



Te Kura

TE AHO O TE KURA POUNAMU

THE CORRESPONDENCE SCHOOL



years 1-6

information
guide



Welcome to Te Aho o Te Kura Pounamu. This booklet 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

How distance learning works	2
What your student needs	5
Sending in completed learning activities	6
Your student's progress	9
Help and support	11
Contacting us*	21

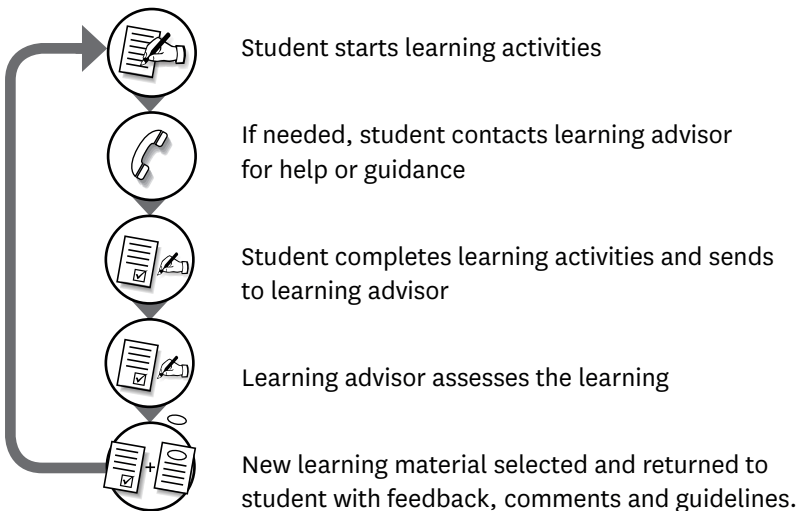
*Use the contacts page at the end of this guide for future reference – cut it out and put it on your fridge or pinboard.

Your student's learning advisor will work with you and your student to develop a learning programme based on your student's interests and abilities. Your student will receive letters, emails or phone calls from their learning advisor with feedback on their learning activities. They might also be in touch via the Internet using Skype or Adobe Connect, particularly if you are overseas.

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

You'll send and receive your student's learning activities in the mail, or by email, fax or online. When you enrol you are sent material for returning your student's school work, including a sheet of student identification labels, plastic bags and address cards.

TIPS FOR STUDYING AT A DISTANCE



Our learning advisors want to hear from students and supervisors regularly, and you should contact them if:

- your student is running out of learning material or it doesn't arrive on time
- your student receives the wrong material or something is missing
- the learning activities are too easy or too difficult
- medical or family circumstances are affecting your student's learning routine
- your student is having problems with the learning activities
- your student is having difficulties with online access
- your student's home address, phone number, fax or email address has changed.

E-LEARNING

A number of our programmes use e-learning. e-Learning means students can:

- interact with other students and their teacher in a password-protected online learning environment through our website
- collaborate with other learners
- communicate with teachers through email, Skype or Adobe Connect and our website
- use online learning activities
- use CD, DVD, flash drive and MP3 files as well as booklets and other online material
- record their learning in digital formats, including audio and video files.

To find out more about e-Learning at Te Kura visit our website www.tekura.school.nz/student-toolkit/e-learning

Using the Internet safely and responsibly is called cybersafety. For your student's protection, we recommend you and your student learn how to:

- protect personal information online
- behave responsibly towards others online
- manage potentially risky situations
- judge the credibility of material found on the Internet.

The Netsafe website www.netsafe.org.nz gives cybersafety tips for all ages.

If your student doesn't have Internet access, they can learn from booklets and communicate with us using the postal service and telephone. Your student's learning advisor will find out what equipment you have available, and order suitable learning materials to be sent to your student.

We provide online support and learning materials such as booklets, workbooks, reading books, audio CDs, DVDs, interactive CD-ROMs, textbooks, mathematics equipment, science equipment, an art pack and craft materials for technology.

Students are required to provide their own stationery supplies. Some courses may also require students to have their own materials and/or textbooks. Your learning advisor or teacher will advise you if your student requires any specific materials or textbooks. You may also need a means of listening to an audio CD.

If your student will be studying online, there are some items of equipment you'll need:

- regular access to a computer with a stable Internet connection (on at least two or three days each week)
- access to an email address with a recognised Internet service provider
- word processing or presentation software, such as Microsoft Office, MS Works or similar.

OPTIONAL EXTRAS

If your student is studying by e-learning, there are some other items that it would be useful for you to have:

- digital camera or a mobile phone with PXT
- graphics, image editing or drawing software
- microphone for a computer and appropriate software
- MP3 recorder
- scanner
- webcam.

