



# PRIMARY HANDBOOK

# Primary P-6 Handbook

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## School Contact Details

Emerald Campus  
Prep – Year 6

Gladstone & Gray Street  
Emerald Qld 4720

PH: (07) 4987 9100

PO Box 1616  
Emerald Qld 4700

Rockhampton  
Prep – Year 12

241 – 259 Farm Street  
Kawana QLD 4701

PH: (07) 4931 4800

Office Hours

Monday to Friday 8:00am to 4:00pm

Email

[administration@caprrocksde.eq.edu.au](mailto:administration@caprrocksde.eq.edu.au)

Facebook

[www.facebook.com/capricornia.sde](https://www.facebook.com/capricornia.sde)

Website

[www.capricorniasde.eq.edu.au](http://www.capricorniasde.eq.edu.au)

School-based enrolments

[school\\_based@capricornia.eq.edu.au](mailto:school_based@capricornia.eq.edu.au)



## Communication

Email is the main form of communication at CapSDE. In the Primary department, emails are sent to the student's Webmail address and in some year levels, it will also be sent to the Home Tutor's address.

***It is essential that both email accounts are checked on a daily basis by the Home Tutor.***

### Student email addresses

All enrolled students will use an official Department of Education (DoE) web mail address for communication with the school (e.g. [jsmit1@eq.edu.au](mailto:jsmit1@eq.edu.au)). This address will be provided following enrolment.

Students must conform to the acceptable use of email. DoE email addresses can be monitored and retrieved if required.

### Methods of communication used are:

- Schoolzine newsletter (From the school every week. Contains important messages and information)
- Emails and phone calls from teachers and the Capri-Connect Group teacher.
- Announcements posted to QLearn and MS Teams classes including Primary Cohort, Primary Mini-school and individual subject classes indicated on student timetables
- CapSDE website
- CapSDE Facebook page

*Regular communication from Home Tutors is essential to Primary students having a successful experience at CapSDE.*

### School App (Szapp)

The School app (Szapp) can be downloaded for Apple and Android users.

This app gives families access to the school calendar, contact details, current and archived newsletters, uniform orders through the Qkr! Families can also advise of a student absence through the app.

### Student Absences

When your child is absent, please contact the respective campus before 9.00am on the day of absence using one of the following methods:

- Szapp: Families can advise of a student absence through the widget in the app.
- Email: [studentabsences@caprocksde.eq.edu.au](mailto:studentabsences@caprocksde.eq.edu.au)
  - Include the student's name and year level in the subject header.
  - You must include the reason of absence and the part of the day they will be absent.
- Phone the Emerald (07 4987 9100) or Rockhampton (07 4931 4800) campus or email the administration office ([studentabsences@capricorniasde.eq.edu.au](mailto:studentabsences@capricorniasde.eq.edu.au)) before, or on the day of absence.
- Persistent and regular absence will require a medical certificate.
- Principal approved exemptions are required for more than 10 days absent consecutively.

If a student is absent (not able to attend lessons), it is still expected that work is being completed on a daily basis and assessment deadlines are met.

## Web based learning - eLearning

On enrolment, ***all students are issued with a username and password*** for all EQ platforms (MIS email, QLearn, One School) which enables them to access online courses, the school library and other learning and support materials.

Digital resources for subjects are provided on a digital platform and USB sticks. This will be unpacked on induction. Lessons can be accessed through scheduled meetings in MS Teams via QLearn.

It is important that students have **reliable and regular access to the Internet** as subjects require students to download materials and submit work electronically. Digital learning materials may be supplemented with a range of other materials including (but not limited to), text books and story books. Students in Primary are also sent Curriculum Resources boxes.

## Prep to Year 6 Curriculum

Queensland state schools provide the Australian Curriculum in Prep to Year 10. The Australian Curriculum has been developed by the Australian Curriculum, Assessment and Reporting Authority (ACARA). It specifies what is to be taught and the learning expected of young people as they progress through school.



### HOME TUTOR – PREP YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                                   | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Term 2                                    | Term 3                                                            | Term 4                                   |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------|------------------------------------------|
| English                                                                                           | Unit 1: Sharing thoughts and feelings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Unit 2: Exploring informative texts       | Unit 3: Exploring and sharing experiences                         | Unit 4: Exploring imaginative texts      |
| Phonics                                                                                           | School Phonics Program (application to reading and spelling)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           | Revise Sounds, introduce blends and different long vowel spelling |                                          |
| Reading                                                                                           | Introduction to Reading with teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Reading Lessons                           |                                                                   |                                          |
| Mathematics<br><small>(Delivered online and taught by Home Tutor)</small>                         | Unit 1: Number and Algebra, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unit 2: Number, Measurement               | Unit 3: Number, Space, Measurement                                | Unit 4: Number and Algebra               |
| HASS<br><small>(Delivered by Home Tutor)</small>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unit 1: My Family History                 | Unit 2: My Special Places                                         |                                          |
| Science<br><small>(Delivered by Home Tutor)</small>                                               | Unit 1: Our Living World                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unit 2: Our Material World                | Unit 3: Weather Watch                                             | Unit 4: Move it, Move it                 |
| HPE<br><small>(Accessed through QLearn and delivered by Home Tutor)</small>                       | EduVenture Health: Me, You, Us                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | EduVenture Physical: Move and Groove      | EduVenture Health: Safety Stars                                   | EduVenture Physical: Ball Bounce Bonanza |
| Technologies<br><small>(Delivered by Home Tutor)</small>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unit 1: Digital: Computers: Handy Helpers |                                                                   | Unit 2: Design: Grow, Grow, Grow!        |
| The Arts<br><small>(Delivered by Home Tutor)</small>                                              | Unit 1: Dance: Dancing Characters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           | Unit 1: Visual: New Stories                                       |                                          |
| Capri-Connect Program<br><small>(Delivered by class teacher with support from Home Tutor)</small> | A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school’s support network, helping students develop socially, emotionally, and academically.<br><br>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students. |                                           |                                                                   |                                          |

