

## School Agreement 2024

This agreement is a contract between NSW School of Languages (NSL) and your school. It outlines the conditions required to support a student learning a language via distance education with NSW School of Languages. This form must be completed by the school Principal **once per enrolment period**. Completed agreements must be uploaded to the DEMS Home School Portal > My School > Agreements **before any language applications can be finalised**.

### Principal responsibilities (conditions for single course provision)

#### On application the principal ensures:

- NSW School of Languages is informed in writing of applicants with a history of violence or that are a known risk to themselves or others
- at enrolment or as necessary, share information relevant to student safety and protection with the NSL Principal
- relevant information on current learning adjustments, requirements for learning support provisions and all medical information have been communicated to NSL
- the students are shared with NSL on ERN (NSW public schools only)
- a current student school photo is uploaded to the DEMS Home School Portal
- a Supervisor has been appointed from the staff of the home school to support the students and details of this staff member have been communicated to NSL in writing. The elected Supervisor will be briefed on, and must adhere to the requirements stated in the Supervisor responsibilities section of this agreement.
- course access fee interschool journals (NSW public schools) will be approved, and invoices (other educational providers) paid promptly
- the students meet the NESA and distance education eligibility criteria for the course
- the enrolled students are capable of working independently, under the supervision of the home school appointed Supervisor
- the students have access to devices to support learning via distance; i.e a printer, scanner, a computer with internet access, microphone, headset and camera. A school telephone may be used if internet access is unavailable
- the students have access to a quiet place to complete their learning during school hours.

#### For the duration of a distance education enrolment the principal ensures:

- written notification will be supplied to NSL in the event of a change of supervisor
- notification to NSL of any special needs, circumstances, disability provisions and learning adjustments made for students
- the students will be allocated the prescribed time to study the subjects, including daily study/work periods and times when NSL teachers can contact students during the school day
- examinations and assessment tasks will be supervised at school by a teacher in a quiet room, and held on the dates and at the times specified by NSL as published on our website; or when requested, students in the metropolitan area will attend NSL for examinations and assessment tasks
- procedures will be in place to ensure that parental/carer's permission is obtained for students to attend activities arranged by NSL.

## Supervisor responsibilities (conditions for single course provision)

The supervisor is the point of contact for all communications. The supervisor must provide appropriate supervision of the student, and ensure the student is supported while learning through distance education.

### For the purposes of student enrolment, the supervisor ensures that:

- the students understand the requirements of undertaking a single course provision as outlined in the NSW School of Languages Enrolment Information Handbook, found on our Enrolments page before applying
- the students are undertaking a permissible number of units for their year level as outlined in the Distance Education Enrolment Procedures, page 21, upon commencement of the course
- Each application is thoroughly checked for errors or missing information and submitted by email to [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au)
- matters regarding enrolment are communicated to students and parents
- a student timetable that provides for the required number of hours of study each week is developed
- the students have access to a suitable and quiet work/study area, devices to support learning via distance; i.e., a printer, scanner, a computer with internet access, microphone, headset and camera. A school telephone may be used if internet access is unavailable. The student is assisted with locating the necessary materials and resources
- a current student school photo is uploaded to the DEMS Home School Portal.

### For the duration of students' study, the supervisor ensures:

- student supervision during school work activities
- their availability to interact with the students as required in learning activities
- set tasks will be completed in all courses on a weekly basis, or as advised by NSL
- they will be contactable by phone, email or voicemail
- they can inform and clarify illness or absences which have affected the student's ability to complete set activities
- the student satisfactorily participates in oral, written and online work as prescribed by the course.

### For the purposes of student assessment the supervisor ensures that:

- examinations and assessment tasks will be conducted under strict supervision, ensuring that they are the unaided work of the students
- examinations and assessment tasks will be worked on the date(s) and at the time(s) specified, in a quiet room, and will be submitted by the due date
- years 10, 11 and 12 students are registered for NSL subjects 'studied elsewhere' in NESA Schools Online, and their photo is uploaded.

### When a student completes the course, or withdraws from the subject the supervisor ensures that:

- textbooks and teaching materials that have been issued by NSL are returned, if requested
- a [withdrawal form](#) is submitted to [NSL enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au) to advise of student withdrawal or student intention to change schools.

**Important:** not complying with the above conditions may lead to the student not meeting course requirements or a review of the single course provision.

Please access the [Supervisor page](#) of the NSL website to review our Supervisor Handbook and the guide to our DEMS Home School Portal.

## School-specific details

Each school has an annual quota that is based on the school's total student enrolment (see table below). This quota determines how many applications can be accepted to all distance education schools.

This quota does not apply to schools for specific purposes or schools in juvenile justice settings.

Applications can be made outside of the quota, provided they meet certain conditions.

Refer to the Distance Education Enrolment Procedures, page 22, for more information on these conditions.

School name

School email address

School postal address

List the languages offered in 2024 at your school and the level (i.e: Japanese Beginners, Continuers, etc.).

NSL will not accept applications where the language is already taught at the home school.

Timetable clashes will be considered on a case-by-case basis.

Anticipated total student enrolments 2024

Total secondary school enrolments at your school		Quota of new applications permitted to distance education providers per year
<input type="radio"/>	300 or fewer	15
<input type="radio"/>	301 to 500	9
<input type="radio"/>	More than 500	6

Specify the number of electives studied by Stage 5 students at your school.

Select	No. of electives
<input type="radio"/>	2
<input type="radio"/>	3
<input type="radio"/>	Other

If "Other", please elaborate:

Distance Education Policy states that students may have no more than seven 200-hour courses to enrol a student in a distance education subject. Hence, the requested course replaces an elective subject.

## SAM or Business Manager - Course access fees

### For NSW public schools

NSW School of Languages will produce interschool journal(s) using GL 401670 (as instructed by Schools Finance) and the account assignments provided in the School Agreements. Once a student has been approved, the journal will be produced and the journal number sent to the SAM/BM.

Provide your account assignment details below and ensure to advise NSL of any change to these details as soon as possible.

School code

Fund code

Cost centre

Internal order number

Optional

WBS

Optional

**Other educational providers** will be sent an invoice once the application has been approved.

For more information see <https://nswschoolang.schools.nsw.gov.au/about-our-school/enrolment/course-fees1.html>

## Appointed supervisor details

A member of your school staff must be appointed to supervise the students enrolled in distance education. If you wish to allocate this responsibility to more than one member of staff or there is a change from the staff member below please advise NSL in writing of the details as soon as possible.

Supervisor title

Mr	Mrs	Ms	Miss	Dr
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supervisor name

Supervisor email address

Supervisor phone number

## Principal details and signature

By signing below, you are agreeing to the conditions for single subject provision outlined in this agreement for all students at your school who are enrolled with NSL, and ensuring that all requested details have been supplied.

Principal title

Mr	Mrs	Ms	Miss	Dr
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Principal name

Principal email address

Principal signature