

Ministry bulletin for

SCHOOL LEADERS

He pitopito kōrero

We have been working hard in the Ministry to get joined up around your needs and provide better support to you. There's more to be done on that front and this Bulletin is an example of the sorts of things we've been doing.

Last Friday we took our efforts a bit wider. We brought the Leadership Teams of the eight education agencies (the Ministry, NZQA, TEC, ERO, Education NZ, the Teachers' Council, Careers NZ and Te Kura) together for a whole day workshop.

Each of these organisations has responsibility for a part of the education system you work within. We looked at ways that we can get more joined up and provide seamless support to sector leaders like you.

It was a very purposeful and productive day.

We agreed to do a whole lot of things differently. And we agreed to meet together regularly as a broader education system team.

If there are disconnects between our organisations that you are experiencing, or opportunities to do better by getting more joined up, please let me know. You can do that by [emailing me direct](#)

Have a good week.
Peter Hughes

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Critical need to know and action

1. Principals, teachers and parents should be aware there is a dangerous 'fire challenge' being promoted and circulating on social media. This involves children and teenagers being challenged, or deciding to set fire to themselves, while a friend films them then posts it on YouTube and other social media. We are aware of two deaths

overseas and many horrific injuries that have resulted. Anecdotally we are aware young New Zealanders know about the 'fire challenge' and there is a very real risk someone may attempt it. [Here is information from the New Zealand Fire Service](#) that may be helpful in discussing the danger of the 'fire challenge' with students

2. Accessing Supplementary Support, including PLD for 2015. For the process and important timelines for English and Māori medium. [Read more...](#)
3. The latest NZ education profiles were published on [Education Counts](#) in late July. Privacy concerns have affected the way we've presented the Ngā Whanaketanga Rumaki Māori profiles at regional and territorial authority level. [Read more...](#)
4. [IES update](#)
5. We have just been notified by HP of a laptop power cord recall. We understand it affects those HP laptops purchased between September 2010 and June 2012. Some HP power cords delivered during this period may overheat. Those schools with TELA HP laptops delivered during this period will be contacted by the TELA helpdesk – 0800 438 468. Schools that have purchased laptops outside the TELA Scheme during the affected period should contact your local HP supplier for more information.

Heads up

1. On 1 September an ESOL funding payment will be made and applications for Terms 1 and 2, 2015 are due on Monday 2 March [Read more...](#)
2. Connected Educator Month NZ-Aotearoa 2014 is running in October and schools, kura, ECE centres and educators are invited to participate. Go to the [Connected Educator website](#)
3. Free financial capability workshops across the North Island for Year 1-10 school leaders and teachers. [Read more...](#)

4. Reminder: September Roll Return due date is **9 September**. More info including key dates p11 and instructions p24 are in the [school roll return guidelines](#)
5. Reminder: [Secondary Teachers' Study Support Grants](#) and [Area School Teachers' Study Support Grants](#) close on **22 September**

General

1. [Multimedia competition for Year 13 students](#)
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3. [Positive Behaviour for Learning School-Wide Conference](#)
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5. [Individual Learning Plans in secondary](#)
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8. [Bullying Prevention and Response: A guide for schools survey](#)
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List of upcoming Ministry Communications

1. [Click here to open the word document](#) (no update since last issue)

List of education-related websites

1. [Click here to see 30 education-related websites](#)

Regional News

Tai Tokerau

1. No news this issue. Email [Hira Gage](#) any time

Auckland

1. [Apple Leadership and Learning event focusing on education](#)

Waikato

1. [Regional update from Paula Rawiri](#)

Bay of Plenty, Rotorua, Taupo

1. [Regional update from Ezra Schuster](#)

Hawke's Bay, Gisborne

1. [Regional update from Marilyn Scott](#)

Taranaki, Whanganui, Manawatu

No news this issue. Email [Jann Marshall](#) any time.