## PREP AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                      | Time Allocation   | Description                                                                                                                                                                                                                                    |
|--------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prep Curriculum<br>Delivered by Home Tutor |                   | <ul style="list-style-type: none"> <li>Taught daily, following the unit ILM USB, QLearn or papers</li> </ul>                                                                                                                                   |
| Spelling (encoding)                        | 5 x 30 mins/ week | <ul style="list-style-type: none"> <li>Teacher directed (DRA resources including Phonic workbook)</li> </ul>                                                                                                                                   |
| Shared Reading                             | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Read books from home, Home Readers, library books, e-Library</li> <li>Read anywhere or anytime that suits the family</li> <li>Comprehension purpose</li> </ul>                                          |
| Daily Independent Reading                  | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Teacher directed (decodable readers)</li> </ul>                                                                                                                                                         |
| Daily Writing                              | 5 x 10 mins/ week | <p>Term 1 - Upper- and lower-case letter writing</p> <p>Term 2 - Writing decodable sentences with illustration</p> <p>Term 3 - Writing decodable sentences with illustration</p> <p>Term 4 - Writing decodable sentences with illustration</p> |
| Handwriting                                | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Teacher will provide instructions for Term 1 and Term 2</li> <li>Targeting Handwriting Book in Term 3 and Term 4</li> </ul>                                                                             |
| Term 3 and 4<br>Typing                     | 2 x 10 mins/ week | <ul style="list-style-type: none"> <li>Begin in Term 3 - students start to practice their typing skills</li> </ul>                                                                                                                             |

| Optional at Home Tasks           | Description                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Reading Eggs and<br>Fast Phonics | <ul style="list-style-type: none"> <li>Online Reading program (Teacher will provide log-in details)</li> </ul>      |
| Math Seeds                       | <ul style="list-style-type: none"> <li>Online Maths program</li> <li>Teacher will provide log-in details</li> </ul> |
| Literacy Games                   | <ul style="list-style-type: none"> <li>Games and resources in literacy packs</li> </ul>                             |

## HOME TUTOR – YEAR ONE YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                                  | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Term 2                                                          | Term 3                                                        | Term 4                                                |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------|
| <b>English</b>                                                                                   | Unit 1: Engaging with imaginative stories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Unit 2: Exploring and creating informative texts                | Unit 3: Expressing opinions about procedures in texts         | Unit 4: Exploring and responding to imaginative texts |
| <b>Systematic Phonics</b><br>(Reading and spelling)                                              | 5x 30minute lessons a week delivered by teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                 |                                                               |                                                       |
| <b>Mathematics</b><br>(Delivered online and taught by Home Tutor)                                | Unit 1: Number and Algebra, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Unit 2: Number and Algebra, Measurement                         | Unit 3: Number, Space, Measurement                            | Unit 4: Number and Algebra                            |
| <b>Science</b>                                                                                   | Unit 1: Biological Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unit 1: Biological Sciences<br>Unit 2: Earth and Space Sciences | Unit 2: Earth and Space Sciences<br>Unit 3: Physical Sciences | Unit 3: Physical Sciences                             |
| <b>HASS</b><br>(Delivered by Home Tutor)                                                         | Unit 1: My Changing Life                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 | Unit 2: My Changing World                                     |                                                       |
| <b>HPE</b><br>(Accessed through QLearn and delivered by Home Tutor)                              | EduVenture Health: Kindness Connects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | EduVenture Physical: Play Quest                                 | EduVenture Health: Safe Steps, Strong Hearts                  | EduVenture Physical: Wild Moves                       |
| <b>Technologies</b><br>(Delivered by Home Tutor)                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Design: Spin It                                                 |                                                               |                                                       |
| <b>The Arts</b><br>(Delivered by Home Tutor)                                                     | Visual: Up, Down and All Around                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                 | Pretending Through Drama                                      |                                                       |
| <b>Capri-Connect Program</b><br>(Delivered online by class teacher with support from Home Tutor) | <p>A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school's support network, helping students develop socially, emotionally, and academically.</p> <p>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students.</p> |                                                                 |                                                               |                                                       |



## YEAR ONE AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                        | Time Allocation   | Description                                                                                                                                                                                                            |
|----------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 1 Curriculum<br>Delivered by Home Tutor |                   | <ul style="list-style-type: none"> <li>• Taught daily, following the unit ILM USB, QLearn or papers</li> </ul>                                                                                                         |
| Phonics                                      | 5 x 30 mins/ week | <ul style="list-style-type: none"> <li>• Phonic workbooks (school provides)</li> <li>• Instruction provided by class teacher of what to do in this time</li> <li>• Games and resources in literacy packs</li> </ul>    |
| Shared Reading                               | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>• Read books from home, Home Readers, library books, e-Library</li> <li>• Read anywhere or anytime that suits the family</li> <li>• Comprehension purpose</li> </ul>            |
| Daily Independent Reading                    | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>• Teacher directive (decodable readers)</li> </ul>                                                                                                                              |
| Daily Writing                                | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>• Handwritten work</li> <li>• Student can build on the same piece of writing each day throughout the week</li> <li>• Teacher provides optional writing topic prompts</li> </ul> |
| Handwriting                                  | 5 x 10mins/ week  | <ul style="list-style-type: none"> <li>• Targeting Handwriting book, following the instructions in Term Overview</li> <li>• Teacher may supplement with additional activities</li> </ul>                               |
| Term 3 and 4 - Typing<br>(Teacher directed)  | 2x 10mins/ week   | <ul style="list-style-type: none"> <li>• Student's practice typing skills - links to free Typing programs on the CSDE Website under the Student Resources tab</li> </ul>                                               |

