

Carnarvon School of the Air

INFORMATION BOOKLET



2025

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 curriculum materials and where necessary adapt them to individual circumstances. Teachers support the materials with lessons broadcast by Satellite delivery (Zoom). Through these lessons we bring the schoolteacher 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.

*Lisa Coon
Principal*

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, Schools of the Air have been open for over fifty years.

Our students' backgrounds vary from those who have done all their school by ZOOM and/or correspondence, to those who have come from a regular school system. Home tutors are usually Mum or an employed Home Tutor.

Most live within a radius of 500 kilometres, with the closest family about 90 km from Carnarvon. We service approximately 450 km to the east and 600 km to the north. Our families range from pastoralists or kangaroo shooters, on sheep or cattle stations, to those working in the tourism industry or living at caravan parks, settlements or roadhouses.

The written courses are the foundation of the children's education. The material is organised by this school into 'sets' and is sent to the children each term.

Several full-time teachers conduct daily ZOOM lessons and mark the children's written work. Teachers visit the children at home usually two times a year, if possible, to work with the children in both academic and non-academic areas. The teacher also gives ongoing assistance to the Home Tutor through Home Visits, phone calls and emails.

Meeting of teachers and home tutors are held regularly to explain activities and help with general problems ('on air', telephone, email, 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.

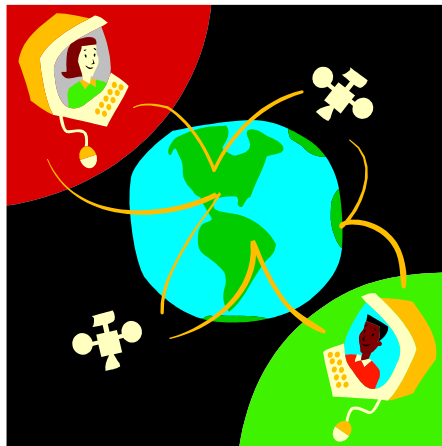
Completed sets are placed on See Saw and feedback given to the child and Home Tutor.

Zoom

ZOOM is the computer-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, and computers to communicate with their teachers and school in Carnarvon. This is used by the students in regular school lessons as well as Art, Music, and LOTE (Language Other Than English). Parents also tap into the ZOOM resources with P&C meetings, whole school assemblies, on air guest speakers 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 - 6 have LOTE lessons with their language 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 two/three times every term in an assembly, run by a different class or classes each time where students present special items, and merit awards are presented. We also conduct a weekly Muster to share the successes of students.



2. STAFF:

Principal	LISA COON
Manager Corporate Services	RACHEL JOHNSON
Teacher (Kindy, PP & Yr 1)	TAMMY BUMBAK
Teacher (Years 2 & 3,)	PENELOPE GRAY
Teacher (Year 4, 5 & 6)	DONNA GOODMAN
Support Teacher Learning (STL)	JACINTHA PAGE
Cleaner	JANICE WILLIAMS
Education Assistant	MARY GEYER

STAFF EMAIL ADDRESSES:

lisa.coon@education.wa.edu.au

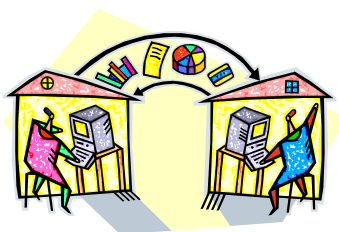
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tammy.bumbak@education.wa.edu.au

jacintha.page@education.wa.edu.au



Carnarvon SOTA caters for students from Kindy to Year 6. This school's Zoom teaching programme includes Language, Health, Science, Humanities and Social Science, the Arts, Music, and Languages Other Than English (accessed from S.I.D.E.).

As opportunities arise, we host guest speakers on-air. Assemblies are held regularly, and P & C (Parents and Citizens Association) meetings are held each semester.

3. HOW IT ALL WORKS

- (i) You will receive a **ZOOM 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 can be placed on SeeSaw or sent in. Set work will be put onto SeeSaw for marking while set work lesson notes and materials are to be sent back on completion. Your teacher will also advise if there are any changes to a programme - this is usually announced on air or SeeSaw. 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 ZOOM 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'. Air lessons compliment and reinforce the language sets. Your teacher will sometimes alter the programme to suit special circumstances, local events or student needs. The fortnightly programme is set out in days with provision for evaluation and revision. **IT IS ESSENTIAL THAT WORK IS POSTED ONTO SEESAW OR BROUGHT TO TOWN UPON COMPLETION SO THAT 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) When Set Work has been posted on SeeSaw, teachers will mark and respond. The Principal works with teachers to monitor student progress with set work. 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.
- (iii) The child's **marked work** will be seen on SeeSaw.

- (iv) **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 when organised prior with class teacher.)



4. SEMINARS, MUSTERS AND CAMPS

These 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. This is a camp for students Kindy - Year 6. Traditionally, the Seminar is held in Term 1 in the week before the public holiday weekend. There is no charge for this seminar/camp (we do ask however that you supply your own breakfast and dinners please and send children with packed recess and lunch).

Sports Camp is for Years 4-6 and optional for year 3 students depending on their maturity. This year it will be held in Geraldton in Term 2. The charge for this camp is \$250 for the first child, \$200 for siblings.

Mini Musters are optional in-school camps for ECE students whilst senior camps are held. Accommodation costs are met by families who wish to attend.

Canberra Camp is a Year 5-6 Biennial Camp. This is an educational camp to our nation's capital, to be held in 2026. There is a cost per student with the remainder being kindly donated by the P&C, ICPA and the Commonwealth PACER grant.



SOTA Muster is for Years 4-6 when all Schools of the Air get together in Term 4 for an educational and fun time at Camp. We usually have a parent attending, with the cost of their airfares traditionally donated by the P&C. There is a fee of \$700 for attendees, with the remainder of the costs met by CSOTA. This camp is held just after Presentation.

Presentation Day

The end of year whole school Presentation and Graduation concert is held prior to the Year 4-6 students departing for the SOTA Muster.

6. WHAT HAPPENS NOW THAT YOU'VE ENROLLED

- (i) At enrolment, the Manager Corporate Services will help you fill in the forms and advise what fees may be applicable. He/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 using computers and practise on-air procedure as appropriate. Informal computer training is available, on visits or by phone.
- (iv) Your class teacher will plan with you when it is convenient for a visit. You are asked to provide teachers with accommodation (if overnight or longer) and meals on visits. Teachers are happy to assist in kind by bringing goods from Carnarvon. In this, we aim to visit you every year. It may be more depending on student needs and circumstances.

7. ITEMS SUPPLIED TO CHILDREN

- Despatches of Maths sets and materials
- Art supplies
- Maths Kits at appropriate levels.
- Booklets and materials for air lessons
- Laptops

8. PERSONAL ITEMS LIST

The family supplies the items listed in the Personal Items List.

9. 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 must 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. Lost or damaged books must be paid for so care in storage and handling is essential.



10. 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

Please forward these to the school or by EFT to

Account Name: Carnarvon School of the Air

BSB: 066-040

Account Number: 19907013

Please use your name as reference.

If you have any questions at all please email or call the school on 08 9947 2600.

Welcome to our school community!

