



 Te Kura

# Learning Guidelines

for Ākonga Success.

Supporting ākonga to thrive as learners at Te Kura, we've developed guidelines. These are designed to help ākonga, whānau and supervisors work together to create a supportive and successful learning environment.

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## Habits to Ensure Your Success When Learning Online

To do well with online learning, it helps to build good habits. Here are some tips to help you succeed:

- Make a timetable in My Korowai with your supervisor. Plan time each day to do your learning activities.
- Set aside regular time to work on your own. This helps you stay on track and build independence.
- Use online tools to help you learn new things or find answers to questions.
- In My Korowai, under Whakamana Agency, there is a Learning Agreement. This shows what you, your whānau, and your Kaimanaaki all agree to do to support your learning.
- Early Childhood - establish a regular routine to help integrate learning into whānau life in meaningful and sustainable ways every day.

**Please note:** This document provides guidelines intended to support ākonga in their learning journey. If at any point you feel unable to meet these guidelines, we encourage you to reach out to your Kaimanaaki for support and guidance.

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# Early childhood Learning Guidelines

## Frequency and structure

It is important to build a regular learning routine. This helps learning become part of everyday life at home in a way that works well for you and your whānau.

## Module learning and completion – My Te Kura

Try to log in to StoryPark often to check the learning and share your progress.

If needed, you can ask for paper-based learning.

### Aim to:

Share at least one piece of work each month on StoryPark to keep your learning progressing.

## Whānau Ako (Online or Face to Face) with Kaiako (teacher)

These are sessions that give you and whānau great chances to learn with others and share ideas.

- If Whānau Ako sessions are offered, try to join in (online or in person) a couple of times each term
- You can talk with your Kaiako if you need help or have any questions about Whānau Ako sessions or need support in learning.

## Contact with Kaiako

You can connect with your Kaiako as required (minimum monthly) to check in and get support.

## Leaving to Learn Activities

Learning doesn't only happen online or on paper – it happens through play, exploring, and spending time with others.

## Each week, to help ākonga make strong progress in reading, writing, and maths

Include reading, writing, and maths in your everyday activities.

Use play to explore language and numbers.

For example:

- Literacy: Talk, listen, sing, tell stories, and play with sounds and words.
- Numeracy: Play with numbers, shapes, patterns, and measuring things.

Whether you're baking, building, or playing outside, there are lots of ways to learn while having fun.



# Years 1–6 Learning Guidelines

## Frequency and structure

It is important to do learning every day.

Your supervisor will help guide you with clear and planned activities.

## Module learning and completion – My Te Kura

Log in to My Te Kura often to do your learning. You'll find different types of modules, such as:

- Subjects (Maths, English, Science)
- Project learning – called EXplore
- Learning across subjects – called ConnectED
- Te Ara Whakapūāwai – learning about wellbeing
- Online safety – how to stay safe while learning online
- My Korowai – your personalised learning plan.

### Aim to:

- Every week, share what you have been working on (this can be part-finished work, quizzes, or writing).
- Every 2 weeks, send at least one piece of finished work for your Kaimanaaki to mark, so we can track and feedback on your progress.
- Do learning every day (around 4–5 hours (2-3 hours online) each day).

## Online Classes

Join your online classes to learn with your Kaimanaaki and other ākonga. If you miss a class, watch the recording later.

Regularly check the Class News Feed (in My Te Kura) for updates and links to online classes

## Huinga Ako (Online or Face-to-Face) with Kaimanaaki

Take part in Huinga Ako to share ideas and learn with others.

Check in using My Korowai and think about what you've learned.

## Weekly contact with Kaimanaaki

Talk respectfully with your Kaimanaaki about your learning and goals.

## Leaving to Learn Activities

Do learning outside the online modules that connects to real life.

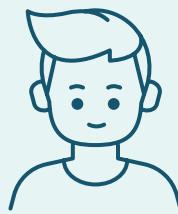
- Think about what you learned and how it links to your goals.
- Write about your experience and share it with your Kaimanaaki.
- Record it in My Korowai.

## Each week, to help ākonga make strong progress in reading, writing, and maths

To help you get better at reading, writing, and maths, the Ministry of Education requires:

- 10 hours of reading and writing (this includes talking and listening)
- 5 hours of maths (to help with numbers, problem-solving, and thinking).

Reading, writing, and maths are part of all subjects. Make sure your learning is planned clearly with your Kaimanaaki.



# Years 7-10

## Learning Guidelines

### Frequency and structure

It is important to do learning every day.

Your supervisor will help guide you with clear and planned activities to help you stay on track.

### Module learning and completion – My Te Kura

Log in to My Te Kura often to do your learning. You'll find different types of modules, such as:

- Subjects (Maths, English, Science)
- Project learning – called EXplore
- Learning across subjects – called ConnectED
- Te Ara Whakapuāwai – learning about wellbeing
- Online safety – how to stay safe while learning online
- My Korowai – your personalised learning plan.

### Aim to:

- Every week, share what you have been working on (this can be part-finished work, quizzes, or writing).
- Every 2 weeks, send at least one piece of finished work for your Kaimanaaki to mark, so we can track and feedback on your progress.
- Do learning every day (around 4–5 hours (2-3 hours online) each day).