| Optional at Home Tasks | Description                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Reading Eggs           | <ul style="list-style-type: none"> <li>• Online Reading program</li> <li>• Teacher will provide log-in details</li> </ul> |
| Maths Seeds            | <ul style="list-style-type: none"> <li>• Online Maths program</li> <li>• Teacher will provide log-in details</li> </ul>   |
| Mathletics             | <ul style="list-style-type: none"> <li>• Online Maths program</li> <li>• Teacher will provide log-in details</li> </ul>   |

## HOME TUTOR – YEAR TWO YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                                  | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Term 2                                                       | Term 3                                                       | Term 4                                 |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------|
| <b>English</b>                                                                                   | Unit 1: Sharing ideas and responding to imaginative texts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Unit 2: Understanding and creating informative texts         | Unit 3: Expressing opinions                                  | Unit 4: Engaging with narrative texts  |
| <b>Systematic Phonics</b><br>(Reading and spelling)                                              | 5 x 30minute phonic lessons delivered by classroom teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                              |                                                              |                                        |
| <b>Mathematics</b><br>(Delivered online and taught by Home Tutor)                                | Unit 1: Number, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit 2: Number and Algebra, Measurement                      | Unit 3: Number, Space, Measurement                           | Unit 4: Number and Algebra             |
| <b>Science</b>                                                                                   | Unit 1: Chemical Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Unit 1: Chemical Sciences<br>Unit 2: Earth and Space Science | Unit 2: Earth and Space Science<br>Unit 3: Physical Sciences | Unit 3: Physical Sciences              |
| <b>HASS</b><br>(Delivered by Home Tutor)                                                         | Unit 1: Present Connections to Places                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              | Unit 2: Impacts of Technology Over Time                      |                                        |
| <b>HPE</b><br>(Delivered by Home Tutor)                                                          | EduVenture Health: Emotion Commotion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | EduVenture Physical: Together We Score                       | EduVenture Health: Unique Me, Unique You                     | EduVenture Physical: Move It, Twist It |
| <b>The Arts</b><br>(Delivered by Home Tutor)                                                     | Dance: Dancing Seasons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              | Music: Musical Stories                                       | Media: Family Portraits                |
| <b>Capri-Connect Program</b><br>(Delivered online by class teacher with support from Home Tutor) | <p>A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school's support network, helping students develop socially, emotionally, and academically.</p> <p>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students.</p> |                                                              |                                                              |                                        |



## YEAR TWO AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                        | Time Allocation   | Description                                                                                                                                                                                                   |
|----------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 2 Curriculum<br>Delivered by Home Tutor |                   | <ul style="list-style-type: none"> <li>Taught daily, following the unit ILM USB, QLearn or papers</li> </ul>                                                                                                  |
| Phonics                                      | 5 x 30 mins/ week | <ul style="list-style-type: none"> <li>Phonic workbooks (school provides)</li> <li>Instruction provided by class teacher of what to do in this time</li> <li>Games and resources in literacy packs</li> </ul> |
| Shared Reading                               | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Read books from home, Home Readers, library books, e-Library</li> <li>Read anywhere or anytime that suits the family</li> <li>Comprehension purpose</li> </ul>         |
| Daily Independent Reading                    | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Teacher directive (decodable readers/ authentic texts)</li> </ul>                                                                                                      |
| Weekly Writing Focus                         | 3 X 10 mins/ week | <ul style="list-style-type: none"> <li>Work through weekly writing focus set by classroom teacher</li> </ul>                                                                                                  |
| Handwriting                                  | 3 x 10 mins/ week | <ul style="list-style-type: none"> <li>Targeting Handwriting Book, following the instructions</li> </ul>                                                                                                      |
| Spelling Mastery                             | 5 x 30mins/ week  | <ul style="list-style-type: none"> <li>Complete workbook lessons - It is essential to follow the guide book – for students who are through school phonic program</li> </ul>                                   |
| Numeracy Passport                            | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Goals to be set by classroom teacher</li> </ul>                                                                                                                        |
| Typing<br>(Teacher directed)                 | 2 x 10mins/ week  | <ul style="list-style-type: none"> <li>Student's practice typing skills - links to free Typing programs on the CSDE Website under the Student Resources tab</li> </ul>                                        |

| Optional at Home Tasks | Description                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Reading Eggs           | <ul style="list-style-type: none"> <li>Online Reading program</li> <li>Teacher will provide log-in details</li> </ul> |
| Maths Seeds            | <ul style="list-style-type: none"> <li>Online Maths program</li> <li>Teacher will provide log-in details</li> </ul>   |
| Mathletics             | <ul style="list-style-type: none"> <li>Online Maths program</li> <li>Teacher will provide log-in details</li> </ul>   |

