



Home Tutor School Seminar

2019

THE SCHOOL OF DISTANCE EDUCATION

CHARTERS TOWERS

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Motels/Caravan Park details

Listed below are some of the accommodation facilities that exist in Charters Towers. Please note: If you have already booked, please remember to confirm your booking.

Accommodation	Telephone No.
Aussie Outback Oasis Cabins & Van Village (Flinders Highway)	07 4787 8722
Cattleman's Rest Motor Inn (cnr Bridge & Plant Street)	07 4787 3555
Country Road Motel (6 Mt Leyshon Road)	07 4787 2422
Dalrymple Caravan Park (Lynd Highway)	07 4787 1121
Affordable Gold City Motel (Lynd Highway)	07 4787 2187
Motel Charters Towers (95 Hackett Terrace)	07 4787 1366
The Park Motel (1 Mosman Street)	07 4787 1022
Hillview Motel (3 Flinders Highway)	07 4787 1973
Heritage Lodge (94 Dr George Ellis Drive)	07 4787 4088
The Royal Private Hotel (100 Mosman Street)	07 4787 8688
Top Park, Charters Towers (37 Mt Leyshon Road)	07 4787 7944

It is recommended that you identify yourself as being involved with the SDE activities as some of these places offer discounts to SDE families.

Costs

Adults seminar attendance	\$28 for four days Monday - Thursday Or \$7 per day
Students attending days only Prep – Year 6 students Year 7 -12 days only	\$30 for the week or \$7 per day MTWT \$2 Friday \$42 for week or \$10 per day MTWT \$2 Friday
Students camping over <i>Includes 3 meals, morning & afternoon tea, fruit per day plus after dinner activities</i> Year 4 – 6 students camping	\$108 or \$26 per day MTWT \$4 Friday
Students in Year 7 -12 camping	\$126 or \$30 per day MTWT \$6 Friday
Maximum cost for each family (This will cover all registration and fees for the camp for a family – not including Governess)	\$220
Under- Preparatory Age (lunch to be provided by tutor/parents)	\$0

Families or tutors experiencing difficulties with the cost of attendance should contact Lesley Griffin the Parent Liaison Officer (4754 6843) for assistance.

Registration and payment information

Complete the registration form/s at the back of this document. There is a separate one for registering your Governess and one for yourself. Don't forget to indicate whether your child/ren is/are day students or camping for invoicing purposes. The Tutor School payment should be made upon receipt of your school generated invoice. You will receive your invoice once your registration form has been received and processed.

Payment can be made as follows:

- Send a cheque with a note quoting your name and invoice number
- Call the front office staff on 07 4754 6888 to pay by credit card
- BPoint payment as per your invoice
- Direct deposit to the schools bank account using the invoice number as the reference

BSB: 064-805

CBA Charters Towers

Account: 000091-251

Name of Account Charters Towers SDE

An official school receipt will be forwarded to you.

If you would like to pay during Tutor School, to alleviate a long wait at the front counter during office hours (Monday – Friday 8am – 4pm), place your payment in an envelope with your name, child's name and year level on the front, and hand it to the office staff who will process your payment later.

Student program

Student registration, gear drop off etc commences at 8.30 Monday morning. The students will participate in daily class activities conducted by their teachers. All student activities will occur at the school or camp venue. The week commences Monday morning 9:00 am and finishes Friday at noon.

All children will be attending some swimming classes during the school. Parents are to ensure that the Annual Approval forms and the medical forms are completed and sent to the school by 18 February 2019.

Senior school information

Venue: Goldfields Ashes Cricket Centre, York Street

Senior school students will run a conference style program. Conference participants may elect to stay at self-provided accommodation or participate in a 'live-in' situation based at cricket centre each night. The Senior School Head of Department will manage this, so for further information please contact the HOD on 07 4754 6816.

