Welcome to KSA

Mission
To provide quality distance education programs which allow students to reach their full potential as lifelong learners.

Key Values
Provide a supportive learning environment for all students.
Build relationships between all stakeholders in the school community.
Be flexible, proactive and open to change.
Be open, honest and authentic in our communication.
Provide quality service and the delivery (through different pathways) of educational materials to support individual student learning.
About Us

Katherine School of the Air
“The Largest Classroom in the World”

101 Giles Street, Katherine NT, 0850
PO Box 531, Katherine NT, 0851
Student Free Call: 1800 089 210 or 1800 089 220
Telephone: (08) 89721 833
Fax: (08) 89723 651

Website: www.ksa.nt.edu.au
Email: kath.soa@ntschools.net

Staff

Principal                     Sharni Wilson
Assistant Principal          Nick Lovering
Assistant Principal          Salli Thomas
Senior Teacher               Leanne Bugg
Senior Teacher               Kate Haddow
Business Manager             Jenny McCulloch
ICT Manager                  Melinda Sauer

Teaching Staff               Alysia Bader, Debra Wolhuter, Jess Leary, Kerryn Window, Lyndal Carbery, Manuela Andrew, Mark Grosser, Melinda Shepherd, Michael Keefe, Samara Wilson, Rhiannon Lehman & Pat Curtain.

Administration Staff         Jacinta Aisbett, Kelsie Wilson, Bronwyn Cleary, Shirley Watson, Monique Meeuws
About Us

School Logo
The Troop Carrier and Plane: symbolise our patrols and how we visit students.
Radio Tower: symbol of our communication with students.
School Building: the hub from which School of the Air operates.
Territory Flag: we are a NT Distance Education school.

Semester dates for 2016
Semester 1
Term 1 – Wednesday 27th January – Friday 1st April (Teachers return on Monday 25th January)
Term 2 – Monday 11th April – Friday 1st July (includes Inschool Week)

Semester 2
Term 3 – Wednesday 3rd August – Friday 30th September (Teachers return Tuesday 2nd August)
Term 4 – Monday 10th October – Friday 16th December

Attendance and Participation
As a Distance Education Service our attendance is measured on the following components:
- Weekly phone/email contact for each student with their home group teacher.
- IDL – If your student has IDL. They must attend for the 5 days each week (4 for Preschool students) absences require an acceptable explanation.
- Work returns – 75% returned via mail/electronically each fortnight.

Students who do not meet attendance requirements will be notified by the school via an attendance letter. An attendance rate below 75% will disqualify students from receiving the Isolated Student subsidy from the Australian Government. Continued absences will also be referred to the Katherine Region Attendance and Truancy team.
Learning at KSA

What students will learn...

Australian Curriculum
KSA curriculum and assessment plans are developed from the Australian Curriculum as required by the NT Department of Education. Recently the Australian Curriculum was updated and these changes will be implemented at KSA in 2016. Students will be offered learning materials in:

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The Australian Curriculum can be viewed online at http://www.australiancurriculum.edu.au/

Individual Learning Plan
An Individual Learning Plan (ILP) is created for each student and outlines what the student will learn and be assessed on each term. Also included in the ILP is key information regarding user names and passwords and resources required to complete the units of work.
Learning at KSA

How students will learn...

Student Learning Materials
Student learning materials are available online on the school portal or sent as a pack through the mail. This material is designed to guide the Home Tutor and student through the content required for successful completion of the unit work. The material is not intended or designed for students to teach themselves. Home Tutors are responsible for guiding the student through the units of work and monitoring the student progress. Together the Home Tutor and KSA teachers plan, teach and assess student learning. For more information about Home Tutors refer to Parents and Community in this handbook.

Interactive Distance Learning Lessons
KSA teachers use IDL (Interactive Distance Learning) lessons as a way to enrich the student’s learning experience. Using REACT software, teachers and students can interact and explore topics in a ‘face-to-face’ connection in a group setting. Students are also provided opportunities to engage with each other to discuss and share their thinking. IDL lessons are considered compulsory for families with access to the appropriate technology.

In most instances when a teacher is away from the school, IDL lessons will be taken by another teacher. However, when a teacher is away from school due to class camps/excursions, the IDL lesson will be cancelled.

