

years
7-10



Te Kura

TE AHO O TE KURA POUNAMU
THE CORRESPONDENCE SCHOOL

information
guide

te ara hou



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INFORMATION FOR NEW STUDENTS AND THEIR FAMILIES

7-10

Welcome to Te Aho o Te Kura Pounamu. This booklet contains important information to help your student get the most out of learning with us. Please take the time to read it, and contact us if you have any questions. Our contact details are on the inside back cover.

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*Use the contacts page at the end of this guide for future reference – cut it out and put it on your fridge or pinboard.

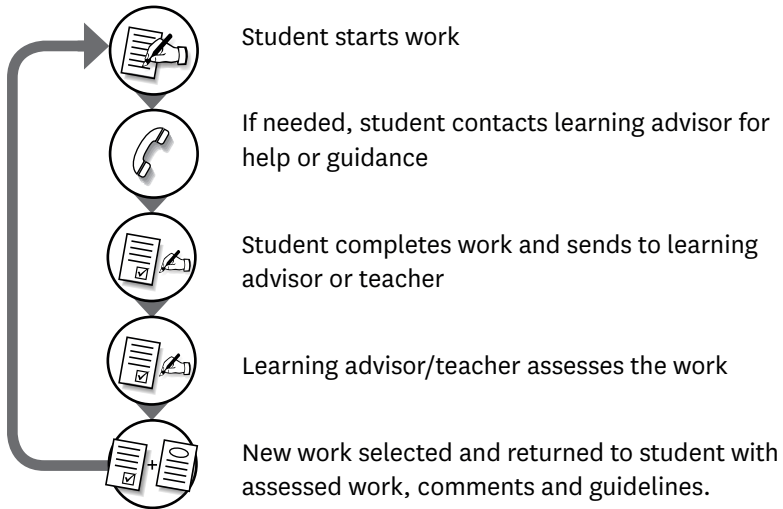
Te Ara Hou (meaning ‘new pathway’) is an integrated learning programme for students in years 7 to 10. Your student’s learning advisor will work with you and your student to develop a learning programme based on your student’s individual needs, interests and goals. In addition to integrated units of work, your student’s learning programme will include work in a range of subjects to achieve a balanced curriculum. The learning advisor will make sure your student is ready for the appropriate course in Year 11, which may include National Certificate in Educational Achievement (NCEA) Level 1.

Your student’s learning advisor will be the first point of contact for you and your student throughout the year, and will work with any other teachers who are involved in your student’s learning. Your student will receive letters, emails or phone calls from their learning advisor and teachers with feedback on their school work. They might also be in touch via the internet using Skype or Adobe Connect, particularly if you are overseas.

Our teaching methods can differ from those of other schools because we teach from a distance. We use a mix of print, online and other resources such as CD-ROMs and DVDs suited to each student’s needs.

You’ll send and receive your student’s school work in the mail, or by email, fax or online. When you enrol, you are sent material for returning your student’s school work by post, including a sheet of student identification labels, plastic bags and address cards.

TIPS FOR STUDYING AT A DISTANCE



Our learning advisors want to hear from students and supervisors regularly, and you should contact them if:

- your student is running out of work or the work doesn't arrive on time
- your student receives the wrong booklets or something is missing
- the school work is too easy or too difficult
- medical or family circumstances are affecting your student's school work
- your student is having problems with the school work
- your student is having difficulties with online access
- your student's home address, phone number, fax or email address has changed.

E-LEARNING

A number of our courses use e-learning. e-Learning offers some great advantages for students, including:

- timely communication and feedback from learning advisors/teachers
- opportunities for connecting and collaborating with other students online
- catering for different learning styles
- opportunities to experience learning through a variety of technologies such as podcasting, interactive games, discussion forums and collaborative tools.

Using the Internet safely and responsibly is called cybersafety. For your student's protection, we recommend you and your student learn how to:

- protect personal information online
- behave responsibly towards others online
- manage potentially risky situations
- judge the credibility of material found on the Internet.

The Netsafe website www.netsafe.org.nz gives cybersafety tips for all ages.