Breakfast (camping), morning tea, lunch, afternoon tea and dinner (camping) will be provided at the centre. The conference sessions will begin at 9:00am and finish at 3:00pm. Afternoon activities are planned to continue until 5:00pm except for Friday with camp finishing at 12 noon.

Evening activities will be organised for those 'living in' at the centre. Students staying at self-provided accommodation will need to be collected at 5:00pm each day.

Childcare

Below is a list of childcare providers in Charters Towers that you can contact if you wish.

Charters Towers Child Care Centre

17 Gordon Street
Charters Towers Q 4820
PH: (07) 4787 3225

Bright Horizons Childcare

75 Racecourse Road
Charters Towers Q 4820
PH: (07) 4787 7832

Family Day Care Townsville & Regions

(Charters Towers Carers)
265 Ross River Road
Aitkenvale Q 4814
PH: (07) 4728 2333

Charters Towers Kindergarten

10 Bridge Street
Charters Towers Q 4820
PH: (07) 4787 1860

School photos

School photos will be taken on **Wednesday 20 February**. Students must wear the school uniform. An envelope will be mailed to you for ordering of school photos. Payment must be made using this envelope/order form **using the correct money/cheque or online to AdvancedLife Photography**. There will be a drop box at the front counter for these envelopes.



Parent/Tutor program

The tutor program is aimed at providing tutors with further skills for use in their home classrooms, broader skills that may have a vocational aspect but are also valuable in the home teaching role and to experience a time to share with other home tutors.

While it is enjoyable to experience entertaining and social activities, our choice of program sessions is based on the school's core responsibility of supporting the educational needs of each child.

To facilitate organisation and catering, tutors will need to indicate session attendance by 18 January 2019.

Please detach your registration form, which is attached at the back of this booklet and return to the school by 18 January 2019.

The registration will be accepted by:

Email: cpeck6@eq.edu.au

Fax: 07 4754 6800

In person (The school will be closed for Christmas vacation from 14 December 2018 and will reopen on 22 January 2019).

Sale of goods

Teaching aids and school uniforms are available to purchase at the school's office during normal office hours.

How to Find...

The school

Our school is quite easy to find. The turn off to the school is on the bypass road – Hughenden to Townsville – called York Street. Look for the street named “Armstrong Road”, also located on the signposts is a blue street sign “School of Distance Education”.

Approximately 100 metres down Armstrong Road, the road splits – take the right road, Brisk Street. Follow Brisk Street for about 400 metres, over a floodway and the school is on your left.

There is ample parking at the rear of the school grounds, off Philipson Road left at Amalgamated Pest Control and outside the school gates. Please do not park in the school grounds.

Dalrymple Trade Training Centre (DTTC)

Situated in Macpherson St, adjacent to the airport entrance gate. All home tutor training activities except First Aid and Home Tutoring Warts and All will take place at this venue.

Monday morning

Registering with Parent Liaison Officer, Lesley Griffin. Morning tea on arrival, Principal’s welcome, P&C AGM and Outreach meetings.

Tuesday to Thursday

Morning tea will be served in the cafeteria on site.

The program will finish at lunch time each day.

Department of Agriculture and Fisheries (DAF) First Aid sessions

DAF is situated at 1-5 Prior Street, past the RSL Club, on your left and before the DTTC. First Aid sessions and Home Tutoring Warts and All will be conducted in the John Fry Room.

Gold Field Ashes Cricket Centre (Senior school camp venue)

The centre is situated in York Street on the heavy vehicle bypass road. As you leave the school, second turn right into York Street, proceed towards Charters Towers Toyota, and the centre is on your right.

Monday 18 February 2019

REGISTRATION

Invoices will be sent on the receipt of registration form. Payment is to be made to the school prior to Tutor School.

OUTREACH GROUP MEETINGS

Outreach groups meet to greet new Outreach group members and to discuss activities for the year ahead.

