

**Getting Started
with Te Kura**

**OVERSEAS
YEARS 1-13**

Getting Started with Te Kura

Welcome to Te Aho o Te Kura Pounamu (Te Kura). This guide contains important information to help you get the most out of learning with us. Please take the time to read it, and contact us if you have any questions.

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Glossary

Ākonga	Student
Whānau	Family
Kaimanaaki	Learning advisor/teacher
Kaiako	Teacher
Huinga Ako	Advisory
My Korowai	Our online personalised learning plan space
My Te Kura	Our online learning platform
Te Ara Pounamu	Te Ara Pounamu is Te Kura’s local curriculum. It comprises three interdependent elements, aligned with the head, heart and hand of Big Picture International pedagogy. Te Ara Pounamu is aligned to Te Whāriki, The New Zealand Curriculum, and Te Marautanga o Aotearoa.
Te Wātaka Tuihono	Timetable of online classes available for ākonga
Te Ara Kōhungahunga	Early Childhood learning programme (home-based programme for ākonga aged 2 years to 6 years) In the Early Childhood programme, kaimanaaki work with ākonga and whānau to share information and co-construct a programme of learning aligned with Te Ara Pounamu and Te Whariki
Te Ara Tipu	Year 1 – Year 6 online learning programme – <i>Te Ara Tipu means new beginnings</i>
Te Ara Hou	Year 7 – Year 10 online learning programme – <i>Te Ara Hou means new pathway</i> Both Te Ara Tipu and Te Ara Hou are integrated programmes based on the principles of Te Ara Pounamu and the key competencies and eight learning areas of the New Zealand Curriculum.

Senior Courses

000 courses	Pre NCEA-Level 1 (do not carry NCEA credits)
1000 courses	NCEA Level 1
2000 courses	NCEA Level 2
3000 courses	NCEA Level 3

Te Aho o Te Kura Pounamu

Our Name

Te Aho o Te Kura Pounamu refers to connecting ākongā with learning.

- Te Aho usually refers to the opening up of new worlds.
- Kura is a term most commonly used to mean school, although kura also refers to the concept of knowledge.
- Pounamu is a treasure, we see ākongā as our treasures.

We see our ākongā as pounamu: a treasure undergoing transformation.

Our Vision

Our vision is that our ākongā achieve their educational and personal goals, enabling them to participate effectively as members of their communities.

Our Values

Our values at Te Kura are that we demonstrate by our actions that we put the success of our ākongā at the forefront of everything we do; we respect each other, ākongā, their whānau and our partner organisations; see strength in diversity; celebrate innovation and success; and communicate openly and honestly.

Flexible Learning

Learning at Te Kura is designed to connect ākonga with others, to engage ākonga in learning, to affirm what ākonga bring to their studies and to empower ākonga to experience the success that they aspire to.

We're one of a kind. In fact, there is no other school like us in New Zealand.

Te Kura is unique in that our kura doesn't have four walls. Learning with us is flexible, helps grow independence, and offers a mix of online, face to face and community-based activities (where possible in overseas locations).

Being a Te Kura ākonga means making learning work for you. It's a 'one size fits one' model where ākonga are the designers of their own learning journey. Kaimanaaki are there every step of the way, helping ākonga to refine their personalised learning plans. Kaimanaaki work with ākonga to help build agency and resilience towards learning. This reciprocal relationship between kaimanaaki and ākonga is integral to successful learning at Te Kura.

There are many elements that combine to make up the learning journey of each individual ākonga. Every Te Kura ākonga is unique, which is why we offer a curriculum that caters to all learners.

Project-based learning is important to us. It's where ākonga get to design a project of their choice, culminating in the ultimate – collaborating with contacts in their local community to carry out real-world projects that have authentic impact. Ākonga with a particular passion or interest might choose to explore that in-depth through an interest project. Ākonga who enjoy collaborating and communicating might choose to carry out social action projects that make a difference in their local community.

