office on 02 6584 1118 and provide your email address. We are able to send the relevant information directly to you.



### Fees & Costs

All categories are presently \$40.00 per child or \$60.00 per family contribution.

\$50.00 bond per student for materials, refunded when materials are returned to the school at the conclusion of an enrolment (upon request).

If the use of on-line connection/s such as emails is embedded as part of the individual student learning - any associated personal data cost is covered by the individual family.

### Uniforms

School Shirts are available to purchase. Please contact the school office on 02 6584 1118 for further details.

## Section 3

### Muster Days

A Muster Day or Day/s involves inviting parents and students from within the home based categories of enrolment to our school at Port Macquarie. At times an alternate location within our school's drawing area may be used.

Muster Days may involve one, two or three days 'face to face' teaching and learning opportunities for our students, supervisors and teachers. There are several Muster Day opportunities per year -Term 2 and Term 4 are most commonly used for these school events, but additional times can be offered.

The primary aims of Muster Days are:

1. To provide activities conducive to the further development of collaborative learning skills.
2. To enable teachers, parents and students to work together in group-work activities.
3. To workshop with parents/supervisors in the philosophies within the school plan & targets.
4. To create a sense of whole school identity among students enrolled in NEPSODE.
5. To enable teachers to work directly with their student/s.

### Field Visits

Visiting with families and students is an important aspect of the educational service within our school. Field Visits are primarily organised for students enrolled in the Geographically Isolated category of enrolment.

Field visits enable teachers to:

- Get to know the students, helping to better cater for individual student learning within their specific context.
- Support the supervisor in their educational role within our school community.
- Assist the student with aspects of learning with equipment and explicit face-to-face teaching from the learning program.
- Assist the supervisor with strategies that may enhance the student's learning.

These field visits are coordinated by the class teacher through consultation with supervisors and North East Public School of Distance Education policy structures.



## Section 4

### Communication Technologies

Our teachers use a range of blended technologies to maintain regular communications as part of the educational program. Tools such as: web conferencing, teleconferences, email, online blogs, class webpages, USBs and web cams are a sample of the teaching tools used to communicate between the teacher, supervisors and students. These technologies are applied where appropriate, between teachers, student and supervisor to support the teaching/learning program and maintain regular communication. Students have access to the NSW Department of Education Student Portal and associated email and cloud storage provisions.

In addition to the standard NSW DoE communication tools, our school also uses a range of social media platforms to communicate with our parents and wider school community. Some of these current tools include:

NSW Education Parent App – download from the Apple Store or Google Play

NEPSODE School Facebook Page – <https://www.facebook.com/northeastpublicschool>

NEPSODE YouTube Channel – search nepsode

NEPSODE School Website – <https://northeast-d.schools.nsw.gov.au/>

NEPSODE Virtual Campus – ISee Web conference tool (ask your teacher for access)

### Curriculum / Outcomes & Assessment

North East Public School of Distance Education covers the same NSW curriculum as mainstream public schools. The curriculum is divided into six Key Learning Areas (KLAs). These are:

- English
- Mathematics
- Human Society and its Environment (Geography & History)
- Science and Technology (Computers)
- Creative and Performing Arts
- Personal Development, Health and Physical Education

The NSW Education Standards Authority (NESA) produces syllabuses for primary schools for each of the KLAs. The content is arranged into three broad curriculum stages of development. Each stage outlines the desired learning outcomes for students to achieve.

Early Stage 1: Kindergarten – Stage 1: Years 1 and 2 – Stage 2: Years 3 and 4 – Stage 3: Years 5 and 6

The class teacher maintains individual student programs and assessment linked to the syllabus requirements and provides regular feedback to the parents / carers of student progress and achievement.



## Section 5

### The learning partnership & the supervisor

The role played by the supervisor as part of the distance education enrolment is a vital one. When a student enrolls he/she is allocated a class teacher. It is the teacher's responsibility to design and deliver an effective teaching and learning program for each student. They work in partnership with the supervisor/s and utilise a blend of technologies and resources where appropriate.