Wellington

1. [Apple Leadership and Learning event focusing on education](#)

Nelson, Marlborough, West Coast

1. [Discretionary Reading Recovery Allocations – 2015](#) - an email may also be sent to schools as a follow up

Canterbury

1. [Discretionary Reading Recovery Allocations – 2015](#) – an email may also be sent to schools as a follow up
2. [Shaping Education September 2014](#)
3. Applications for the 2015 [Christchurch Earthquake Teachers' Training Support Fund](#) are open and will close on **22 September**
4. [Apple Leadership and Learning event focusing on education](#)

Otago, Southland

1. [Regional update from Julie Anderson](#)

Events

1. [Click here to see events including 8 new events](#)

Newsletters

1. [Shaping Education September 2014](#)

Critical need to know and action

Supplementary Support, Professional Learning and Development 2015

English Medium

To help you achieve your strategic direction, the Ministry may offer schools and clusters additional supplementary support.

This year we have created an [online form](#) to assist access to appropriate Supplementary Support to enable you to accelerate student achievement.

Note: when you “submit” at the end of your form request, it will automatically be lodged and an email receipt sent detailing your request.

Whether you are a school or cluster, this form will allow you to choose from either or both English and Māori mediums.

Prioritisation

The allocation of this support is prioritised to:

- address disparity of achievement for groups of students achieving below expected curriculum levels, particularly priority learners: Māori, Pasifika, students with special education needs and students from low socio economic backgrounds.
- include evidence that requested support is an area of strategic focus for your school or kura
- factor in ERO review recommendations.

Allocation

A Regional Allocation panel makes decisions that take into account priority level, capacity and previous allocations.

Final allocations are approved by each region’s Director of Education.

Notification

Our aim is to notify principals and tumuaki about their Supplementary Support for 2015 by the end of week 1 in Term 4, 2014.

Important dates

Monday 25 August: online form becomes available to request Supplementary Support, including PLD.

Friday 19 September: recommendations, requests and applications due to Ministry.

Week ending Friday 17 October: schools and kura notified of Supplementary Support including PLD for 2015.

Māori Medium

To help you achieve your strategic direction, the Ministry may offer schools and clusters additional Supplementary Support.

Application

An online tono form is also available specifically for Māori medium [via this website link](#)

The online tono form allows for kura or clusters to indicate their ranked preference in relation to PLD provider for 2015 provisions. To apply please submit one tono per kura. If you are using both Te Marautanga o Aotearoa (TMOA) and New Zealand Curriculum (NZC), select both English and Māori when you are in the area that asks for language mediums. This will show all Supplementary Supports that may be available to you.

To support your application you may wish to include additional information, however, we ask that you do not resend charters or NAG 2A data if the Ministry already has this information.

Allocation

In addition to allocation of English medium PLD, Māori medium involves input from Māori medium providers and national provision leads.

Notification

Our aim is to notify tumuaki and principals about their Supplementary Support for 2015 by the end of week 1 in Term 4, 2014.

Important dates

Monday 25 August: online form available to request Supplementary Support, including PLD and Programmes for Students.

Friday 19 September: tono due to the Ministry.

Week ending Friday 17 October: schools and kura notified of Supplementary Support including PLD for 2015.

Final allocations are approved by each region's Director of Education.

If you would like to talk with us about Supplementary Support including PLD, we encourage you to speak with your Senior Advisor, Senior Advisor Māori or Student Achievement Function (SAF) Practitioner.

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Ngā Whanaketanga Rumaki Māori (NWRM) data

Some of you have asked for clarification on why we've treated the Ngā Whanaketanga Rumaki Māori (NWRM) data the way we have on the national education profiles available on *Education Counts*.

For most TA-level profiles in the North Island, the NWRM data represent the *regional* picture rather than for the local TA.

And for regions and TAs in the South Island, the NWRM data represent the *entire South Island*.

We have done this because of the relatively few kura reporting data in many regions in the South Island and in many TAs in both islands (the number of reporting schools is displayed on each profile).

Privacy concerns mean that the Ministry can't provide information publicly where low numbers might make identification of individual students possible. NWRM data at TA level, and regional level in the South Island, fall into this category. Redaction rules require us to obscure the majority of relevant data at these levels as a result.

