



Te Kura

TE AHO O TE KURA POUNAMU

THE CORRESPONDENCE SCHOOL



discover  
experience  
engage  
reach your potential

# SPECIAL EDUCATION

INFORMATION GUIDE

## Introduction

This booklet has been produced to introduce Te Aho o Te Kura Pounamu (Te Kura) to prospective students and contains useful tips and guidance for existing students. Our students range in age from five years through to adults with special education needs.

### Want to contact us?



Check out our website: [www.tekura.school.nz](http://www.tekura.school.nz)



Email: [info@tekura.school.nz](mailto:info@tekura.school.nz)

Email your teacher: [firstname.surname@tekura.school.nz](mailto:firstname.surname@tekura.school.nz)

Email the library: [library@tekura.school.nz](mailto:library@tekura.school.nz)



Phone: 04 473 6841 or freephone 0800 65 99 88

or +64 4 473 6841 from overseas



Fax: 04 471 2406

or +64 4 471 2406 from overseas



Write to us:

Te Aho o Te Kura Pounamu

Private Bag 39992

Wellington Mail Centre

Lower Hutt 5045

New Zealand.

Sending in school work? Use the above address,

or (NZ students only) use our freepost service:

FREEPOST No.10010

Your teacher's name here

Te Aho o Te Kura Pounamu

(remaining address as above)

Want to contact Te Kura library? Just add *Attention: Library.*

### **What do we teach?**

Our programmes for years 1–13 students are based on the New Zealand Curriculum. We offer credits towards the National Certificate in Work and Community Skills (Supported Learning) for years 10 upwards.

### **How do our students learn?**

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

### **What support is available?**

Our teachers recognise the importance of having a good relationship with their students and their families. We encourage students and supervisors to discuss their learning needs directly with their teacher, all of whom can be contacted by phone, email or letter. The library has resources available to parents and supervisors of full-time students living in New Zealand. There are resources to help with parenting and to help support your student's education. Full-time students can enrol with the Te Kura library.

## Distance learning – how is it different?

Studying with Te Kura means you send and receive your student's school work in the mail, by email or online. When you enrol with Te Kura we send you material you will need for studying at a distance, including a sheet of student identification labels, plastic bags and address cards.

### Online learning

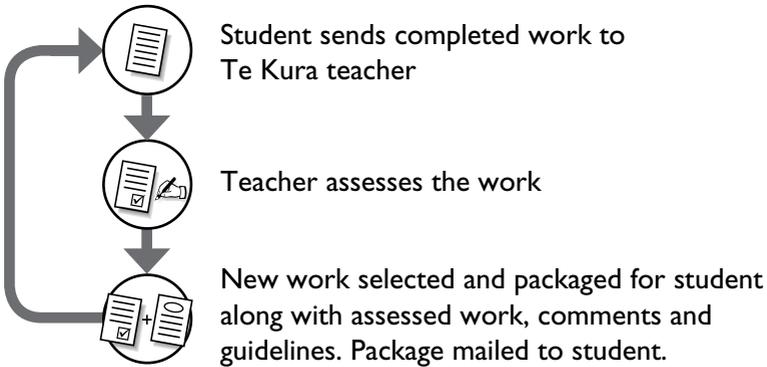
Te Kura offers some courses or parts of courses using the internet and other digital media.

Learning in this way enables students to:

- interact with other students and their teacher in a password-protected online classroom
- be part of a collaborative group of learners
- communicate with their teacher using email or online
- access and participate in a variety of online learning activities
- use hands-on equipment and digital resources (for example CD, DVD, flash drive, MP3 files) in addition to booklets and other printed material
- record their learning in digital formats (for example Word, PowerPoint, Excel and a range of freely available software) as well as working in booklets.

Students enrolled in courses with a significant online learning component will need access to a computer with internet connectivity. Please talk to your teacher if you are unsure whether your student requires access.