## HOME TUTOR – YEAR THREE YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                                  | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Term 2                                  | Term 3                                     | Term 4                                   |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------|------------------------------------------|
| <b>English</b>                                                                                   | Unit 1: Examining imaginative texts and adapting ideas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unit 2: Creating information reports    | Unit 3: Constructing a persuasive response | Unit 4: Completing a novel study         |
| <b>Reading</b>                                                                                   | Read in groups with HIT Lit Teacher/Aide selected curriculum books or working on systematic synthetic phonics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |                                            |                                          |
| <b>Mathematics</b>                                                                               | Unit 1: Number, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit 2: Number and Algebra, Measurement | Unit 3: Number, Space, Measurement         | Unit 4: Number, Probability              |
| <b>Science</b>                                                                                   | Unit 1: Biological Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unit 2: Chemical Sciences               | Unit 3: Earth and Space Sciences           | Unit 4: Physical Sciences                |
| <b>HASS</b>                                                                                      | Unit 1: Our Unique Communities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         | Unit 2: Exploring Places Near and Far      |                                          |
| <b>HPE</b><br>(Delivered by Home Tutor)                                                          | EduVenture Health: Brave Hearts, Kind Starts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EduVenture Physical: Heartbeat Heroes   | EduVenture Health: Cyber Guardians         | EduVenture Physical: Fair Play Explorers |
| <b>Technologies</b><br>(Delivered by Home Tutor)                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unit 1: Design: Repurpose It!           |                                            |                                          |
| <b>The Arts</b><br>(Delivered by Home Tutor)                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Visual Arts: Print Art                  | Music: Let's Celebrate, Let's Remember     |                                          |
| <b>Capri-Connect Program</b><br>(Delivered online by class teacher with support from Home Tutor) | <p>A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school's support network, helping students develop socially, emotionally, and academically.</p> <p>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students.</p> |                                         |                                            |                                          |



## YEAR THREE AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                        | Time Allocation   | Description                                                                                                                                                                                           |
|----------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 3 Curriculum<br>Delivered by Home Tutor |                   | <ul style="list-style-type: none"> <li>Taught daily, following the unit ILM USB, QLearn or paper</li> </ul>                                                                                           |
| Shared Reading                               | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Read books from home, Home Readers, library books, e-Library</li> <li>Read anywhere or anytime that suits the family</li> <li>Comprehension purpose</li> </ul> |
| Daily Independent Reading                    | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Teacher directive using Home Readers</li> </ul>                                                                                                                |
| Weekly Writing Focus                         | 5 X 10 mins/ week | <ul style="list-style-type: none"> <li>Work through weekly writing focus set by classroom teacher</li> </ul>                                                                                          |
| Handwriting                                  | 3 x 10 mins/ week | <ul style="list-style-type: none"> <li>Targeting Handwriting book, following the instructions</li> </ul>                                                                                              |
| Spelling Mastery                             | 5 x 30 mins/ week | <ul style="list-style-type: none"> <li>Complete workbook lessons - It is essential to follow the guide book</li> </ul>                                                                                |
| Numeracy Passport                            | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Goals to be set by classroom teacher</li> </ul>                                                                                                                |
| Typing<br>(Teacher directed)                 | 2 x 10 mins/ week | <ul style="list-style-type: none"> <li>Student's practice typing skills - links to free Typing programs on the CSDE Website under the Student Resources tab</li> </ul>                                |

| Optional at Home Tasks | Description                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Reading Eggs           | <ul style="list-style-type: none"> <li>Online Reading program</li> <li>Teacher will provide log-in details</li> </ul> |
| Mathletics             | <ul style="list-style-type: none"> <li>Online Maths program.</li> <li>Teacher will provide log-in details</li> </ul>  |



## HOME TUTOR – YEAR FOUR YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                                  | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Term 2                                              | Term 3                             | Term 4                                   |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------|------------------------------------------|
| <b>English</b>                                                                                   | Unit 1: Exploring imaginative texts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Unit 2: Reporting on topics of interest or learning | Unit 3: Building an argument       | Unit 4: Completing a novel study         |
| <b>Reading</b>                                                                                   | Read in groups with HIT Lit Teacher/Aide selected curriculum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                     |                                    |                                          |
| <b>Mathematics</b>                                                                               | Unit 1: Number, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit 2: Number and Algebra, Measurement             | Unit 3: Number, Space, Measurement | Unit 4: Number, Probability              |
| <b>Science</b>                                                                                   | Unit 1: Biological Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unit 2: Chemical Sciences                           | Unit 3: Earth and Space Sciences   | Unit 4: Physical Sciences                |
| <b>HASS</b>                                                                                      | Unit 1: Australia Before, During and After European Settlement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                     | Unit 2: Using Places Sustainably   |                                          |
| <b>HPE</b><br>(Delivered by Home Tutor)                                                          | EduVenture Health: Brave Hearts, Kind Starts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EduVenture Physical: Catch, Create, Conquer         | EduVenture Health: Growth Quest    | EduVenture Physical: Move, Think, Thrive |
| <b>Technologies</b><br>(Delivered by Home Tutor)                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Digital: What Digital Systems Do You Use?           |                                    |                                          |
| <b>The Arts</b><br>(Delivered by Home Tutor)                                                     | Connect Dance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     |                                    | Drama: Country/Place                     |
| <b>Capri-Connect Program</b><br>(Delivered online by class teacher with support from Home Tutor) | <p>A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school's support network, helping students develop socially, emotionally, and academically.</p> <p>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students.</p> |                                                     |                                    |                                          |

