



How Cairns SDE works

Cairns SDE is a Queensland state school and in many ways, we are like any other school. We have Sports Days, Awards Nights, School Camps and we offer similar subjects and programs - we just do things differently to meet the needs of the students and families in our diverse school community.

If you are considering enrolling at Cairns SDE or have just enrolled, this information is intended to give you an introduction to how Cairns SDE works.

If you are a new enrolment: your Contact Teacher would have been in contact with you and directed you to this information. Once you have read all of this information and have received an email from your Contact Teacher, your Contact teacher will contact you again to help get you started.

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1. Home Tutor Role

When a student enrolls at Cairns SDE, a Home Tutor is required. In most cases, the Home Tutor is the child's parent. The role of Home Tutor varies, depending on the age of the student. As children move through each year and move towards becoming independent learners, the role of Home Tutor becomes one of support rather than teaching.

2. Communication

Regular communication between students, Home Tutors and teachers is vital in distance education. Students' opportunities to succeed and our ability to provide flexible learning programs is dependent upon clear and open communication.

3. Cairns SDE Website <https://cairnssde.eq.edu.au/>

It is important that students and Home tutors visit the school website regularly as this is where you can find information including news, teacher absences and the school calendar.

At the bottom of the page are 'Quicklinks'. Students use these buttons to access email, course materials and online/telephone sessions.

Quicklinks

 Getting Started with CSDE	 iConnect (Collaborate)	 Eco-Schools Australia
 Digital Resources	 eLearn Blackboard	 Great Results Guarantee (PDF, 287 KB)
 Download the QSchools app	 Outlook Webmail	 Great Results Guarantee Cairns SDE Snapshot Report (PDF, 292 KB)
	 Learning Place	

4. Email, MIS login and password

It is impossible to do distance education without email. When students enrol, they get a MIS log in and password. To use some of the Quicklink buttons on the school website and to access your email account, you will need your school **login** and **password**. Your Contact Teacher will be able to provide you with your log in and password (you will likely be asked to change your password when you first log in).

5. Contact Teacher

All full-time students have a Contact Teacher. Your Contact Teacher will be the first person to contact you once you've enrolled. Your Contact Teacher is always the first person to contact. Your Contact Teacher will also negotiate a time to contact you each fortnight. The Contact Teachers in Years 7 - 10 are not always a student's subject teacher, however, students in Years 7 - 10 have a Roll Class lesson with their Contact Teacher each week.

6. Years 7 – 10 Roll Class lessons – GROWTH Pastoral Care Program

Students in Years 7 -10 have a ½ hour scheduled lesson with their Contact Teacher each week. It is important that students attend these lessons as they are used to deliver our GROWTH Pastoral Care Program.

GROWTH is:

- **G**etting to know yourself (Social, behavioural and emotional development)
- **R**eflection and goal setting
- **O**rganisation
- **W**ork habits
- **T**hinking about your future (Career planning/SET Planning - Year 10 -12 students)
- **H**abits of Mind

7. Subjects, Timetables

Students choose their subjects when they enrol. Once all fees have been paid and you are made active in our system, your Contact Teacher will phone or email you. Your Contact Teacher will email a copy of your OneSchool timetable. You will notice that you don't have scheduled lessons all day each day. However, students are required to complete approximately 25 hours of schooling each week. Therefore, you will need to create a timetable that includes your timetabled lessons **and** blocks of time for you to complete independent study for each subject. Your Contact Teacher can email you a template to use to create your own timetable and teacher contact details.

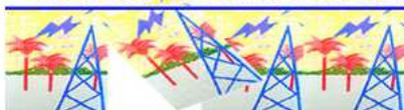
8. Teachers

Once you have enrolled, have been contacted by your Contact Teacher and are ready to get started, your Contact Teacher will let your other teachers know when you are ready to get started. Your teachers will contact you and provide specific information about each subject - lessons, time requirements etc. They will also provide you with their contact details (phone no, email, conference codes, Collaborate session names etc). Subject teachers will also provide you with a Work Rate Calendar.

9. Work Rate Calendars

Work Rate Calendars (WRCs) are very important because apart from attending lessons, students are also required to complete independent study for each subject. WRCs show the units students should be working on and the dates that work returns need to be sent to the teacher for correction and feedback. Work returns are also important because attendance at distance education is measured by work return. Teachers need to receive work returns as per the WRC to be able to provide feedback on progress and as evidence that students are engaged in their study program.

Cairns School of Distance Education
2015 Work Rate Calendar – Semester 1



Year Level: 8
 Subject: English

WEEK	BEGINNING	UNIT	WORK TO BE COMPLETED	WORK TO BE SENT BY END OF WEEK
1	26/01/15	Unit 1: Representations in news media	Lessons 1 - 3	26/01/15 Australia Day
2	02/02/15		4 - 7	Sheet 8 - Text structures and language features
3	09/02/15		8 - 11	Sheet 14 - Reading record Monitoring Task Plan/Draft
4	16/02/15		12 - 13	Monitoring Task – Multimodal presentation
5	23/02/15	Unit 2: Imaginative response to teen	Lessons 1 - 2	Cairns Cluster STUDY DAYS (Mon-Tues) Mareeba/Tablelands Cluster STUDY DAYS (Thurs – Fri)

10. Lessons

Students are encouraged to attend the lessons on their OneSchool timetable as these lessons are greatly beneficial to learning. Students also have access to weekly tutorials for each subject. Your teachers will provide you with tutorial times. Teachers can also provide you with links to recordings of lessons if you are unable to attend.