## Tips for studying at a distance



Send in your student's school work as soon as they finish it – roughly every two or three weeks. Don't wait to hear from the teacher before going on with the next lot of work. Regular return of work will ensure your student's teacher can give regular feedback and work suited to your student's learning needs.

Before sending your student's completed work to the teacher, go through this checklist. Have you:

- completed the learning module sheet providing feedback for the teacher?
- included your student's comments on their learning where possible?
- completed any assessment sheets for printed material?
- ensured breakable items are wrapped in bubble wrap?
- checked puzzles are complete and in plastic bags?

- told the teacher of any problems with doing the work?  
You should do this by writing or emailing them, or including a message on the audio with oral work
- included any audio recordings your student has made for the teacher?
- attached an address label or written the student's name and address on the cover sheet?
- attached the cover sheet (if there is one) to the front of the work for that booklet?
- added the address card?

Now you're ready to return your student's completed work.

If returning work through the post:

- 1 Put all the items you want to return into a Te Kura green bag with one of the address cards provided.
- 2 Check that the address card has the student's name and ID number; teacher's name and delivery area (Special education).
- 3 Seal the bag with sticky tape. No postage is necessary if sending within New Zealand.

If returning work by email:

- 1 Ensure your student's name and ID number are included in the filename of any documents or audio/video files.
- 2 Use a scanner, digital camera or webcam to send us scanned work or photographs.
- 3 Use the correct email address for your students teacher.  
The standard address is [firstname.surname@tekura.school.nz](mailto:firstname.surname@tekura.school.nz)

## **Live outside New Zealand?**

Biosecurity New Zealand prohibits any biological specimens being sent through the mail. For example, do not send any seeds, leaves or food along with your school work.

Return completed work by airmail. To cut down on postage costs, send in the work your student's teacher has requested for assessment. Include all the checklists, comment pages and photos of art work. Return resource books and audio visual resources with student work. Always include your student ID number and the topic code. Your marked work will be returned by airmail at no cost to you.

## **When your student's work comes back**



With your student, read carefully through the returned work, paying attention to any comments and suggestions from the teacher.



You can discuss these further with the teacher by letter, phone or email.

Your teacher will work with you and your student to plan their programme of learning. The teacher will give feedback about your student's work by writing, emailing or phoning you. If your student has a problem with an activity, encourage them to try and do as much of it as they can, then contact the teacher if you need help.

### **Full-time students**

Your teacher will work with you to create an education plan for the year and keep track of your student's progress against the agreed goals in the plan.

### **Need help?**

Phone the school and ask for your student's teacher. Alternatively, email your query or write a letter and post it with the work.

### **Contacting your student's teacher**

Contact the teacher by phone, or email and encourage your student to contact their teacher if possible. Teachers appreciate hearing from their students.

More specifically, you should contact your teacher if:

- your student is running out of work or work doesn't arrive on time
- you receive the wrong work or something is missing
- the work is too easy or too difficult
- there are any medical or family circumstances affecting your student's schoolwork
- you have any problems regarding the schoolwork
- your home address, phone number, or email address changes.

### **What does my student need in order to study?**

Te Kura provides online support and teaching materials such as booklets, workbooks, readers, audio, CDs, DVDs, interactive CD-ROMs, textbooks, a mathematics box, a science box, an art pack, craft materials for primary level technology, and the loan of technology tools at secondary level. Special education programmes may include puzzles, games, activities and manipulative items.

Students are required to provide their own general stationery supplies. Computer and internet access are useful and desirable for your student.

Some courses may require students to have their own materials and/or textbooks. Refer to our website, under Study with us/Course list, to see lists of materials and/or books required for different courses.

## Planning your student's timetable

We suggest you draw up a timetable to suit your student's working and learning style. Allow time for them to become involved in all their learning areas.

Use this grid to plan your student's timetable, then keep it in a place where you can see it each day.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	Morning break				
	Lunch				

### **Tips for supervisors**

Your role is to support your student to develop skills and knowledge to become more independent in their learning.

