



YEARS 7–13

# GETTING STARTED WITH TE KURA



Te Kura

TE AHO O TE KURA POUNAMU  
THE CORRESPONDENCE SCHOOL

Thank you for enrolling with Te Kura.

Make sure you read through the information booklets included with this pack, because they contain important information to help get the most out of your enrolment with Te Kura.

## Years 7–10

One of our learning advisors will be in touch with you soon to discuss your student's programme.

Students enrolled in our integrated programme Te Ara Hou or in specialist subjects at curriculum levels 3–5 will do most of their learning online. An email with instructions for logging into our Online Teaching and Learning Environment (OTLE) will be sent to the email address you provided on enrolment. Please read the email carefully and follow the instructions. Your student may also do some of their work using Google Classroom.

If you do not have access to a suitable device and/or internet connectivity, Te Kura has an assistance programme for eligible students. If you live in an area with no internet connectivity, or there are special circumstances that mean your student is unable to learn online, you may be eligible to receive printed learning materials through the post. You'll find more information in the guide to online learning, which is included in this pack.

## Years 9–13

If you're a full-time, fee-paying or young adult student, one of our student support advisors will be in touch with you soon to discuss your learning programme.

For adult students, your first contact will be an email with instructions for logging into our Online Teaching and Learning Environment (OTLE) or, if you are enrolled in an NCEA Level 3 course, you may receive your first set of booklets through the post.

Courses at NCEA Levels 1 and 2 are online, so if you're enrolled in a course at this level you will access most of your learning material through the OTLE and submit your assessments by uploading them to OTLE dropboxes. An email with instructions for logging into OTLE will be sent to the email address you provided on enrolment. Please read the email carefully and follow the instructions. If you have any difficulties logging into OTLE you can contact our helpdesk by calling **0800 65 99 88 extension 8172** or email [helpdesk.OTLE@tekura.school.nz](mailto:helpdesk.OTLE@tekura.school.nz)



If you have any questions or problems with learning material, or you need help getting started, call us on **0800 65 99 88** and ask to speak to your learning advisor. If you don't know the name of your learning advisor, make sure you have your student ID number handy when you call and we can put you through to the right person.

Go to our website at [www.tekura.school.nz](http://www.tekura.school.nz) to download other resources you may find useful, including:

- student ID card application form and information
- student annual planner
- Parents' and Supervisors' Association membership form
- information for supervisors about the Open Polytechnic Certificate in Teacher Aiding.

If you do not have any access to internet connectivity, talk with your learning advisor about how to access these resources.