A particular subject or aspect of a subject may be required to prepare for future pathways or to strengthen project work. The choices in discipline thinking are there to provide support and direction, to complement exploration in other areas and to keep future pathways open.

Learning with Te Kura

Getting Started

On enrolment at Te Kura, every ākonga is assigned a kaimanaaaki. It will often be your kaimanaaaki who is the first point of contact and the person who will help you to get started.

Kaimanaaaki are the primary connector for fulltime enrolled ākonga and they connect with them regularly online and face to face including at huinga ako. Ākonga are also encouraged to contact kaimanaaaki when they have questions or thoughts to share.

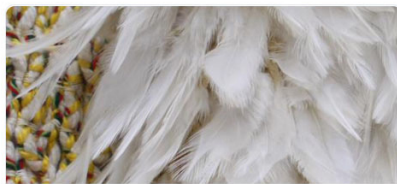
Kaimanaaaki help ākonga to design and review personalised learning plans, and to capture short and longer term learning goals in our online planning platform, My Korowai. They support ākonga by listening to their concerns, responding to their needs and assisting with Te Kura mahi.

My Korowai

My Korowai is a Te Kura designed platform that supports ākonga to share, develop and reflect on their learning.



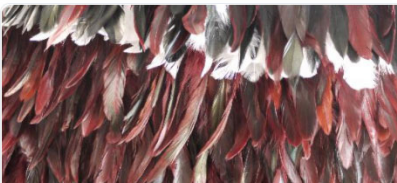
My Korowai/My Profile - OS



My Korowai/My Profile - Learning Support



My Korowai/My Profile - Te Ara Tipu



My Korowai/My Profile - Te Ara Hou

It is where ākonga build their personalised learning plans in consultation with their kaimanaaki and learning community, where ākonga can set weekly and monthly targets for their learning and where they can reflect on their learning journey, their wellbeing, and connect to independent learning on wellbeing topics.

My Korowai has a link to information on Leaving to Learn and a portal offering careers support, both of which are extremely useful for ākonga as they plan their Te Kura learning programme.

Access to My Korowai is through the Te Kura log in www.tekura.school.nz. When you first start in My Korowai the Te Kura Student ID is the USERNAME and PASSWORD.

My Te Kura

My Te Kura

The Te Kura online learning programme is accessed through My Te Kura. The courses that show in My Te Kura will be personalised to ākongā and your learning following a discussion with your kaimanaaki.

As with My Korowāi, the first time you enter, the Student ID is the USERNAME and PASSWORD.

The welcome email includes information on how to access My Te Kura and the following video will help.

www.tekura.school.nz/learn-with-us/get-started/get-started-online/

Huinga Ako

Huinga ako is the space and place where ākongā have the opportunity to connect with a group of ākongā and kaimanaaki. Huinga ako are held online regularly (weekly or fortnightly).

It's a collaborative and fun space where ākongā connect with their peers, plan and reflect on personalised learning plans, build skills and strategies for success and wellbeing. They are also an opportunity for older ākongā to get support for planning for their future pathways.

It's also a space where successes and achievements are shared, acknowledged and celebrated. We know that having a sense of connection and belonging are powerful motivators for ākongā.

Ākongā have told us that attending huinga ako makes a big difference to their learning and experience at Te Kura.

Leaving to Learn

At Te Kura, we believe learning can happen anywhere – not just in the classroom. Ākonga can have great learning experiences while spending time in their community or with their whānau. We call this Leaving to Learn – learning beyond the classroom.

Leaving to Learn activities can be face to face or online, and may include:

- Undertaking projects based on interests and passions
- Talking with mentors and experts from the community
- Participating in sporting and cultural activities
- Attending local events
- Taking part in youth and community groups
- Careers exploration
- Volunteering.

These are some ideas for discussion with your kaimanaaki and whānau.

Online Learning

Equipment

All ākongā require a device and internet to access and work through their learning programme. A phone is not a suitable long-term option.

Refer to the following link for further information on device and internet requirements.

www.tekura.school.nz/learn-with-us/get-started/what-youll-need/#checklist

Submitting Work

Completed work is sent to the kaiako for comments, feedback and marking via dropboxes.