The approach we've taken on this is consistent to what we did last year.

If you would like further information, please [email us](#)

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IES Update

Several groups of schools have enquired about forming Communities of Schools since an [Expression of Interest form](#) and [guidelines](#) were posted last week. Your local Director of Education can help you with any questions, information, and assistance with applications. The [Expression of Interest form](#) and [guidelines](#) are now available in Māori and will shortly also be available in several Pasifika languages.

The [survey](#) for teachers interested in the \$10m Teacher-led Innovation Fund closes on 12 September. We would be grateful if you could encourage your teaching staff to take part.

There appears to be some misunderstanding of several aspects of Investing in Educational Success, such as the proportion of the investment being spent on allowances for the new roles, whether schools are required to participate, and whether IES responds flexibly to different Communities' needs. These questions are addressed in [the new IES section](#) of the Education.govt.nz website. If you have any other questions, please [email the IES Team](#) or call 0800 IES INFO (0800 437 4636) and we'll be happy to answer them.

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Note: Critical need to know and action items 1 and 5 are in full in the index

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Heads up

ESOL funding allocations and applications for Terms 1 and 2, 2015

The funding applications for Period 2 (terms 3 and 4) 2014 have now been completed and on 1 September an ESOL funding payment will be made. A funding notification letter and updated status list will be sent out to schools this week.

Please note the applications for Terms 1 and 2, 2015 are due on Monday 2 March, 2015. **Scores based on the old ESOL/AFs can no longer be used to support the ESOL funding applications** and all returns for the March 2015 Period 1 allocation must include

the ELLP scores. For those schools that have not yet made the change, you will find it helpful to visit [Using ELLP for ESOL Funding](#) on the web site to ensure your staff are well prepared for the final transition.

ESOL News Update

The latest ESOL news update will be distributed to schools this week.

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Free financial capability workshops for Year 1-10 schools

Free financial capability workshops for school leaders and teachers are being held across the North Island during terms 3 and 4.

During the workshops, participants will explore the purpose of financial capability in The New Zealand Curriculum, examine the financial capability online resources, and discuss strategies for integration of the financial capabilities across current teaching and learning programmes.

[Click here for more information](#)

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Heads up items 2, 4 and 5 are in full in the index

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General

Multimedia competition for Year 13

Multimedia competition for Year 13 NZ secondary school students to raise awareness of the battle of Passchendaele. The prize is a \$2000 education grant to be presented to the overall winner. The overall winner, together with the two runners-up, will also travel as Youth Ambassadors with the official delegation to attend Anzac Day commemorations in Gallipoli, in 2015. Click for [more information](#) and the [entry form](#) - **entries close 23 September**

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Learning Community Cluster

Schools and early childhood centres' work together in a variety of different ways. An example of what one of the Learning Community Clusters in Christchurch has been up to recently is outlined in a newsletter that has been recently sent to all the parent communities across the cluster. This is both an excellent example of what working together can achieve and of how to keep parents informed of what's happening across the cluster.

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Positive Behaviour for Learning School-Wide conference 2015

This year's PB4L School-Wide conference is at the Claudelands Event Centre in Hamilton on 12 and 13 September. Over 500 teachers, principals and board of trustee members are expected to attend to hear from international behaviour experts and to share ideas with other School-Wide schools. For more information on the conference [click here](#)

PB4L School-Wide is a framework of practices and organisational systems that help schools create positive learning and teaching environments.

The conference includes presentations from international experts in School-Wide behaviour systems, workshops covering elements of the systems, such as data collection, and workshops and posters from New Zealand schools sharing their experiences.

