



# Cairns School of Distance Education

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Dear Parent/Carer,

I am writing to inform you of our school's delivery of learning materials to our students. In particular I want to update you regarding our school's [Learning Delivery Model/print policy](#).

The policy explains the background and context of our decision to facilitate digital learning across the curriculum. The intention of this policy is two-fold:

1. Delivery of the learning materials in the most suitable mode for you:
  - Blackboard (most up-to-date and interactive mode)
  - DVD mi-Stick ([digital mode](#)) (DVD/CD drive is essential)
  - Paper based
2. Our registration with Eco schools [http://www.eco-schools.org.au/](http://www.eco-schools.org.au) underpins our philosophy in reduce, reuse, recycle and renew – essentially reducing waste where possible.

Many of our learning materials are now digital. All of the Year 1 – 10 C2C materials were developed for digital delivery and many of our senior student programs are fully digital. We still have many uses for paper resources, whether they are handwriting books for early years students or textbooks for the other grades.

What does this mean for my child?

Online C2C and/or CLC materials are available electronically in Blackboard at this link <http://elearn.eq.edu.au> accessible via the internet.

In addition to online access, all students receive electronic versions of the materials on miStick/disc to enable offline access.

If a student wants printed resources, their home tutor may request these in writing. Please complete the **2017 Print Request form** **and submit it as soon as possible**.

These requests will be forwarded to the Principal for consideration. If your request is approved, the following will occur:

- Years Prep – 3 will receive colour printing for handwriting/activity booklets or starter kits. (Guides and teaching resources will not be in colour)
- Years 4 – 10 will receive printed black and white resources.
- Years 11 – 12 don't receive C2C or CLC materials, and our school policy is to use digital methods where possible - including discs and online text and reference books for any subjects.

**\*\* Please note: This does not apply to subjects offered entirely online as no physical resource exists.**

As you may appreciate, there is a substantial workload in preparing printed materials. If you do anticipate needing printed materials, we would appreciate your request in writing **as soon as possible** so there is no delay or disruption to learning.

Yours sincerely

Andrew Oliver  
Principal