## YEAR FOUR AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                        | Time Allocation   | Description                                                                                                                                                                                           |
|----------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 4 Curriculum<br>Delivered by Home Tutor |                   | <ul style="list-style-type: none"> <li>Taught daily, following the unit ILM USB and QLearn</li> </ul>                                                                                                 |
| Shared Reading                               | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Read books from home, Home Readers, library books, e-Library</li> <li>Read anywhere or anytime that suits the family</li> <li>Comprehension purpose</li> </ul> |
| Daily Independent Reading                    | 5 x 10 mins/ week | <ul style="list-style-type: none"> <li>Teacher directive using Home Readers</li> </ul>                                                                                                                |
| Weekly Writing Focus                         | 5 X 10 mins/ week | <ul style="list-style-type: none"> <li>Work through weekly writing focus set by classroom teacher</li> </ul>                                                                                          |
| Handwriting                                  | 1 x 20 mins/ week | <ul style="list-style-type: none"> <li>Targeting Handwriting book, one double page, following the instructions</li> </ul>                                                                             |
| Spelling Mastery                             | 5 x 30mins/ week  | <ul style="list-style-type: none"> <li>Complete workbook lessons - It is essential to follow the guide book</li> </ul>                                                                                |
| Numeracy Passport                            | 5 x 5 mins/ week  | <ul style="list-style-type: none"> <li>Goals to be set by classroom teacher</li> </ul>                                                                                                                |
| Typing<br>(Teacher directed)                 | 2 x 10mins/ week  | <ul style="list-style-type: none"> <li>Student's practice typing skills - links to free Typing programs on the CSDE Website under the Student Resources tab</li> </ul>                                |

| Optional at Home Tasks | Description                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Reading Eggs           | <ul style="list-style-type: none"> <li>Online Reading program</li> <li>Teacher will provide log-in details</li> </ul> |
| Mathletics             | <ul style="list-style-type: none"> <li>Online Maths program</li> <li>Teacher will provide log-in details</li> </ul>   |

## HOME TUTOR – YEAR FIVE YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                                  | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Term 2                                                      | Term 3                                      | Term 4                                  |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| <b>English</b>                                                                                   | Unit 1: Appreciating and responding to literary texts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Unit 2: Engaging with information reports                   | Unit 3: Persuading others                   | Unit 4: Completing a novel study        |
| <b>Reading</b>                                                                                   | Read in groups with HIT Lit teacher/Aide selected curriculum books                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                             |                                             |                                         |
| <b>Mathematics</b>                                                                               | Unit 1: Number, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit 2: Number and Algebra, Measurement                     | Unit 3: Number, Space, Measurement          | Unit 4: Number and Algebra, Probability |
| <b>Science</b>                                                                                   | Unit 1: Biological Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unit 2: Chemical Sciences                                   | Unit 3: Earth and Space Sciences            | Unit 4: Physical Sciences               |
| <b>HASS</b>                                                                                      | Unit 3: Communities in Colonial Australia (1800s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit 5: Consumer Decision- Making in Australian Communities | Unit 1: People and The Environment          | Unit 2: Managing Australian Communities |
| <b>Japanese</b>                                                                                  | Unit 1: Exploring Art                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                             | Unit 2: Exploring Coding                    |                                         |
| <b>HPE</b><br>(Delivered by Home Tutor)                                                          | EduVenture Health: Safe Surf, Kind Turf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | EduVenture Physical: Pulse Racers                           | EduVenture Health: Discover, Embrace, Shine | EduVenture Physical: Fair Kicks         |
| <b>Technologies</b><br>(Delivered by Home Tutor)                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Design: Design for Nature                                   |                                             |                                         |
| <b>The Arts</b><br>(Delivered by Home Tutor)                                                     | Visual Arts: Artists of The World                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                             | Music: Rhythmic Riot                        |                                         |
| <b>Capri-Connect Program</b><br>(Delivered online by class teacher with support from Home Tutor) | <p>A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school's support network, helping students develop socially, emotionally, and academically.</p> <p>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students.</p> |                                                             |                                             |                                         |

## YEAR FIVE AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                          | Time Allocation   | Description                                                                                                                                   |
|------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Year 5 Curriculum<br>(Delivered by Home Tutor) |                   | - Taught daily, following the unit ILM USB and QLearn                                                                                         |
| Shared Reading                                 | 5 x 10 mins/ week | - Read books from home, Home Readers, library books, e-Library<br>- Read anywhere or anytime that suits the family<br>- Comprehension purpose |
| Daily Independent Reading                      | 5 x 10 mins/ week | - Teacher directive using Home Readers                                                                                                        |
| Weekly Writing Focus                           | 5 X 20 mins/ week | - Work through weekly writing focus set by classroom teacher                                                                                  |
| Spelling Mastery                               | 5 x 30mins/ week  | - Complete workbook lessons - It is essential to follow the guide book                                                                        |
| Numeracy Passport                              | 5 x 5 mins/ week  | - Goals to be set by the classroom teacher                                                                                                    |
| Typing<br>(Teacher directed)                   | 1 x 10mins/ week  | - Student's practice typing skills - links to free Typing programs on the CSDE Website under the Student Resources tab                        |

| Optional at Home Tasks | Description                                                       |
|------------------------|-------------------------------------------------------------------|
| Reading Eggs           | - Online Reading program<br>- Teacher will provide log-in details |
| Mathletics             | - Online Maths program<br>- Teacher will provide log-in details   |

