

School Agreement 2026

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Important Information:

This agreement is a contract between NSW School of Languages (NSL) and your school. It outlines the conditions required to support a student learning a language via distance education with NSL.

The following points must be noted:

- This form must be completed by the school Principal for each enrolment period.
- The completed School Agreement must be uploaded to the DEMS School Portal and approved by NSL before submitting any enrolment applications.

Instructions for completing this form:

- There is no need to print this form. Instead, download the document and save it to your computer.
- Please do not fill in the form using a web browser or on a mobile device, as this may result in lost information.
- Open the form using Adobe Reader. If you do not have Adobe Reader installed on your computer, you can download it for free here: [Adobe Reader Download](#).
- The Principal should complete the form and provide a digital signature. For instructions on setting up digital signatures, please refer to the Digital Signature Quick Start Guide available on the [Enrolments page](#).
- The home school is responsible for ensuring that all information is complete, saving a copy for their records, and **uploading the School Agreement to the DEMS School Portal**. Instructions for submitting the School Agreement 2026 on the DEMS School Portal can be found on the [Supervisors' page](#) on our website.

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Part 1: Responsibilities

1.1 Principal responsibilities – conditions for a single subject provision

Upon application the Principal ensures the following:

- A Supervisor has been appointed from the staff of the home school to support the students, and the contact details of this staff member have been communicated to NSL in writing. The appointed Supervisor will be briefed on and must adhere to the requirements stated in the Supervisor Responsibilities section of this agreement.
- Enrolled students are capable of working independently under the supervision of the home school-appointed Supervisor.
- Invoices for course access fees received by NSW non-government schools should be paid promptly.
- The students meet the [NESA](#) and [Distance Education Eligibility Criteria](#) for the course.
- NSW School of Languages is informed in writing of any relevant information regarding student safety and protection, including details about applicants with a history of violence or those known to be risks to themselves or others, which is shared with the NSL Principal at enrolment or as necessary.
- Current learning adjustments, requirements for learning support provisions, and all medical information have been communicated to NSL.
- Students must have access to essential devices for distance education learning, including a computer with internet access, microphone, headset, camera, printer, scanner, and a school telephone for use if internet access is unavailable.
- Students discontinue any excess electives or units as per Distance Education requirements once the application is approved.
- Students are shared with NSL on ERN (this applies to NSW public schools only).
- A current student school photo is uploaded to the DEMS School Portal.

For the duration of a distance education enrolment the Principal ensures the following:

- Written notification is provided to NSL in the event of a change of Supervisor.
- Written notification is provided to NSL if there are any changes to the Language courses taught at the home school that you have listed on this form during the 2026 school year.
- Written notification is provided to NSL regarding any special needs, disability provisions and/or learning adjustments for the students.
- Students are allocated appropriate periods during the school day to complete their courses with NSL, including weekly online speaking lessons.
- Examinations and assessments are supervised at school by a teacher in a quiet room, held on the dates and times specified by NSL, as published on our website or upon request. Students in the metropolitan area attend NSL for these examinations and assessments.
- Procedures are in place to ensure that parental/carer's permission is obtained for students to attend examinations and lesson days.

Important:

Failure to comply with the above conditions may result in the student not meeting course requirements or a review of the single subject provision.

1.2 Supervisor responsibilities

Student enrolment responsibilities - the Supervisor ensures that:

- Students understand the requirements for undertaking a single subject provision as outlined in the NSW School of Languages Enrolment Information Handbook available on our [Enrolments page](#) before applying.
- Students undertake the permissible number of electives/units for their year level upon commencement of their NSL course, as specified in the [Distance Education Enrolment Procedures](#).
- Each application is thoroughly checked for errors or missing information and uploaded to the DEMS School Portal.
- Enrolment matters are clearly communicated to students and parents.
- A student timetable, indicating NSL study periods, is shared with NSL.
- Students are assisted in locating required materials and resources.

Ongoing study responsibilities - the Supervisor ensures that:

- Adequate supervision is provided during school work activities, ensuring that students are actively engaged in oral, written, and online coursework, submit their work weekly, and attend a weekly online lesson.
- Set tasks are completed weekly or as advised by NSL.
- They remain contactable via phone, email, or voicemail.
- NSL is informed of any illnesses or absences affecting a student's ability to complete activities, attend lesson days, or participate in excursions.
- Students actively engage in prescribed oral, written, and online coursework.
- Permission notes for students to attend face-to-face lesson days at our campus in Petersham, or NSL excursions, are signed and returned to NSL promptly.

Assessment responsibilities - the Supervisor ensures that:

- Examinations and assessment tasks are conducted in a quiet room under strict supervision to ensure they are the unaided work of students and adhere to assessment specifications.
- Examinations and assessment tasks are conducted on the designated dates and times as published by NSL or as approved via an NSL Change of Date/Venue form.
- Stage 6 students in metropolitan areas attend NSL for all examinations.
- Students in Years 10, 11, and 12 are registered for NSL subjects as 'studied elsewhere' in NESA Schools Online, with their photo uploaded.

Course completion or withdrawal responsibilities - the Supervisor ensures that:

- Textbooks and teaching materials issued by NSL are returned if requested.
- NSL is informed if a student withdraws or changes schools.

Important:

Failure to comply with these conditions may result in the student not meeting course requirements or a review of the single subject provision.

Part 2: School information

2.1 School details

School name

School phone number

School email address

Mailing address

Suburb

State

Postcode

2.2 School enrolment information

What language courses will be taught at your school in 2026? **Do not include NSL Languages.**

Stage 4 Languages:

Stage 5 Languages:

Year 11 and 12 Language courses (for example, Year 11 Italian Continuers, Year 11 Japanese Beginners and Year 12 French Extension):

How many electives are students in Stage 5 permitted to study at your school in 2026?

Select from the drop-down menu

Each school has an **annual quota based on its total student enrolment** (see student population 2026 question below for quota). This quota determines how many applications can be accepted to all distance education schools. This quota does not apply to schools for specific purposes or schools in juvenile justice settings.

Applications can be made outside the quota, provided they meet certain conditions. **Small cohorts and students applying for Indonesian, Latin, and Portuguese courses are not counted in the quota.** For more information on these conditions, refer to [Enrolment in distance education procedures](#).

What is the anticipated student population at your school for 2026?

Type your anticipated student population for 2026 in the box below	The quota of new applications permitted to distance education providers per year based on your anticipated student population for 2026
<input type="text"/>	<input type="text"/>

2.3 Course access fees

NSW non-government schools will be sent an invoice once the application has been approved.

For more information see the [enrolment course fees and refund policy](#) on our website.

2.4 Appointed Supervisor's details

A member of your school teaching staff must be appointed to supervise the students enrolled in distance education. If you wish to allocate this responsibility to more than one member of staff, or there is a change in Supervisor during the year, please advise NSL in writing via email to enrolments@det.nsw.edu.au as soon as possible.

A Supervisor must be appointed and their details supplied on this form before any enrolments can be processed.

Resources for Supervisors can be found on the [Supervisors' page](#) on our website.

Title

Select from the drop-down menu

Supervisor's name

Supervisor's email address

Supervisor's phone number

2.5 Principal's details and signature

By signing below:

You are agreeing to the conditions for single subject provision outlined in this agreement for all students at your school who are enrolled with NSL, and ensuring that all requested details have been supplied.

Title

Select from the drop-down menu

Principal's name

Principal's email address

Principal's signature