P&C MEETING AGM

The annual general meeting of the P&C

Time	Session	Audience	Presenter & Venue
Before 10:00am	Registration before 10.00am Morning Tea	ALL	<i>Dalrymple Trade Training Centre</i>
10:30am - 11:00am	Principal's Welcome and Introduction	ALL	<i>Dalrymple Trade Training Centre</i>
11:00am - 11:30am	Outreach Group Meetings	ALL	<i>Dalrymple Trade Training Centre</i>
11.30am - 12:45am	P & C Meeting AGM	ALL	<i>Dalrymple Trade Training Centre</i>



Meet N Greet

Monday 18 February 2019
6pm Start
Aussie Outback Oasis – Big 4

RSVP & PAYMENT DUE 12 February 2019

Come along to welcome new Home Tutors and mingle with old friends at the P & C Meet N Greet. Enjoy an evening under the stars with a BBQ dinner at the Aussie Outback Oasis Cabins and Van Village.

The P & C will be providing nibbles. You are more than welcome to BYO drinks.

The Meet N Greet is a kid friendly evening so please bring the kids as there will be plenty of room for them to play with their mates.

Bookings are essential for catering purposes. Payment to be made via direct deposit (preferred) -: BSB 034 170 A/C 197956 Reference Surname & Initials

Booking Slip & payment to be returned to -:
 • Julia Broad as an attachment to
ctsdepandc@gmail.com
 Subject -: Meet N Greet 2019

PARTNERS IN LEARNING

This program with a core focus on literacy in the early years is mandatory for all P-2 Tutors. It is a major initiative of the Department of Education focusing on enhancing the literacy skills of rural families in the early years.

NEW SENIOR

The rollout of the new senior model in 2019 represents one of the biggest curriculum changes in many years. The move to external exams and a prescribed curriculum present some key challenges for schools that will impact not only senior school but potentially right down into the primary years. This session will provide an overview of the new senior and what this may mean for the future in our school.

LANGUAGES

Languages forms a mandatory element in Year 5 – 7. Research shows that there are significant lifelong educational and personal benefits to learning a language. This session will look at the languages program in our school and discuss the benefits and challenges of learning a second language.

STRATEGIES FOR RESPONDING TO STUDENT ANXIETY

While anxiety is a normal part of life, it can have a significant impact on the way students engage with school. This session will look at the triggers of anxiety, both short term and long term, and strategies for responding to this.

IT READY

Are you ready for the challenges of a digital learning environment? This session will focus on common issues and challenges that tutors experience with an emphasis on the top IT issues that prompt support call to the school. Bring along any questions and challenges that you have and let us see if we can help.

Tuesday 19 February 2019

Time	Session	Target Audience	Presenter & Venue
8:30am	Principals forum	ALL	<i>Dalrymple Trade Training Centre Bistro</i>
9:00am-10:30am	Partners in Learning (Module 1)	Yrs P– 2 Tutors	Emma Flanagan <i>DTTC Room 3</i>
	New Senior	Yrs 10 – 12 Tutors	Sarah Jenkins & Angela Mroz <i>DTTC Room 2</i>
	Languages	Yrs 5 – 9 Parents	Fan Zeng & Yeongmin Gwon <i>DTTC Bistro</i>
10:30am	Morning Tea Break		
11:00am – 12:30pm	Partners in Learning (Module 1 Continued)	All P – 2 Tutors	Emma Flanagan <i>DTTC Room 3</i>
	Strategies for responding to student anxiety	ALL	Pim Crothers <i>DTTC Room 2</i>
	IT Ready	ALL	School Technical Officer Jade Matthews <i>DTTC Bistro</i>
12:30pm	End of day		

Meet your class teacher – Prep & Year 5

2:45 pm start

Dalrymple Trade Training Centre - Bistro

Come along and meet your child's teacher. There is no formal program or registration required. All tutors are welcome to attend. This is an opportunity to meet your teacher, ask any questions that you might have, establish early working relationships and put a face to a name.

Wednesday 20 February 2019

PARTNERS IN LEARNING

This program with a core focus on literacy in the early years is mandatory for all P-2 Tutors. It is a major initiative of the Department of Education focusing on enhancing the literacy skills of rural families in the early years.