The relationship between the teacher and supervisor is a very important one. It is expected that regular contact is maintained and that the teacher is kept informed of the 'school situation' at home. How much help to give the student is often a concern of supervisors. The teacher will always make it clear in the learning design, the work the pupil completes should be his/her own. However, assistance to gain answers or to re-explain a concept may need to be given at other times. Supervisors are encouraged to contact the school with any concerns. One of the distance education teacher's prime responsibilities is to support the supervisor in meeting the educational needs of the student and their educational program.

**THE NSW DISTANCE EDUCATION GUIDELINES** require every distance education student to have a supervisor who will give support and provide guidance. An overview of the supervision role can be viewed within the DE Enrolment Procedures Documentation - see our school website for the link.

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

#### THE LANGUAGE OF LEARNING DISPOSITIONS

Within our school we focus on developing 7 key learning dispositions that align with the Australian Curriculum and developing 21st century capabilities in our students.

The 7 learning dispositions that we encourage as part of the learning partnership with our students and supervisors are;

- patient and persistent
- ubiquitous
- open minded
- reflective
- risk taker
- flexible
- resourceful

These learning dispositions link with the 21st century Capabilities within the Australian Curriculum. They give a consistent language to allow students to reflect upon their learning and look to apply a growth mindset in an explicit and individualised way.

## Section 6

### Getting ready for learning

It is advisable to have a special area set aside for daily work. Aspects to be considered include correct size chair, work area, ventilation, noise, light, possible distraction and temperature. As concentration by the student/s is essential, wherever possible distractions should be minimised. All necessary equipment should be at hand each day.

Establishing a regular routine is advisable, especially when attending scheduled 'live' lesson moments.

For travellers this is obviously context specific and supervisors will need to establish the most appropriate conditions and routines relevant to their situation. Some suggested ways of establishing when it's 'school time' is to use a school shirt (we have these available) or a specific table cloth or camp table - to indicate when it's time for school learning. Your class teacher may have other suggestions as required.

Where the normal home / travel routine has to be varied because of illness or occasional family business, supervisors should contact the teacher to discuss flexibility and options for adapting the program. Please remember that where extended absences are anticipated, the school must be notified as soon as possible about the nature and duration of the absence. Should problems be encountered, students and /or supervisors are encouraged to contact their teacher for assistance.

### My child's progress

Parents of children learning through Distance Education have the opportunity to be closely involved in the day-to-day process of their child's education. They are in regular contact with the teacher, observe most of the child's responses to work, and see/hear feedback and assessment made by the teacher on a regular basis.

The teacher maintains a learning profile of each student linked to the syllabus expectations and uses this profile to plan for learning applicable to the student's individual academic needs.

The school maintains a Learning Support Team as part of it's structures and provisions for further targeting student learning, including a Learning and Support Teacher (LAST) program.

In line with the NSW Department of Education policy, half yearly and yearly reports are issued.





## Section 7

### Satellite Education

Students in the Geographically Isolated category may qualify for the Satellite Education Program pending a site survey for suitability. Department of Education computer equipment is loaned and installed at the home site. Students may then access scheduled 2 way interactive satellite lessons. These lessons are broadcast from our studio at Port Macquarie.

These satellite education lessons may involve individual or groups in live sessions with the class teacher. Supervisors may be required to assist younger students in operating the equipment for the first few lessons. Students quickly learn to use the equipment. Supervisors can request that suitability is looked at if they feel they might qualify for this service as part of the enrolment with North East Public School of Distance Education.

*This satellite education equipment provision is managed & coordinated by the Distance & rural Technologies team (DART)*



### Equipment

North East Public School of Distance Education supplies the majority of educational resources required by the student/s to participate in their program of work. This includes items such as; exercise books, library books, art and craft supplies and general classroom resources. Isolated category parents may receive assistance in the form of an isolated children's allowance (per year per child) and forms are available on request from your local Centrelink Office.

Depending on context - when first enrolled students usually receive a Visual Art kit and Maths kit

All postage costs for North East Public School of Distance Education students within Australia are covered by the NSW Department of Education and the school. Please note: Once overseas, return postage is at the expense of the parent / guardian.

