



*Seek the Best*

# Kalgoorlie School of the Air Parent Handbook



Prepared for families of Kalgoorlie SOTA  
Academic year 2026



RESPECT



INTEGRITY



COLLABORATION



COMPASSION

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# 1. INTRODUCTION

## **School welcome**

Welcome to the 2026 school year at Kalgoorlie School of the Air!

We are delighted to have you as part of our community and look forward to a very productive year working with you and your child. At Kalgoorlie SOTA, each student works closely with their teachers and home tutors and together we build strong partnerships between home and school to create a nurturing environment where every child can thrive.

Tutoring your own child, particularly in a distance education context can be challenging some days and we want you to know that we are here to support you. We invite you to take part in our weekly "Curriculum and Classroom Chatter" WebEx sessions at 8:00am on Tuesdays. These sessions are a wonderful opportunity to connect with teachers, other parents, share experiences, and make tutoring and distance education feel more manageable.

Please don't hesitate to reach out to us with any questions, concerns, or if you simply need support.

## **Snapshot of our school and school community**

Our school community includes families living on stations, farms, roadhouses, mine sites, mining leases, small remote communities, families who are travelling or families who cannot access mainstream schooling.

Our student classrooms are spread across vast distances. Each learning space, whether a dedicated room at home, a separate school building, a caravan, or even a boat, brings its own dynamics and challenges, especially when there are multiple children across different year levels.

As a school, we are committed to providing a learning environment where every student can develop a strong sense of belonging, where each child is known, supported, and encouraged to achieve their personal best. We achieve this by combining face-to-face teaching (online lessons, camps, in-school visits and home visits) with teacher-developed work programs completed at home. These programs cover the full Western Australian Curriculum and all Year 1–6 students learn **Auslan** as their Language Other Than English (LOTE).

Learning experiences are balanced to support academic progress alongside social, emotional and [physical development. Pastoral care is an important part of our approach and families can also access support from the School Psychologist, School Nurse and School Dentist when needed.

We follow a structured assessment schedule to help teachers track progress and plan effectively. Where possible, assessments are completed directly with teachers, either face-to-face or online with the Support Teacher Learning. In some cases, such as NAPLAN, tutors will assist by logging students into the online testing platforms and supervising the process.

Teacher reporting also includes observations during face-to-face teaching and student work uploaded to Connect. We encourage tutors to upload work regularly so teachers can provide timely, helpful feedback.

We value the important role that parents and home tutors play in each child's education. Through regular communication, collaboration, and mutual respect, we work together to ensure every student succeeds.



## **VISION**

**Together, over distance, we aim to provide a unique and innovative learning environment that builds kind, inquisitive and inspired students.**

## 2. KEY SCHOOL GUIDELINES

### Contact details

**Address:**

**Freepost address:**

Telephone: (08) 9092 4000

Email address:

Web Site address:

School Facebook Page:

### 2026 School staff

Principal	Eloise Jansen van Vuuren
Project Coordinator	Cass Bender
Support Teacher Learning	Adrian Parsons / Leah Temme
Class Teachers	Kindy: Stacey Miller PP/Y1: Amanda Pettit Y2: Delia Hall Y3/Y4: Leah Temme Y5/Y6: Tony Sullivan & Natalia Dotsyak LOTE: Adrian Parsons
Manager Corporate Services	Anje Kimm
Education Assistant	Rhianna McCallum
School Officer	Lea Latham
Marketing and Administration	Mariah Baxter

### 2026 School term dates

TERM	START DATE	END DATE
1	Monday 2 February	Thursday 2 April
2	Monday 20 April	Friday 3 July
3	Monday 20 July	Friday 25 September
4	Monday 12 October	Thursday 17 December

## Staff development days (pupil free days)

Term 1	Thursday 29 & Friday 30 January
Term 2	Monday 20 April
Term 3	Monday 20 July
Term 4	Monday 12 October & Friday 18 December

## School day and office hours

- Office hours are from 8:30am to 2:30pm Monday to Friday excluding school holidays and public holidays.
- The table below applies the structure of the school day at Kalgoorlie School of the Air.

