



# YEARS 1-6

## Information Guide

PRIMSG 2019

# Information for new students and their families

Welcome to Te Aho o Te Kura Pounamu (Te Kura). This guide for 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.

# Contents

Learning with us	2
Online learning	3
What your student needs	5
Submitting learning activities	7
Your student's progress	9
Help and support	12
Contacting us	17

## Learning with us

On enrolment at Te Kura, your student will be assigned a learning advisor (teacher), who will contact you. Your student's learning advisor will work with you and your student to develop a learning programme based on your student's interests, abilities and learning needs.

Our teaching methods can differ from other schools because we teach from a distance. We use a mix of online, print and other resources suited to each student's needs.

Your student's learning advisor will contact you and your student regularly by email, phone, video conference, or through our online learning environment My Te Kura, 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 at any time. Learning in the early years is collaborative, between learning advisor, student and supervisor.

## Online learning

Our learning programmes use online resources. Online resources typically include quizzes, games, audio and video files as well as practical activities students can complete away from the computer. Students are also able to complete a range of assessment activities online so that the learning advisor can match learning to your student's strengths and needs.

We've called our online learning environment My Te Kura. Your student will be accessing learning resources in the My Primary course. You will receive an email confirming your student's enrolment in My Te Kura, and how to access the My Primary course.

Your student can learn digital literacy skills in a safe and supportive environment, and communicate and share their discoveries with their learning advisor. You will be able to connect with your student's learning advisor face-to-face using tools like Live Chat to get to know each other better.

To succeed in the digital world, where technology is part of everyday life, learning how to use it effectively is an essential skill.

## Cybersafety and digital citizenship

The internet and other digital technologies offer educational and social benefits to students. It's also important to be aware of the risks. We encourage you 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 cybercitizen 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 our online learning environment 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 if you have trouble with online access or just get stuck. Don't hesitate to give them a ring or send an email to get back on track.

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

## Stationery and materials

You are required to provide your student's stationery supplies. Your student's learning advisor will advise you if they require any specific resources.

## Online learning

Your student's learning advisor will discuss whether your student will be learning online. If your student is learning online, they will require the following.

### Computer/Suitable device

A suitable device is one that enables you 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 – 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 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 these are some items that would be useful for them to have:

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

Te Kura recognises that families on a limited income may need assistance to meet the costs involved with the provision of devices and connectivity. You can read more about this in our help and support section on page 12.



# Submitting learning activities

## Returning completed learning activities online or by email

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, artwork or projects

The standard address for learning advisors is:

firstname.surname@tekura.school.nz

## Returning completed learning activities by post

If your student is using paper learning resources sent by their learning advisor, send your student's completed learning activities as soon as they finish them. Don't wait to hear from the learning advisor before going on with new learning activities. Regular returning of completed learning activities will ensure your student's learning advisor can give regular feedback and send learning material suited to their learning needs.

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 can
- checked any student-marked activities
- completed the self-assessment – this is usually found on a booklet's inside back cover
- told the learning advisor of any problems

- if using their own paper, numbered the pages and written a title
- written their name on the booklet and any other paper that is being sent
- included any audio recordings they have made
- added the address card.

**When you're ready to return your student's completed learning activities by post:**

1. Put all the items you want to return 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 via our school's online learning environment My Te Kura 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 your 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 in their first three years at school, their progress is assessed every six months on the anniversary date of when they began at a school. Learning advisors record this into reports, shortly after the assessment. This can be at any time of the year.

If your student is learning online with My Te Kura, as their supervisor you'll be able to view the content of their online learning as your student sees it including feedback from your student's learning advisor.

You'll be able to see if your student has uploaded work to the dropbox but you cannot open the files the student has uploaded. You should ask to see your student's learning activities before they are uploaded to the dropbox.

We recommend you familiarise yourself with My Te Kura and the requirements of the online learning course your student is enrolled in.

The supervisor section on our website [www.tekura.school.nz/supervisors](http://www.tekura.school.nz/supervisors) 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 your student’s individual learning programme.

