

Carnarvon School of the Air

INFORMATION BOOKLET



INTRODUCTION:

Welcome to Carnarvon School of the Air. We hope your time with us will be educationally rewarding for your children and personally fulfilling in your role as Home Tutor.

Our school offers a unique programme that is a partnership between the school's professional teaching staff and you and your children. Your commitment to your children's education is essential for their success and we will endeavour to provide all the support possible to achieve an excellent education.

We provide high quality correspondence curriculum materials and, where necessary, adapt them to individual circumstances. Teachers support the materials with lessons broadcast by Satellite delivery (CENTRA). Through these lessons we bring the school teacher together with a group of widely separated and remote students and create a "Virtual Classroom".

Carnarvon School of the Air is unique in Australia in that all teaching staff not only provide the base support but also conduct their own home visits to provide on-site support to students.

The close relationship that has developed between teachers, Home Tutors and students is a feature of our school. Welcome to the beginning of your partnership with Carnarvon School of the Air.

SCHOOLS OF THE AIR

A School of the Air exists to help primary-aged children who are not near enough to a school or bus route to get an education. In Western Australia these schools have been open for over thirty years.

We teach students from K to year 7. Their backgrounds vary from those who have done all their school by CENTRA and/or correspondence, to those who have come from a regular school system. Home tutors are usually Mum or a governess.

Most live within a radius of 500 kilometres, with the closest family about 90 km from Carnarvon. We broadcast approximately 450 km to the east and 500 km to the south. Most of our families live on stations. Several families work with sheep or cattle; some are kangaroo shooters while others live at caravan parks, settlements or roadhouses. Some are involved in the tourism industry and live on the beautiful NW coral coast.

The written courses are the foundation of the children's education. The material is organised by this school into fortnightly sets and is sent to the children in regular despatches.

Three full-time teachers conduct daily CENTRA lessons and mark the children's written work. Teachers visit the children at home usually three times a year to work with the children in both academic and non academic areas. The teacher also assists the home tutor with any problems that they may have.

Meeting of teachers and home tutors are held regularly to explain activities and help with general problems ('on air', telephone, seminars, camps). Because of the importance of the school tasks, every effort is made to develop a close and co-operative relationship between the home tutor and teacher.

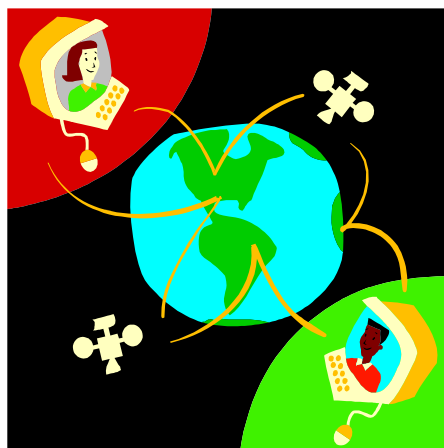
Fortnightly completed sets are mailed back to the school, to the child and home tutor.

CENTRA

CENTRA is the computer and satellite based delivery of lessons from the School of the Air teachers to their students. Student sites are provided with the equipment such as satellite dishes, modems, computers and printers needed by the students to communicate with their teachers and school in Carnarvon. This is used by the students in regular school lessons as well as Music and LOTE (Language other than English). Parents also tap into the CENTRA resources with P&C meetings, whole school assemblies and information sessions.

Students have a 30 - 45 minute lesson with their class teacher each day Monday to Thursday. The lessons are the time where students share news, do work with their teacher and discuss any problems. We call these the 'On Air' lessons, a carry over from the old days of HF radio. Students in Year 3 - 7 have LOTE lessons with their Japanese teachers based in Perth and Friday is set aside as the Music day with our music teacher Mr Stuart Wall.

Carnarvon SOTA also joins together approximately three times every term in an assembly, run by a different class or classes each time where students present special items, merit awards are presented and the Principal gives a principal's report.





3. HOW IT ALL WORKS

- (i) You will receive a **CENTRA Timetable** which tells your child when he/she is on air. A **Term Planner** from your teacher tells you what subjects will be covered each day in the term and what items are required for each lesson. These subjects are mostly completed on-air with some follow-up work usually necessary. Each child should have an **Air Lesson File** into which they place air lesson worksheets and booklets. A copy of the term planner and spare paper for notes is also advisable. Air work is returned each fortnight with the set work. Other correspondence materials, mostly language and maths sets booklets, are always returned fortnightly. Your teacher will also advise if there are any changes to a programme - this is usually announced on air also. As a new home tutor, it is advisable to be with your child when he/she is on air. Most home tutors remain with the younger ones for all air lessons. On air punctuality is most important as time is limited. Thorough organisation for the air lessons is also essential and all necessary materials need to be readily available during the CENTRA broadcast.
- Set Work** is the work that your child completes at home with you. It is set out in daily activities. Language and Maths are done from booklets commonly known as 'sets'. There are usually sixteen to seventeen per year, each lasting a fortnight. Air lessons compliment and reinforce the language sets. Your teacher will sometimes alter the programme to suit special circumstances or local events. The fortnightly programme is set out in days with provision for evaluation and revision. ***IT IS ESSENTIAL THAT WORK IS MAILED OR BROUGHT TO TOWN AS SOON AS POSSIBLE AFTER COMPLETION SO THAT THE MARKING AND FEEDBACK FROM TEACHERS CAN BE RELEVANT AND TIMELY.*** (As each child is different and their abilities vary,

staff will assess each child and provide a programme best suited to that child's needs. It may be the standard set work, it may be modified set work or it may be a completely individual programme, either for extension or remediation. The information printed here about set work is the standard procedure for a capable student working at their Year level.)