8:00am Monday to Thursday are optional sessions	Monday - Morning Muster: Principal and students (Announcement and news) Tuesday – Curriculum and classroom chatter: Teachers and parents Wednesday – Reading for pleasure: EA, teacher and younger students Thursday – Reading or pleasure EA, teacher and older students Friday – Whole School Assembly (2 per term)
8:30am – 10:00am	Online lessons Commence (refer to online timetable). When students are not online, they are completing their written work.
10:00am – 10:15am	Morning recess at school
10:20am – 12:30pm	Online lessons (refer to online timetable). When students are not online, they are completing their written work.
12:30pm – 1:00pm	Lunch break at school
1:00pm – 2:30 pm	Students complete written work.

## School uniform

- Kalgoorlie SOTA has a school uniform and dress code developed with parents and staff.
- Students must follow the dress code when representing the school, on excursions, and at camp.
- School colours: royal blue and gold.
- Uniforms are managed by the P&C, with ordering and sales handled through them.
- Contact details for P&C members are available from the front office staff.

## Attendance

- Please notify us of any absences (including Kindergarten) so we can support your child's learning.
- Contact options: email your child's teacher or phone the front office if your child is unwell.
- Non-travelling students missing online lessons without parent contact will be marked absent.
- Travelling students not uploading work or attending online lessons for over a week without parent contact will also be marked absent.
- If you plan a holiday during school term, email both the teacher and principal at least 2 weeks in advance so we can arrange work submission and reporting.

Please note that under the WA School Education Act 1999, principals cannot grant permission for holidays during school term.

## Contributions and charges 2026

- Voluntary Contributions are set at \$60 per student.
- These contributions supplement school funds to enhance school resources across the different subject areas.
- Charges for attending camps and activities are paid 3 weeks before the planned date.
- The table below shows the maximum activity and camp costs for each year group for 2026.
- Please contact the front office regarding queries around payment.

	K	P	1	2	3	4	5	6
Term 1 Camp and HTS	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Term 3 Camp	\$75	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Canberra Camp						\$800*	\$800*	\$800*
End of Year Camp	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
Term 4 SOTA Muster						\$800 *	\$800*	\$800*
Maximum anticipated charges 2025	\$250	\$275	\$275	\$275	\$275	\$1,925	\$1,925	\$1,925

*\*Parents give their children \$50.00 cash pocket money for Canberra Camp and SOTA Muster Camp.*

## Parking at school

- There is street parking in front of the school to be used by staff and parents
- When parking please do not leave valuables in your car and ensure that your vehicle is locked.

## **3. CONNECTING WITH OUR SCHOOL COMMUNITY**

### **Contacting the school**

We value open communication and encourage parents to reach out whenever they have questions or concerns. The best way to contact us is by phone or email during school hours. This helps us support your child's learning and ensure your queries are directed to the right person.

Below is guide on who to contact for different matters:

- Matters concerning your child's progress or learning related matters:
  - First contact: Your child's teacher
  - Further concerns: The Support Teacher Learning and then the principal.
- Financial enquiries: Manager Corporate Services
- General enquiries: Front office (open 8:00am–2:30pm, weekdays during term)

### **Parent - teacher connections**

At Kalgoorlie SOTA, parents and home tutors are key partners in helping children succeed. By staying connected with the teacher and working together, we can give every child the best chance to thrive.

To support this partnership, we encourage tutors and parents to:

- Join the online Tuesday morning 'Classroom and Curriculum Chatters' online WebEx sessions with teachers to stay connected, informed and supported.
- Attend the Home Tutor and Teacher online meeting each term to discuss progress and learning goals.
- Phone or email your teachers if you need support with curriculum delivery and student engagement.
- Inform your teacher when you or your student is not able to attend school.

### **Snippets (newsletter)**

Our school newsletter, *Snippets*, is sent out during the last week of each term via email and is also available on the school website. It's an important way we keep families updated and connected.

Each edition includes:

- A message from the Principal
- Updates on learning, class events, and extracurricular activities
- Information about upcoming events.

### **Social media**

Keeping up to date with school news helps families stay connected and involved. Our school uses a variety of channels to share important information which include:

- The School Website is the main hub for newsletters, term key dates, reports, policies, and key announcements.
- Our [Facebook](#) Page is a quick and easy way to see reminders, event highlights, and community updates.

## **4. COMMUNITY ENGAGEMENT**

### **Parents & Citizens Association (P&C)**

The Kalgoorlie SOTA P&C Association is an important part of our school community and they also play an important role as a support network for parents in distance education.

