

SCHOOL OF ISOLATED AND DISTANCE EDUCATION



SCHOOL PARTNERSHIPS – SERVICE PROVISION

YEARS K – 12

**Established 2007
Revised October 2017**

Background

The School of Isolated and Distance Education (SIDE) enrolls approximately 500 home-based students and registers approximately 2000 students from schools, both public and non-government, across Western Australia. These schools work in partnership with SIDE to deliver educational programs.

SIDE's partner schools can be divided into the following categories:

Category 1: General partner schools

These schools comprise:

- a) primary aged languages students attending rural schools
- b) lower secondary students attending a district high school who register in one or two learning areas
- c) senior secondary students attending senior high schools, senior campuses, senior colleges, community colleges or agricultural colleges in the metropolitan area or country areas which register for one or more courses
- d) non-government school students attending schools in the metropolitan or country areas which register for one or more courses/subjects.

Category 2: Rural or remote partner schools

These schools comprise:

- a) Lower secondary students who register in a full or partial SIDE programs and are located at primary schools or remote community schools
- b) Senior secondary students attending rural district high schools who register for full time or partial SIDE programs
- c) Senior secondary students attending primary schools or remote community schools who register for full time or partial SIDE programs.

Category 3: Specialist partner schools (for schools with primary or secondary students with special circumstances)

Students from Category 1 or 2 schools who may register in a full or partial program as a result of a professional referral for:

- a) chronic medical conditions
- b) severe mental health conditions
- c) pregnant and parenting
- d) other special circumstances.

SIDE values its partnerships with schools and has developed these guidelines so all parties understand their roles and responsibilities.

Schools need to be conversant with the information contained in this document and understand that by registering students with SIDE they are agreeing to the requirements herein. General information and details specific to particular categories are available below.

Please note your school category listed above or contact SIDE if you are unsure.

The provision of curriculum by SIDE is based on a request from the partner school, that is, in response to school timetabling, sudden staffing issues, breadth of curriculum, student health issues etc.

Schools requiring SIDE support need to be aware of the following:

- **Diverse curriculum needs of students**

SIDE delivers a range of educational programs from K–12, including WACE courses and vocational and workplace programs to help schools meet the Department of Education (DOE) and School Curriculum and Standards Authority (SCSA) requirements regarding curriculum.

- **Online curriculum**

All SIDE courses are developed for online delivery. SIDE's web conferencing system, Saba, makes learning an engaging, interactive and collaborative activity with real-time lessons (and recorded lessons).

SIDE uses a secure, online learning management system (LMS), Moodle, consisting of individual courses accessible whenever required.

Print-only versions of programs are not available.

- **SIDE charges**

SIDE invoices the partner school for all learning area and course resource charges. The decision as to whether the non-government partner school or the family pays is a local decision.

The partner school is liable for the contribution and charges incurred for each student course registration. Issues surrounding collection from parents/caregivers is not a SIDE responsibility.

The partner school is responsible for collecting any charges and forwarding to SIDE.

- **Curriculum, assessment and reporting**

SIDE assumes the responsibility for curriculum delivery and compliance with assessment and reporting requirements. The partner school is required to support SIDE by supervising and monitoring student progress.

FORMING THE PARTNERSHIP

All categories:

Registration is subject to:

- the capacity of SIDE to deliver the educational program
- the partner school determining the level of access to SIDE that is appropriate for the school
- the Minister for Education or Director General of Education directives.

Special note: Category 1c (senior secondary schools, high schools and agricultural colleges partner schools)

- The Department of Education requires senior secondary schools, high schools and agricultural colleges to access SIDE senior secondary courses within their current student centred funding resourcing. Funding will be adjusted for the above schools to take into account the registration of students in Years 11 and 12 at SIDE. This is regarded as a re-adjustment to the school's FTE and it is administered by the Staff Recruitment & Employment Services directorate. All enquiries about this issue must be directed to the partner school's Regional Executive Director.