Teachers deliver lessons using **iConnect/Collaborate** (<http://iconnect.eq.edu.au>)

Students log in to a lesson by clicking on the iConnect (Collaborate) button under Quicklinks on the school website. Your Contact Teacher will help you with logging in and your teachers will provide you with their Collaborate session name and password.

If you have any problems accessing Collaborate sessions, refer to the following help page - <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&questionID=1473&task=knowledge>

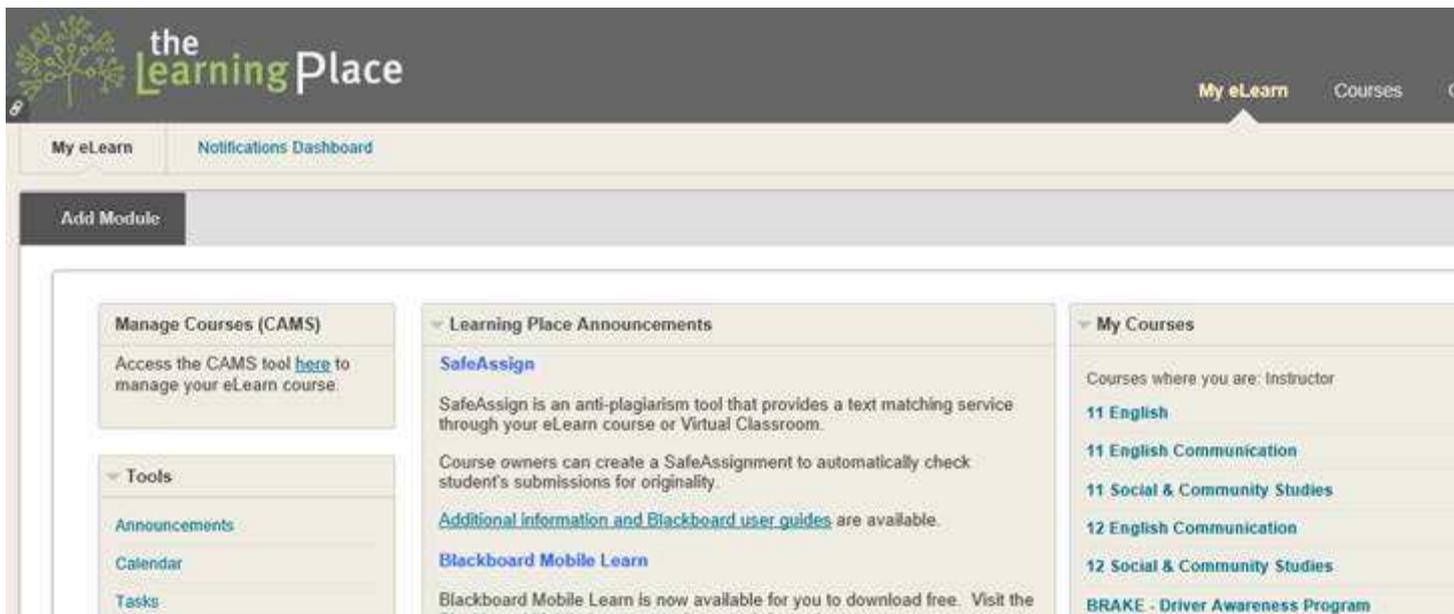
If you have poor internet connections or no microphone attached to your computer/headset, you may need to telephone in to hear the audio and participate in sessions. To phone in, call **1800141220** and use the teleconference code which will be provided by each of your teachers.

11. Materials, Resources

Once fees have been paid and a student has been made active in our system, the Curriculum Room will send the materials required for each subject. Subject teachers will check with you to make sure that you have everything you need.

12. eLearn (also referred to as 'Blackboard') <http://elearn.eq.edu.au>

This is where course materials and other documents are stored for each subject (sometimes called 'Blackboard courses'). Your teachers will enrol you in their Blackboard course. Go to **'My Courses'** to see the courses you are enrolled in.



13. School Space

Students need to set up a school space - a tidy and well organised space that is relatively quiet. Your school space should be comfortable with everything you need close at hand. You might have a desk and a pin board or a filing cabinet – it is up to you!

If you are already enrolled and your Contact Teacher has been in contact with you, try accessing some of the links on the website and getting your email account up and running. Your Contact Teacher will be able to help answer any questions you might have.

If you wish to enrol at Cairns SDE, please go to the Enrolments tab on the school website.

14. Field Program

There are several field program activities throughout the year that give students the opportunity to meet their teachers and classmates face-to-face. Some field activities are held at school while others are held at various locations across the region. Field activities are offered each term:

- Term 1: Study Days
- Term 2: Annual School Camp, Cultural and Wellbeing Day and Sports Day
- Term 3: P-12 Mini Schools
- Term 4: Celebration Week – Bush Kids R Water Smart Swimming Program, Presentation Evening, Art Show and Break-up Day.

You can find out about upcoming field activities on the events calendar on the school website. Your contact teacher will also remind you when field activities are coming up.