Distance Education Policy

The College's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the NSW Education Standards Authority.

How does Distance Education work at GOAL College?

1. The College employs core (mentor) teachers who are responsible for delivering curriculum to a class of approximately 20 students, and across most subjects in the Year 11 and 12 HSC program offered at our school. These core teachers also monitor the students' work placements, personal and career development, mental and physical health, and vocational studies.
2. The core teacher and specialist teachers (English) will be dedicated to their own distance education classes. They are not simultaneously teaching in a regular classroom while working with distance students.
3. Students will be in contact online with their teachers and fellow distance education students each day. They will participate in online facilitated discussions and group work as well as class learning and individual work sessions.
4. All course work at GOAL College is computer and technology based. All students are provided with a school Chromebook and email address.
5. Google classroom, Google hangout, Zoom and other interactive tools are used to facilitate interactive teaching and active learning, including group work online.
6. Compulsory in-person sessions allow students to participate in educational, sporting, community and social experiences to supplement distance learning, and to allow them to get to know each other in person.

Requirements for Enrolment

Further to the College's Enrolment Policy:

1. An enrolment interview to assess mutual suitability and expectations of the distance program, the school, the student and the family
2. Evidence of a residential address in NSW (a post office box is not acceptable)
3. Parent/carer confirmation that the home learning environment is suitable for effective distance education provision
4. A declaration by the parent/carer that they recognise their roles and responsibilities in the student's education
5. An undertaking by the parent/carer to provide and maintain an agreed mode of communication between themselves and the distance education school for the duration of the enrolment
6. Acceptance of the parent/carer to perform the role of supervisor during the period of enrolment, and carry out the supervisor responsibilities listed below.

At Home Supervisor / Parent Responsibilities

1. Liaising with the College about the program of learning that will be provided for the student and the scheduling of the student's and home supervisor's time for engaging in schoolwork and the completion of set tasks

2. Supporting and encouraging the student through assistance with locating materials and resources needed for lessons, development of a timetable for work, provision of a suitable workplace and basic equipment
3. Ensuring that the student follows the course developed by the College and addresses, with diligence and sustained effort, the set tasks and experiences provided by the school
4. Providing advice about illnesses or absences that have affected the student's ability to complete activities
5. Supervising examinations and assessment tasks, as required by the College from time to time.
6. If a family decides to employ a tutor or other supervisor in their home, they must check that this person has a valid working with children's check and police clearance in advance of employing them in that role.
7. Ensuring that the student has access to a strong and reliable internet connection.
8. Overseeing the students use of the computers provided by the school.

Supervision of Exams

1. All students are required to comply with NESA rules for supervision of HSC Exams.
2. Students based in greater Sydney are required to attend one of our Campuses and complete HSC exams with the rest of the year 12 cohort.
3. Students in rural and regional areas, or overseas at the time of exams will be required to advise NESA and to complete the exams at a local high school, or at a NESA approved venue. The school will assist parents with the process of application.
4. For in class formal assessments and trial exams students will be supervised online by their core or specialist teacher.

Student Safety

All staff employed by GOAL College must have a valid Working with Children's Check. All staff, including teachers, counsellors, support staff and administrative staff must sign and abide by the College Child Protection Policy and Staff Code of Conduct.

All online sessions are able to be monitored remotely by senior staff at all times.

Teachers and staff of the College will not visit students in their homes as part of the distance education program offered at GOAL College. Students and parents will be required to attend interviews either in person in Sydney, or via a suitable and agreed online video conferencing method.

For In-person **sessions** the following safety measures are also applied.

1. Students will be housed separately by gender and there will be both male and female staff available on site during the day and overnight.
2. Core teachers will be supported by at least one other staff member during all in-person teaching sessions.

3. All staff on site will be trained in first aid, and medical supplies will be available for administration of first aid.
4. Parents and guardians will have direct access to staff onsite through email and mobile phones.
5. All physical activities will be subject to a risk assessment in advance and parents and guardians' permission in writing is required for all high risk activities.
6. The full program of the in-person sessions will be distributed in advance to all students and parents
7. Any venues used for in-person courses will be secure and safe and also subject to a full risk assessment prior to being used. Any building staff who are in contact with GOAL students must also have a valid WWCC.
8. Students will be encouraged to keep in regular contact with families while they are on in-person courses.
9. Drop off and pick up times will be strictly monitored to ensure all students are safely delivered and collected from in-person courses.
10. The College has comprehensive accident insurance in place for staff and students.

Document access

Documents and policies related to the following are made available to parents and students via the College intranet (Sentral).

- Enrolment policies
- Student welfare policies
- Communication mechanisms and processes for handling complaints
- Learning and social support services provided for students
- Assessment policies and procedures

The school enrolment, welfare, complaints, fees and assessment and policies are provided to parents prior on enrolment, and the enrolments policy, student fees policy, child protection policy, student wellbeing policy, discipline policy, anti-discrimination, harassment and bullying policy, reporting concerns and complaints policy, privacy policy and whistleblower policy are all available on the College website.

Student welfare is a focus at the school and all students have access to a qualified counsellor as well as teacher's aides as needed, and individual support from their core (mentor) teacher.

Attendance

All distance education students must attend scheduled classes and in-person sessions in order to meet the requirements of the preliminary and HSC courses.

Teachers will follow the attendance protocols and procedures outlined in the College Attendance policy. Teachers aides are not typically available to Distance students but all other elements of the school operation to support and monitor attendance will apply equally to distance students.

Roles and Responsibilities

Enrolment process	Enrolment officer
Enrolment decisions	Senior staff completing interviews
Learning and Assessment	Core and specialist teachers
Wellbeing	Core teacher and school counsellor
Learning Support	Core teacher and teacher's aide
Finance management and payments	Finance officer
Interschool sport opportunities	Core teacher and sports coordinator
In-Person sessions management	Deputy principal and core teacher
Policy development	Principal
Family liaison	Core teacher and college admin staff
NESA enrolment management	Head of Student Admin