The teacher will work with whatever technologies you are happy for them to make use of as part of the learning program



## Section 8

### Providing Feedback

Regular two-way communication between the teacher, supervisor and student is an important component of the learning structure within our school.

Teachers at North East Public School of Distance Education use an range of technologies specific to a student's context and educational needs. Some commonly used methods to provide and obtain feedback from students and supervisors include using shared cloud storage files, digital audio files, and photos/ videos where available.

Some useful technologies to discuss with your teacher include:

- [Using USBs & webcams](#)
- [Using web conferencing](#)
- [Accessing DoE Student Portal](#)
- [Accessing our school's digital library](#)
- [Sending & receiving emails](#)
- [Using cloud storage](#)
- [Accessing our school's Virtual Campus](#)



These may or may not be applicable to your specific enrolment context.

### Whole school initiatives

There are many whole school initiatives regularly made available to build a sense of school community and further support the learning for our students. While these initiatives do change as the year goes on, some examples include:

Premier's Reading Challenge, National Simultaneous Story-time, School Band Program, House Cup Challenges, Athletics Carnivals, weekly School Assemblies - via satellite and NSW Education Parent App, regular Muster Day gatherings and the Principal's Flynn Bear Challenge.

Students have access to our school's on-line library with lots of E-Books available to borrow.

*We look forward to the students participating in these opportunities as appropriate to your enrolment context.*

## Section 9

### The learning adventure begins

In our school, each distance education enrolment is unique in category type and context. The distance education programs are designed to cater for the individual educational needs of the student/s. With this in mind the organisational structure that might best suit a student / supervisor context will vary accordingly. The hints below are a generic look at what might be appropriate.

- Access the learning and / or feedback as it is provided (either hard copy or digital)
- Look for any important notices or inclusions (either hard copy or digital)
- Listen, read or watch the teacher's messages / feedback
- Organise & start the new work enclosed or provided (hard copy or digitally)
- Establish a regular learning routine as best as possible
- Find a balance - provide appropriate breaks as part of the daily / weekly routine
- Guide and encourage the student/s to do their best - but remember making mistakes is OK
- Allow time for the student/s to provide feedback to the teacher (usually digitally)
- Encourage quality effort & application - use the teacher for support and guidance
- Check that all tasks are completed and returned (in line with the individual program)
- Stay in touch with the student's teacher by whatever means applicable to your context
- Please talk to your teacher if you need support or input at any stage

The learning adventure is a shared responsibility. While your class teacher is responsible for designing, supporting and maintaining a teaching and learning program, this relies on a working partnership to be established.