Following your enrolment, you will have access to My Te Kura (MTK) where an option referred to as 'The Hub' includes videos on many aspects of MTK such as how to submit work and check for feedback.

Continuous Reporting

Te Kura has a continuous model for reporting feedback and progress to ākongā and whānau. What this means is that we will provide feedback on learning throughout the year. Continuous reporting helps ākongā and their whānau understand current learning progress and next steps.

Continuous Reporting comes in three forms, this reflects the full range of learning ākongā are involved in at Te Kura:

- Feedback on work submitted via Dropbox, including NCEA results if applicable.
- Engagement feedback, including work that may have been completed at huinga ako, Leaving to Learn activities, the online timetable of classes, online programmes etc.
- Feedback within My Korowai on Te Kura Mātāpono and the development of dispositions for living, wellbeing and learning.

How to access continuous reporting

To access continuous reporting, follow the instructions below:

1. Click on each course in My Te Kura (including My Korowai)
2. Click 'My Stuff' in the navigation bar
3. Click 'My Reporting'
4. Feedback and results are shown in this space
5. There is also a 'Print' button which allows you to save the report as a PDF. It is recommended that this is done at the end of each year (or earlier if you leave Te Kura).
6. For more detailed information, please click on the video link below:

www.tekura.school.nz/supervisors/student-reports/

Free Microsoft Office

Te Kura offers Microsoft to give Office 365 to every Te Kura ākonga free of charge. The licence is only valid while enrolled at Te Kura.

Office 365 Pro Plus includes access to the latest version of:

- Word (for writing)
- Excel (for spreadsheets)
- PowerPoint (for presentations)
- OneNote (for organisation and note taking).

You can install Office 365 Pro Plus on up to five compatible PCs and Macs, plus five tablets (including iPads). What's more, you can use Microsoft OneDrive to automatically sync your devices.

Follow the link below to get instructions on how to load Microsoft Office:

www.tekura.school.nz/learn-with-us/assistance-for-students/free-microsoft-office/

Cybersafety and Digital Citizenship

The internet and other digital technologies offer educational and social benefits to ākonga. It's also important to be aware of the risks.

There is more information about cybersafety and online behaviour in our online learning environment My Te Kura, and on the Netsafe website www.netsafe.org.nz

Attendance

It is not compulsory for New Zealand ākonga to be enrolled in a New Zealand school while living overseas. However, the attendance obligations for all Te Kura ākonga (including overseas) are as follows:

- For our ākonga, attendance means engaging in your Te Kura mahi and connecting with your kaimanaaki and kaiako.
- There needs to be a record of work completed regularly, at least every two weeks. Work completed can include work you submit to the dropbox, or work discussed with your kaimanaaki and kaiako and completed at huinga ako, Leaving to Learn, the online timetable of classes, attendance at online programmes etc.
- We have the same requirements for ākonga aged 16 and over to remain on our roll.

We will send you a letter if you have not sent back any completed activities after a month or attended a huinga ako. If special circumstances, such as illness, have prevented you from returning completed activities, please contact your kaimanaaki as soon as possible to discuss the situation.

ID Card

All fulltime secondary, young adult and adult ākonga can apply for a student ID card. Note that although overseas ākonga can apply, there is no guarantee the card will entitle ākonga to benefits in overseas locations.

How to apply

You need to apply online following the instructions from the link below:

www.tekura.school.nz/learn-with-us/get-started/welcome/

Years 1–10

Ākonga in Years 1–10 are enrolled in Te Ara Tipu (Years 1–6) or Tō Kupenga – Te Ara Hou (Years 7–10).



Te Ara Tipu



Tō Kupenga – Te Ara Hou

As ākonga get closer to NCEA levels, some may also be enrolled in 000 courses. The 000 courses do not carry NCEA credits. They are foundation courses that lead towards NCEA.

Years 1–10 ākonga are required to have a supervisor to support their learning.