They assist the school by:

- Supporting communication and cooperation across the school
- Encouraging parents to be involved in school life
- Providing funding for extra resources to benefit students

Meetings are held once a term both online or face-to-face during camp weeks, making it easy for members to join in.

### **School Council**

Kalgoorlie SOTA has a School Council made up of staff, parents and community members.

The Council meets once each term, either online or face- to face. Their key responsibilities include:

- Promoting the school in the community
- Endorsing and reviewing the annual budget
- Reviewing school performance against the Business Plan
- Approving school contributions and charges

### **Assemblies**

School assemblies are held online using WebEx. They are usually on a Friday at 8:00am. Please check the Snippets (our school newsletter) and the school calendar on the website to confirm each assembly date.

Assemblies are run by teacher and students. Students share their work and merit certificates are given out to celebrate student achievement.

Parents and family are most welcome to attend.

### **End-of-year awards and Graduation Ceremony**

Our End-of-Year Awards and Year 6 Graduation Ceremony is held in the final week of the school year, following the whole-school camp in Kalgoorlie. This special event celebrates student achievement across the school and recognises our Year 6 students as they complete their primary schooling.

The ceremony is livestreamed for families and students who are unable to attend in person, ensuring everyone can share in the celebration no matter where they are located.

### **Our wider school community**

Our school works closely with a range of services to help us provide a strong, connected learning community for all students. We collaborate with:

- Colleagues at other schools, the Regional Office and the Department of Education to ensure our programs and practices meet current guidelines.
- The school psychologist, who supports student wellbeing and learning needs.
- Inter-department agencies, such as the school nurse and school dental service, to provide health and wellbeing support.

## 5. LEARNING AND ASSESSMENT

### Curriculum

Kalgoorlie SOTA delivers the full Western Australian curriculum from Kindergarten to Year 6, across all eight Learning Areas.

- Students in Years 1–6 learn Auslan as their Language Other Than English (LOTE).
- Teachers plan online and written learning tasks using a whole-school schedule.
- This schedule ensures all subjects are taught at the right time for accurate Semester Reporting.
- Tutors are asked to follow the provided schedule below for subjects other than English, LOTE and Maths, so students' work is relevant for assessment and Semester Reports.
- If you have any questions or concerns, please contact your class teacher.

	Semester 1		Semester 2	
	Term 1	Term 2 <i>Semester Reports</i>	Term 3	Term 4 <i>Semester Reports</i>
Week 1	Visual Arts	HASS – History (&Civics)	Technologies – Digital	HASS – Geography (& Economics)
Week 2	Visual Arts	HASS – History (& Civics)	Technologies – Digital	HASS – Geography (& Economics)
Week 3	Health	Science – Chemical	Science – Earth and Space	HASS – Geography (& Economics)
Week 4	HASS – History (&Civics)	Science – Chemical	Science – Earth and Space	Technologies – Digital
Week 5	HASS – History (& Civics)	Technologies – Design and Technology	Health	Technologies – Digital
Week 6	Science - Physical	Technologies – Design and Technology	Health	Science – Biology
Week 7	Science-Physical	Visual Arts	HASS – Geography (& Economics)	Science – Biology
Week 8	Technologies – Design and Technology	Visual Arts	HASS – Geography (& Economics)	Health
Week 9	Technologies – Design and Technology	Health	The Arts - Drama	Health
Week 10		Health	The Arts - Drama	STEM
Week 11		Health		

## Online Lessons

- All students who are not travelling at the time of a lesson are required to attend their online class lessons.
- Travelling students are strongly encouraged to attend as this helps your child stay on track, connect with teachers and classmates, and experience success at school.
- Please contact your teacher with any questions in this regard.
- You will have received your child's online timetable in your dispatch. If lesson times change during the year, an updated timetable will be sent to you.

## Written work

- Written work is an important component of the school day
- It is largest component from which teachers make their judgments on student progress and achievement.
- Students complete the learning activities provided by their teachers, with support from tutors in their classrooms.
- Please contact your teachers if you need any support in how to deliver some of the activities.
- Tutors are to upload work to Connect at least once a week to enable teacher to review and give support to student learning in real time.
- Artwork created in the Visual Art programs are please to be uploaded to Seesaw and also posted back school for accurate assessment and display.