WATER SAFETY AWARENESS

Keeping young children safe in and around the water is vital. Water safety awareness is an important life skill, and combined with active supervision it helps keep young children safe. The Water Safety Awareness Program provides water safety lessons for parents, guardians, carers and their children under five. The session teaches emergency skills, water awareness and familiarisation.

FIRST AID

The Royal Life Saving **First Aid** training course will provide you with the knowledge and skills required to administer first aid to a victim of illness or injury until the arrival of professional medical help. It will provide you with the ability to recognise basic signs and symptoms of various illnesses and injury and subsequent provision of appropriate treatment or assistance. A Statement of Attainment for **HLTAID003** Provide First Aid and **HLTAID001** Provide Cardio Pulmonary Resuscitation) will be issued by Royal Life Saving upon successful completion of this training.

CURRICULUM READY IT SKILLS

It is no surprise that in a digital learning environment, students and tutors are expected to have a sound level of information technology skills to successfully navigate the curriculum and complete assessment tasks. This session will focus on key skills that tutors and students will need to navigate the digital landscape.

SCIENCE IN THE HOME CLASSROOM

Science is one of the key areas for development at a national level in the smart economy of the future. Science delivery in a distance education setting does pose some challenges and pitfalls. This session will focus on science activities that can be undertaken successfully in a home classroom. These are linked directly to our curriculum but can be fun activities at any age or year level.

Time	Session	Target Audience	Presenter & Venue
8.30am	Principals forum	ALL	DTTC Bistro
9.00am – 10.30am	Partners in Learning (Module 2)	All Yrs P – 2 Tutors	Emma Flanagan DTTC Room 3
	Water Safety Awareness	Parents/Babies/Toddlers	Dr Shayne Baker Dept of Ag & Fisheries (DAF) John Fry Room
	Curriculum ready IT skills	ALL	Sarah Norquay DTTC Room 2
10:30am	Morning Tea Break		
11.00am - 12.30pm	Partners in Learning (Module 2 Continued)	All P – 2 Tutors	Emma Flanagan DTTC Room 3
	First Aid	ALL	Dr Shayne Baker John Fry Room DAF
	Science in the home classroom	ALL	Kathy Macdonald DTTC Bistro
12:30pm	End of day		

Meet your class teacher – Year 2 & Year 4

2:45 pm start

Dalrymple Trade Training Centre - Bistro

Come along and meet your child's teacher. There is no formal program or registration required. All tutors are welcome to attend. This is an opportunity to meet your teacher, ask any questions that you might have, establish early working relationships and put a face to a name.

Thursday 21 February 2019

PARTNERS IN LEARNING

This program with a core focus on literacy in the early years is mandatory for all P-2 Tutors. It is a major initiative of the Department of Education focusing on enhancing the literacy skills of rural families in the early years. These sessions will cover Module 1-3 of the program. Another workshop for modules 4-6 will be held later in the year.

HOME TUTORING: WARTS AND ALL

Delivered by an experienced Home Tutor for Home Tutor's, this session will focus on the realities of what it means to be a home tutor in our school. It will discuss the realities of managing not only school, but also home, work and the stresses of daily life. It will also explore tips and hints that will assist in making the curriculum work for you and well as some ideas and strategies that may assist in managing your children's education in a setting of competing demands.

STUDENTS WITH UNIQUE LEARNING NEEDS

While it is true that every student is different, some students have learning needs that fall outside of the norm. This session will focus on the key issues that impact student learning such as behavior, motivation, anxiety, learning difficulties and other key factors that often provide a barrier to learning.

PRIMARY TO SECONDARY TRANSITION

A key phase in the learning journey of all students is the transition from primary school to secondary school. This transition presents a number of challenges for students. This session will focus on overcoming the pitfalls of transition and maintaining the momentum.