## HOME TUTOR – YEAR SIX YEARLY CURRICULUM OVERVIEWS 2026

|                                                                                           | Term 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Term 2                                                    | Term 3                              | Term 4                                            |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------|---------------------------------------------------|
| English                                                                                   | Unit 1: Engaging with and responding to literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Unit 2: Identifying and using informative text structures | Unit 3: Using language to persuade  | Unit 4: Completing a novel study                  |
| Reading                                                                                   | Read in groups with HIT Lit Teacher/Aide selected curriculum books                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                           |                                     |                                                   |
| Mathematics                                                                               | Unit 1: Number, Space, Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit 2: Number and Algebra, Measurement                   | Unit 3: Number, Space, Measurement  | Unit 4: Number and Algebra, Probability           |
| Science                                                                                   | Unit 1: Biological Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Unit 2: Chemical Sciences                                 | Unit 3: Earth and Space Sciences    | Unit 4: Physical Sciences                         |
| HASS                                                                                      | Unit 1: Australia in The Past                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unit 3: Australia in a Diverse World                      | Unit 4: Australia’s Global Citizens | Unit 5: Making Decisions to Benefit the Community |
| Japanese                                                                                  | Unit 4: My Family and Pets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit 4: My Family and Pets                                | Unit 5: Japanese Food               | Unit 6: Shopping                                  |
| HPE<br>(Delivered by Home Tutor)                                                          | EduVenture Health: Safe Surf, Kind Turf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | EduVenture Physical: Hoops and Health                     | EduVenture Health: Navigating Life  | EduVenture Physical: Agility Avengers             |
| Technologies<br>(Delivered by Home Tutor)                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | A.Maze.Ing Digital Designs                                |                                     |                                                   |
| The Arts<br>(Delivered by Home Tutor)                                                     | Dance: Adventures in Dance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           | Natural Disasters                   |                                                   |
| Capri-Connect Program<br>(Delivered online by class teacher with support from Home Tutor) | A weekly session where students, teachers and Home Tutors connect beyond regular lessons to build friendships, share ideas, and develop important skills—all while having fun! Capri-Connect is an important part of our school’s support network, helping students develop socially, emotionally, and academically.<br><br>Term overviews of planned activities are communicated to Home Tutors at the beginning of each term. Organised activities are strategically aligned with whole-school events and are responsive to identified student needs to ensure relevance and impact for students. |                                                           |                                     |                                                   |

## YEAR SIX AT HOME DAILY MUST DO TASKS – EXPLANATION

| Must Do at Home Tasks                        | Time Allocation   | Description                                                                                                                                   |
|----------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Year 6 Curriculum<br>Delivered by home tutor |                   | - Taught daily, following the unit ILM USB and QLearn                                                                                         |
| Shared Reading                               | 5 x 10 mins/ week | - Read books from home, Home Readers, library books, e-Library<br>- Read anywhere or anytime that suits the family<br>- Comprehension purpose |
| Daily Independent Reading                    | 5 x 10 mins/ week | - Teacher directive using Home Readers                                                                                                        |
| Weekly Writing Focus                         | 1 X 20 mins/ week | - Work through weekly writing focus set by classroom teacher                                                                                  |
| Spelling Mastery                             | 5 x 30 mins/ week | - Complete workbook lessons - It is essential to follow the guide book                                                                        |
| Numeracy Passport                            | 5 x 5 mins/ week  | - Goals to be set by the classroom teacher                                                                                                    |
| Typing<br>(Teacher directed)                 | 3 x 10 mins/ week | - Student's practice typing skills - links to free Typing programs on the CSDE Website under the Student Resources tab                        |

| Optional at Home Tasks | Description                                                                                                                                |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Reading Eggs           | - Online Reading program<br>- Teacher will provide log-in details                                                                          |
| Mathletics             | - Online Maths program<br>- Teacher will provide log-in details<br>- Teacher may allocate weekly tasks for individual students to complete |

## Assessment and Reporting

Teachers make standards-based judgments to award a level of achievement on a 5 point scale for student work demonstrated in response to summative assessment for a subject against the relevant aspects of the Australian Curriculum achievement standard being assessed. A core value at CSDE is maximising learning potential and we strive to achieve the best educational outcomes possible for our students. Students who do not complete exams or assignments as set out in the Semester Course Overview are not given a result on their Report Card. They are "Not Rated (N)".

Students may apply for an extension to the due date of assignments through the Class Teacher. Except in emergent circumstances, the application must be made one week prior to the due date of the assignment. Provisions for students with extenuating circumstances or special learning needs may be requested by families from time to time. These special provisions are considered by the Deputy Principal, Head of Special Education and other stakeholders in Equity meetings.

### Work returns and submission of assessments

Students need to complete all assessments for each subject. Subjects delivered through online lessons are taught and assessed by the teachers. Assessment and student work is returned to the subject teacher. Teachers will explain how they would like assessment and other class work to be submitted.

eTeach and EduVenture subjects (areas of the curriculum such as Technology, Arts and HPE) are delivered at home, by the Home Tutor using the digital lessons provided. Assessment for eTeach and EduVenture subjects are submitted to and marked by the class teachers.

A student's enrolment with CSDE is maintained through the regular submission of work. Failure to do so will result in the truancy process being followed, leading to the potential cancellation of enrolment if work is not submitted.

When returning work digitally students need to ensure:

- They refer to the Year Level Curriculum Overview for work return timescales and expectations
- a copy of the work is saved on their computer
- teacher's email address is correct
- attachments are no bigger than 3MB
- a signature on each email is used so that teachers know who the email is from.
- Make sure you include your full name and year level.
- The subject line of your email includes the subject and unit information, for example: Year 5 English, Unit 2.



## Adjusted curriculum and student support

We provide an Equity process which is part of our Multi-Tiered System of Support implemented as part of our whole school consistent process. For students with identified additional learning needs, there is a school-based process to negotiate differentiated learning supports. If you have any queries regarding access to these services, please contact the school. The school also has access to Guidance services that are accessed through a referral process.

### Capri-Connect Teacher:

Students in Prep-Year 2 will have the same teacher for English and Maths and this will be their Capri-Connect teacher (main contact). In Years 3-6 students will have a different teacher for most subjects and will be also allocated a Capri-Connect teacher as their main contact (for non- subject specific assistance).



## Expectations of Home Tutors

In the primary department, relationships between the Home Tutor and the teacher are critical to the success of the student. The Home Tutor makes a commitment to work with the student at home during the full school day. There are **set daily tasks that Home Tutors are expected to lead at home** when students are not in online lessons. These are an expected part of the program.