### Useful Links

NSW Department of Education  
<https://education.nsw.gov.au/>

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

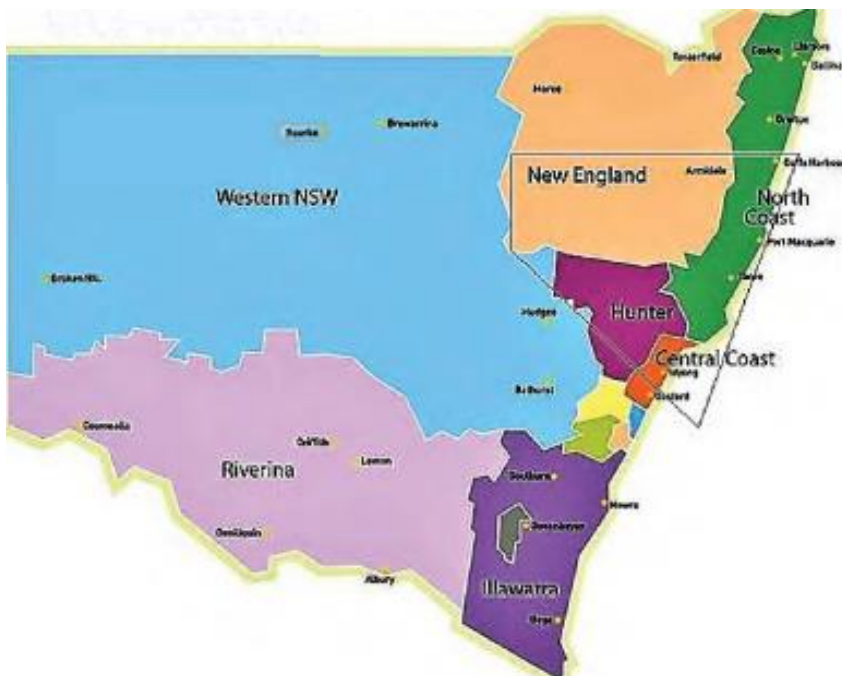




## Section 10

### School Drawing Area

North East Public School of Distance Education  
Approximate drawing area



The intake area of our school is determined by your residential address placed in School Finder on the Department of Education website. This will establish for us if your address, matched with your nearest public school, falls within our intake area.



## Section 11

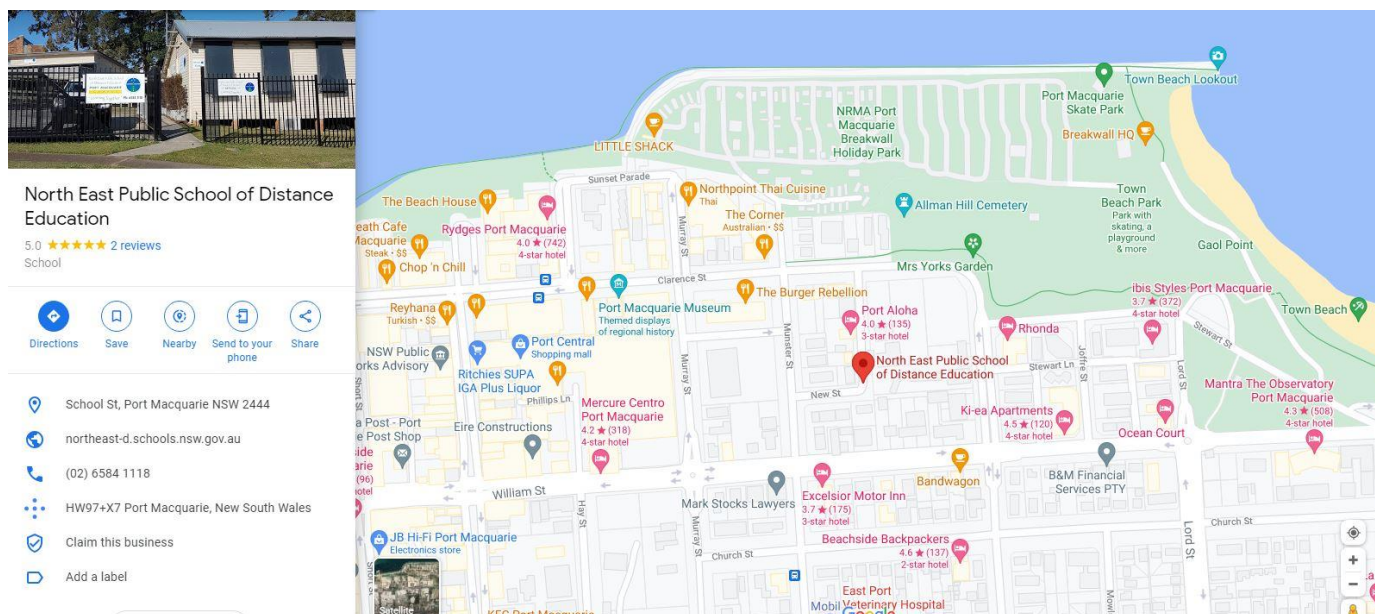
### Visiting the school

Parents, supervisors, students and visitors are welcome to visit North East Public School of Distance Education at Port Macquarie.

Appointments can be made by phoning your distance education class teacher or contacting the North East Public School of Distance Education Principal or Deputy Principal.

Port Macquarie Administration office number 02 6584 1118

We welcome visitors to our school and are more than happy to provide an opportunity to see what goes on in a 'School of The Air' 21st Century Style.



## Section 12

### Contacting us

Two way communication is a vital component of an enrolment with NEPSODE.

The class teacher is available during NSW school hours and are able to provide an individual link between the learning opportunities and the specific student context.

For general information please contact the school administration team.

