

# School Agreement 2025

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## Important information

### General:

- 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 NSL
- this form must be completed by the school Principal once per enrolment period
- the completed School Agreement must be uploaded to the DEMS School Portal and approved by NSL before any language applications can be uploaded. Refer to the [Supervisors' page](#) for our how-to guides.

### How to use this form:

- you do not need to print this form
- download this document and save it to your computer. Do not fill in using a web browser or on a mobile device, as the information may be lost
- open the form using Adobe Reader. If not already installed on your computer, the free download is available here: <https://get.adobe.com/reader/>
- the Principal should complete this form and digitally sign it
- refer to the digital signature quick start guide on the [Enrolments page](#) for instructions on how to set up digital signatures
- the home school ensures the information is complete, saves a copy for their records and uploads the School Agreement to the DEMS School Portal
- instructions for submitting the School Agreement 2025 on the DEMS School Portal can be found on the [Supervisors' page](#).

## Contents

*Click through to each section*

### [Part 1: Responsibilities](#)

- [1.1 Principal responsibilities – conditions for a single subject provision](#)
- [1.2 Supervisor responsibilities – conditions for a single subject provision](#)

### [Part 2: School information](#)

- [2.1 School details](#)
- [2.2 SAM or Business Manager - course access fees](#)
- [2.3 Appointed Supervisor's details](#)
- [2.4 Principal's details and signature](#)

# Part 1: Responsibilities

## 1.1 Principal responsibilities – conditions for a single subject provision

### On application, the Principal ensures that:

- NSW School of Languages is informed in writing of applicants with a history of violence or who are a known risk to themselves or others
- at enrolment, or as necessary, the information relevant to student safety and protection is shared with the NSL Principal
- relevant information on current learning adjustments, requirements for learning support provisions and all medical information have been communicated to NSL
- students are shared with NSL on ERN (this applies to NSW public schools only)
- a current student school photo is uploaded to the DEMS School Portal
- a Supervisor has been appointed from the staff of the home school to support the students, and contact 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) are approved, and invoices (other educational providers) are 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 distance education learning, i.e. printer, scanner, computer with internet access, microphone, headset and camera, and a school telephone to 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 that:

- written notification is supplied to NSL in the event of a change of Supervisor
- written notification is supplied to NSL if language courses taught at the home school that you have listed on this form change during the 2025 school year
- written notification is supplied to NSL of any special needs, circumstances, disability provisions and learning adjustments made for students
- the students are 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 assessments are 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 attend NSL for examinations and assessments
- procedures are in place to ensure that parental/carer's permission is obtained for students to attend.

### Important:

**Not complying with the above conditions may result in the student not meeting course requirements or a review of the single subject provision.**

## 1.2 Supervisor responsibilities – conditions for a single subject provision

The Supervisor is the point of contact for all communications. The Supervisor must supervise the student appropriately and ensure the student is supported while learning through distance education. Please access the [Supervisors' page](#) of the NSL website to review our Supervisors' Information Booklet and the guide to the DEMS School Portal.

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

- the students understand the requirements for undertaking a single subject provision 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 18, upon commencement of the course
- each application is thoroughly checked for errors or missing information and uploaded to the DEMS School Portal
- 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 and devices to support distance education learning, i.e. a printer, scanner, a computer with internet access, microphone, headset and camera, and a school telephone that may be used if internet access is unavailable
- the students are assisted with locating the necessary materials and resources
- a current student school photo is uploaded to the DEMS School Portal.

### For the duration of students' study, the Supervisor ensures that:

- there is adequate student supervision during school work activities
- they are available to interact with the students as required in learning activities
- set tasks are completed in all courses weekly or as advised by NSL
- they are contactable by phone, email or voicemail
- they can inform and clarify illnesses or absences that 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 are conducted under strict supervision, ensuring that they are the unaided work of the students
- examinations and assessment tasks are worked on on the date(s) and at the time(s) specified, in a quiet room and are 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 issued by NSL are returned if requested
- a withdrawal form is emailed to [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au) to advise of student's withdrawal or intention to change schools. This form can be found on our [Enrolments page](#).

### Important:

**Not complying with the above conditions may result in the student not meeting course requirements or a review of the single subject provision.**

## Part 2: School information

### 2.1 School details

Each school has an **annual quota based on its total student enrolment** (see student population 2025 question below for quota). 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 the quota, provided they meet certain conditions. **Small cohorts and students applying for Indonesian, Latin, and Portuguese courses are not counted in the quota.** For more information on these conditions, refer to [Distance Education Enrolment Procedures](#), page 18.

School name

School phone number

Mailing address

Suburb

State

Postcode

School email address

List the language courses that will be taught at your school in 2025 - **do not leave blank, if none, write 'none'**:

Stage 4 languages courses:

Stage 5 languages courses:

Stage 6 languages courses:

For example, Year 11 Italian Beginners, Year 11 Italian Continuers, Year 12 Japanese in Context and Year 12 French Extension

What is the anticipated student population at your school for 2025?

Type your anticipated student population for 2025 in the box below	The quota of new applications permitted to distance education providers per year based on your anticipated student population for 2025
<input type="text"/>	<input type="text"/>

Specify the number of electives students in Stage 5 are permitted to study at your school in 2025

Select from the drop-down menu

## 2.2 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 Agreement. Once a student has been approved, the journal will be produced and the journal number sent to the SAM/Business Manager.

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

SAM or Business Manager?

Select from the drop-down menu

SAM or Business Manager's name

SAM or Business Manager's email address

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

For more information see the [enrolment course fees and refund policy](#) on our website.

## 2.3 Appointed Supervisor's details

A member of your school teaching 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 in Supervisor during the year, please advise NSL in writing via email to [nswschoolang.school@det.nsw.edu.au](mailto:nswschoolang.school@det.nsw.edu.au) as soon as possible.

**A Supervisor must be appointed and their details supplied on this form before any enrolments can be processed.**

Resources for Supervisors can be found on the [Supervisors' page](#) on our website.

Title

Select from the drop-down menu

Supervisor's name

Supervisor's email address

Supervisor's phone number

## 2.3 Principal's 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.

Title

Select from the drop-down menu

Principal's name

Principal's email address

Principal's signature

### You have reached the end of the School Agreement:

- check that all information has been entered correctly
- save a signed copy of your School Agreement
- upload your School Agreement to the DEMS School Portal.

**This is the end of the School Agreement.**

**Upload this form to the DEMS School Portal.**

**Do not email this form to NSL.**