Moodle
Moodle provides a safe online environment for students to engage in their learning. As students move through the year levels, their learning will be increasingly presented as Moodle units of work. Moodle enables teachers to embed images, video clips and other media to enhance the student’s learning experience. It also enables students to upload work to share with other students and their teachers.
Learning at KSA

Skype Lessons
Students may be offered short term, individualised learning intervention sessions with their teacher through the use of Skype (or the phone). These lessons are targeted teaching/assessing time which may include a specific instructional focus, follow-up of the student’s work return or additional support related to the student’s Individual Learning Plan. Once arranged by the teacher/home tutor/parent, student attendance in these lessons is compulsory.
When a teacher is away from the school, the lesson will be cancelled and the student’s scheduled lessons will be resumed upon the teacher’s return.

Learning Support
Teachers work with home tutors to adapt plans and teaching to ensure the individual learning needs of the student are met. In some cases, students may have additional online lessons with a KSA tutor for targeted learning (such as Crack the Code). Students may be referred to Student Support Services for specialised assessment and support (such as hearing, speech and occupational therapy). Where significant adjustments are required, an Educational Adjustment Plan will be developed to carefully plan how the student is to be supported in their learning.

How learning is monitored and assessed...

Student learning is monitored on a daily basis through work returns, participation in IDL and Skype lessons. Teachers will gather evidence of student learning and provide feedback and recommendations for future learning to the student and home tutor. Assessment tasks are identified and embedded in the units of work and are linked to the Australian Curriculum.

NAPLAN
Students in Year 3, 5 7 and 9 are required to participate in the National Assessment Program each year. NAPLAN provides the school with reliable data about student performance in writing, reading, spelling, grammar and punctuation and numeracy.

Diagnostic Assessments
Students in Transition to Year 9 participate in a range of diagnostic assessments administered by the teacher. These include reading, spelling and maths.

Evidence of Learning Folios
Each student has an Evidence of Learning Folio (ELF) that is maintained and accessed by their teacher. The ELF is a collection of work samples, photographs and anecdotal notes gathered throughout the year and is used by the teacher to monitor and evaluate a student’s progress over time. The ELF is a useful reference tool which can be accessed during parent-teacher interviews.
How achievement and progress is reported...

Teachers provide a written report to parents on student progress during Term 2 providing information on student progress towards the year level achievement standard. In Term 4 teachers provide a written report to parents on the achievement of this standard.

In the Australian Curriculum, achievement standards describe the learning expected of students at each year level. Each achievement standard is described in two paragraphs. Typically, the first paragraph describes what students are expected to understand, and the second paragraph describes what students are expected to be able to do having been taught the curriculum content.
KSA is a distance education school and families need to have access to computers and internet to facilitate their child/children’s learning. As the school works within the NTSchools environment, Apple computers or laptops, iPads and Samsung tablets are not able to be used.

All private laptops, Surfaces and computers must be running Windows 7 or greater. Students require the Microsoft Office Suit 2007 or higher including Word, Publisher and Excel to complete school work. Students also require a webcam and echo cancelling headset to conduct IDL lessons using REACT, these are available to purchase from the school if required.

Students require internet speed of 1mb download and .256mb and 20GB per month. Middle Years students and families with two or more students enrolled with KSA, require a larger monthly allowance. To carry out an internet speed test to [www.speedtest.net](http://www.speedtest.net).

All families when enrolling at the school have an initial conversation with the ICT Manager to ensure the students have sufficient access to technology to allow a smooth start to their education with the school. If the family has all the necessary technology the REACT software can be sent via email for installation. Families who do not have a computer that will meets these needs, there is equipment available to hire from the school. Refer to Computers and Peripherals for more information. If a family does not have access to reliable internet, a school provided satellite service is available under certain conditions and can take several weeks to arrange, contact the ICT Manager for more information.
ICT Support
There is an ICT Department within KSA that enables families to have support and troubleshooting with technical issues and ICT knowledge during school hours. Families are able to request an appointment with the ICT department by contacting the school and speaking with the Receptionist.

Where a student is unable to attend a REACT lesson due to technical issues, they will be connected to an ICT member. The KSA Portal has a large “How To” instruction manual set for families to enable them to self-help issues or improve their knowledge.

All families are sent an ICT USB upon enrolment with the basic “How To” instructions to allow access to this knowledge even when the internet is down.

Families who hire school equipment are also able to have equipment repaired or replaced.
There are opportunities for students to participate in whole school functions throughout the year.