- (ii) Set work is returned fortnightly, together with a **Home Tutor's Report**, which tells the teacher how the child managed for the particular set. The Principal will read as many Set Reports as possible before despatch. Children are also expected to write a short **letter to their teacher** with each set return. Your mail is sent Tuesday each week or by private arrangement. Semester **despatches** are mailed or collected when you are in town. There is always plenty of notice for these collections and often they coincide with camps. (Again, this may vary if your child is on a special programme. We are also trying to reduce the volume of material sent out in individual despatches - however, general despatch, maths kits etc will still occur twice a year.)
- (iii) The child's **marked work and Home tutor's report** are returned by the same route. Every effort is made to return set work by return mail. However, circumstances can delay the returns and your tolerance is sought here. Usually a prompt mail ensures an equally prompt return and keeps the student's morale high. **If you are in town, please call in with your mail, to collect things or to exchange library books at the school library.** This also provides an opportunity for you, your child and teacher to get to know each other. (Sometimes children stay for their air lesson.)



4. CAMPS

Camps are an essential element in School of the Air as they provide the teachers and students with face to face contact. They involve a commitment of staff in much planning and preparation and the support of parents in the provision of transport.

Home Tutors' Seminar is where home tutors/parents learn more about tutoring and new trends in education. The school looks upon this event as the most important in the year as Home tutor commitment and skill is essential to a good education for students. Teachers' relationship with Home tutors is as a partnership and during the Seminar we all learn. Children generally accompany their parents and the venue is in Carnarvon. Traditionally, Seminar is held in Week 4 or 5 of Term 1.

Sports Camp is for Years 3-7 and this year will be held at either the Geraldton or Dampier Camp School in Term 2 or 3.

SOTA Muster is for Years 4-7 when all Schools of the Air get together for an educational and fun time at Camp. We usually have 1 or 2 parents attending. This is an optional camp for Year 4s. The school pays the cost of transport from Carnarvon to Perth and also subsidises the other camp costs. There is a fee of \$280 (of which \$30 is pocket money given back to the children) for attendees.

Transition Seminar is where home tutors/parents of ECE children (Kindy to Year 3) learn more about tutoring and new trends in ECE education. It is held when the older children go off to SOTA Muster.

5. SPECIAL DAYS

(i) **Sports Day**

A date for this year's Sports Day will be advised.

(ii) **Presentation Day**

The end of year Presentation Day concert is held prior to the Year 4-7 students departing for the SOTA Muster.



6. WHAT HAPPENS NOW THAT YOU'VE ENROLLED

- (i) At enrolment, the Registrar will help you fill in the forms and advise what fees may be applicable. She will assist also with general questions about school organisation. Educational questions and organisation will be handled by the class teacher or principal.
- (ii) If you are in town, set work despatch will be allocated and the class teacher will go through the items with you. Set work will be mailed to you if you can't collect it.
- (iii) The class teacher will take you through the use of computers and practise on-air procedure as appropriate. Informal computer training is available, on visits or by phone.
- (iv) We like to make an early visit to your home. Often new home tutors like that individual attention. Your class teacher will make arrangements with you when it is convenient for everyone. A one day visit is desirable at this early stage. You are asked to provide teachers with accommodation and meals on visits. Teachers are happy to assist in kind by bringing goods from Carnarvon. Your family then becomes part of the regular visitation programme. In this, we aim to visit you three times a year. It may be more or less, depending on weather and circumstances.



7. REVISE

REVISE (Retired Educator Volunteers for Isolated Students Education) programme organised by the ICPA (Isolated Children's Parents Association). REVISE forms are available from the school.

8. ITEMS SUPPLIED TO CHILDREN

- Regular despatches of Language and Maths sets and materials.
- Arts materials, school writing paper.
- Maths Kits at appropriate levels.
- Booklets and materials for air lessons
- Computer and ancillaries.



9. BOOKLIST

The family supplies the items listed in booklist. Blank audio tapes or verbal work for the teacher, should you own a cassette player. A video player and TV for video tapes, should you own these items. Families are responsible for ink cartridges for the supplied printers.

10. LIBRARY BOOKS

Library books are available from the school and you can also join your shire library. Fiction and non-fiction books are available. You can select them when you visit us, or request topics, titles or authors from your teacher/s. Let your teacher know how you like the books, because sometimes we have to choose alternative books for you. When visiting, teachers will bring out books you have ordered from the Shire library or teacher selection from school library. Students may also borrow from Carnarvon Primary School library, (lost or damaged books must be paid for so care in storage and handling is essential).



11. SCHOOL VOLUNTARY CONTRIBUTIONS

In accordance with the Department of Education Voluntary Contributions regulations, families are asked to contribute \$60 per Primary child to assist with the running of the school programme. The total amount asked for will be capped at the 2 student level of \$120.

- i.e. 1 student - \$60
2 or more students - \$120

Note: These contributions are voluntary.

Welcome to our school community