Registration	
Partner school	SIDE
<p>Category 1: General partner schools</p> <p>The partner school:</p> <ul style="list-style-type: none"> • administration arranges for requests for registration on behalf of the student requiring a course or courses (direct applications from individuals/families will not be considered) • allocates time for the SIDE learning program within the school timetable • principal endorses the registration of the students based on the counselling provided at the partner school • principal ensures that SIDE is provided with up-to-date reports on student achievement • ensures students have: <ul style="list-style-type: none"> - been correctly counselled into appropriate courses at the local school - the necessary pre-requisites to achieve success in the learning area or course - been made aware of the expectations of SIDE at the time of course selection <p>Government schools provide details of students to be registered with SIDE by following the online enrolment procedures through the <i>Student Online Enrolment Portal</i> (SOEP) - instructions are located on the SIDE website. Students are</p>	<ul style="list-style-type: none"> • publishes information about the programs on offer at SIDE • provides access to a SIDE student coordinator to advise on registration details • maintains and provides public school access to SOEP.

<p>registered on the external roll at SIDE but remain fully enrolled at the partner school</p> <p>Non-government schools register students via the <i>Non-government School Registration Form</i> – instructions are located on the SIDE website.</p>	
<p>Category 2: Rural and Remote Partner Schools</p> <p>The partner school:</p> <ul style="list-style-type: none"> • follows the same process as Category 1 schools • in addition, the partner school utilises SIDE student coordinators to assist with course counselling. 	<ul style="list-style-type: none"> • provides course counselling into appropriate courses/subjects • in partnership with the local school, assists in the provision of pastoral care for the students.
<p>Category 3: Specialist Partner Schools</p> <p>The partner school:</p> <ul style="list-style-type: none"> • ensures the student meets the Referral Program eligibility criteria as per SIDE website • manages student registration at SIDE on behalf of the student’s family • manages the Nationally Consistent Collection of Data on students with a disability • provides comprehensive supporting documentation as required, in addition to a discussion with a SIDE School Psychologist • actions enrolment of students after receiving confirmation from SIDE’s School Psychologists via one of the following: <ul style="list-style-type: none"> ○ the Student Online Enrolment Portal (SOEP) for secondary aged students ○ Non-Government School Registration Form for secondary aged students ○ accessing the SIDE primary school website for primary aged students. • retains the student on the Current Roll of their school and the student is then registered on SIDE’s External Roll 	<ul style="list-style-type: none"> • registers students in an appropriate learning program commensurate with student need as assessed by the school psychologist in consultation, where required, with the deputy principal
<p>All categories</p> <p>SCSA requirements for senior school students</p> <p>As the SCSA only accepts one set of registration details per student, partner schools are responsible for:</p> <ul style="list-style-type: none"> • ensuring their students are registered (SRGDG) with the SCSA via SIRS • providing SIDE with each student’s details, including the SCSA number to enable the 	<ul style="list-style-type: none"> • uploads student course enrolment data to the SCSA • enters student achievement data from partner schools to DOE’s reporting to parents program • SIDE will provide other schools with relevant course and assessment outlines and task reports at the point of transfer.

<p>submission of student assessment data for certification purposes.</p> <ul style="list-style-type: none"> • if registering a student already enrolled in a SCSA course, the partner school withdraws the student from the combined pair of units. • as a matter of priority, course and assessment outlines and task reports/results should be forwarded to the SIDE student coordinator at the point of enrolment. This will enable a smooth transition for the student. 	
---	--

DURING THE PARTNERSHIP

Learning environment	
-----------------------------	--

Partner school	SIDE
<p>Category 1: General partner schools Category 2: Rural and remote partner schools Category 3: Specialist partner schools (as appropriate)</p> <p>The partner school:</p> <ul style="list-style-type: none"> • appoints a school based supervisor (see appendix one) • supervises students at all times in a designated, quiet working area • enables students to be accessible for telephone calls and scheduled online lessons • provides a suitable level of access to a computer and Internet to allow the student to use the Moodle • supervises students' Internet access as per DOE, partner school and SIDE policy and procedures • implements a flexible timetable for students who are timetabled to attend Saba classroom lessons • provides each student with the technology required to participate in SIDE learning programs • provides access to the school's technical support staff during the setting up of the virtual classrooms • provides concessions in terms of student download limits and printing quotas • provides access during school hours to a school phone, fax and email facilities for students and the school-based supervisor • ensures that parents/caregivers and students are aware that they may need to purchase textbooks and other equipment for some 	<ul style="list-style-type: none"> • ensures the delivery of an approved learning program for students through regular Saba classroom lessons and Moodle • teachers record Saba classroom lessons to enable students to review and revise the skills and content • provides relevant resources • teachers monitor the behaviour of students within the online learning environments • teachers notify the partner school of any changes to the delivery timetable for lessons • teachers guide student learning by providing meaningful and timely feedback to students • applies the lower and senior secondary school assessment policies that are located on the SIDE website • teachers check and report on student progress to parents/caregivers and the school supervisor • teachers provide feedback and advice to students on how to plan for and manage their work schedules and revision programs • provides technical support for the installation of the software required for online synchronous and asynchronous delivery • refers schools with technical issues to appropriate DOE technical support • teachers develop and implement documented plans for students with learning disabilities.