Results from assessments 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

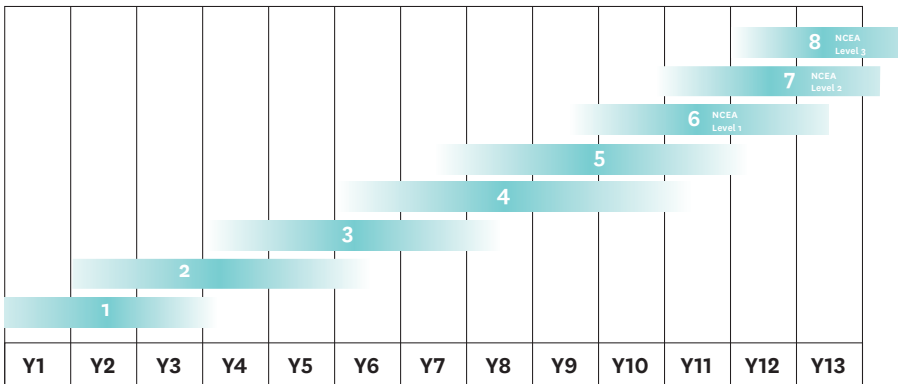


Diagram (adapted): Levels of Achievement by Years of Schooling, in the New Zealand Curriculum, first published by Learning Media Ltd on behalf of the Ministry of Education, Wellington, NZ. Copyright © Crown, Curriculum Doc, 2007. Used by permission.

## Standardised assessments

During the year, students will be sent a range of standardised assessments in reading, writing and mathematics.

These assessments provide valuable information for planning a student's learning programme to progress learning. It is important that your student does the assessment themselves to make the best progress.

Please complete and return these within two weeks of receiving them.

## 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 they are considered truant 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 as soon as possible to discuss the situation.

# Help and support

## Keeping in touch

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, 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.

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 Enrolment section of the Student and Whānau Support team on 0800 65 99 88 option 2 or email enrolment@tekura.school.nz.

## Supporting your student's learning

As your student's supervisor, you play an important role in supporting your student and helping them to develop the skills and knowledge to become successful 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
- aim for a balance of online and offline learning activities

- set small goals for success and celebrate them on completion
- talk about what your student has learnt each day
- discuss your student's completed learning with them each day
- give plenty of immediate feedback and praise – this will help your student's learning
- ask questions to stimulate thinking and inquiry
- help with science/technology experiments
- take time to read and discuss books with your student
- submit 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.

Tips for checking completed learning before it is sent to the teacher for assessment:

- Help your student maintain a written record of what has been completed and sent to the learning advisor.
- Use your student's learning journal to record learning progress and individual learning plan goals.

The supervisor section on our website has more detailed information to help you support your student.

## Planning your student's timetable

It is suggested that you put aside enough time for your student to become involved in each of the eight learning areas of the New Zealand Curriculum.

We recommend:

- Daily 1–1.5 hours of reading, written language, oral language, handwriting and spelling. This might happen through areas such as sciences or social sciences, and through an inquiry project. This time is spent interspersed with other activities.
- Daily 45–60 minutes of mathematics needs to be included. Sometimes mathematics will be part of an inquiry project. Young students will need this time broken up and connected with other relevant activities. Te Reo Māori or another language may be studied as well.
- Daily 20–30 minutes of physical activity should be programmed.
- Weekly up to 3 hours in the arts, which may include visual arts, dance, drama and music.
- Weekly about 6 hours for inquiry learning, or integrated units your learning advisor has provided. These will cover several learning areas such as science, social studies, technology, health and physical education. There may be times when most learning areas are covered by learning activities on a student's own area of interest.

To help you plan for the recommended daily and weekly times, you can draw up a timetable for your student's learning programme. You might like to use the grid opposite, filling in the spaces with the time of day and all your student's learning areas. Draw up a timetable that suits and keep it where you can see it each day.

We do recognise that all circumstances are individual, and you might not find a timetable like this relevant to your family/whānau. We do know that progress is more likely to happen with very regular learning and supervisor support.



### Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Break					
Lunch					

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

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.

## Regional events

At times there are regional events, learning area competitions, roadshows and advisory groups. These 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, their parents and their 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.

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).

## Contact 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: [hub@tekura.school.nz](mailto:hub@tekura.school.nz)

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

Email your learning advisor 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:

[Your learning advisor's name]  
Te Aho o Te Kura Pounamu  
Private Bag 39992  
Wellington Mail Centre  
Lower Hutt 5045  
New Zealand.

### **(New Zealand students only)**

Use the above address with our freepost service:

FREEPOST No.10010

### **Your learning advisor's name:**

Telephone:

Email:

**WEBSITE**

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