If your student doesn't have Internet access, they can learn from booklets and communicate with us using the postal service and telephone. Your student's learning advisor will find out what equipment you have available, and order suitable learning materials to be sent to your student.

We provide online support and teaching materials such as booklets, workbooks, readers, audio CDs, DVDs, interactive CD-ROMs, MP3 recorder, textbooks, a mathematics box, a science box, an art pack and craft materials for technology.

Students are required to provide their own stationery supplies.

Students enrolled in Te Ara Hou would benefit from having access to the following resources:

- daily access to a computer with a stable Internet access (ideally broadband)
- a means of listening to an audio CD
- access to an email address with a recognised Internet service provider
- access to Skype or Adobe Connect
- word processing or presentation software, such as Microsoft Office, MS Works or similar.

OPTIONAL EXTRAS

If your student is studying by e-learning, there are some other items that it would be useful for you to have:

- digital camera or a mobile phone with PXT
- graphics, image editing or drawing software
- headset with microphone or inbuilt computer microphone
- webcam or inbuilt computer webcam.

Send in your student's school work as soon as they finish it. Don't wait to hear from the learning advisor or teacher before going on with the next lot of work. Regular return of work will ensure your student's teacher can give regular feedback and keep up the supply of further work suited to your student's learning needs.

Before sending work to us, go through this list. Check that your student has:

- completed all the work they are able to do, including all assessments and any oral work
- checked student-marked activities
- completed the self-assessment – this is usually found on a booklet's back cover
- told the learning advisor of any problems with doing the work, by writing a note, faxing or emailing them, or including an audio message with oral work
- numbered the pages, if using their own paper
- attached an address label or written their name and address on the cover sheet
- attached the cover sheet (if there is one) to the front of the work
- included any audio recordings they have made
- added the address card.

When you're ready to return your student's completed school work by post, you should:

1. Put all the items you want to return into a green plastic posting bag.
2. Use one of the address cards provided, making sure the school's address details are showing.
3. Include the student's name and ID number on the top left corner of the address card.
4. Seal the bag with sticky tape. No postage is necessary if sending within New Zealand.

RETURNING WORK BY EMAIL

You can send school work to your student's learning advisor or teacher as email attachments. Here are some hints to help:

- Use a word processing programme such as Microsoft Word for written work.
- Use software such as Handybits to record oral language, music or voice messages (you can download the software free at www.handybits.com).
- Include your student's name and student ID number in the filename of any documents or audio/video files.
- Use a scanner, digital camera or webcam to send scanned work or photos of mathematics workings, artwork or projects.

The standard address for learning advisors is:

firstname.surname@tekura.school.nz

LIVE OUTSIDE NEW ZEALAND?

If you are based outside New Zealand, you should return completed work by airmail or email. To cut down on postage costs, send in the work your student's learning advisor has requested for assessment. Include all the checklists, comment pages, recordings, and photos of art work. Return resource books and audio visual resources with student work. Always include your student's ID number and the topic code. Marked work will be returned by airmail at no cost to you.

MAF Biosecurity prohibits any biological specimens being sent through the mail. For example, do not send any seeds, leaves or food along with school work. For more information, visit www.biosecurity.govt.nz.

WHEN YOUR STUDENT'S WORK COMES BACK



Read carefully through the marked work, paying attention to any comments and suggestions from the learning advisor or teacher.



Discuss these further with your student's learning advisor or teacher by phone, email or letter if you wish.



Your student should make corrections, if asked for them, and have them ready for sending in with the next set of work.

Student Education Plans (SEPs) set aspirational goals which identify your student's next learning steps. They are developed in consultation with supervisors and students and used by learning advisors to develop the student's programme of learning. The SEP process throughout the year is:

Term 1 (or within eight weeks of enrolment throughout the year) – setting the SEP goals with student, supervisor and learning advisor.

Term 2 – mid-year report and review of SEP goals.

Term 4 – end of year report and overall comment.

ASSESSMENT

Assessment is an essential part of the learning process. Learning advisors and teachers assess their students' work and provide feedback and feed-forward for the student and their supervisor. This assessment provides the basis for planning the next steps for students' individual learning programmes.