Here are some tips on how you can provide support:

- Set up a comfortable, clear and tidy workspace.
- Be prepared ahead of time.
- Ensure your student has all the materials they require.
- Plan a daily routine.
- Plan the day's programme together. (The timetable on page 10 may be helpful.)
- Set daily learning goals.
- Talk about what your student has learnt each day
- Discuss and mark your student's work with them for immediate feedback and praise. This will help your student's learning.
- Ask questions to stimulate thinking and inquiry.
- Read and discuss lots of books with your student.
- Encourage and praise effort and success.
- Have fun learning new skills and knowledge together.
- Have regular short breaks during the day.
- Learn new skills yourself.

## Assessment

Assessment is an essential part of the learning process. Teachers assess and provide feedback on key areas of learning for students. The goal is for each student to work at the level that is right for them.

### Supported learning standards

Students may study units which earn credits towards the National Certificate in Work and Community Skills (Supported Learning). The supervisor and verifier (who authenticates the assessment tasks carried out by the student) play a pivotal role in implementing the programme. Contact your teacher if your secondary age student is interested in these units.

### Reporting on student progress

Student Education Plans (SEPs) set aspirational goals which identify your student's next learning steps. They are developed in consultation with supervisors and students and used by the teacher to develop the student's programme of learning. The SEP process throughout the year is:

Term 1 (or within eight weeks of enrolment throughout the year)  
– consulting and setting the SEP goals with student, supervisor and teacher

Term 2 – mid year review and resetting new goals where appropriate

Term 4 – end of year SEP review and overall comment.

## Other information

### **Leaving school?**

If you are going to start at another school give your teacher the school name. If you are planning to leave school, you may need a leaving certificate. Contact your teacher for details.

Te Kura has information about career planning and transition to work – check our website for information and useful links to other websites.

### **Does Te Kura have any medical or dental services?**

No. If you want your student to have a medical examination you will need to make arrangements outside of Te Kura with the Medical Officer of Health at your local District Health Board office. (You will find them listed in the front section of the phone book under *Hospitals and other health service providers*.) Or you can contact your local public health nurse.

Students are entitled to a free dental service up till their 18th birthday. This is provided by 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 office. Ask to speak to the Dental Services manager. Primary students need to be enrolled with the School Dental Service. To obtain an enrolment form, contact your local school dental clinic or phone your local District Health Board as above.

## **Student Support Payment**

The Government, via Te Kura, pays parents/caregivers or authorised supervisors of eligible full-time students a student support payment.

This payment recognises the support you provide to enable your student to learn at home.

## **Return of work and ‘attendance’**

For full-time Te Kura students, ‘attendance’ means regularly sending in work they have done that is related to the programmes/courses they are enrolled in. This is referred to as ‘assessable’ work.

When full-time Te Kura students don’t ‘attend’ school for an extended period of time, they are truanting. We will notify parents/caregivers/whanau by letter if there has been no work from the student for a month or more. To ensure this does not happen, encourage your student to send in assessable work every two to three weeks. If there is a reason why the student can’t send in regular work, let the teacher know.

Students who are truanting cannot remain on our roll. If they are under 16 years of age we also have to refer them to the Ministry of Education’s District Truancy Service.

Te Kura students may be approached by local Truancy Officers, whose job it is to see that students are enrolled at and attending school. Students who have their Te Kura ID card with them can show that to the Truancy Officer, or they can give them their name and the Truancy Officer will check with Te Kura. We will confirm whether your student has been returning assessable work regularly, and whether their Te Kura ‘attendance’ is satisfactory.

### **Moving on from Te Kura?**

Pack up and return all materials on loan. Mark parcels with *Attention*, then the *teacher's name*. Include student name, address and ID number in and on all packs of material. Send your parcels by:

- freepost if you live in New Zealand
- air or surface mail if you live overseas (you pay for this).

If your student will be attending another school, let your Te Kura teacher know as soon as possible which school your student will be going to.

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Learner Centred, Digitally Minded

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

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