Please refer to the Yearly Overview for a list of *Daily Must Do* tasks

### Home Tutor tasks:

- Clear understanding of the: Yearly Plan, Semester Course Overview, Online Lesson Timetable
- Structured weekly timetable and routine
- Close supervision of the student
- Regular communication with teachers
- Student work submitted on due dates
- Deliver learning for subjects not taught online –called *eTeach* and EduVenture subjects (Technology, the Arts, and HPE)

### Evidence of Learning (EOL) Home Tutor guide – how much assistance are you giving?

| Not able to do this task<br>(child likely achieves D or below)                                                                                                                                                                                                                                   | A lot of assistance -scaffolding<br>(child likely achieves a C or below)                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Some assistance – prompting<br>(child likely achieves a B or below)                                                                                                                                                                                                                                                                                                                                                                                            | No assistance required                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leading questions that suggest an answer.</b><br>-Closed questions that have only one answer.<br>-H/T reads the questions then helps the student to get an answer.<br>-Let's work this out together...<br>-After we/you .... , we/you will ....<br>-This is the way you answer this question. | <b>Questions that are directed at a specific part of the task or assessment item.</b><br><b>They need to be asked frequently and constantly. H/T has to read and discuss the questions to clarify the answer.</b><br>-Next you need to...<br>-Can you explain what you mean?<br>-Tell me what you are thinking?<br>-Can you elaborate on that point?<br>-How do you know that?<br>-Where in the book did you see that?<br>-Can you think of an example of this?<br>-How can you fix this answer?<br>-Show me what you have to do here? | <b>Questions that are general and discuss the whole task/ assessment item. They are asked once or twice. H/T needs to occasionally read questions and clarify thinking.</b><br>-Is there anything missing from this?<br>-How could you improve this?<br>-What would make this read better?<br>-Have you answered the question?<br>-Have you included all the parts?<br>-What else can you tell me about this topic?<br>-Explain to me what you have done here? | <b>Questions that allow the learner to clarify their own thinking without leading or giving them direction.</b><br>-What does the task or question ask you to do?<br>-What will you need to do to answer this question?<br>-What resources will you need to complete this?<br>-Where else could you see this happening? |

## Curriculum Resources

Curriculum resources aligned to the Australian Curriculum Units of learning for each year level are sent out to families from the Emerald Campus. All families will receive a Prep to Year 4 Maths box per family and literacy resources aligned to their level. Families will also be required to provide resources to support the learning program. Booklists for each year level are available off the school Website and QLearn. Home reading materials are distributed in packs, to students matched to student reading levels. Home Tutors are asked to return a pack as soon as their student has finished reading.

## Field Services

Capricornia School of Distance Education provides a range of Field Services to our Primary students to support success in their learning experience.

### Mini-schools

Every term, a Mini-school on Emerald and Rockhampton Campus is provided for students to work face-to-face with their teachers and experience a mainstream classroom environment. Mini-schools are also timed to facilitate events on the broader education calendar such as NAPLAN testing, school sporting and celebration events. Families are strongly encouraged to participate in these to build learning relationships for students and Home Tutors beyond their home classroom. These events are advertised through the school.

### Clusters

Each year, Cluster learning opportunities are provided in multiple locations. In this instance a teaching team brings a one- or two-day learning experience to students who are geographically clustered in an area. These events are advertised through the school.

### Home Visit

Each year, a home visit is provided to students beginning Prep with CapSDE. Teachers will travel to the family home to support set up of the learning environment and program as first-time students.

### Home Tutor Sessions

Home Tutor sessions are vital information sessions generally scheduled to coincide with the start of each new unit of learning. These are a means of preparing for the unit ahead, discuss teaching points, clarifying concepts, and an opportunity to network with other Home Tutors in your year level. You are encouraged to share your experiences and expertise with the other Home Tutors.

### Home Tutor Workshops

These face-to-face workshops are provided to enhance Home Tutor skills and are held during Mini-school and at the start of the school year. These sessions are designed to meet needs identified by Home Tutors themselves. It is strongly recommended that as many of these sessions are attended as possible, as it is not always possible to repeat sessions, and the content delivered during these workshops is often of a specialised nature. Some workshops are also held online.



## 'Hints and Tips' for Home Tutors

1. Communication is key!
2. Be organised. Have a timetable and a routine. Prepare for each day in advance.
3. Set a daily timetable and stick to it as much as possible. (E.g. school from 9.00 to 11.25 with a 10 minute rest pause from 10:15-10:25, first lunch at 11.25, etc. Consider your child's most productive time when planning.)
4. Use activities that your child enjoys as a reward to maintain momentum during activities that are more arduous.
5. Keep interruptions to a minimum.
6. Invest in an answering machine or turn on 101 and turn down the ringer volume.
7. Give as much responsibility to your child for their learning as they can handle. Organising their own resources and learning space, getting ready for lessons, logging in and writing their names on their pieces of work.
8. Utilise technology as much as possible. Audio recordings, digital photos, recordings. Involve your child with these decisions – they are experts in the making and will quickly become independent at these tasks.
9. Be present to ensure students are online and participating in online lessons. Be present to deliver learning that is not delivered online.
10. ASK FOR HELP. We are only a phone call/ email away.

