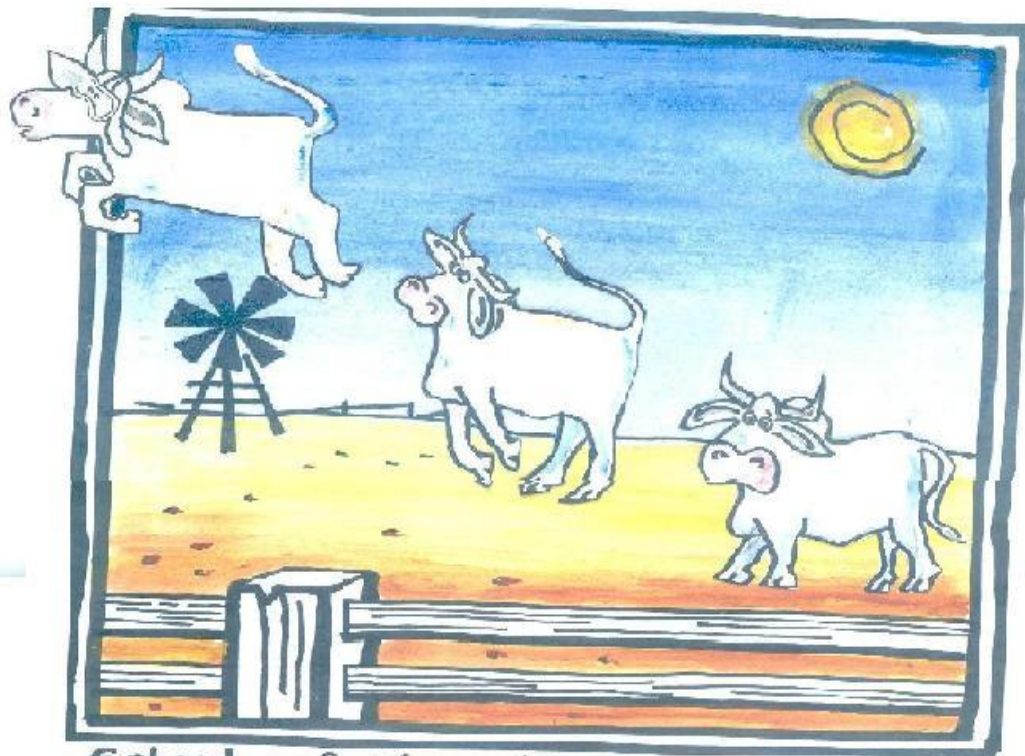


Kimberley School of the Air

School Handbook 2019 – 2022



School of the Air ... Western Australia

Welcome to Kimberley School of the Air

Kimberley School of the Air (KSOTA) is a unique school providing educational services to children living in remote and isolate locations across the Kimberley region of WA. Kimberley SOTA caters for students from Kindy to Year Six.

Our History

The school commenced operations in 1960 at the Royal Flying Doctor Service (RFDS) base at the Derby Airport, before eventually transferring to the Derby District High School campus and, in 1981, to its own building. At this time the school received its own HF frequency eliminating interruptions to air lessons by RFDS emergencies and general business. The school, rapidly expanding in enrolments and staff, was given a second and third building in 1987 and 1990. A second radio frequency was also added in 1990.

KSOTA moved into a new, purpose designed and built facility in April, 2002 - reflecting the Education Department's commitment to distance education in the Kimberley region of WA. In July 2004, the RFDS radio network was replaced by a state-of-the-art satellite communication system using the latest in 21st century multi-media communication technology. The SATWEB system links all enrolled students wherever they are across the Kimberley to the school in Derby - and to each other. Students have access to clear voice communication, screened internet services, shared applications and email.

In 2007 again School of the Air went through a major upgrade and the new CENTRA system was introduced, enabling quicker and clearer air sessions, conferencing and one to one sessions. As 2018 drew to a close, staff and students began preparations to move to a new web conferencing platform through WebEx to begin in the 2019 school year.

Every aspect covered in this School Handbook will show to the reader just what happens at Kimberley School of the Air. We commend this document to you as a comprehensive overview of our school's key operational features.

Paul Noble

Principal



Air Lessons and WebEx

Class air lessons happen Monday – Thursday. The teachers have these on air class lessons to foster class identity and to teach explicit concepts aligned to whole school learning programs.

Students connect to air lessons through the Portal's Connect Community and their lessons are based through the WebEx conferencing platform. Each student's home site is provided with equipment such as a satellite dish, modems, laptop computers, webcams and headphones to enable communication with their teachers and base school in Derby. Students access WebEx for whole class lessons, individual lessons, small group lessons and to connect with SIDE in Leederville for Indonesian lessons.

