

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.

## CONTENTS

How distance learning works	2
What your student needs	5
Sending in school work	6
Your student's progress	9
Help and support	11
Contacting us*	17

\*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 the learning programme for students in Years 7 to 10. Full-time students in Years 7–10 are taught through either a fully integrated programme of learning, discrete independent subjects or, most commonly, a partially integrated programme. Learning programmes are developed to meet students’ needs and ensure coverage of a balanced programme across all subject areas. Your student’s learning advisor will work with you and your student to develop a learning programme based on your student’s needs, interests and goals. 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.

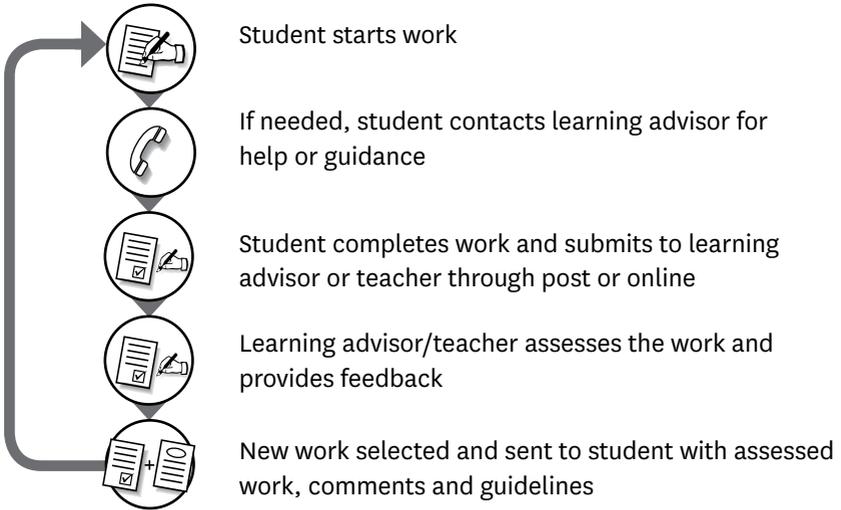
Your student’s learning advisor is the first point of contact for you and your student throughout the year, and will work with other teachers involved in your student’s learning. Your student will be working online through our Online Teaching and Learning Environment (OTLE) and Google Classroom. Learning advisors and teachers will be in touch with you and your student online or through emails, Skype, Adobe Connect, by phone or by mail.

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

If your student is learning online, schoolwork is submitted through an online dropbox or by post, depending on the requirements of the course.

Increasingly courses are being developed online only and students will require internet access to receive their learning.

## 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 (if sent through the post)
- your student receives the wrong booklets through the post 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 would like some feedback or assistance before continuing
- your student is having difficulties with online access
- your student's contact details have changed.

## ONLINE LEARNING

Subject courses offered at curriculum levels 3–5 (typically Year 9 and 10) are online. Online learning offers some great advantages for students, including:

- timely communication and feedback from learning advisors/teachers
- opportunities for connecting and collaborating with other students
- catering for different learning styles
- opportunities to experience learning through a variety of interactive activities, discussion forums, online quizzes, video/audio and other collaborative tools.

Te Kura students learning online use our Online Teaching and Learning Environment (OTLE), which is a secure, password-protected environment where they can complete learning activities, record their learning and submit their work online. They also use Google Classroom if appropriate.

Online courses typically include a mix of digital booklets and other resources (quizzes, games, audio and video files) as well as practical activities students can complete away from the computer.

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](http://www.netsafe.org.nz) gives cybersafety tips for all ages.

The booklet Online learning includes detailed information about online learning, the equipment your student will need, and how Te Kura may be able to assist you if your student does not currently have access to the equipment they need.

If internet access is not available to you, investigate access at your local library or contact your student's learning advisor who may be able to help you find options in your region.

In addition to online content, we may provide a range of other teaching materials including workbooks, readers, CDs and DVDs, interactive CD-ROMs, textbooks, mathematics and science boxes, art packs, and craft materials for technology.

Students are required to provide their own stationery supplies.

If your student is enrolled in any specialist subjects at Years 9 and 10, access to a computer and the internet is essential.

It is strongly recommended full time students in Years 7–10 have access to the following resources:

- daily access to a computer with stable internet access (ideally broadband)
- a means of listening to an audio CD and viewing DVDs
- 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, Google Docs or similar.

### OPTIONAL EXTRAS

If your student is studying online there are some other items that it would be useful to have:

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

Ensure your student submits their 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 work. Regular return of work will ensure your student's teacher can give regular feedback and supply further work suited to your student's learning needs. This is how we develop understanding of your student's learning needs.

Before submitting work, check that your student has:

- completed all the work they are able to do, including all assessments and any oral work
- completed any student-marked activities
- completed the self-assessment – in booklets this is usually found on the back cover
- told the learning advisor of any problems doing the work, by emailing, writing a note, or including an audio message with oral work
- uploaded their work to the course dropbox according to the instructions in OTLE if working in this online environment
- numbered the pages, if using their own paper
- attached an address label or written their name and address on the cover sheet and address card if the work is being posted back
- attached the cover sheet (if there is one) to the front of the work
- included any audio or video recordings they have made.

## SUBMITTING WORK ONLINE OR BY EMAIL

If learning online in OTLE, your student should follow the instructions for submitting work in OTLE or given to them by the teacher.