<p>courses and that these requirements are listed on the SIDE website</p> <ul style="list-style-type: none"> • provides an Education Assistant to work with a special needs student onsite at the school • manages the Nationally Consistent Collection of Data process for identified students. 	
Examinations (senior secondary courses)	
Partner school	SIDE
<p>All partner school categories</p> <p>The partner school:</p> <ul style="list-style-type: none"> • conducts examinations at the time specified by SIDE and ensures students are supervised in accordance with SIDE instructions • returns completed examinations to SIDE as per the timeline and instructions provided in the examination package. 	<ul style="list-style-type: none"> • dispatches examinations to the nominated exam supervisor (through the Principal).
Contact	
Partner school	SIDE
<p>Category 1: General partner schools Category 2: Rural and remote partner schools Category 3: Specialist partner schools (as appropriate)</p> <p>The partner school:</p> <ul style="list-style-type: none"> • ensures office staff are aware of students' locations and extension numbers so that students can be contacted through the school reception • pre-arranges visits to SIDE in liaison with the SIDE student coordinator so that students can meet with their teachers e.g. during country week, camps, local day trip. 	<ul style="list-style-type: none"> • uses electronic means of communication as the first means of contact wherever possible • records all contact on the SIDE Contact and Interventions Logging System (SCILS).
Wellbeing, protection and safety	
Partner school	SIDE
<p>All partner school categories</p> <p>The partner school:</p> <ul style="list-style-type: none"> • assumes full duty of care responsibilities according to relevant DOE policies • ensures students are familiar with the SIDE online services agreement that is located on the SIDE website. 	<ul style="list-style-type: none"> • in accordance with the DOE policy, SIDE will collect relevant personal information from parents/care-givers and students relating to the wellbeing, child protection and safety of the student. Where necessary, this information may be passed on to the partner school or on to agencies as required by DOE policy. • takes all reasonable precautions to ensure student safety when working at SIDE or in its online learning environments.

Student attendance	
Partner school	SIDE
<p>Category 1: General partner schools Category 2: Rural and remote partner schools</p> <p>The partner school:</p> <ul style="list-style-type: none"> • monitors and manages student attendance • works with SIDE to resolve attendance issues • withdraws student after four weeks of non-attendance • monitors and adheres to SCSA timelines for senior school course registration and will contact SIDE student coordinators to discuss issues of concern • re-registers students at SIDE when attendance issues are resolved. 	<ul style="list-style-type: none"> • monitors student attendance in accordance with SIDE Attendance Policy • teachers document attendance issues in Student Contact and Information Log System (SCILS) and informs student services of inactivity • SIDE student coordinators communicate with partner schools and monitor inactivity over a 3 week period and emails the partner school to confirm non-attendance • SIDE student coordinators will contact partner school to discuss withdrawing a student from SIDE after four weeks of non-attendance.
<p>Category 3: Specialist Partner Schools</p> <p>The partner school:</p> <ul style="list-style-type: none"> • advises parents/caregivers that SIDE is not considered to be a long term alternative to regular schooling. It is expected that the student will return to a mainstream school or an alternative educational program within a set period of time • students will remain on the partner school current roll and can be recorded as 'E' indicating involvement in an educational program. <p>Review of referral placement at SIDE</p> <ul style="list-style-type: none"> • Student progress and engagement will be reviewed on a regular basis. <ul style="list-style-type: none"> ○ for primary students it is the responsibility of the partner school to develop and manage a gradual reintegration plan for a successful return to the partner school ○ for secondary students a gradual reintegration plan for a successful return to the partner school will be devised after meetings with stakeholders ○ if the student has not completed sufficient school work and is not engaging in the learning program at SIDE, the placement may be withdrawn. The student will be removed from SIDE's External Roll - the 	<ul style="list-style-type: none"> • where possible, provides weekly access for secondary students in the metropolitan area to attend SIDE • provides specialist School Psychologists to assist with development of a reintegration plan for secondary aged students.