### Online Classes

Join your online classes to learn with your Kaimanaaki or Kaiako and other ākonga. If you miss a class, watch the recording later.

Regularly check the Class News Feed (in My Te Kura) for updates and links to online classes.

### Huinga Ako (Online or Face-to-Face) with Kaimanaaki

Take part in Huinga Ako to share ideas and learn with others.

Check in using My Korowai and think about what you've learned.

### Weekly contact with Kaimanaaki

Talk respectfully with your Kaimanaaki about your learning and goals.

### Weekly contact with Kaiako

Talk respectfully with your Kaiako (if you have one) about your learning. Plan what work you need to do and when to do it.

### Leaving to Learn Activities

Do learning outside the online modules that connects to real life.

- Think about what you learned and how it links to your goals.
- Write about your experience and share it with your Kaimanaaki.
- Record it in My Korowai.

### Each week, to help ākonga make strong progress in reading, writing, and maths

To help you get better at reading, writing, and maths, the Ministry of Education requires:

- 10 hours of reading and writing (this includes talking and listening)
- 5 hours of maths (to help with numbers, problem-solving, and thinking).

Reading, writing, and maths are part of all subjects. Make sure your learning is planned clearly with your Kaimanaaki.



# Years 11-13

## Learning Guidelines

Fulltime/Young Adults (3+ subjects)

### Frequency and structure

It is important to do regular, planned learning every day.

At times you will be working with supervision and other times you'll work on your own.

### Module learning and completion – My Te Kura

Log in to My Te Kura often to do your learning. You'll find different types of modules, such as:

- Subjects (Maths, English, Science)
- Project learning – called EXPlore
- Learning across subjects – called ConnectED
- Te Ara Whakapuāwai – learning about wellbeing
- Online safety – how to stay safe while learning online
- My Korowai – your personalised learning plan.

#### Aim to:

- Every week, share what you have been working on (this can be part-finished work, quizzes, or writing).
- Every 2 weeks, send at least one piece of finished work per subject for your Kaiako (teacher) to mark, so we can track and feedback on your progress.
- Do learning every day (around 4–5 hours (2-3 hours online) each day).

### Online Classes

Join your online classes to learn with your Kaimanaaki or Kaiako and other ākonga. If you miss a class, watch the recording later.

Regularly check the Class News Feed (in My Te Kura) for updates and links to online classes.

### Huinga Ako (Online or Face-to-Face) with Kaimanaaki

Take part in Huinga Ako to share ideas and learn with others.

Check in using My Korowai and think about what you've learned.

### Weekly contact with Kaimanaaki

Talk respectfully with your Kaimanaaki about your learning and goals.

### Weekly contact with Kaiako

Talk respectfully with each of your subject teachers (Kaiako) about your learning. Work together to make a plan for what you need to do and when it needs to be done.

### Leaving to Learn Activities

Do learning outside the online modules that connects to real life.

- Think about what you learned and how it links to your goals.
- Write about your experience and share it with your Kaimanaaki.
- Record it in My Korowai.

### Each week, to help ākonga make strong progress in reading, writing, and maths

To keep making progress in reading, writing, and maths – and to work towards NCEA – it's important to keep learning in these areas every week.

If you haven't passed your Common Assessment Activity yet, make sure you:

- Stay enrolled in the assessment blocks
- Join the preparation sessions regularly
- Keep practising so you're ready to succeed.

Reading, writing, and maths are part of every subject. It's important to plan your learning clearly with your Kaimanaaki so you know what to focus on and how it connects to your goals.



# Screen time Recommendations

## Under 6

### Frequency and structure

If you're under 6 years old, screen time should be short – only 10 to 15 minutes at a time.

When using digital devices like tablets or laptops, it's important to use them in a safe and healthy way.

### Other recommendations

To stay healthy and focused while learning online:

- Don't use headphones or earbuds too much – give your ears a break.
- Use screens for learning with a clear purpose – not just for fun or scrolling.
- Make sure there's a balance between screen time and outdoor play, exercise, and hands on activities.
- Sit in a comfortable chair and make sure the lighting is good when using a device.

## 12 and under

### Frequency and structure

If you're 12 or younger, you should spend no more than one-third of the school day on digital devices. When you're using digital devices (like laptops or tablets) for learning at school, it's important to take breaks. Try to use screens in short sessions of about 20 minutes at a time.

### Other recommendations

To help you stay healthy and focused while using devices:

- Limit the use of headphones or earbuds – don't wear them all the time.
- Use screens for learning with a clear purpose – not just for fun or scrolling.
- Make sure there's a good balance between screen time and other activities like going outside, exercising, and playing.
- Sit in a comfortable chair and make sure the lighting is good when using a device.

## Over 12 – Fulltime/Young Adults (3+ subjects)

### Frequency and structure

If you're over 12, take eye breaks every 20 minutes to rest your eyes. Try to use screens in short sessions of about 20 minutes.

### Other recommendations

To help you stay healthy and focused while using devices:

- Limit how often you use headphones or earbuds.
- Use screens for learning with a clear purpose.
- Make sure there's a good balance between screen time and other activities like going outside, exercising, and playing.
- Sit in a comfortable chair and make sure the lighting is good when using a device.