**Term 1:**
- Home Tutor Orientation & Middle Years Batchelor Leadership Residential

**Term 2:**
- Primary Batchelor NAPLAN Camp & Inschool

**Term 3:**
- The Beat Festival, Tournament of the Minds & Middle Years Taminmin VET Residential

**Term 4:**
- Swim Week & End of Year functions

**Primary Batchelor NAPLAN Camp**

In Term 2 our Primary School gathers together at Batchelor Outdoor Education Unit. The week involves lots of outdoor activities and sports like archery, rock climbing and canoeing. During the week our Year 3 and Year 5 students complete their NAPLAN tests.

**Inschool**

Inschool is an opportunity for students to work at KSA with their teacher in a conventional setting. Teachers plan and prepare engaging lessons for students and we also train for and then hold our annual Athletics Carnival. The week also provides an opportunity for KSA to upskill our Home Tutors and parents with a series of relevant professional development opportunities.

**Swim Week**

To complete the school year, Swim Week includes swimming lessons, an End of Year Awards Ceremony and School Concert, Parent/Teacher interviews, a Parent Feedback session, School Council Meeting, and student celebration activities.
Contact Events

Middle Years Residential Program
The Residential Program incorporates connections with the wider community and opportunities to gain knowledge, skills and understandings of the world of work, leadership skills and ways of working collaboratively for all Middle Years students. There will be an opportunity for students to participate in three Residential events per year.

Visiting the School
When in Katherine, families are encouraged to drop into the school. With prior warning, 2-3 days ahead, teacher will do their best to be available to meet with parents and to work with students. It would be appreciated if families contact their teachers to plan their visit. During a town visit, the teacher can also provide feedback on work returns and student progress. It is also an opportunity to talk with the Home Tutor and provide further assistance if needed.
At KSA, teachers travel to students' homes/schools. KSA sees home visits as a vital part of the education service provided. Home visits aim to:

- build relationships between the student, home tutor, parents and the teacher
- provide the teacher with firsthand experience of the physical and social environment in which the student is working
- provide an opportunity for the parents and home tutor to discuss matters of importance with the teacher
- provide the teacher an opportunity to assess the ability and progress of the student
- provide the teacher and home tutor to work together to improve the learning environment, routines and management strategies

Teachers are committed to visiting students in their homes for families living in the Northern Territory. Dates, duration and format of visits, including social activities are negotiated with families. It is advisable for home tutors to attend the classroom during the home visit and observe the work the teacher is doing with the student. Families that are travelling, known to be leaving or are short term enrolments may be not be included in the home visit schedule.

Before the home visit the teacher will:

- liaise with the family about the purpose of the visit, availability of accommodation, shopping requirements, information about roads
- advise the family of expected time of arrival and ask they ring the school if not arrived within the expected time
- provide the home tutor with details of the visit, e.g. expectations and involvement of the home tutor and outcomes of the visit

During the home visit the teacher will:

- teach a part of the day’s program, modelling teaching and management strategies to the home tutor
- discuss with the home tutor/parent any problems or suggestions
- spend time getting to know the student/home tutor/family
- provide feedback about student progress and the student's program to the home tutor/parent

After the home visit the teacher will:

- record the activities undertaken and outcomes of the visit and send a copy to home tutor/parent
Facilities

KSA Portal
The KSA Portal is our one stop shop for all information at KSA. The Portal allows families to instantly see announcements, forms, class information and access to all relevant websites. Students are able to upload their school work for teachers to receive instantly. Course material is also available on the Portal for families to download and print their own materials. The front page of the Portal also hosts the latest photos of students work, contact events and teachers out and about. Parents are also able to view the school calendar which highlights key events.

Library
Reading is an essential life skill. To promote students’ enjoyment and competency in reading, KSA has a well-resourced library. Students can borrow books via the catalogue on the KSA portal, email the librarian at ksa.library@ntschools.net or make requests through their teacher. When families visit the school, they are encouraged to spend time browsing in the library.

The library borrowing period is up to 6 weeks and loans can be extended upon request. We trust that the greatest care will be taken with the use, storage and return of library books. If damage does occur, please do not attempt to repair the book, the library is well-equipped to deal with such problems. Parents may be asked to pay for the replacement of items which have been lost or damaged. Reference materials for parents and Home Tutors are available through the school.

Mailroom
The Mailroom is responsible for the management, distribution and dispatch of course material, resources and equipment at the school and between the school and families. KSA contracts Australia Post for the mail service so it is important that families notify the school of any changes of address to enable an efficient mail service. All families are allocated a day of the week for their mail to be dispatched and every effort is made to ensure school material is received in a timely manner. When visiting the school, students and families are encouraged to visit the Mailroom to drop off their schoolwork and pick up and mail.