Students in years 7 and 8 will also have their progress in reading, writing and mathematics assessed against the National Standards. The results of this will be reported to parents/whanau in the mid and end of year reports.

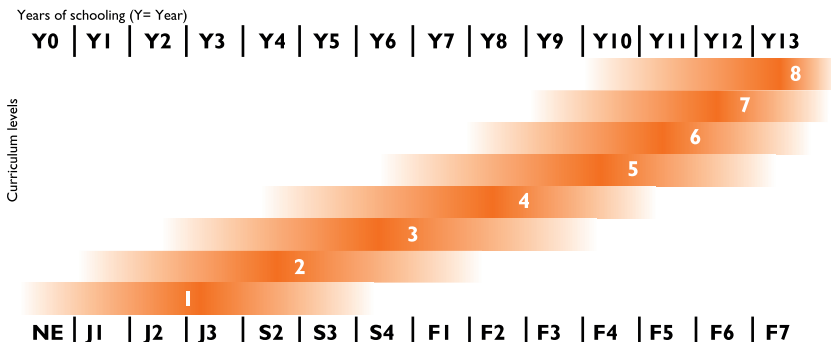


Diagram (adapted) Levels of Achievement by Years of Schooling from "Science in the NZ Curriculum", © Crown copyright, first published in the Curriculum Doc series by Learning Media for the Ministry of Education. Print and electronic access by permission.

DIAGNOSTIC ASSESSMENTS

During the year students will be sent a range of diagnostic tests in literacy and numeracy. These tests provide valuable information for planning a student's programme of work. Please complete and return these within two weeks of receiving them.

ATTENDANCE

In New Zealand, students between the ages of 6 and 16 must be enrolled in a school and must attend school. For our students, attendance means your student sends in assessable work regularly.

If your student does not send in work for an extended period of time, he or she is considered to be truanting, and cannot remain on our roll. If they are under 16 years old, we must notify the Ministry of Education's District Truancy Service.

It's important that you encourage your student to send in assessable work at least every two weeks. If your student is not returning work, we may not be the best option for them.

We will send you a letter if your student has not sent any work for a month or more. He or she will be taken off our roll if no assessable work is received by the end of the following month.

This process does not apply to students living overseas.

If special circumstances, such as illness, have prevented your student from returning work, contact your student's learning advisor to discuss the situation.

KEEP IN TOUCH

We recognise the importance of having a good relationship with students and their families. We encourage students and supervisors to contact us regularly by phone, letter, email or fax. Using our online learning environment, via our website, is an easy way for your student to interact with their learning advisor or teacher, ask questions and get feedback.

SUPPORT FOR SUPERVISORS

As supervisors, you play an important role in supporting your students and helping them to develop the skills and knowledge to become independent learners.

In addition to your student's learning advisor and subject teachers, Supervisor Support Advisor Adele Harris is available by telephone and email to help supervisors of full-time students from early childhood to Year 13.

You can contact Adele for advice about a range of topics, such as motivating your student, helping them to establish routines, and setting up a suitable space for them to work.

You can call Adele toll free on **0800 65 99 88 ext 8244** from Monday to Friday during term time or by email to adele.harris@tekura.school.nz

The supervisor toolkit on our website has more detailed information to help supervisors – it's at www.tekura.school.nz/supervisor-toolkit

SUPPORTING YOUR STUDENT'S LEARNING

Make sure your student has a work space that has good light, is comfortable and clean, and that they have water and a snack.

Here are some tips on how you can provide support and encouragement to your student:

- being prepared ahead of time
- planning a daily routine
- planning the day's programme together
- setting daily and weekly goals for success and completion
- talking about what your student has learnt each day
- discussing and marking your student's work with them each day
- assisting your student to contact their learning advisor to discuss their work and seek help
- giving plenty of immediate feedback and praise – this will help your student's learning
- asking questions to stimulate thinking and inquiry
- helping with science/technology experiments
- reading and discussing lots of books
- taking time to read books to your student
- sending in regular recordings of your student reading
- celebrating effort and achievements
- having fun learning new skills and knowledge together
- showing them that you enjoy learning too.

