

# PARENT SUPERVISOR

## INFORMATION

### Year 7-12 Parent Supervisors FAQ

Every student requires support and guidance in their schooling. Online learning is a different style of learning requiring IT skills and a high level of independence.

Effective communication between parents, students, teachers and the Regional Coordinator is essential.

#### How can I find out more about teaching and learning at SIDE?

Teaching and learning at SIDE is heavily dependent upon technology. Students attend live subject lessons in Webex, and use Moodle to access course work materials and submit assessments.

- Read **Fast Track to SIDE** for more detail about online learning at SIDE and support for your child's education.
- Contact your child's **Regional Coordinator** who enrolls and monitors your child during their time at SIDE.
- Be familiar with the **SIDE website**.

#### What are the ingredients for SIDE success?

You can support your child to:

- be organised
- be effective in their time management
- communicate regularly with their teachers and Student Coordinator
- ask questions
- visit SIDE to meet their teacher
- stay connected, read Moodle announcements, and news and newsletter articles on the website
- **Troubleshoot** any IT problems.
- set up a suitable work area that includes:
  - required IT resources
  - phone
  - storage area for materials
  - desk, chair and general stationery
  - resources from **Booklist**.

Check **Fast Track to SIDE** for further details about IT resources.



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#### How will my child know how and when to get started?

- If your child is new to SIDE an email will be sent to the email address provided with **Getting Started at SIDE** in the subject line.
  - It is sent to the email address provided at enrolment. If this has changed contact the Regional Coordinator immediately.
  - Some new students not based in a public school will be sent a second email about their password.
  - All SIDE students will use their Department of Education email for all further communication. Remember to check the Junk Mail folder.
- Students who are:
  - new to SIDE and commencing at the beginning of the school year will receive their start email toward the end of January.
  - new to SIDE and commencing after the beginning of the school year will receive their start email within a few days of enrolment.
  - re-enrolling at SIDE use their Department of Education username and password to access Moodle.
- When your child logs into Moodle they will see Launchpad or Essentials. These Moodle courses provide information about studying at SIDE and starter activities. Subject courses will appear as teachers add your child to their course.
- Teachers will contact your child by phone or email regarding Webex classes and Moodle courses.

#### How will my child know when Webex classes start?

Webex classes will start by Week 2 of the school year.

Teachers will provide details about Webex lesson times in their Moodle course.

Teachers will also contact your child by phone, email, or Moodle announcements about commencement of Webex lessons.

## How can I support my child to get started at SIDE?

- Read **Fast Track to SIDE** especially the sections related to technology and getting started.
- Check **Booklist** and buy stationery and textbook requirements.
- Be involved. Email or phone the **Regional Coordinator** and teachers rather than worry or wonder.
- Make sure that your child's DoE email is working.
- **Read and access support materials** and resources on the SIDE website. These resources are updated regularly.
- Help your child to set up their work/study area and a list of SIDE contacts that includes their teachers and the Regional Coordinator.
- Check that all teachers have contacted your child. If you don't know who the teacher is, contact the **Regional Coordinator**.
- Print the weekly timetable and Due Dates Calendar templates.
- Assist your child to organise and complete a weekly timetable and a semester Due Dates Calendar that includes all Webex lessons and assessment dates.
- Read and discuss SIDE's **assessment** and **attendance policies** with your child.
- Check that your child has received an initial dispatch from SIDE and relevant resources from the SIDE Library Resource Centre.

## How do I know who to contact at SIDE?

Telephone SIDE Reception on 9311 1400 as a starting point until you know your child's teachers.

Assist your child to make a list of all class teachers so you have a contact list that you both can use.

Contact the **Regional Coordinator** if in any doubt.

## Can I contact my child's teachers?

Yes! SIDE welcomes your contact. If you do not have email addresses or phone numbers, contact SIDE Reception and ask to be transferred to the teacher.

## Who do I contact if my child has a problem?

Use email and phone to communicate with teachers and the **Regional Coordinator**.

## When should I contact the Regional Coordinator?

Regional Coordinators enrol and monitor your child's progress at SIDE. They should be contacted if:

- you have any concerns about your child
- contact details are changing
- you anticipate any planned absences
- there are unplanned absences
- there are any changes in your child's life that may impact upon their schooling
- you have any questions.