A barcode system is used to monitor all resources and equipment loaned to students during their enrolment, after which all items must be returned in a satisfactory condition.
School Council
The KSA School Council, made up of chairperson (elected parent representative), Executive Officer (Principal), three teachers and four parents. The council meets regularly over IDL to discuss the school operations. Dates are published on the KSA Portal. The council is an important necessity in providing feedback and guidance on how the school should operate both now and in the future.

Isolated Children’s Parents Association (ICPA)
The Isolated Children’s Parents Association (ICPA) strives to ensure all isolated children have equality in access to quality education and opportunities. Parents are strongly encouraged to become members of the ICPA. The small membership fee gives families access to numerous bursaries and grants, the Home Tutor Register, up-to-date information and subscriptions to ICPA magazines Down the Track (NT) and PEDALS (federal). For further information or to join ICPA, visit www.icpa.com.au

Home Tutors
For successful learning in a distance education mode, it is essential that parents appoint/employ a designated home tutor for their child. The Home Tutor’s primary role is to facilitate the learning program. The Home Tutor and KSA teacher are a teaching team who together work towards planning for, teaching and assessing the student. The Home Tutor supports the student through the learning materials provided by the school and follows up on feedback provided by the teacher. In the Middle Years, students may work quite independently, however it is still important that the Home Tutor guides and supports their learning.

Home Tutor Orientation and IDL Sessions
Throughout the year there are many opportunities for home tutors to engage in professional development. Two of these sessions are held at KSA in Term 1. These events aim to provide the necessary skills and information for new home tutors to successfully settle into their role.

Assembly
Assemblies occur weekly via REACT. They aim to develop the concept of the ‘whole school’ and a sense of belonging in each student. At assembly students are acknowledged for their achievements and progress in their learning. Principal, Assistant Principal and Class Awards are presented with special or outstanding work showcased. Birthdays and other special events are also mentioned. Teachers participate in assemblies and take a lead role in putting the program together. Students with IDL access are expected to attend.
Allowances and Financial Assistance

The following allowances are available on application for students enrolled at Katherine School of the Air.

**Back to School Payment Scheme**
The NT Government’s Back to School Payment Scheme provides financial assistance to parents or guardians, who have children enrolled in an NT school or are registered for home-schooling. The scheme helps to offset the cost of purchasing uniforms, text books, stationery, school excursion, or travel costs associated with school such as the student ID card.

Schools and school councils can make suggestions to parents as to the type of items that are available to purchase, within the specified guidelines however parents make the final decision as to how they wish to utilise the payment, within those guidelines. Parents or Guardians are entitled to receive $150 of goods and services associated with educational items per student as follows:
- Preschool to Year 12 Territory students enrolled in Term 1 (entitlement is only valid for Term 1 and is not at the discretion of the school)
- Preschool students enrolled in a Territory school in Term 2, 3 or 4 (entitlement is only valid to the end of the term in which they first enrol)

**Sport Voucher Scheme**
The Department of Sport and Recreation offers the Sports Voucher Scheme to reduce the cost of a child’s participation in sport, cultural and recreational activities and is managed by the school in the form a grant. Parents are reimbursed up to $100 per semester for their child’s participation in contact events such as Inschool and Swim Week.

**Assistance for Isolated Children (AIC)**
The Commonwealth provides a non-means tested and non-taxable correspondence allowance under the AIC Scheme. The payment is paid in quarterly instalments in January, April, July and September. Application forms are available from any Centrelink office and online.

Centrelink requires the school to report whether 75% of student work, for each student receiving AIC, has been returned each term and require school certification of appropriate attendance. Should 75% of work not be returned completed the school will advise Centrelink and an adjustment of allowances may result.

Once a family has been approved for AIC, the you may apply for the NT Allowances below. (The school accepts interstate based enrolments, but the NT allowances only apply for NT residents.)

Centrelink AIC Phone: 132 318

Northern Territory Distance Education Allowances

Once AIC approval is received, you can apply for the following allowances.

- correspondence site allowance
- correspondence site allowance - preschool
- school of the air functions allowance
- correspondence materials delivery assistance scheme.


**Correspondence Site Allowance:**
The correspondence site allowance scheme assists students approved for distance education allowances under the Australian Government AIC scheme or Youth Allowance by providing a one off payment toward the costs associated with education through a school of the air or other distance learning arrangement.