## Daily classroom timetables

- Each student also receives a suggested daily timetable for their year level. These are guides only, you are welcome to adjust them to suit your routine and your child's learning needs.
- We recommend a short movement breaks every 45–60 minutes, with longer breaks for meals. Physical activity during these times helps students return refreshed and ready to learn.

## Homework

- Homework is designed to support and reinforce the learning taking place in online classes.
- This is not included in the suggested daily classroom timetable.
- Teachers may provide homework in areas such as Reading, Maths, and Spelling to help students practise important skills and strengthen their learning.

## School resources

- The school may provide resources on loan to support student learning when needed.
- We encourage all students to take good care of any school resources they are using.
- Tutors are asked to help ensure all items are returned on time and in good condition.
- ***If any school items are lost, damaged, or not returned, families will be charged the replacement cost in line with Department of Education policy.***

## 6. ONLINE LEARNING PLATFORMS

Each student receives Department of Education emails and login credentials on enrolment keep these details secure and accessible as they are needed for all aspects of online learning at the school.

Kalgoorlie SOTA uses a few key online platforms to support student learning. These include Microsoft 365, Connect, and Seesaw. Together, these tools help us run lessons, share resources, and communicate with students and families, both in real time and in your own time.

### **Microsoft 365**

Students are given access to essential applications like Word, PowerPoint and Teams. Microsoft 365 also includes OneDrive cloud storage where students can safely store their work and access it from any device.

### **Connect**

[Connect](#) serves as a central learning management system:

- Teachers post learning materials, assignments and announcements.
- Students upload work and videos for assessment.
- Teachers and parents can communicate directly through the platform.
- Students also log in to connect to access Webex to attend online lessons, incursions and assemblies.
- Instructions for using Connect are provided at the start of the school year.

### **WebEx**

Webex by Cisco is our main platform for live online lessons at Kalgoorlie SOTA.

- Students log in to Connect and click on their class name (e.g. *Year One*).
- A new browser window will open with the Webex meeting link.
- Teachers schedule Webex lessons in advance – these appear in the class register and class calendar.
- If more than one child shares a computer:
  - Log out of Microsoft, Connect, and Webex before switching users.
  - Close all browser windows completely so each student starts with a fresh session.
- These steps help ensure each child's work and participation is correctly recorded.
- [Download the Webex desktop and mobile apps](#)





## 7. ASSESSMENT, FEEDBACK AND REPORTING

### **Assessment**

- The school follows an assessment schedule that outlines when standardised and classroom assessments take place throughout the year.
- Some assessments are completed online (such as PAT tests and NAPLAN), and tutors help students log in from home.
- Standardised assessments may also be completed online or face-to-face with the STL or class teacher.
- Subjects like Maths and Phonics include ongoing assessments, which students complete at home or during online lessons.
- Students are expected to complete assessments **independently**, so teachers can accurately understand their learning needs.
- For some assessments, teachers or tutors may read questions aloud. You will receive clear instructions about when this is allowed. Please contact your teacher if you are unsure.

### **Feedback and Reporting**

- Feedback on student work submitted through Connect, or posted in, will be provided by teachers.
- Tutors and parents will also receive feedback reports during the term, showing student progress and offering suggestions for improvement.
- All assessment information (including completed work, online lesson participation, and teacher observations) helps guide teaching and contributes to student reports.
- Semester Reports provide a summary of your child's achievement and progress across two terms of learning.



## **8. CREATING AN EFFECTIVE LEARNING SPACE AT HOME**

### **Setting up a learning space**

- Choose a quiet area with no glare on the laptop screen.
- Use a desk that is high enough so that the screen sits at eye level, with plenty of room for writing and using a device.

### **Devices and technology**

- Students need a reliable computer or laptop for lessons and online work.
- A good-quality webcam helps make Webex sessions clear.
- If you have space, a second monitor can help older students work across multiple tasks.