parent/caregiver and the partner school informed.	
Reporting to Parents	
Partner school	SIDE
<p>All partner school categories</p> <ul style="list-style-type: none"> • ensures that all parent email and postal addresses provided to SIDE are correct and updated as they are changed. • partner government schools will be able to access student reports from RTP via View Generated Reports. 	<ul style="list-style-type: none"> • provides parents/caregivers of secondary aged students with an interim report at the end of Term 1 - a copy is provided to the partner school • provides parents/caregivers of secondary students with end of semester reports at the end of Terms 2 and 4. This is provided via a hyperlink that is embedded in an email to parents/caregivers <ul style="list-style-type: none"> ○ Parents/caregivers who are unable to access the reports via the hyperlink may contact SIDE for a hard-copy • uploads results via SIRS to the SCSSA for the SIDE registered senior secondary courses • emails non-government schools a copy of the school reports.
<p>Category 3: Specialist partner schools</p> <ul style="list-style-type: none"> • When a student is enrolled in the SIDE referral program for more than a term, partner schools are requested to remove the student from the Reporting to Parents (RTP) database to avoid clashes. 	<ul style="list-style-type: none"> • When a student is enrolled in the SIDE referral program for more than a term, SIDE will be responsible for reporting achievement to parents.
Privacy	
	<ul style="list-style-type: none"> • SIDE collects information for the purpose of school registration. Some of this information may be passed on to other State and Commonwealth agencies • personal information will not be disclosed to any other third party without consent, unless authorised or required by law.

CONCLUDING THE PARTNERSHIP

Withdrawal	
Partner school	SIDE
<p>All partner school categories</p> <ul style="list-style-type: none"> • students may not cancel their registration with SIDE without the permission of their partner school's principal • parents address any request for withdrawing the registration to the principal of the partner school • the partner school emails details of students who should be withdrawn to the SIDE student coordinator • the partner schools consults with the SIDE student coordinator to determine which school will provide parents/caregivers with the student's report. 	<ul style="list-style-type: none"> • follows partner school requests to withdraw a student by withdrawing senior secondary students from the SCSA and uploading any completed units/courses to the SCSA • provides lower secondary achievement data on request from partner school • provides school reports, if required, during regular reporting periods.

Appendix One

ROLE OF THE SCHOOL BASED SUPERVISOR

Schools with SIDE enrolments support students undertaking SIDE study. This expectation includes having a supervisor assigned with **sufficient time** to fully support students. Supervisors are usually teachers or education assistants but may be any other suitably qualified community member.

<p>Start of the year</p>	<p>The supervisor should:</p> <ul style="list-style-type: none"> • contact the relevant SIDE student coordinator to discuss any enrolments and withdrawals • explore the SIDE website <i>www.side.wa.edu.au</i> and become familiar with information • support students to understand the requirements of SIDE's assessment and attendance policies available on the website • assist students to get started in Moodle and Saba classroom lessons, troubleshoot minor technical problems and refer to help sheets on the website • become familiar with the ICT resources required to support students • help students to organise timetable/materials etc. • help students to manage their course/subject calendars.
<p>SIDE teachers and specialist staff can guide students/supervisors in connecting to and using the online technologies. However, technical support is the responsibility of the partner school. Please be advised that SIDE cannot support SOE4 schools with technical support issues.</p>	
<p>Throughout the year</p>	<p>The supervisor should:</p> <ul style="list-style-type: none"> • actively supervise and support students to attend Saba classroom lessons and help them to effectively utilise Moodle classrooms • collaborate with SIDE's student coordinators • consult with SIDE teachers where appropriate • foster independent learning skills for students • monitor student progress • organise student visits to SIDE where appropriate • discuss any changes to a student's program with the allocated SIDE student coordinator • advise SIDE of all student subject /course and details of home contact changes • implement appropriate processes when deadlines are not met by students • discuss with the SIDE student coordinator any issues that impact on student performance.
<p>End of the year</p>	<p>The supervisor should:</p> <ul style="list-style-type: none"> • liaise with school administration to determine SIDE enrolments for the next school year • submit enrolments through the Department of Education Portal SIDE Online Enrolment Application (government schools only). • ensure that students purchase the required textbooks/materials and return all kits, library resources and unused learning materials to SIDE.