(Date)

Dear Parents/Caregivers

Your tamariki has indicated that they wish to be enrolled in a course offered by Te Kura (formerly The Correspondence School) via distance learning.

Most of Te Kura learning materials are online through Te Kura’s online teaching and learning environment, “My Te Kura*“*.

The regular return of work (at least once every 3-4 weeks for each subject) is essential to stay enrolled in the course, as well as receive appropriate and timely feedback.  Tamariki will need to commit to an average of 6-7 hours per week for each Te Kura course they enrol in.

Course work is typically returned electronically, via the *My Te Kura* dropbox.  In some pre-approved courses, the work may be received by post, and returned by post or by scanning and emailing to the appropriate teacher.

At our school we provide a suitable learning environment with an adequate allocation of school time and supervision.  We will help your tamariki  learn how to use My Te Kura and organise their workload. Each ākonga will be assisted to create a suggested course programme outlining the specific due dates for the year. They will need to be responsible for organising themselves and completing all the set tasks by the due dates. Should ākonga fall behind the due dates schedule, they may be required to remain after school until they catch up. If the full course is not completed by year’s end, this could jeopardise their results if they are enrolled in NCEA courses.

Te Kura kaiako are available to assist ākonga by phone, email.

Te Kura is free for anyone eligible under [***Te Aho o Te Kura Pounamu (Te Kura) Enrolment and Dual Tuition Policy***](https://www.tekura.school.nz/assets/enrolment/Enrolment-Policy.pdf)***.*** Any fees payable will be discussed with you prior to enrolment being applied.

Before we proceed with registering your tamariki with Te Kura we require your approval and support.  Your tamariki should fill in and sign the application form attached and return it to school as soon as possible. You must also sign the form.  Should you have any further queries, please feel free to contact me, phone XXXXXXX.  You may also wish to see online information at [www.tekura.school.nz](http://www.tekura.school.nz/).

Yours sincerely

Te Kura School Coordinator

Urutomo ki Te Kura / *Application to study through Te Kura*

(To be filled in by the ākonga/student and signed by the parent/caregiver)

|  |  |
| --- | --- |
| Ākonga Full Name: |  |
| Date of Birth |  |
| Ethnicity |  |
| Ākonga Year Level |  |
| Course/s |  |
| NCEA level 1, 2 or 3 |  |
| Ākonga Email Address |  |

 I understand that:

* Study by distance requires discipline, focus and the ability to work independently and I will endeavour to stay on task to the best of my ability.
* I need to spend on average 6-7 hours per week on my Te Kura course work including timetabled periods at school.
* In order to stay enrolled with Te Kura I must submit assessable work regularly (i.e. at least every 3-4 weeks).
* I will need to stay in regular contact with my Te Kura kaiako.
* I understand that any work I submit must be my own, not copied or plagiarised.
* I may be required to come in after school to catch up should I fall behind in my work.
* Should I be unable to submit completed work on a regular basis I may be removed from the roll of Te Kura and transferred to another class.

|  |  |  |
| --- | --- | --- |
| Ākonga Signature |  | Date |
| Parent/Caregiver signature |  | Date |
| Parent/Caregiver name | | |

FOR SCHOOL USE ONLY

Course/s approved (circle one)                                    YES   /   NO