Keynote speakers include **Dr George Sugai**, who has a primary area of interest and research on effective applications of school-wide PBS procedures to problems found in educational contexts. His keynote presentation will highlight the foundational or core features of an evidence-based approach to establishing positive school climate and discipline for all students; **Dr Rod Horner**, whose research has focused on developing evidence-based interventions that result in socially significant changes for people. In particular, he is instrumental in the development of the School Wide Information System (swis.org) and the development of approaches for implementing School-Wide systems of positive behaviour support such as tier 2; **Marcus Akuhata**, whose father is from Te Whanau o Tuwhakairiora of Te Araroa on the East Cape, also the tribes of Ngai Tahu and Kahungunu and mother is a fifth generation New Zealander with European ancestry is an experienced educator and gifted communicator. Marcus has led a number of innovative programmes around the world. In New Zealand, his work has focused on addressing the learning and developmental needs of youth at risk and young offenders.

The education sector organisations that act as Positive Behaviour for learning stewards take turns hosting the School-Wide conference. New Zealand Area Intermediate and Middle Schools (NZAIMS) are hosting the 2014 conference.

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Some links of interest

[Social Progress Index 2014: Measuring National Progress](#)

[Set 40th Anniversary Collection](#) (NZCER Press)

[Nelson Academy fills the gap in vocational training](#)

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Individual Learning Plans in secondary

Collaboration for Success: Individual Education Plans 2011 replaced the 1998 version of the IEP Guidelines. The guidelines are supported by [IEP Online](#) a website which offers a

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collection of tools, tips and templates developed by schools, parents, families/whānau, and specialist staff to support practice around the IEP process.

This month IEP Online has launched a new section called [IEP in Secondary](#) which provides information and resources for school leaders and staff as well as strategies and tips for IEP teams.

[Go to the IEP in Secondary section](#) to watch a five part video series and find accompanying documents for download.

You will hear from school leaders and staff, students and parents talking about their experiences of the IEP process and how a successful IEP process looks in their school.

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E-Learning Planning Framework online survey tool now available

Use the online survey tool to gather and analyse information from across your school staff, leadership, and community including students and whānau.

Register now to use the online tool by clicking on [Enabling e-Learning](#)

The online survey tool:

- is an efficient way to gather information in a relatively short space of time (the survey takes approximately 40 minutes)
- gathers information from each individual
- offers flexibility in terms of access (time and place)
- helps schools and teachers reflect on, and evaluate, their e-learning capability.

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Wellbeing@School student survey for PB4L: School-Wide schools

The survey is free of charge. Schools will get reports of their student data that can be used to self-review and develop approaches to School-Wide.

More information and the online registration form are available from the [NZCER website](#) or please email [Rachael Kearns](mailto:Rachael.Kearns@minedu.govt.nz)

The preliminary findings from the first phase of the evaluation have also recently been released and can be found [here](#)

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Bullying Prevention and Response: A guide for schools

What do you think of the guide? Please [tell us in our survey](#)

Are you willing to talk to us or share resources? If so, [email us](#)

[The guide is available here](#) or you can [order them via email](#)

By sharing our ideas, resources and stories we can support each other in reducing bullying across New Zealand.

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Email privacy protection for children

As part of our regular upgrades of information security, we want to ensure that we are doing everything possible to protect information exchanged about children.

As part of this, we are introducing new protections for emailed information on children assessed through the Gateway Assessment process. As you know, these are children who

have come to the attention of Child, Youth and Family through the Family Group conference process, or who are entering or are in care.

From now on, attachments in emails about children who are part of the Gateway Assessment process must be password protected. Any new process takes a bit of getting used to but it will mean we can all be confident that sensitive information we are exchanging is secure, the information is being sent to the right person and it cannot be read by anyone other than who it is intended for.

We have not had any issues to date regarding this but we want to act now to make sure that we are taking every care around the interests of these vulnerable children.

New process

- When you send any email containing education profile forms and personal information about a child or their parents/carers/whānau as part of the Gateway Assessment process, the email attachments containing the forms MUST be password protected.
- [Instructions on how to password protect an email can be found here](#)
- All personal and sensitive material should be kept in the secure attachments. Do not put any personal or identifiable information in the body of the email or in the subject line.
- Before you send the message, double check you have the correct email address and that you know the identity of the person receiving the message.
- Whenever possible, please send the email to a named person, not a generic email address such as [office@example.co.nz](#)
- Remember to ensure your telephone number is on the email.
- You will then need to let the recipient know the password. However, you should NOT send the password by email. Safe ways to send the password include:
- In person e.g. if you see them at a meeting
- Via telephone – either through calling, leaving a message on their voicemail and/or sending a text message.