Supervisor role in supporting ākonga with their learning

Supervisors play an essential role in helping ākonga to develop the skills and knowledge they require to become successful learners.

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

- plan a daily routine together
- aim for a balance of online and offline learning activities
- set small goals for success and celebrate them on completion
- discuss completed learning each day
- support with the submission of work into the Te Kura dropbox or Google Classroom
- give plenty of immediate feedback and praise



- ask questions to stimulate thinking and inquiry
- take time to read and discuss books
- submit regular recordings of your ākongā learning
- assist with access to appropriate online resources
- recognise any special interests and discuss these with ākongā and kaimanaaki
- talk about the feedback from their kaimanaaki and write any thoughts you both have about that learning: for example, a comment at the end of each week in the reflections section of My Korowai.

Kaimanaaki can help plan the mahi for each week, this can be recorded in My Korowai in the My Week (tāku wiki) section and revisited regularly.

We do recognise that all circumstances are individual, and the timetable may require adjustments on certain days. We do know that progress is more likely to happen with very regular learning and supervisor support.

Years 11–13

Assessment

Assessment is an essential part of the learning process.

Kaiako assess and provide feedback on key areas of learning with the goal for each ākonga being to work at the level that is right for them.

In NCEA Levels 1, 2 and 3 online courses there is a ‘need to know’ section which includes important course information. How assessments work within each course will be covered by both the kaimanaaki and kaiako.

Authentication of Assessment

If you’re enrolled in a course which offers internally assessed standards, you will be asked to declare that the assessment tasks you submit are your own work through an authentication process. These are the tasks that contribute to the final assessment for qualifications. We need to ensure that the work presented by ākonga for assessment is their own work. This means that:

- your supervisor or someone else who can authenticate your work will be asked to sign a statement when you do assessment tasks under test conditions
- if you are found to have agreed to an authentication statement when the work is not your own, you may be notified that you cannot be assessed for this standard.

NCEA Registration

If you’re studying NCEA level courses this year, you’ll need to submit an online NCEA registration if you wish to register for externally assessed standards.

We’ll tell you what you need to do when our NCEA registration facility opens.

New Zealand-based ākonga sit their NCEA and NZ Scholarship exams in November/December at a secondary school located close to the ākonga.

Overseas ākonga have the opportunity to sit their external examinations under controlled conditions. Overseas examinations are held in October, usually from home and with supervision. Family members are required to arrange their own supervision and note that the supervisor cannot be a family member.

Special Assessment Conditions

SAC can provide extra help for otherwise capable ākonga in addressing various barriers to achievement in assessments for NCEA. SAC helps ākonga fairly demonstrate their knowledge, skills and understanding when being assessed without providing an unfair advantage over other ākonga.

For further information on SAC options and how to apply, please discuss SAC with your kaimanaaki or email SAC@tekura.school.nz

Study Tips



We all learn differently. Some ākonga look for variety in their day and work in several learning areas at a time. Others prefer to concentrate on one learning area or one topic for a whole day and really get into it. Ākonga can choose what suits best as long as all the learning areas of the individual programme are covered.

Kaimanaaki can help plan the mahi for each week. This can be recorded in My Korowai and revisited regularly.

Secondary Tertiary Pathways

Overseas ākongā can experience courses at Tertiary institutions or in a work environment in their area of career interest. This helps ākongā build knowledge, understanding and skills for their chosen field while working towards a relevant qualification.

Te Kura also offer opportunities in the community that match the interests of ākongā. Speak with your kaimanaaki about STAR courses that are offered online to overseas ākongā.

- STAR – Secondary Tertiary Alignment Resources (or STAR) are short courses offered through Polytechnics and Private Training Organisations.
- Student Volunteer Army – The Student Volunteer Army (SVA) is a movement committed to volunteering. It believes in the power of volunteers and has created this programme as a way to better recognise ākongā volunteers in Aotearoa and overseas. Te Kura has registered with SVA to celebrate ākongā success and contribution to the community.

WEBSITE

www.tekura.school.nz