Every Friday (except during extenuating circumstances like multiple teachers away on home visits), the students meet as a whole school during Muster (assembly) in the Muster WebEx room. Parents and community members utilise the Muster WebEx room to run P&C and School Council meetings. Special events throughout the school calendar year are recognised during Muster assemblies such as Anzac ceremonies and Harmony Day activities. Each class group will present a class item at least once per school year. Merit certificates are regularly presented during Muster assemblies.

Individual Air Lessons

Every student will receive at least one individual air lesson per week with their teacher. During this time the teacher may use this time to conduct whole school assessments as well as to provide an opportunity for extension and/or remediation of learning area concepts. Students who have been identified as at Educational Risk or who are working on and Individual Education Plan received additional individual air lessons up to 5 times per week.

Support Teacher Learning Individual Air Lessons

The STL will support class teachers to carry out Individual air lessons with identified students who have a formal IEP or with students requiring additional remediation or extension. The STL will at times take additional individual and group air lessons with students working on a formal IEP. They will also carry out general support lessons with individuals where necessary.

Example Air Timetable KSOTA Term 3 2019

		7:40-8:00	8:00-8:20	8:20-8:40	8:40-9:00	9:00-9:20	Recess	9:40-10:00	10:00-10:20	10:20-10:40	10:40-11:00	11:00-11:20	11:20-11:40	11:40-12:00	12:00-12:20	Lunch	1:00-1:20	1:20-1:40	1:40-2:00		
Clare Stack	M		PC	ET	Kindy 8:40-9:20am			PP 9:40-9:55am Let's Decode PP & Year 1 9:55-10:45am Year 1 10:45-11:00am Let's Decode						R Ed							
	T		LB	JL										R Ed	SH						
	W			LK										R Ed	SH						
	TH		NK	NK																	
	F		Muster																		
Dave Felstead	M	JO	SW	SP	CC	EM						Year 2 & Year 3 11:00-12:20pm									
	T	JO	SW	SP	IT	R El															
	W	JO	SW	SP	BH	OC															
	TH	JO	SW	SP	JS	JS															
	F		Muster																		
Jude Pritchett	M		Grp 1 Spelling 8-8:15	Group 1 8:15-8:55am Group 2 8:40-9:20am			WG										ZK	DK	OE		
	T						WG														
	W						WG														
	TH		BT & MT 8:00-8:40am		Whole class 8:40-9:20am		WE	KH	MS	EI											
	F		Muster	MT	BT	HM															
Amanda George	M		4-6 Grp 2 Spelling 8-8:15																		
	T																				
	W																				
	TH																				
	F		Muster																		

SIDE Indonesian Monday 12:40-1:20pm and Wednesday 1:40-2:20pm: CC, OE, WG, BHB, ZK, SP, JS, IT.

SIDE Indonesian Tuesday and Wednesday 2:20-3:00pm: HM, MSale

What a day looks like at KSOTA and who attends KSOTA

Our students are off site. They live remotely and these children can't attend the local school because of the remote location in proximity to a 'local' school. Our students traditionally come from cattle stations, Aboriginal Communities, roadhouses and tourist sites.

On occasion KSOTA will take enrolments from children who are in a school catchment but because of their own circumstances and reasons seek enrolment with KSOTA. If the local school is an Ed Department of WA facility the permission of the RED (Regional Executive Director) must be sought before the enrolment can be taken. Sometimes travelling families enrol with KSOTA.