Tips for checking work before it is sent to us for assessing:

- Help your student maintain a written record of work completed and sent to the teacher. Use the student work record below as a basis to create your own.
- Some booklets have a cover sheet at the back. Make sure that your student's name and ID number are on any cover sheets and that the cover sheet is then attached to the front of the work for that booklet.
- Use your student's learning journal to record learning progress and SEP goals.

STUDENT WORK RECORD

Keep a record of the work you have sent to us.

| SUBJECT | ITEM | DATE | ITEM | DATE | ITEM | DATE |
|---------|------|------|------|------|------|------|
| | | | | | | |
| | | | | | | |

1. Write the name of your subject in the first column.
2. Record details of the item in the item column when you receive it.
3. In the date column, write the date you sent the work off to Te Kura.
4. Below that, write the date you got it back from Te Kura.

| SUBJECT | ITEM | DATE |
|----------------|---------------|-------------|
| <i>English</i> | <i>ENG551</i> | <i>18/2</i> |
| | | <i>27/2</i> |

CLUBS AND EVENTS

It can be isolating studying alone, so we provide opportunities for students to have face-to-face contact with staff and other students at various times throughout the school year.

These include events, achievement days and roadshows, which provide opportunities for students and their supervisors to come along and meet other students and teachers.

Visit our website at www.tekura.school.nz for details of the events and activities in your region. Also, read the our newsletter, *Link Up*, for information on forthcoming events.

We also offer a range of clubs for full-time students in Years 6 to 13 on a variety of topics. Our clubs include:

- cooking club
- Duke of Edinburgh Award
- Christian club
- snow board/ski team racers club
- Māori club
- craft club.

Students in Years 1 to 13 can also join Lone Scouts. Call 0800 SCOUTS to contact a local regional service centre. Girls in Years 1 to 13 can join Lone Guides.

Talk to your student's learning advisor for more details or to help your student join a club.

LIBRARY

Our library has resources available to full-time students living in New Zealand and their parents and supervisors. In addition to books for your student, there are resources to help with parenting and to help support your student's education. You can contact the library by calling us on **0800 65 99 88**, or visit our website at **www.tekura.school.nz**

DENTAL AND MEDICAL SERVICES

Students are entitled to a free dental service until they turn 18. This is provided by dentists in private practice, but not all dentists are part of this scheme. You can call a dentist and ask if they are a provider under a government contract, or you can get the names of dentists who are part of the scheme by contacting your local District Health Board. Ask to speak to the Dental Services manager.

If you want your student to have a medical examination, you will need to make arrangements with the Medical Officer of Health at your local District Health Board office. (You will find them listed in the front section of the phone book under Hospitals and other health service providers.) Or contact your local public health nurse.

For more information on accessing dental and health care services for your student, visit the Ministry of Health's website at **www.moh.govt.nz**

PAYMENT FOR SUPERVISION

On behalf of the Ministry of Education we administer an allowance for supervisors of full-time students which recognises that you supervise your student's learning. Information about the allowance is in the supervisor toolkit on our website. Please note there is no payment for:

- overseas students
- students in groups who have a paid supervisor, eg. attending a Te Kura unit
- individual students whose supervisor is paid by another agency, such as Group Special Education (GSE)
- adult or young adult students
- fee-paying students.

CONTACTING US

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Call us toll free on **0800 65 99 88** or +64 4 473 6841 from overseas.
It helps to have your student's ID number handy when you call.

Email: **info@tekura.school.nz**

Website: **www.tekura.school.nz**

Email your learning advisor or teacher using this format:

firstname.surname@tekura.school.nz

Email the library: **library@tekura.school.nz**

Fax: **04 471 2406** or +64 4 471 2406 from overseas

Write to us:

Te Aho o Te Kura Pounamu

Private Bag 39992

Wellington Mail Centre

Lower Hutt 5045

New Zealand.

Posting in school work? Use the above address, or (New Zealand students only) use our freepost service:

FREEPOST No.10010

[Your learning advisor or teacher's name here]

Te Aho o Te Kura Pounamu

Private Bag 39992

Wellington Mail Centre

Lower Hutt 5045

New Zealand.

Your learning advisor's name:

Telephone:

Email:





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