### Starting with the School Room

- It is your child's learning environment, so get them involved.
- It is best to have a designated schoolroom that is away from any distracting noise and activity.
- Think about the placement of your child's work desk. If they are easily distracted, then perhaps they would work better with their desk facing the wall than the window.
- Arrange a display area for the charts and posters that your child will refer to often during their school day. Leave an area to display your child's work and reward certificates.
- Organise a method for storing resources. For example, shoe boxes, ice cream & Chinese food containers, zip lock bags
- Ensure all resources are well marked and accessible to students. If you involve your child with the setup, they will know where things are and will not depend on you to get them, particularly those resources that can be used independently e.g. Home Readers, charts, Unit bubble packs etc. Utilise the Literacy Box to store these resources throughout the year.
- A dictionary and atlas are handy references to have.
- Start collecting art supplies - including plasticine, paint, food colouring, child's PVA glue, boxes etc.

## Privacy Statement

The Capricornia School of Distance Education may collect information on the enrolment application form for the purpose of school enrolment. This is authorised by the Education (General Provisions) Act 2006 (EGPA 2006). Personal information collected by the Capricornia School of Distance Education is protected by the Queensland Government Information Standard 42 – Information Privacy. Some of this information may be passed on to other State and Commonwealth agencies. Please refer to Right to Information Act 2009 [www.qld.gov.au/right-to-information/](http://www.qld.gov.au/right-to-information/). Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.



## Glossary

|                                                  |                                                                                                                                                                                                                                        |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACARA</b>                                     | Australian Curriculum and Assessment and Reporting Authority                                                                                                                                                                           |
| <b>Australian Curriculum</b>                     | Curriculum content for all subject areas and all year levels for use by all schools in Australia. CapSDE are implementing Version 9.0 for English, Mathematics and Science in 2026, with other subjects to follow in subsequent years. |
| <b>Award Ceremony</b>                            | At the end of the school year, CSDE holds a Prep to Year Six award ceremony alternating yearly, between the Rockhampton and Emerald Campus.                                                                                            |
| <b>Camps</b>                                     | School camps run each year for students in Years 2 to 12.                                                                                                                                                                              |
| <b>Carnivals</b>                                 | Athletics and swimming carnivals are held each year rotating between Emerald and Rockhampton locations.                                                                                                                                |
| <b>Clusters</b>                                  | Part of our Field Services, a cluster is when CSDE teachers visit an area near your location to run school activities                                                                                                                  |
| <b>eTeach &amp; EduVenture Subjects</b>          | Subjects within the curriculum not taught online by teachers.                                                                                                                                                                          |
| <b>Computer Hire Scheme</b>                      | Computers are available for hire from Capricornia SDE for Geographically Isolated and Medical enrolled students.                                                                                                                       |
| <b>Computer Subsidies</b>                        | Financial support for families using computer for educational purposes for Geographically Isolated and Medical enrolled students.                                                                                                      |
| <b>CapSDE</b>                                    | Capricornia School of Distance Education                                                                                                                                                                                               |
| <b>Diagnostic Testing</b>                        | Testing tools are used by the class teacher to assess student academic performance                                                                                                                                                     |
| <b>Differentiate</b>                             | Personalising student learning                                                                                                                                                                                                         |
| <b>Field Services</b>                            | CSDE offers a range of face-to-face learning opportunities known as Field Services. Students may participate in a Mini-School at their campus or be part of a Cluster, Camp or Home Visit with school staff.                           |
| <b>GTMJ – soon to be renamed ‘Marking Guide’</b> | Guide to Making Judgements – an assessment grading table to mark student work against AC Achievement Standards.                                                                                                                        |
| <b>Guidance Officer</b>                          | Guidance officers work closely with students and their families, teachers, non-teaching professionals and in some instances departmental agencies and authorities.                                                                     |
| <b>HIT Lit</b>                                   | Small groups participate in supported reading instruction with a teacher to develop Work Reading and Language Comprehension skills. Working in small groups allows the teacher to closely support individual students.                 |
| <b>Home Tutor</b>                                | The parent or person responsible for working with the student.                                                                                                                                                                         |
| <b>ICT Technician</b>                            | Our school has its own computer technician available for contact                                                                                                                                                                       |
| <b>Induction</b>                                 | Process followed by the school to ensure that students and Home Teachers are part of the school and understand our ways of operation.                                                                                                  |
| <b>Microsoft Teams</b>                           | An online learning platform to deliver online lessons. Teachers schedule online sessions through this platform for Home Tutor sessions and meetings.                                                                                   |
| <b>Mini-Schools</b>                              | Each school term, both Rockhampton and Emerald campus students attend the school for a week of face-to-face lessons and after school activities.                                                                                       |
| <b>Online lessons</b>                            | Lessons that students attend through QLearn, with their teacher and other students.                                                                                                                                                    |
| <b>QLearn</b>                                    | The Learning Management System in use throughout all Queensland Schools. All students of CapSDE will be provided access, upon enrolment. Online lessons are accessed through QLearn                                                    |
| <b>Report Cards</b>                              | Each Semester, students will receive a Report Card detailing student achievement in each subject area from their class teacher or subject teacher.                                                                                     |
| <b>Return of Work</b>                            | Refers to the regular return of school work by each student in each subject area. Irregular return of school work is considered truant.                                                                                                |
| <b>Spelling Mastery</b>                          | School spelling program used within the Primary Department.                                                                                                                                                                            |
| <b>Student Free Day</b>                          | Time without students in attendance for online lessons where teachers engage in Professional Development.                                                                                                                              |
| <b>Semester Overview</b>                         | An overview of the semester including unit information and work return schedules.                                                                                                                                                      |
| <b>SZine</b>                                     | The school's communication app. Home Tutors are encouraged to download this on their devices.                                                                                                                                          |
| <b>Weekly Newsletter</b>                         | The school's weekly newsletter, emailed at the start of each week and available through the SZine app                                                                                                                                  |