

# **YEARS 7-10**

**TE ARA HOU  
STUDENT GUIDE**

## Information for new students and their families

Welcome to Te Aho o Te Kura Pounamu (Te Kura). This guide for student's supervisors, family and whānau 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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## Learning with us

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 subjects. A learning advisor (teacher) will work with you and your student to develop a learning programme based on your student’s interests, needs and goals. Your learning advisor will make sure your student is ready for the appropriate courses 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. Learning advisors will be in touch with you and your student regularly by email, phone, video conference or mail to discuss your student’s learning.

Our learning advisors want to hear from you and your student regularly, and you should feel free to contact them any time.

## Online learning

Learning programmes use a mix of online, print and digital delivery. We use a combination of online modules and other resources such as quizzes, audio and video files as well as activities to complete away from the computer. Online modules are delivered through our online learning environment My Te Kura and Google Classroom. Your student can communicate with their learning advisor and peers online, work collaboratively with other students and learn digital literacy skills in a safe and supportive environment. To succeed in the digital world, where technology is part of everyday life, learning how to use it effectively is an essential skill.

Read more about what your student will need for online learning on page 5.

## Cybersafety and digital citizenship

The internet and other digital technologies offer educational and social benefits to your student. It's also important to be aware of the risks. We encourage supervisors to talk to your student about the safe use of the internet on a regular basis. Being aware of the risks enables children and young people to make safer decisions when they are using digital channels.

Being a responsible digital citizen involves:

- protecting personal information online
- behaving responsibly towards others online
- managing potentially risky situations
- judging the credibility of material found on the internet.

There is more information about cybersafety and online behaviour in My Te Kura and on the Netsafe website [www.netsafe.org.nz](http://www.netsafe.org.nz)

## Online support

The Student and Whānau Support team at the Hub are here to help you and your student with online learning. Don't hesitate to give them a ring or send an email if you are having trouble with online access or just get stuck.

You can contact the Hub on 0800 65 99 88 option 2 from 8am to 5pm on weekdays, or email [hub@tekura.school.nz](mailto:hub@tekura.school.nz)

# What your student needs

If your student will be studying online, there are some items they'll need.

## Computer

A suitable device is one that enables your student to access the internet and My Te Kura (via a web browser), make audio and video recordings and create and edit documents. The device will need a webcam for your student to interact online.

## Internet connectivity

Every student learning online needs a broadband internet connection (dial-up internet is not suitable) and at least 30GB of data per month.

## Software

My Te Kura provides access to a lot of the software and tools your student will need to learn online, along with instructions on how to use them. Other free software and online tools your student will need include:

- an email account – Te Kura offers all students a 'My Te Kura' email account
- internet browser – we recommend Google Chrome
- word processing software – Te Kura students can download free Microsoft software
- PDF editing software – there are different options available which enable students to write directly into PDF files, save their work and upload it to the My Te Kura for assessment
- anti-virus software
- a Te Kura Gmail account for access to Google Docs – this will be set up for you on enrolment at Te Kura.

## Optional extras

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

- access to a printer and scanner
- digital camera or mobile phone with camera
- graphics, image editing or drawing software.

Te Kura recognises that families on limited incomes may need assistance to meet the additional costs involved with the provision of devices and connectivity, read more about this in our help and support section on page 14.

## Stationery and materials

Students are required to provide their own stationery supplies. Your student's learning advisor will advise you if you require any specific resources.



## Submitting school work

Ensure your student submits their learning activities as soon as they are finished. Doing so will ensure that your student's learning advisor can give regular feedback and suggestions. Your student can get started on their next activity.

### Submitting work online

If your student is learning online:

- follow any instructions provided in My Te Kura, our online learning environment, for submitting completed learning activities
- use a word processing programme such as Microsoft Word or Google Docs
- use the tools available in My Te Kura to record oral language, music or voice messages
- include your student's name and student ID number in the file name of any documents or audio/video files
- use a scanner, digital camera or webcam to send scans of completed learning activities, photos of mathematics workings, artwork or projects.