Send in your student's completed learning activities as soon as they finish them. Don't wait to hear from the learning advisor or teacher before going on with the next lot of activities. Regular return of work will ensure your student's teacher can give regular feedback and send learning material suited to your student's learning needs.

Before sending work to your student's learning advisor, go through this list. Check that your student has:

- completed all the activities they are able to do
- checked 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 by writing a note, faxing or emailing them, or including an audio message
- numbered the pages, if using their own paper
- attached an address label or written their name and address on the cover sheet
- attached the cover sheet (if there is one) to the front of the work
- 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.

RETURNING WORK BY EMAIL

You can send completed activities to your student's learning advisor or teacher as email attachments. Here are some hints to help:

- Use a word processing program such as Microsoft Word for written activities.
- Use software such as Handybits to record oral language, music or voice messages (you can download the software free at www.handybits.com).
- Include your student's name and student ID number in the filename of any documents or audio/video files.
- Use a scanner, digital camera or webcam to send scanned work or photos of mathematics workings, artwork or projects.

The standard address for learning advisors is:

firstname.surname@tekura.school.nz

LIVE OUTSIDE NEW ZEALAND?

If you are based outside New Zealand, you should return completed work by airmail or email. To cut down on postage costs, send in the work your student's learning advisor has requested for assessment. Include all the checklists, comment pages, recordings, and photos of art work. Return resource books and audio visual resources with student work. Always include your student's ID number and the topic code. Marked work will be returned by airmail at no cost to you.

MAF Biosecurity prohibits any biological specimens being sent through the mail. For example, do not send any seeds, leaves or food along with school work. For more information, visit www.biosecurity.govt.nz.

DIAGNOSTIC ASSESSMENTS

During the year students will be sent a range of diagnostic tests in literacy and numeracy. These tests provide valuable information for planning a student's programme of work. 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 assessable work regularly.

If your student does not send in completed learning for an extended period of time, he or she is considered to be truanting, and cannot remain on our roll. If they are under 16 years old, we must notify the Ministry of Education's District Truancy Service.

It's important that your student sends in completed learning activities at least every two weeks.

We will send you a letter if your student has not sent back any completed activities after a month. He or she will be taken off our roll if no completed learning is received by the end of the second month.

This process does not apply to students living overseas.

If special circumstances have prevented your student from returning completed activities, such as illness, contact your student's learning advisor to discuss the situation.

KEEP IN TOUCH

We recognise the importance of having a good relationship with students and their families. We encourage students and supervisors to contact us regularly by phone, letter, email or fax. Using our online learning environment is an easy way for your student to interact with their learning advisor, ask questions and get feedback.

SUPPORT FOR SUPERVISORS

As supervisors, you play an important role in supporting your students and helping them to develop the skills and knowledge to become independent learners.

In addition to your student's learning advisor, the Supervisor Support Advisor Adele Harris, is available by telephone and email to help supervisors of full-time students from early childhood to Year 13.

You can contact Adele for advice about a range of topics, such as motivating your student, helping them to establish routines, and setting up a suitable space for them to work.

You can call Adele toll free on 0800 65 99 88 ext 8244 from Monday to Friday during term time or by email to adele.harris@tekura.school.nz

The supervisor toolkit on our website has more detailed information to help supervisors – it's at www.tekura.school.nz/supervisor-toolkit.

SUPPORTING YOUR STUDENT'S LEARNING

Make sure your student has a good work space that has good light, is comfortable and clean, and that they have water and a snack.

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

- being prepared ahead of time
- planning a daily routine
- planning the day's programme together (see timetable on page 14)
- setting daily and weekly goals for success and completion
- talking about what your student has learnt each day
- discussing and marking your student's learning with them each day
- giving plenty of immediate feedback and praise – this will help your student's learning
- asking questions to stimulate thinking and inquiry
- helping with science/technology experiments
- reading and discussing lots of books
- taking time to read books to your student
- sending in regular recordings of your student reading
- celebrating effort and achievements
- having fun learning new skills and knowledge together
- showing them that you enjoy learning too.

Tips for checking completed learning before it is sent to us for assessing:

- Help your student maintain a written record of what has been completed and sent to the teacher. Use the student learning log on page 16 to create your own.
- Use your student's learning journals to record learning progress and SEP goals.

PLANNING YOUR STUDENT'S TIMETABLE

We suggest that you put aside enough time for your student to become involved in each of the eight curriculum areas.

We recommend:

- 1–1.5 hours of English (including reading, written language, oral language, handwriting and spelling) and 45–60 minutes of mathematics need to be scheduled every day. Te Reo Māori may be studied as well.
- 20–30 minutes physical education activity should be programmed every day.
- For inquiry learning topics or integrated units, allow about six hours per week. This will cover learning areas such as science, social studies, and technology.
- Up to 3 hours per week according to requirements on the arts, which may include visual arts, dance, drama and music.