## How can I monitor my child's progress during the year?

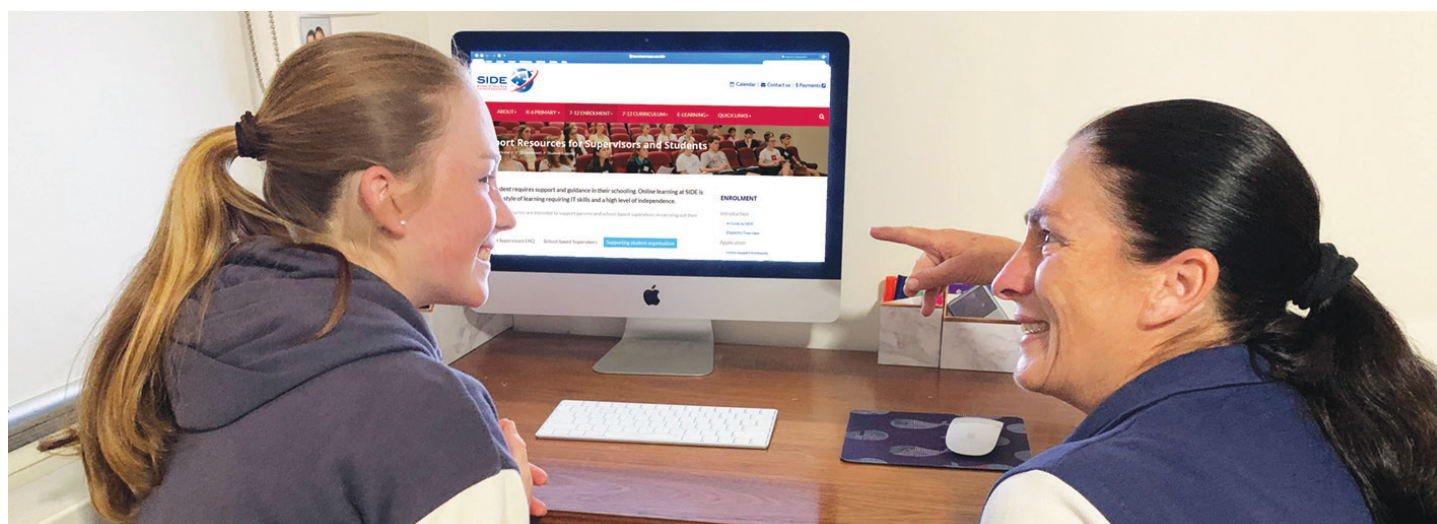
- **Parent Connect** is an excellent resource for parents. It provides access to information about your child's education, including, but not limited to:
  - your child's classes
  - assessment results for secondary subjects
  - Interim and Semester Reports.
- Familiarise yourself with Parent Connect as it provides communication to parents about the school.
- Contact the Regional Coordinator for a summary of progress in all subjects, if required.
- Be familiar with the Attendance policy and respond to teacher emails or letters of concern.
- Contact your child's teachers to discuss progress.
- Use the Due Dates Calendar to monitor that your child is submitting work to teachers via Moodle.

## What happens at the end of the year?

If your child is continuing at SIDE:

- Complete the re-enrolment forms for your child or inform the Regional Coordinator if your child is transferring to another school.
- Purchase the **Booklist items** for subjects and courses for the following year.

Return all kit, library resources and unused learning materials to SIDE.



# Requirements of an Onsite SIDE Supervisor

## Duty of Care

As the parent of a student at SIDE, it is essential to provide a supportive learning environment and maintain active communication with teachers and the school. This includes ensuring your child adheres to their study schedule, completes set tasks, and meets assessment deadlines. Parents are responsible for assisting their child in navigating technology, monitoring progress, and addressing any concerns with teachers or coordinators. It is vital that you maintain regular contact with the Regional Coordinator on any matters concerning your child such as absences, illness and delays with visit times.

Onsite SIDE Supervisor receives and responds to communication from SIDE staff in a timely manner. SIDE supervisors need to be regularly viewing their email accounts on weekdays over the school year.

## The SIDE Supervisor duties include:

Supervision of the student to complete set work.

- Assist student when they are unsure of the requirements of their academic studies.
- Assist student to complete and adhere to Due Dates Work composite calendar.
- Follow up if academic concerns are raised by SIDE staff.

## Invigilation

Invigilate timed of assessments – this requires the onsite SIDE Supervisor to:

- receive timed assessments by SIDE staff.
- negotiate with SIDE student a time to complete the task in keeping with the required due date.
- ensure the relevant assessments/documents are available for invigilation.
- invigilate the assessment according to the prescribed conditions.
- sign off that the assessment has been completed under the prescribed conditions.
- scan the assessment.
- email the assessment to the relevant SIDE teacher.
- ensure students are not able to have any part in the receipt /collection of timed assessments prior to their invigilation.

## External Supervisor for SIDE Enrolment Year 10

For students in Year 10, OLNA testing must be undertaken at set times over the year (See SIDE Calendar ).

*Parents are responsible for:*

- provision of a specialised supervisor as per the relevant or SCSA approved invigilators requirements.
- all costs associated with students sitting these externally supervised assessments, including supervision, room hire, return of the exams via courier/post etc are incurred by the parent.

## Supervisors for OLNA must meet the following restrictions:

- not be a relative or close friend
- be able to communicate in English
- be available to supervise the ESTs or Exams during the assessment week.

## Professions which may satisfy supervisor for OLNA include:

- Academic (post-secondary institution)
- Secondary School teacher
- Australian Consular Officer
- Diplomatic Officer OR Consular Officer
- Registered medical practitioner
- Nurse
- Justice of the Peace or Australian Diplomatic Officer

## NOTE:

- Further restrictions may apply depending on where students are residing.
- Overseas students are not able to access NAPLAN testing.

More information on the role of the Secondary SIDE Supervisor is available under **Secondary Supervisor Guides** on the SIDE website.