(Date)

Dear Parents/Caregivers

Your son/daughter has indicated that they wish to be enrolled to study a subject through Te Kura (formerly The Correspondence School) by distance learning in [insert year].

Learning materials from Te Kura may be in the form online content through its Online Teaching and Learning Environment (OTLE), or booklets, CDs and DVDs. As work is completed it is returned to Te Kura for assessment and feedback. The regular return of work (at least once every 3-4 weeks for each subject) is necessary to stay enrolled. Students will need to spend an average of 6-7 hours per week (including timetabled school time) on the subject they are studying.

In 2015 all NCEA courses offered through Te Kura will be delivered digitally through its OTLE. Students will need to access their course materials via the OTLE. Students can return their work by annotating the booklet files using a free PDF programme and uploading the file through the OTLE dropbox, and printing off work to complete by hand and post back or scan and email, as necessary.

We have a room at school dedicated to use by students enrolled with Te Kura. Each student will be given a calendar outlining the specific due dates for the year. They will need to be responsible for organising themselves and completing all the set tasks by the due dates. Should students fall behind the due dates schedule, they may be required to remain after school until they catch up. If the full course is not completed by year’s end, this could jeopardise their results if they are enrolled in NCEA courses.

Te Kura teachers are available to assist students by phone, email, Skype or Adobe Connect.

There are no fees charged by Te Kura for domestic students.

Before we proceed with registering your student with Te Kura we require your approval and support. Your son/daughter should fill in and sign the application form attached and return it to school as soon as possible. You must also sign the form. Should you have any further queries, please feel free to contact me, phone XXXXXXX. You may also wish to see online information at [www.tekura.school.nz](http://www.tekura.school.nz).

Yours sincerely

Te Kura School Coordinator

Application to study through Te Kura

(to be filled in by the student and signed by the parent/caregiver)

Full name:

 (First names) (Surname)

Date of birth: Ethnicity:

Year level:

Subject: NCEA Level: 1 / 2 / 3

 (circle)

Previous level of study in requested subject:

List other subjects being studied at (current school) in (current year):

I understand that:

Study by distance requires discipline, focus and the ability to work independently and I will endeavour to stay on task to the best of my ability.

I need to spend on average 6-7 hours per week on my Te Kura course work including timetabled periods at school.

In order to stay enrolled with Te Kura I must hand in completed work regularly (ie at least every 3-4 weeks).

I may be required to come in after school to catch up should I fall behind in my work.

Should I be unable to submit completed work on a regular basis I may be removed from the roll of Te Kura and transferred to another class.

Student’s signature: Date:

Parent/caregiver’s signature

Parent/caregiver’s name

Parent/caregiver’s email address

Student’s email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR SCHOOL USE ONLY

Subject approved (circle one) YES / NO