**Correspondence Site Allowance for Preschool:**
The correspondence site allowance scheme assists four year old children that are enrolled in preschool with the Alice Springs or Katherine School of the Air.

**Schools of the Air Functions:**
The schools of the air student functions allowance scheme assists your child to attend up to two approved school of the air functions per year.

The allowance is based on calculations for a family that has children attending approved school of the air functions, not on a per student basis.

The allowance will be paid for attendance at a maximum of two approved school of the air functions each year from your child’s main residence to the function.

Reimbursements will be made at student discount rates for the most direct and economical service and only after submission of an application and claim form accompanied by used tickets or the electronic ticket receipt and boarding pass.

The amount payable will be at the rate for the [conveyance subsidy scheme allowance](https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students/distance-education-allowances) where travel is by vehicle.

**Correspondence Material Delivery Assistance Scheme:**
You may be able to access assistance towards the costs associated with the delivery of materials required for your child’s distance education through the correspondence materials delivery assistance scheme.

If a private vehicle travels more than 5km for the sole purpose of picking up or delivering school materials, a per km allowance will be payable to eligible families.


The maximum reimbursement is 200km per week.

The scheme is designed to help meet the costs of correspondence materials delivery, not to pay for the full cost of regular delivery of mail.
Contributions & Charges

**Enrolment Deposit**  $300 per family
Upon enrolment each family is asked to pay a deposit to cover the cost of replacing lost or damaged equipment/resources. This deposit is fully refundable provided that all school resources have been returned in good condition within six months of the student leaving.

**Parent Contribution**  $30 per student annually
Financial support through a voluntary parent contribution will enable the school to enrich the learning opportunities for students by ensuring that we provide a full range of up-to-date equipment, texts, resources, technology and materials.

**Essential Resources**
- Science Kit (Years 7, 8 & 9)  $100
- Biology Kit (Years 8 & 9)  $120
- Transition Resource Kit  $35

**Computers and Peripherals**
Where IT services are supplied to a site, the school council actively encourages a contribution of $400 for the initial setup and $100 per setup annually. These funds are for the ongoing maintenance and/or refreshing when the machines require replacement or are at the end of their working life.

**Uniforms**
- Middle Years Polo Shirt  $35
- Primary Years Polo Shirt  $35
- Sports Team Polo Shirt
  - Cyclones (Red & Yellow)  $35
  - Bushfires (Blue & Green)  $35
- Shorts  $20
- Skorts  $20
- KSA Bucket Hat  $15

KSA students are expected to wear the KSA uniform when representing the school. This includes visiting the school, on excursions and for any other Contact Events. The uniform consists of a school polo shirt, appropriate shorts/skirt/jeans and suitable footwear.
Enrolment

Distance Education provides a unique service to isolated or travelling families. Enrolment is restricted to students who:

- are Northern Territory (NT) residents who live in geographically isolated areas (see below)
- are NT residents who are accompanying parents travelling interstate or overseas and then returning to the NT
- are NT residents who are accompanying parents who are employed overseas and then returning to the NT
- parents have itinerant employment and who have their point of origin in the physical area (see below)
- qualify for an overseas full fee paying enrolment
- live close to the Western Australia or Queensland border whose closest business centre is Katherine
- reside in the physical area (see below) that have special circumstances e.g. medical. Approval to enrol must be obtained in writing from the Regional Director

Definition of Geographical isolation (as defined in the Centrelink booklet ‘Assistance for Isolated Children’):

- At least 16 km from the nearest government school offering appropriate courses and at least 4.5 km from the nearest transport service to that school.
- If closer than 4.5 km to a transport service providing access to a government school but that school is more than 56 km away, or total student travel time per day would take at least 3 hours.
- Within the limits of above, but; frequently isolated during bad weather by impassable roads so that, if they lived at home, they would be obliged to miss school on 30 or more days each year; or
- Students who do not have within 8 km of their home either a government school or a transport service providing access to a government school and whose parents, because of special circumstances such as bad roads, would find it very difficult to take them the necessary distance to school or transport.

Definition of Physical Area:

- The physical area of the Northern Territory covered by Katherine School of the Air is the northern half of the Northern Territory, from approximately the 18th degree south line of latitude (just south of Elliott) and all points north, including islands off the coast of the N.T.
- To enrol in distance learning the student must be a N.T. resident AND geographically isolated, be a member of an itinerant (travelling) family or have departmental approval because of special circumstances.