### Submitting work by post

Before sending completed learning activities to your student's learning advisor, go through this list. Check that your student has:

- completed all the activities they are able to do, including all assessments and any oral work
- completed any student-marked activities
- completed the self-assessment
- told the learning advisor of any problems by emailing, writing a note, or including an audio message
- if using their own paper, numbered the pages and written a title
- attached an address label or written their name and address on the cover sheet and address card
- attached the cover sheet (if there is one) to the front of the work

- included any audio or video recordings they have made.

### **Posting the work:**

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 student's learning materials digitally. You should return completed student learning activities online or by email.

If you are required to return completed learning by post, send only what your student's learning advisor has requested. Include all the checklists, comment pages, recordings, and photos of artwork. Return resource books and audio-visual resources with the completed learning. Always include your student's ID number and the topic code. This will then be assessed and 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. For more information, visit [www.biosecurity.govt.nz](http://www.biosecurity.govt.nz)

## Your student's progress

Individual Learning Plans (ILPs) set aspirational goals which identify your student's next learning steps. They are developed in consultation with you and your student and are used by your student's learning advisor to develop the student's programme of learning. The ILP process throughout the year is:

**Term 1** (or within eight weeks of enrolment throughout the year) – set the ILP goals with the student, supervisor, whānau and learning advisor.

**Term 2** – mid-year report on progress towards goals and overall comment on progress and achievement of all learning areas. Review of ILP goals and new ILP goals set if required.

**Term 4** – end-of-year report against ILP goals and overall comment on progress and achievement for all learning areas.

If your student is learning online with My Te Kura, you will be able to view the content of their online learning, as the student sees it, and can see if they have uploaded any work to the dropbox. Supervisors can also see feedback from the learning advisor which has been put in the dropbox, though they cannot open files the student has uploaded.

We recommend you familiarise yourself with My Te Kura and the specific requirements of online learning your student is enrolled in. You should ask to see your student's learning activities before it is uploaded to the dropbox and returned for marking.

The supervisor section on our website [www.tekura.school.nz](http://www.tekura.school.nz) has more detailed information on how to log in to My Te Kura as a supervisor.

### Assessment

Assessment is an essential part of the teaching and learning process. The learning advisor will assess your student's completed learning and provide feedback and feedforward to your student and you as their supervisor, and the wider whānau if applicable. This assessment provides the basis for planning the next steps for the student's individual learning programme.

Students in Years 7 and 8 have their progress in reading, writing and mathematics assessed against the National Standards, which are reported to parents/whānau in the mid- and end-of-year reports.

The diagram below shows how curriculum levels typically relate to years at school. Note that many students do not necessarily fit this pattern, for example, those with learning support needs or those who are working at an accelerated learning pace.

**Years and Curriculum Levels**

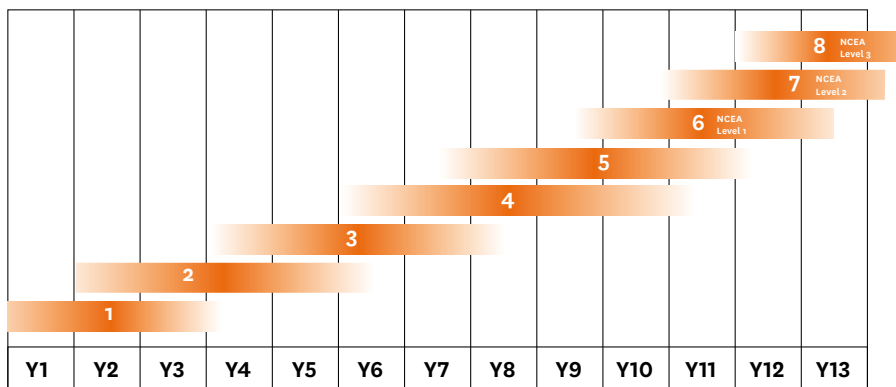


Diagram (adapted): Levels of Achievement by Years of Schooling, in the New Zealand Curriculum, first published by Learning Media Ltd on behalf of the Ministry of Education, Wellington, NZ. Copyright © Crown, Curriculum Doc, 2007. Used by permission.