CYBERSAFETY

With the increasing demands of a connected world, staying safe online is a very real concern for parents and educators. This webinar will focus on the issue of staying safe online and what steps to take to make sure that you and your children are protected.

Time	Session	Target Audience	Presenter & Venue
8.30am	Principal's Forum	ALL	DTTC Bistro
9.00am – 10.30am	Partners in Learning (Module 3)	All Yrs P – 2 Tutors	Emma Flanagan DTTC Room 3
	Home Tutoring Warts and All	ALL	TBA John Fry Room DAF
	Students with unique learning needs	ALL	Karen Smith Cameron Burke Andrew Smith Pim Crothers DTTC Room 2
10:30am	Morning Tea Break		
11.00am – 12.30pm	Partners in Learning (Module 3 Continued)	All P – 2 Tutors	Emma Flanagan DTTC Room 3
	Primary to Secondary Transition	ALL	Melinda O'Connor Christine Ohlson DTTC Bistro
	Cybersafety	ALL	IT Branch Webinar DTTC Room 2
12:30pm	End of day		

Meet your class teacher – Years 1, 3 & 6

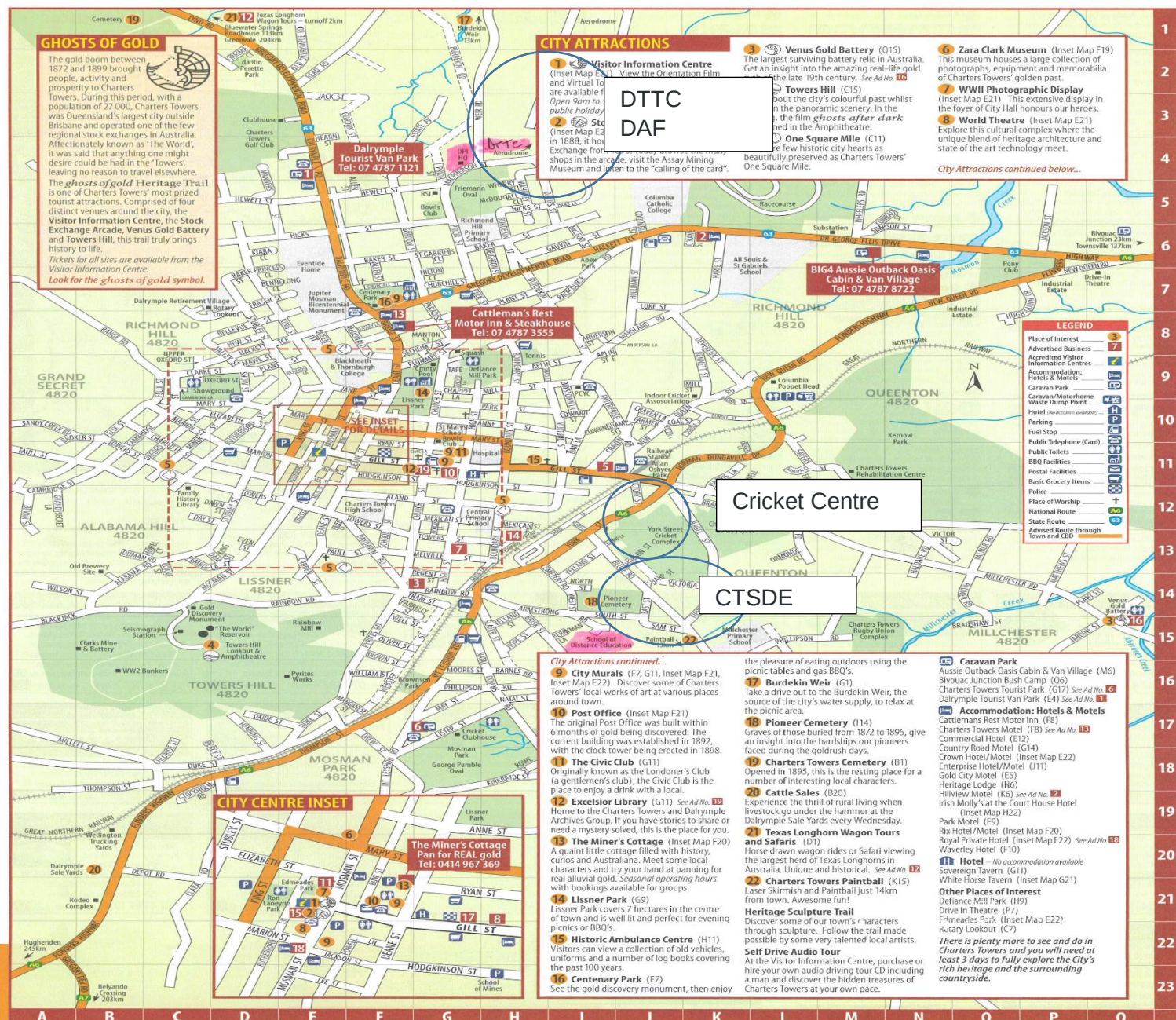
2:45 pm start

Dalrymple Trade Training Centre - Bistro

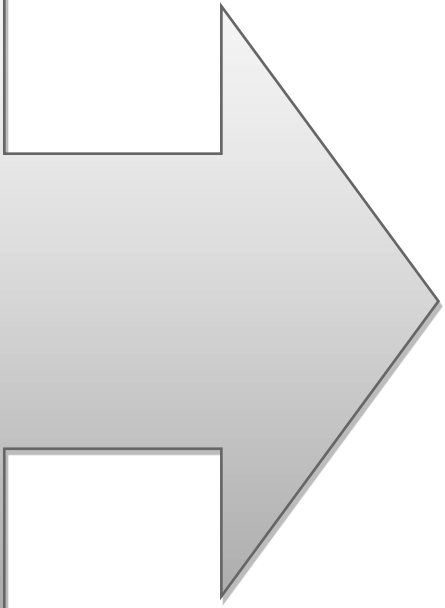
Come along and meet your child's teacher. There is no formal program or registration required. All tutors are welcome to attend. This is an opportunity to meet your teacher, ask any questions that you might have, establish early working relationships and put a face to a name.

Map of Charters Towers

CHARTERS TOWERS



**Please complete the
Registration Form/s,
detach and either fax
or email:
(cpeck6@eq.edu.au)
the form before
18 January 2019**



2019 Home Tutor Registration Form

Please return this form to cpeck6@eq.edu.au or by fax 4754 6800 by 18 January 2019.

Name: _____ Emergency No: _____

Address: _____ Telephone: _____

CHILDREN ATTENDING

Name	Days Attending (Please circle)	Year Level	Camping	Day Student Only
1.	M T W T F			
2.	M T W T F			
3.	M T W T F			
4.	M T W T F			
5.	M T W T F			

HOME TUTOR SESSION OPTIONS:

Please select carefully. Every year we have a waiting list as there are a limited number of places we can offer and it is unfair that positions that could be taken are lost.

Tuesday	<i>Please choose ONE from each session</i>		
9am-10:30am	Prep – 2 Tutors ☐ Partners in Learning (Module 1)	☐ New Senior	☐ Languages
11am-12:30pm	Prep – 2 Tutors ☐ Partners in Learning (Module 1 Continued)	☐ Strategies for responding to student anxiety	☐ IT Ready
Wednesday	<i>Please choose ONE from each session</i>		
9am-10:30am	Prep – 2 Tutors ☐ Partners in Learning (Module 2)	☐ Water Safety Awareness	☐ Curriculum ready IT skills
11am-12:30pm	Prep – 2 Tutors ☐ Partners in Learning (Module 2 Continued)	☐ First AID	☐ Science in the home classroom
Thursday	<i>Please choose ONE from each session</i>		
9am-10:30am	Prep – 2 Tutors ☐ Partners in Learning (Module 3)	☐ Home Tutor Warts and All	☐ Students with unique learning needs
11am-12:30pm	Prep – 2 Tutors ☐ Partners in Learning (Module 3 Continued)	☐ Primary to Secondary Transition	☐ Cybersafety