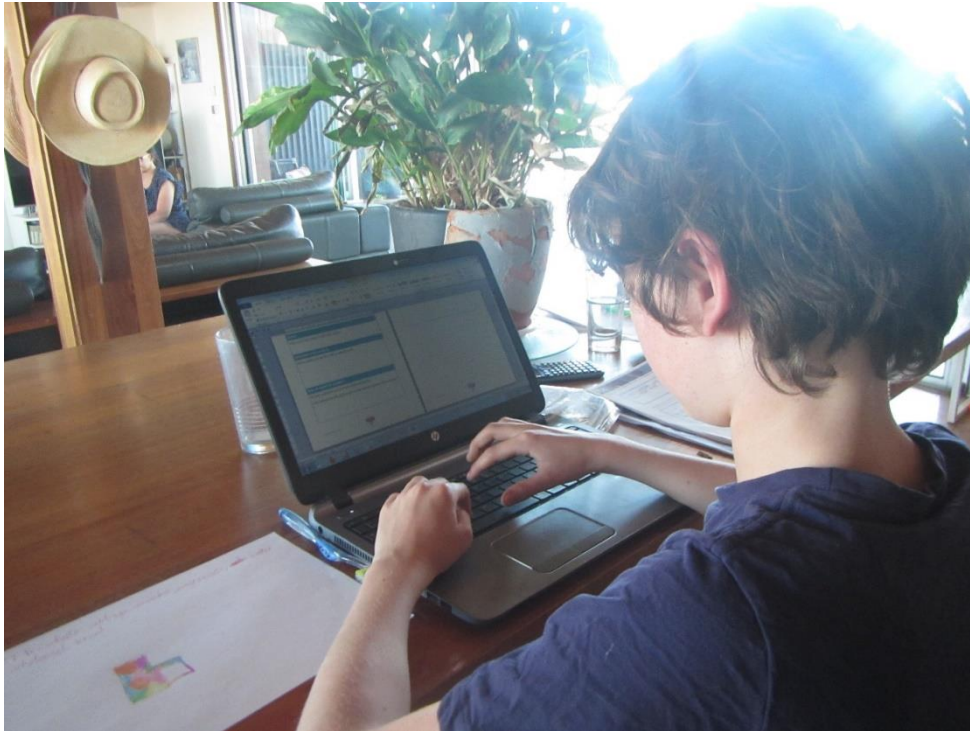


Set Work

Kimberley School of the Air uses the Set Work produced by SIDE for the main element of the work that is sent to students to complete at home.

Teachers will amend and modify where necessary and currently the school is trialling the use of Stepping Stones Maths as a replacement for the Maths components in the sets.

However, the set work is constructed, it forms the core of the school day for KSOTA students. The students work with their Home Tutor. The relationship between the Home Tutor and the teacher is paramount to the successful learning programme. The school works hard to ensure that teachers are in constant communication and that formal processes are in place whereby teachers have established lines of communication with the Home Tutor.



School Life

Kimberley School of the Air is a Western Australian Education Department Government Primary School.

What that means is that our school has the same Governance and expectations that any other Public School in WA has.

Our students have a school uniform.

We have School

Assemblies, Special Days, a fantastic P&C, a School Council and school camps.

Our students work under the same curriculum components as any other Primary school in WA. Students work with a home tutor which can often be a parent/guardian, although often this is an employed position. KSOTA students are expected to engage in four class lessons per week, Monday to Thursday and one individual air lesson per week. Students are expected to work to the best of their abilities during non-air lesson contact time with their home tutor to complete their set work packages 'off-air'. Students should set themselves high work standards and turn in neat and tidy work for their teachers to mark and report on. Class teachers will provide a report for every set work package returned to them to provide parent, tutor and student feedback.

Home Visits

Home visits are an integral part of how KSOTA does the business of delivering a world class education to the remotest children in the remotest corner of Australia.

If a child is enrolled with the KSOTA for 4 terms the family can expect two home visits per year.

Home visits give the teachers a chance to work shoulder to shoulder with the Home Tutor in the school room. Teachers can administer tests with the students, they can model work and at the same time see how the student functions in their classroom environment.

Home visits are held in high regard by both the school and the families. The social aspects of the visit are crucial also for the relationships that exist between the school and the families.

Visits look different in every context. Some families are only accessible by aeroplane, to reach other families teachers have to travel over 3 days. Some family visits can be carried out in a day.

The home visit may require the teacher to be away from their home for a number of days.

The visits work because there is good will from both teachers and families. Families welcome the teachers into their homes and the teachers will clock up many kilometres in a year.

Camps

Camps, like Home Visits, are an essential element to schooling through Kimberley School of the Air as they provide teachers, students and the wider school community with face to face interactions. Camps involve teacher commitment in planning and preparation of camp based activities.

Home Tutors' Seminar

Our first and perhaps most important camp on the school calendar is the Home Tutors' Seminar held in at the Broome Camp School during NAPLAN week in Term 2. Prime agenda for this camp is to provide parents and home tutors with professional learning opportunities that align with school priorities and learning programs where possible, but to also support the development of some teaching and learning knowledge. Such topics can often include behaviour management strategies, ways to promote and support well-being in the schoolroom and developing reward/motivational tactics to engage students. Younger, non-school aged children often accompany their parents to this camp and the P&C generously fund a crèche facility to enable all parents and tutors in attendance the ability to attend professional learning and team-building sessions on offer.

School aged children (Kindy-Year 6) work extensively in their class groups with their teachers. In the past this camp has featured swimming lessons to enable our students to attain a swimming level. Unfortunately, a shortage in supply of swimming instructors in Broome has led to swimming lessons not continuing beyond HTS 2017, however we have plans to engage the services of some instructors for Term 4 camps instead (plus the weather will be warmer and more conducive to swimming!).

Students engage in a range of activities with their class teachers on general curriculum activities and also through camp based/run activities such as the climbing wall.

NAPLAN

The Home Tutor Seminar is held each year during NAPLAN week. This gives KSOTA students sitting NAPLAN the chance to sit their NAPLAN like others students in the country; in a formal setting.