### **Internet**

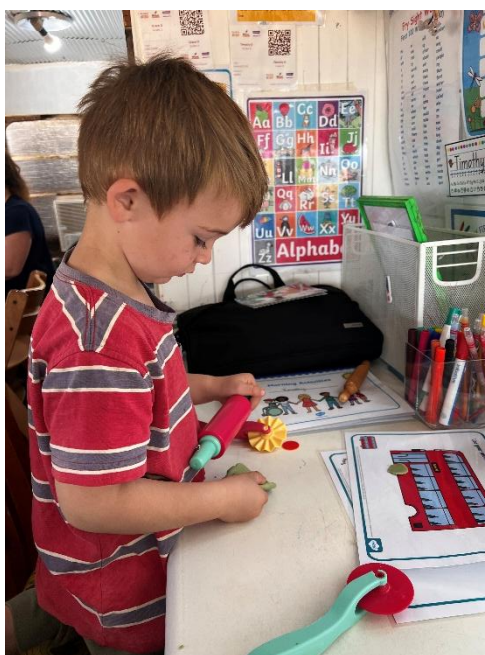
- A stable internet connection is important.
- Some families use satellite internet with a mobile hotspot as a backup.

### **Headphones and microphones**

- Good headphones with a built-in microphone help students hear clearly and stay focused.
- Noise-cancelling headphones are helpful in busy households.
- Older students may also use a separate microphone, and it's useful to keep a spare headset ready in case of problems.

### **Organisation**

- Use labelled folders, bins, and planners to keep learning materials organised and easy to find.
- Colour-coding can help younger students recognise their subjects quickly.
- Vertical storage (such as magazine holders or shelf organisers) saves space and keeps the area tidy.
- A daily system for completed work, such as a submission tray, helps build routine and supports student independence
- Whiteboards and planners help students stay organised and manage their time.
- Visual countdowns for school events or the end of a school day can help build excitement and keep students engaged.



## **9. CREATING A POSITIVE AND SUCCESSFUL LEARNING ENVIRONMENT**

Supporting your child's learning at home is a team effort with the school. The environment you create (both physically and emotionally) plays a big role in how successful and enjoyable school can be. Please know we are only a phone call away to support you in this space.

### **A positive mindset**

- Your attitude toward distance education strongly influences how your child feels about learning.
- When you approach the day with enthusiasm and confidence, your child is more likely to do the same.
- Celebrate the wonderful opportunities that distance education offers such as flexibility, personalised pacing, and the chance to learn alongside real-life experiences like travelling or mustering.

### **Setting up the physical space**

Every home will look different, but a few simple ideas can make learning smoother:

- Use comfortable furniture and suitable equipment where possible.
- Keep the space tidy and free from unnecessary distractions.
- Display your child's work to build pride and ownership.
- Use visual prompts or charts sparingly to avoid visual overload.
- Aim for good lighting, a comfortable temperature, and minimal noise.
- Be mindful of sensory needs and make adjustments if needed.

### **Creating a supportive emotional environment**

- Children learn best when they feel confident and supported.
- You can help by:
  - Showing belief in your child's ability to succeed.
  - Encouraging questions and celebrating mistakes as learning opportunities.
  - Modelling calmness, patience, and resilience during challenging moments.
  - Celebrating achievement, big and small, to build motivation.

### **Clear expectations and growing independence**

- A daily structure helps children stay focused.
- Work with your child to set age-appropriate rules and routines.
- Be consistent and clear.
- Encourage independence gradually, especially from Years 3–6:
  - Start with small tasks like preparing materials.
  - Move toward managing assignments and uploading work to Seesaw.

### **Managing emotions and behaviour**

All children have tough days. When emotions run high:

- Try to refocus.
- Offer short breaks or change the activity.
- Provide simple choices to give a sense of control.
- If challenges continue, your teacher is always here to help.

## 10. TIPS FOR TUTORS

### Preparation

- A smooth school day starts with good preparation.
- Review the day's schedule before school starts
- Make sure all materials are ready and organised.
- Check that devices are fully charged.
- Ensure the Internet connection is working reliably.

### Routine

- A clear routine helps students feel organised and ready to learn.
  - Set up a predictable daily routine where possible.
  - Be consistent but allow for flexibility when unexpected challenges arise.
  - Help children adjust routines when needed to build resilience and life skills.

### Stay connected and supported

We encourage tutors to join the *Classroom and Curriculum Chatter* sessions every Tuesday from 8am. These sessions are a great way to hear what other families are doing and pick up practical ideas such as:

- Visual schedules
- Time-block planning
- Timers
- Checklists and trackers
- Reward charts
- Catastrophe scales