MORNING TEA REQUIREMENTS FOR HOME TUTORS

Days you will require morning tea	Please tick ✓
Monday 18 February	
Tuesday 19 February	
Wednesday 20 February	
Thursday 21 February	

OFFICE USE ONLY

Date received: __/__/__
 Date entered: __/__/__
 Nominated Session Available YES/NO
 If NO, date HT Contacted __/__/__
 FINANCE OFFICER
 Invoice Number: _____
 Invoice Date: __/__/__
 Invoice Amount: \$_____

2019 Governess Registration Form

Please return this form to cpeck6@eq.edu.au or by fax 4754 6800 by 18 January 2019.

Name: _____

For Student/s: _____

Address: _____ Telephone: _____

_____ Emergency No: _____

SESSION OPTIONS:

Please select carefully. Every year we have a waiting list as there are a limited number of places we can offer and it is unfair that positions that could be taken are lost.

LUNCH REQUIREMENTS FOR GOVERNESS ONLY

Tuesday	<i>Please choose ONE from each session</i>		
9am-10:30am	Prep – 2 Tutors ☐ Partners in Learning (Module 1)	☐ New Senior	☐ Languages
11am-12:30pm	Prep – 2 Tutors ☐ Partners in Learning (Module 1 Continued)	☐ Strategies for responding to student anxiety	☐ IT Ready
Wednesday	<i>Please choose ONE from each session</i>		
9am-10:30am	Prep – 2 Tutors ☐ Partners in Learning (Module 2)	☐ Water Safety Awareness	☐ Curriculum ready IT skills
11am-12:30pm	Prep – 2 Tutors ☐ Partners in Learning (Module 2 Continued)	☐ First AID	☐ Science in the home classroom
Thursday	<i>Please choose ONE from each session</i>		
9am-10:30am	Prep – 2 Tutors ☐ Partners in Learning (Module 3)	☐ Home Tutor Warts and All	☐ Students with unique learning needs
11am-12:30pm	Prep – 2 Tutors ☐ Partners in Learning (Module 3 Continued)	☐ Primary to Secondary Transition	☐ Cybersafety

MORNING TEA REQUIREMENTS FOR GOVERNESS ONLY

Days you will require morning tea	Please tick ✓
Monday 18 February	
Tuesday 19 February	
Wednesday 20 February	
Thursday 21 February	

OFFICE USE ONLY

Date received ____/____/____

Date entered: ____/____/____

Nominated Session Available YES/NO

If NO, date HT Contacted ____/____/____

FINANCE OFFICER

Invoice Number: _____

Invoice Date: ____/____/____

Invoice Amount: \$_____



CTSDE PARENTS & CITIZENS ASSOCIATION

Application for Membership 2019

Name			
Address			
Phone			
Fax			
Mobile			
Email			
Outreach Area			
Yr level of students			
Membership			
P & C Contact Register	Permission for contact details to be kept on P & C contact register for 2019 for executive use only.		
<i>I am a Parent / Community Member over 18 yrs of age / Staff Member (please circle)</i> <i>I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the Association.</i> <i>If emailing application form type name in Signature box.</i>			
Signature		Date	
P&C USE ONLY			
Date received		Date accepted	
Receipt #		Treasurer's Signature	

A contribution of \$10 per family for administration costs would be greatly appreciated. Chqs payable to CTSDE P & C Assn / Direct deposit BSB 034 170 A/C 197956

Payment Options

Donation _____ \$

Total Payment _____ Reference _____

Please email this form as an attachment to Julia Broad ctsdepandc@gmail.com
 Subject – **CTSDE P & C Membership 2019**

Please return this form and attached funds to -:

Mrs Julia Broad
 CTSDE P & C Treasurer
 "Low Holm"
 PENTLAND Q 4816