Traditionally the HTS camp is held during term 2 due to the unpredictable nature of the wet season during Term 1. Often rain and road closures will limit the ability of student movements to and from their stations which for some will make attendance at camp in Broome physically impossible.

KSOTA is committed to ensuring that Home Tutors Seminar continues to be a relevant and important part of our school calendar.

Muster

Muster takes place in Perth at the end of the year. All 5 Schools of the Air from around the state of WA get together for an end of year camp.

The camp takes in various excursions of interest in Perth as well as activities such as a traditional sports carnival and talent nights form the basis of a long standing Muster tradition.

Students in Years 4-6 are invited to attend. There is a cost to parents for this event.

Term Four Camp

There has been a second whole school camp during semester two at KSOTA for many years.

Where and when it takes place can change from year to year. In 2018 it took place in Week 5 Term 4 at the Broome Camp School. Graduation and book award presentations are held during this camp prior to the upper primary students attending muster. There are further opportunities for our students to work together in their class groups with their teacher. Future planning of this camp includes sourcing the provisions for in-term swimming lessons.

Home tutors REVISE

As stated earlier the Home Tutor is an essential and central figure in how Kimberley School of the Air delivers a world class service to the students of our school.

Some sites will have a number of Home Tutors across a school year. Remote living situations in small communities and large cattle stations and everything in between often means a relatively high turnover of staff.

REVISE is an organisation of retired Teachers who will travel to isolated families to give support as Home Tutors for negotiated periods of time.

KSOTA works closely with REVISE and our school is always happy to facilitate REVISE teachers to our sites. <http://www.revisewa.com.au/>

School Attendance Policy (Overleaf)

WA law stipulates that all school-aged children must go to and attend school every day. Each WA school is required to keep accurate attendance records of all its students. Developing habits of going to school every day is vital so that children do not miss out on important knowledge and skills that they need for future learning.

Although the students of Kimberley School of the Air do not attend face to face at base school like the students of a mainstream school we do acknowledge that there are different ways in which we recognise attendance through KSOTA. Parents are responsible for alerting the school (through the Principal, front office or class teacher) as soon as practical when their child will be absent from school such as due to illness. If you know that your child will have a planned absence from school for whatever reason, we request that you advise the Principal in writing with as much advance notice as possible.

The Department of Education advises against removing children from school during the school term for holidays, but rather to schedule those during school holiday time. It is at the Principal's direction (with enough advanced notice) to authorise an absence due to vacation. The Principal may not authorise an absence due to vacation and this will be noted as an unauthorised vacation absence.

Did you know:

- missing half a day of school each week equates to one month of missed learning each year
- the attendance habits set by children when they first start school continue throughout their school life
- if children miss half a day of school each week between Pre-primary and Year 10, they would miss almost one full year of learning
- learning is cumulative – if children miss a day, it is harder for them to catch up.



Kimberley School of the Air Student Attendance Policy

Attendance at our school can look different to attendance at a mainstream school.

Students carry out their school days in isolation from each other and their base teacher.

The key to accurate and meaningful recording of student attendance at KSOTA is communication and observance of the key elements of this policy.

Attendance components

- 1) Air Lesson attendance
- 2) Set work return
- 3) Home visits
- 4) Attendance at camps

A student will be deemed to be attending if

- 1) They have attended an Air Lesson.
- 2) If they haven't attended the Air Lesson they have advised the school that they will carry out the learning activity at another time and submit to the teacher. This may be because of technical issues or another event.
- 3) They may not have a satellite system but they are completing and returning set work, and having regular communication with the school and their teacher.

A student will be judged to be not attending if

- 1) They are not attending Air Lessons and they have no explanation or parent/guardian justification.
- 2) They are not attending Air Lessons and no set work is being received by the school.

The school will always accept reasonable verbal or written explanations from the parent/guardian.

Staff Responsibilities

- 1) Maintain records of sent/returned and assessed work
- 2) Maintain attendance record via Integris
- 3) Inform Principal of any set work and Air Lesson concerns.

Registrar

- 1) Maintain enrolment and transfer records.
- 2) Maintain "Whereabouts Unknown" procedures where necessary.

Principal

- 1) Monitor Integris roll
- 2) Contact Parents/Home Tutors if attendance is unsatisfactory.

Fees and Charges

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.

Voluntary Contributions: \$60 per year (Single Child)
 \$120 per year (2 of more children)

Home Tutor Seminar: \$20 per student (K-6)
 \$35 per adult

Term 4 Camp: \$20 per student (K-6)
 \$35 per adult

SOTA Muster: \$650 per attendee

If you ever need to contact the school about anything, please phone us at any time: 08 9193 1006.