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 below, filling in the spaces with time of day and all your student’s subject areas. Draw up a timetable that suits and keep it where you can see it each day.

HEADING					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING BREAK					
LUNCH					

LEARNING STYLES

We all learn differently. Think about which learning styles work best for your student so they make the most of their strengths.

1. Social learners learn by relating to others.
These learners need to talk about what they are learning and do things with others.
2. Solitary learners learn by thinking about their learning usually by themselves.
These learners need time to think by themselves and set personal goals.
3. Physical learners learn through moving, doing and touching.
These learners need hands on activities and moving about.
4. Visual learners learn through seeing.
These learners see pictures in their heads as they think and like looking at pictures, diagrams and charts for information.
5. Verbal learners learn through using words and language.
These learners need to speak, listen, write and read.
6. Logical learners learn through using reason, logic and numbers.
These learners need to use patterns and numbers, and they enjoy experiments. They are very curious about the world around them.
7. Auditory learners learn through listening and sound.
These learners need to discuss, to read out loud, record their ideas and listen to others.

Talk with your student's learning advisor to work out your student's main learning styles. Each day make sure that your student has an opportunity to use their favoured learning styles.

STUDENT LEARNING LOG

Keep a record of the completed learning material you have sent to us.

SUBJECT	ITEM	DATE	ITEM	DATE	ITEM	DATE

1. Write the name of your subject in the first column.
2. Record details of the item in the item column when you receive it.
3. In the date column, write the date you sent the work off to Te Kura.
4. Below that, write the date you got it back from Te Kura.

SUBJECT	ITEM	DATE
<i>English</i>	<i>ENG221</i>	<i>18/2</i>
		<i>27/2</i>

PAYMENT FOR SUPERVISION

On behalf of the Ministry of Education we administer an allowance for supervisors of full-time students which recognises that you supervise your student's learning. Information about the allowance is in the supervisor toolkit on our our website. Please note there is no payment for:

- overseas students
- students in groups who have a paid supervisor, eg. attending a Te Kura unit
- individual students whose supervisor is paid by another agency, such as Group Special Education (GSE)
- adult or young adult students
- fee-paying students.

LIBRARY

Our library has resources available to full-time students living in New Zealand and their parents and supervisors. In addition to books for your student, there are resources to help with parenting and to help support your student's education. You can contact the library by calling us on 0800 65 99 88, or visit our website at www.tekura.school.nz

DENTAL AND MEDICAL SERVICES

Students are entitled to a free dental service until they turn 18. 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. Ask to speak to the Dental Services manager.

If you want your student to have a medical examination you will need to make arrangements 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 contact your local public health nurse.

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

CLUBS AND EVENTS

It can be isolating studying alone, so we provide opportunities for students to have face-to-face contact with staff and other students at various times throughout the school year.

These include events, achievement days and roadshows, which are a good opportunity for students and their supervisors to come along and meet other students and teachers.

Visit our website at www.tekura.school.nz for details of the events and activities in your region. Also read our newsletter, *Link Up*, for information on forthcoming events.

We also offer a range of clubs for full-time students in Years 6 to 13 on a variety of topics. Our clubs include:

- cooking club
- Duke of Edinburgh Award
- Christian club
- snow board/ski team racers club
- Māori club
- craft club.

Students in Years 1 to 13 can also join Lone Scouts. Call 0800 SCOUTS to contact a local regional service centre. Girls in Years 1 to 13 can join Lone Guides.

Talk to your student's learning advisor for more details or to help your student join a club.

CONTACTING US

1-6

Call us toll free on **0800 65 99 88** or **+64 4 473 6841** from overseas.
It helps to have your student's ID number handy when you call.

Email: **info@tekura.school.nz**

Website: **www.tekura.school.nz**

Email your learning advisor or teacher using this format:

firstname.surname@tekura.school.nz

Email the library: **library@tekura.school.nz**

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.

Posting in school work? Use the above address, or (New Zealand students only) use our freepost service:

FREEPOST No.10010

[Your learning advisor or teacher's name here]

Te Aho o Te Kura Pounamu

Private Bag 39992

Wellington Mail Centre

Lower Hutt 5045

New Zealand.

Your learning advisor's name:

Telephone:

Email:



TE KURA

Student Guide

HOW DISTANCE LEARNING WORKS
WHAT YOUR STUDENT NEEDS
sending in school work
Your student's progress

HELP AND SUPPORT
Contacting us