## Diagnostic assessment

During the year students will be sent a range of assessments in reading, writing and mathematics. These assessments provide valuable information for planning a student’s learning programme to progress learning. Please have your student complete and return these within two weeks of receiving them.

Students with internet access will have some assessments set online, for example, PAT maths and e-aSTtle reading and writing. It is important that your student does the assessment themselves, in order for your student to make the best progress.

## 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 completed learning for assessment regularly.

It is important that your student sends in completed learning activities at least every two weeks. This will help your student to progress in their learning.

If your student does not send in completed learning activities for an extended period of time, they are 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.

We will send you a letter if your student has not sent back any completed activities after a month. They will be taken off our roll if no completed activities are received by the end of the second month.

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

## Help and support

Our learning advisors recognise the importance of having a good relationship with students and their supervisor, family and whānau. We are here to support your student's learning and encourage regular contact through our online learning environment My Te Kura or by email, phone or video conference or mail. The standard email address for learning advisors is: `firstname.surname@tekura.school.nz`

The Student and Whānau Support team at the Hub are here to help you and your student with online learning. Whether it's My Te Kura, Google Classroom or online assessments they'll help you get it sorted. Don't hesitate to give them a ring or send an email if you are having trouble with online access or just get stuck. You can contact them on 0800 65 99 88, option 2 from 8am to 5pm on weekdays, or email `hub@tekura.school.nz`

If you have any queries or concerns about your student's ongoing eligibility to be enrolled at Te Kura, please contact the Enrolments section of the Student and Whānau Support team, on option 1.

### Supporting your student's learning

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

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

- always have water available where your student is learning
- be prepared ahead of time
- plan a daily routine together
- set small goals for success and celebrate them on completion
- talk about what your student has learnt each day
- discuss and mark your student's completed learning with them each day
- give plenty of immediate feedback and praise

- ask questions to stimulate thinking and inquiry
- help with science/technology experiments
- take time to read and discuss books with your student
- send in regular recordings of your student reading
- assist your student to access appropriate online resources
- recognise any special interests your student has and try to find ways to integrate them into learning experiences
- set up a Learning Journal with your student to record progress - this could be a digital journal, exercise book or large scrapbook
- talk with your student about the feedback from their learning advisor and write any thoughts you both have about that learning: for example, a comment at the end of each week. Your student's learning advisor will be interested to see this.

## Student support payment

On behalf of the Ministry of Education, Te Kura administers a payment to supervisors of full-time students which recognises that you supervise your student's learning at home. We've included a form in the welcome pack for supervisors to complete and return. Additional information about the payment is in the supervisor section on our website. Please note there is no payment for:

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

## Laptop and internet assistance

Te Kura recognises that families on limited incomes may need assistance to meet the additional costs involved with the provision of devices and connectivity. We don't receive additional funding for this; we have set aside funding to assist as many students in need as we can.

To get assistance for a laptop or internet access, you need to:

- be a current full-time student, or young adult enrolled in three or more courses
- be enrolled in Te Ara Hou, OOO or NCEA course
- get a benefit from Work and Income or have a Community Services Card
- be living in New Zealand.

Visit our website to read more and apply online or download an application form. Alternatively contact us.

## 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 learning advisors and each other. You will be notified of any events that are relevant to your student.

## 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 audiobooks 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 some 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)

## Contacting us

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

Email: [info@tekura.school.nz](mailto:info@tekura.school.nz)

Website: [www.tekura.school.nz](http://www.tekura.school.nz)

Email your learning advisor or teacher using this format:  
[firstname.surname@tekura.school.nz](mailto:firstname.surname@tekura.school.nz)

Email the library: [library@tekura.school.nz](mailto:library@tekura.school.nz)

You can contact the Student and Whānau Support team for online support on 0800 65 99 88, option 2 from 8am to 5pm on weekdays, or email [hub@tekura.school.nz](mailto:hub@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? (New Zealand students only)

Use the above address with our freepost service:

FREEPOST No.10010

[Your learning advisor or teacher's name here]

### Your learning advisor's name:

Telephone:

Email: