



Te Kura

TE AHO O TE KURA POUNAMU
THE CORRESPONDENCE SCHOOL



welcome to the

**early
childhood
service**

nau mai ki te ratonga
kōhungahunga

HOW TO CONTACT US

Keep this guide for reference during your child's enrolment in the Early Childhood Service of Te Aho o Te Kura Pounamu.

- Check our website: www.tekura.school.nz/new-ech
- Email: info@tekura.school.nz
- Email your teacher: firstname.surname@tekura.school.nz
- **Phone:** 04 473 6841 or free phone 0800 65 99 88

- **Write to us:**

Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5045

- **To return postings:**

Use the above address or the freepost service:
FREEPOST No 10010
Your teacher's name
Te Aho o Te Kura Pounamu
(remaining address as above)

Remember to let your teacher know if:

- you have a change of address
- your child's attendance at an early childhood centre changes.

Please note: Early Childhood teachers observe normal school holidays and are not usually available during those times. Your messages or emails will be answered at the beginning of the new term.

Welcome to the Early Childhood programme of Te Kura. We teach children aged three to five years, including those with special needs.

This guide contains useful tips and guidance to help your child get the most out of learning with us. Please contact us with any further questions after reading this information.

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DEVELOPING A RELATIONSHIP

Our distance programme works most effectively when teachers and families work together as a team. Our teachers are all trained, registered early childhood professionals, but we recognise that you know your child the best. We therefore encourage parents and whānau to discuss their child's learning needs and interests directly with their teacher.

SUPPORT

Teachers can be contacted by phone, email or letter.

There may be an opportunity to meet your child's teacher face to face when they travel to their teaching areas. Your teacher will give you specific details about these opportunities when appropriate.

Details of our events can be found on our website: www.tekura.school.nz. Here, you will also find a link to the Early Childhood website, www.tekura.school.nz/ech/ where you can find games, activities, music, stories and information about the programme and your teacher.

You are very welcome to visit your teacher at the school any time you are in Wellington.

THE FIRST POSTING

In the first posting you will find:

- two letters from your teacher – one for you and one for your child
- a range of learning materials, which may include books, puzzles, art materials, games, CDs and DVDs.

Please note that many of our materials are for you to keep, but books and some other resources, for example, wooden puzzles, are to be returned. They should be clearly identified but if you are not sure what to return, please ask your teacher.

WHAT YOU NEED TO DO

- Read the teacher's letters.
- Read the books with your child frequently.
- Encourage and support your child when they use the learning materials.
- Complete the *Help us to get to know your child* leaflet. Feel free to ring your teacher if you need help with ideas for this.

RETURNING YOUR FIRST POSTING

- Check that any equipment to be returned is clean and intact.
- To prevent damage to our equipment, put the items to be returned in the green plastic bags before putting them in the posting bag.
- Include the completed leaflet *Help us to get to know your child*.
- Use the address sheet provided, making sure the freepost address details for Te Kura are clearly visible. Close the posting bag securely.

YOUR CHILD'S PROGRAMME OF LEARNING

Your teacher will work with you to plan a programme of learning that suits your child. With your help, the teacher will set a learning goal that reflects your child's interests and abilities, as well as your family's lifestyle.

If your child has special teaching needs, their programme will be developed in consultation with you and others who are involved in supporting your child's development and well-being.

The learning opportunities that are planned for your child are based on the New Zealand curriculum framework for early childhood, Te Whāriki.

TE WHĀRIKI

The framework has four guiding principles:

Empowerment – Whakamana

Relationships – Ngā Hononga

Family and Community – Whānau Tangata

Holistic Development – Kotahitanga.

These principles are interwoven with strands and goals. The strands describe different areas of learning and development. The goals describe the direction for programmes of learning.

You can read more about Te Whāriki on the Ministry of Education's website at www.educate.ece.govt.nz/learning/curriculumAndLearning/TeWhariki or ask your child's teacher.

LEARNING GOALS

In every posting, the teacher will set a learning goal for your child. The goal may expand on your child's current interests or stimulate a new area of learning. Your feedback about what your child says and does, and their challenges and progress will help your teacher choose learning goals and materials to send in future postings.

GIVING FEEDBACK

Feedback is essential to ensure we work together to extend your child's programme of learning.

Feedback can be by email, freephone (see your teacher's details on the back page) or completing a comments sheet.

The following information is helpful to us:

- Were the parent resource leaflets helpful and how did your child respond to the ideas?
- Was the learning goal appropriate, and what did your child achieve?
- How were the learning materials used?
- Were the items chosen at a stimulating level for your child and were they of interest?

ROUTINES

Try to find some time to share with your child every day.

This can involve the whole family. Use the time to:

- read stories together
- listen to CDs
- play games
- explore your home environment
- watch and encourage your child to paint, draw or work on a puzzle.

Your child will also benefit from having time and support to use the learning materials independently; for example, looking at books or doing a puzzle. They will still need you to notice and encourage them in what they are doing.

Because children learn through practice and repetition, learning materials should be available for them to use regularly.

ENCOURAGING RESPONSIBILITY

Help your child – and others – learn to use and handle the materials responsibly. Check that hands are clean and food has been cleared away.

Wear and tear can be kept to a minimum if you are clear about how you expect your child to care for equipment.

Provide a storage place where your child can easily access the learning materials.

FUTURE POSTINGS

These will contain a range of parent resources and learning materials for your child.

LEARNING MATERIALS

These may include books, posters, puzzles, games, construction sets, CDs, DVDs and CD-ROMs.

We will make it clear which materials are for you to keep and which to return.

Parent resources include information about:

- child development
- parenting issues
- ideas for play activities and learning experiences for your child.

Some of our parent resources are designed to support children's learning throughout their time on our programme. Use a few of the ideas every now and then, referring to the resource as your child shows new interests and understanding.

Young children need lots of practice and repetition, so use the ideas again and again. You will notice a difference in the way your child approaches an activity at three and a half years and when they do it again at four.

RETURNING FUTURE POSTINGS

- Return any learning materials that are on loan.
- Provide feedback to your child's teachers.
- Return each posting after 4-6 weeks
- Send photos of your child and samples of their art or other work occasionally to help your teacher get to know your child better. These can be emailed if you prefer.

MOVING ON

If you no longer require your child to be enrolled with Te Kura, please let your teacher know as soon as possible and return any outstanding materials immediately.

WHEN YOUR CHILD TURNS FIVE

Although most children start primary school at age five, it is not compulsory until they are six years old. Let your teacher know if you choose to keep your child on our Early Childhood programme after their fifth birthday.

If you wish to enrol your child in Year 1 at Te Kura, you will need to do the following:

- Complete an enrolment form. The form gives details of any other documentation you need to provide. Your child's teacher can arrange to have the form sent to you or you can access it on our website: **www.tekura.school.nz**.
- Return the completed form with all the appropriate documentation to Enrolment Services at Te Kura at least one month before your child is due to start school.
- Return the final early childhood posting in the usual way.

PREPARING FOR TE KURA PRIMARY SCHOOLING

You will find it useful to start establishing a routine in preparation for your child's primary schoolwork. Set a time each day when you work together for 10–15 minutes, using the ideas from the parent resources. Most children are more alert and able to concentrate in the morning. This will help you and your child become used to regular schoolwork time together.

NEXT STEPS

During their Early Childhood programme, your child will have had opportunities to develop essential attitudes and skills for learning. You too will have gained many skills for supporting your child's learning and you will have provided your teacher with feedback about your child's abilities, interests and progress. As you move on to the primary school years, we hope that you continue to get satisfaction from your involvement in your child's education.

YOUR CHILD'S TEACHERS ARE:

Name:

Phone:

Email:

Name:

Phone:

Email:

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