#### Mailing address

North East Public School of Distance Education

PO Box 2088

School Street

Port Macquarie

NSW 2444

#### Administration phone

02 65841118

#### School email

[northeast-d.school@det.nsw.edu.au](mailto:northeast-d.school@det.nsw.edu.au)

#### School website

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

#### SchoolFacebook

<https://www.facebook.com/northeastpublicschool/>

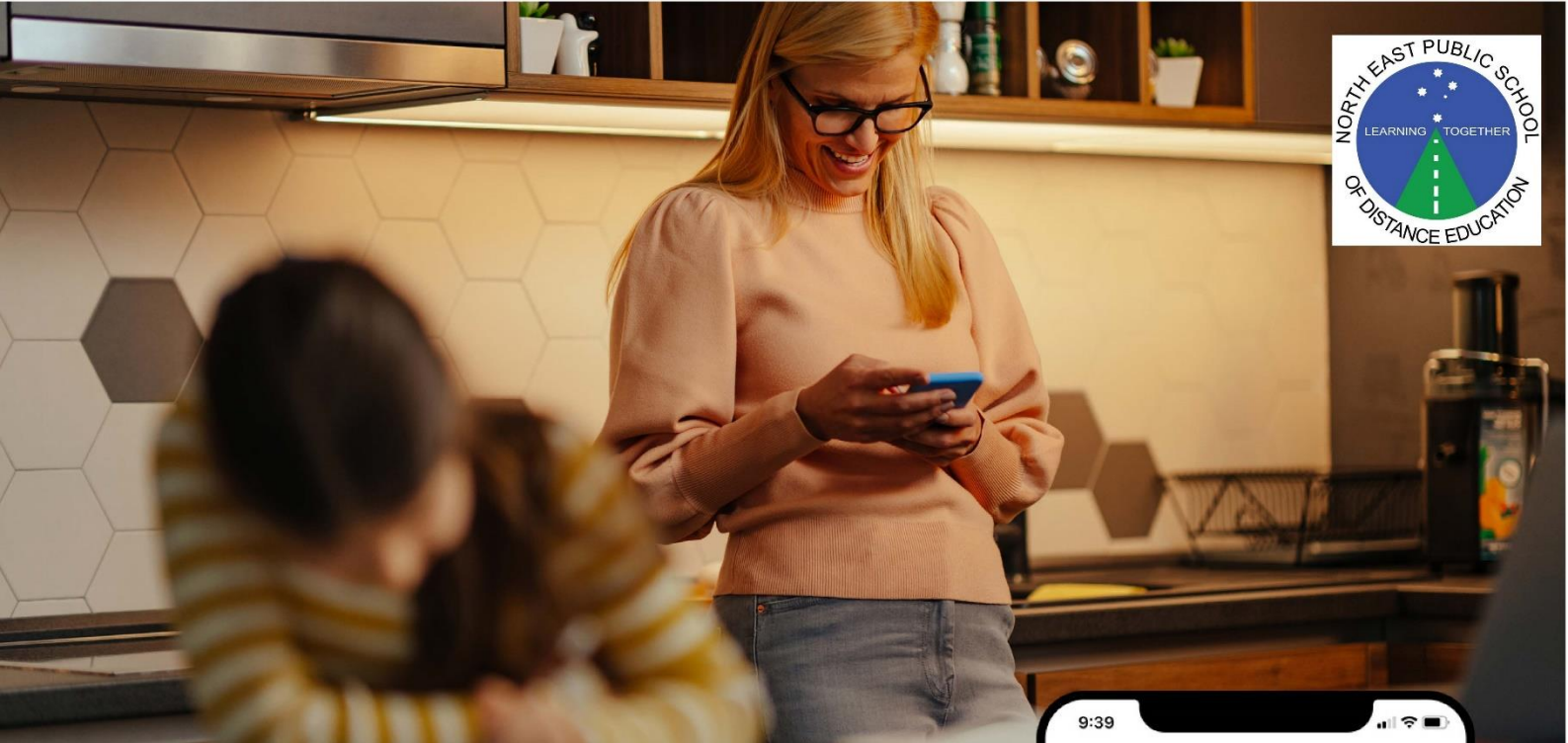
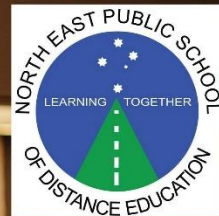
#### NSW Education Parent App

Free download from Apple or IOS app stores



**We are looking forward to the 'learning partnership'**

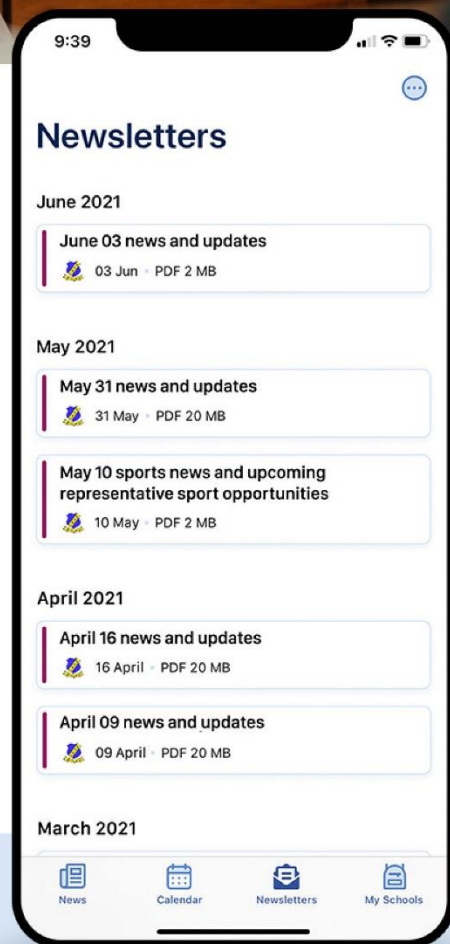




North East Public School of  
Distance Education

# uses the NSW Education Parent App

Stay up to date with the latest news and events from our school. **Download the new, free app for parents and carers today.**



Access news from all relevant schools in the one place.



Add events to your calendar with ease.



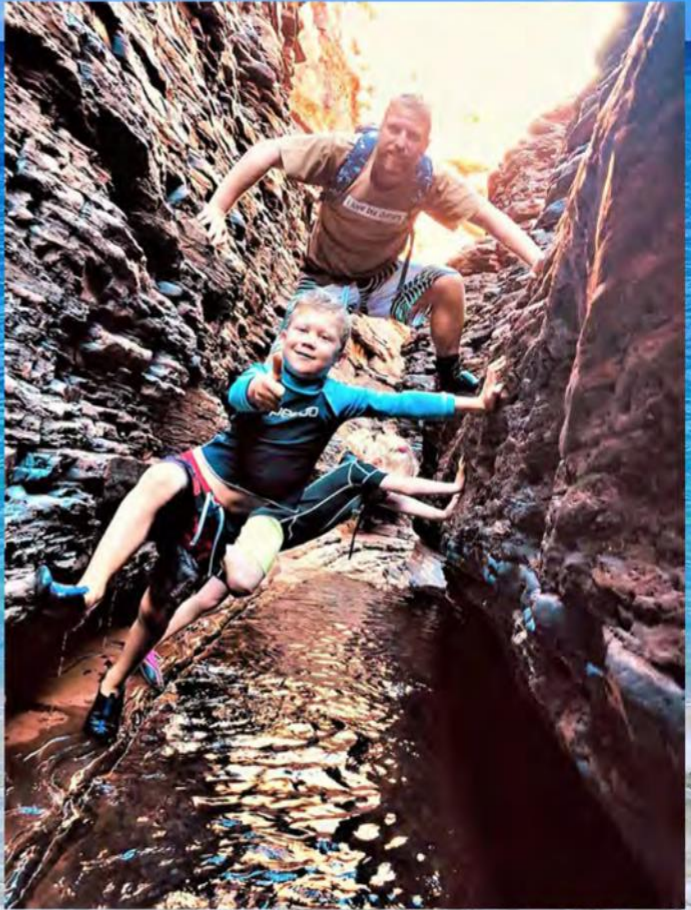
Personalise your own feed by school year.



Find contact details for your school.







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