



Language Enrolment: Information for Schools

The following information is intended for Principals and Supervisors whose students currently learn a language with Cairns School of Distance Education and for those who wish to enrol their student/s for 2024.

Who can enrol?

Languages are a highly valued curriculum area at Cairns School of Distance Education. In addition to full-time distance education students, we deliver language courses to:

- classes of students at schools that do not have a language teacher
- school based students who are unable to continue to study the language of their choice at the level they require.

Mandatory and elective language courses

The study of a language is mandatory for students in Years 5 to 8 at EQ schools. In Years 9 to 12 students may choose to study a language. The time requirement, lesson length and amount of independent study for students at Cairns SDE in each year level are as follows:

Mandatory Years Language Study	
Years 5 & 6	1 x 1 hour lesson is provided. Work is required to be returned to Cairns SDE for assessment.
Years 7 & 8	2 x 1 hour lessons are provided. Homework may be required.
Elective Years Language Study	
Years 9 - 12	2 x 1 hour lessons are provided. A minimum of one hour per week independent study to complete tasks and assessments in accordance with the Work Rate Calendar.

Upon enrolment, school supervisors and students will be contacted by their language teachers, informed of lesson times and how to access lessons.



Language Choices

Cairns SDE offers the following KLA language courses in 2024:

Chinese	Years 5 - 12
French	Years 5 - 12
German	Years 5 - 12
Japanese	Years 5 - 12
Indonesian	Years 5 - 12
Italian	Years 5 - 12
Spanish	Years 7 - 12
Chinese Extension	Year 12 only – enrolment in Year 12 Chinese required

Delivery mode requirements

Cairns SDE language courses are delivered via QLearn online platform. It is essential that students have access to a computer with internet access, a telephone and headphones with microphones.

The delivery mode used for school based language classes is negotiated between Cairns SDE and base schools. The mode of lesson delivery can be determined by the number of students in the class and the base school's technological capacity.

Role and responsibilities of the base school

Base schools are required to provide students with access to a computer with internet, email access, a microphone with earphones and a suitable space to participate in lessons and complete independent studies. Students must also have active adult supervision at all times. This is to monitor student behaviour and to ensure that students have support to assist them with accessing their lessons, course documents, assessment tasks, feedback and academic reports.

Course materials

When a school enrolls a class of students, schools will be provided with copies of course materials that students are unable to access digitally. It is the responsibility of schools to photocopy materials for each student before the required lessons.

Work Rate Calendars, Work Returns and Assessment Supervisions

Students and school supervisors will be provided with a Work Rate Calendar (WRC) at the beginning of each semester. The purpose of the WRC is to provide information regarding work that students are required to complete, dates for work returns, assessment and other events.

For our language teachers to monitor student progress, students are expected to return work to their teacher as required per Work Rate Calendar. They are also expected to complete assessment in each term under supervision of school based supervisors. Students are able to access work and complete all work returns and assessment digitally.



Enrolments

School principals can enrol their students in a Cairns SDE language course by submitting the attached School Based Expression of Interest Form to schoolbasedenrolments@cairnssde.eq.edu.au.

To avoid having to complete an enrolment form for each student, schools can extract the Student Details page from OneSchool and attach relevant information to the Class Group Enrolment Form which can be found on the Cairns SDE [website](http://www.cairnssde.eq.edu.au).

Base schools also need to notify Cairns SDE should a student change subject, change year level of study or finalise from the base school and/or Cairns SDE. An email from school based supervisor with Principal approval to schoolbasedenrolments@cairnssde.eq.edu.au will serve this purpose.

Semester reports

All enrolled students receive a Semester 1 and Semester 2 report from Cairns SDE. Please note that all language reports are entered in Cairns SDE's OneSchool, not the base school's OneSchool. The reports will be emailed to school based supervisors to be distributed to the parents.

Semester 1 reports are issued in Week 3 of Term 3. Semester 2 reports are issued at the end of Semester 2.

Contact and enquiries

For any Chinese, Indonesian and Italian Curriculum (Years 5-12) related enquiries, contact David Zhang, dzhan12@eq.edu.au.

For any French, German, Japanese and Spanish Curriculum (Years 5-12) related enquiries, contact Anna Ludwigs, aludw22@eq.edu.au.

For enrolments, subject and year level variations or cancellation of enrolment enquiries, please email schoolbasedenrolments@cairnssde.eq.edu.au.

2024 Languages enrolments and timetables

Cairns SDE is committed to support all schools to offer desired languages learning to students without complicating the base school timetable.

If your school would like to begin or to continue enrolling language students with Cairns School of Distance Education, please complete the 2024 School Based Expression of Interest Form.

This form will give the base school an opportunity to indicate desired lesson times and predicted numbers for 2024. This will assist Cairns School of Distance Education to collate 2024 timetables and teacher allocation.