Here are some hints to help:

- There are tools in OTLE to record audio and video messages.  
If your student is not working in OTLE, use software such as Handybits to record oral language, music or voice messages (you can download the software free at [www.handybits.com](http://www.handybits.com)).
- Use a scanner, digital camera or webcam to send scanned work or photos of mathematics workings, artwork or projects, if required.
- Use a word processing programme such as Microsoft Word for written work.
- Include your student's name and student ID number in the filename of any documents or audio/video files.
- Set your scanner to scan multiple pages at once, rather than one at a time.

The standard address for learning advisors is:

**firstname.surname@tekura.school.nz**

## SUBMITTING WORK BY POST

When you're ready to return the completed work by post, you should:

1. Put all the items to be returned 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.

## LIVE OUTSIDE NEW ZEALAND?

If you are living overseas you will access most of your course materials digitally. You should return completed work online or by email. If you are required to return work by post, send only 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.

Biosecurity New Zealand rules prohibit 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](http://www.biosecurity.govt.nz).

## WHEN YOUR STUDENT'S WORK COMES BACK



### **Via post**

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.

### **Via online learning**

Students will receive feedback and feedforward in a timely manner as they work through the online modules. Support your student to respond to comments and suggestions, and engage in discussions. When using google classroom learning discussions with you and your student are live.

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 have their progress in reading, writing and mathematics assessed against the National Standards, which will be reported to parents/whānau in the mid and end of year reports.

Years and Curriculum levels

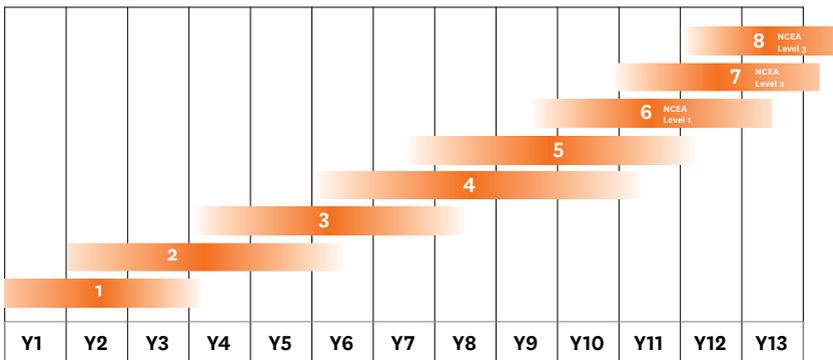


Diagram (adapted): Levels of Achievement by Years of Schooling, in the New Zealand Curriculum, first published by Learning Media Ltd on behalf of the Ministry of Education, Wellington, NZ. Copyright © Crown, Curriculum Doc, 2007. Used by permission.

## DIAGNOSTIC ASSESSMENTS

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

Students with internet access will have some online diagnostics, for example, PAT maths and e-asTTle reading and writing.

## 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 submits assessable work regularly.

If your student does not submit 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 submit assessable work at least every two weeks, either through the post or online. This will help your student progress in their learning.

We will send you a letter if your student has not submitted 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.

If special circumstances, such as illness, have prevented your student from submitting 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 email, phone, letter, or Skype. Using our online teaching and 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. You'll find our contact details at the end of this booklet.

### SUPPORT FOR SUPERVISORS

As supervisor, you play an important role in supporting your student 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 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**

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.

The supervisor toolkit on our website has more detailed information to help supervisors – it's at **[www.tekura.school.nz/supervisor-toolkit](http://www.tekura.school.nz/supervisor-toolkit)**

## SUPPORTING YOUR STUDENT'S LEARNING

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

- ensure water is always available where your student is working
- be prepared ahead of time
- plan a daily routine
- plan the day's programme together
- set daily and weekly goals for success and completion
- talk about what your student has learnt each day
- discuss your student's work with them each day
- assist your student to contact their learning advisor to discuss their progress and seek help
- give plenty of immediate feedback and praise – this will help your student's learning
- ask questions to stimulate thinking and inquiry
- help with science/technology/health/PE practical activities
- read and discuss lots of books
- take time to read books to your student
- send in regular recordings of your student reading
- assist your student to access online resources
- celebrate effort and achievements
- have fun learning new skills and knowledge together
- show them that you enjoy learning too.

Tips for checking work before it is submitted to us for assessment:

- Help your student maintain a written record of work completed and submitted 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.

LEARNING AREA	ITEM	DATE	ITEM	DATE	ITEM	DATE

1. Write the name of your learning area 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.

LEARNING AREA	ITEM	DATE
<i>English</i>	<i>ENG551</i>	<i>18/2</i>
		<i>27/2</i>

## LIBRARY

Our library resources are available to full-time students living in New Zealand and their parents and supervisors. The library has books, DVDs, magazines and audio books for loan. You can contact the library by calling us on **0800 65 99 88**, or visiting our website at **[www.tekura.school.nz](http://www.tekura.school.nz)**

## DENTAL AND MEDICAL SERVICES

Students are entitled to 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](http://www.moh.govt.nz)**

## REGIONAL EVENTS

At times there are regional events, learning area competitions (e.g. Enterprise), roadshows and advisory groups which are a good opportunity for students and their supervisors to come together with teachers and each other.

## STUDENT SUPPORT PAYMENT

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

- young adult students
- overseas students
- students in groups who have a paid supervisor, e.g. attending a Te Kura unit
- individual students whose supervisor is paid by another agency, such as the Ministry of Education
- adult students
- fee-paying students.

## CONTACTING US

# 7-10

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**

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:





**TE KURA** Student Guide  
HOW DISTANCE LEARNING WORKS  
WHAT YOUR STUDENT NEEDS  
sending in school work  
Your student's progress  
**HELP AND SUPPORT**  
Contacting us