Password protected emails may initially look fiddly but our experience is, it doesn't take long to get the hang of it! And remember...if you receive information from another organisation that is not password protected, you must make sure that you password protect it before returning it.

If you would like any further help or advice, you can [contact us via email](#)

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REGIONAL NEWS



TAI TOKERAU | Hira Gage

Please feel free to contact me any time on hira.gage@minedu.govt.nz

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AUCKLAND | Kevin Emery

[Apple Leadership and Learning event focusing on education](#)

Please feel free to [email me](#) any time.

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WAIKATO | Paula Rawiri

Reading Recovery

Applications for Reading Recovery support in 2015 were posted last week to all schools with Year 1 students. Please note the final return date for these is 26 September. If you have any queries about your application, please talk to your local Reading Recovery tutors or [email us for more information](#)

OTJ Workshop in Hamilton

The final workshop on Overall Teacher Judgements will be held in Hamilton on 16 September. This workshop has a strong focus on moderation consideration and will examine the four facets of moderation with a specific focus on Reading. If this date does not suit, there are also two online webinars that schools may wish to participate in as an alternative. You can register online [here](#)

Please feel free to [email me](#) any time.

Paula

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BAY OF PLENTY, ROTORUA, TAUPO | Ezra Schuster

Greetings

It was a real pleasure to announce that Graham Parker has been appointed the position of Manager Education, Bay of Plenty, from 8 September for the next 12 months.

Graham will be well known to many of you, as the District Manager of Rotorua, as well as the Student Support Manager in the Ministry for several years.

Following on from the feedback during school visits and networking breakfasts, it was obvious that you needed someone that could better respond to your needs as school leaders. As Manager Education and also an ex-Principal, Graham is well-placed to work with you to better understand your needs.

If you wish to contact me regarding this, please phone me on 07 349 8309 or [email me](#)

Ezra

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HAWKE'S BAY, GISBORNE | Marilyn Scott

Primary Principals' Conference

Cherreen Exeter, Viv Mulligan and I attended the HB Primary Principals' conference in Wairakei on 21/22 August. Thank you for making us so welcome. We enjoyed your company, and the excellent guest speakers. It was evident that the association is alive and well, and we look forward to being invited again next year.

Visits to Schools

We have undertaken to contact every school every month. So far I have visited about 30 schools, and spoken with many more principals at various meetings. Please don't forget that I'm very happy to be contacted at any time, about anything. I will be visiting a number of schools in Gisborne and the East Coast during the week of 1 September. My agenda is pretty well set but please don't hesitate to call if you'd like me to call in.

Flaxmere Teen Parent Unit

The Minister of Education, Hon Hekia Parata will open the Flaxmere Teen Parent unit and Early Childhood Centre on 3 September. This unit has been in the planning for many years, and it's great to see it finally come to fruition.

Communities of Schools

It's good to see a number of groups of schools beginning to talk about how they might work together more closely. We've had no formal registrations of interest yet but understand there are some on the way.

PAI data

We are having a meeting at the Ministry's office at 8a Lever St, Ahuriri on 11 September 2014 at 3.30pm to present Hawke's Bays PAI data. Emily Mason from the Ministry's Wellington office will be making the presentation. Everyone is welcome.

Please feel free to [email me any time](#)

Marilyn

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TARANAKI, WHANGANUI, MANAWATU | Jann Marshall

No news this issue but please feel free to [email me](#) any time.

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WELLINGTON | Pauline Cleaver

[Apple Leadership and Learning event focusing on education](#)

Please feel free to [email me](#) any time

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NELSON, MARLBOROUGH, WEST COAST | Erika Ross

[Discretionary Reading Recovery Allocations – 2015](#) – an email may also be sent to schools as a follow up

Please feel free to [email me](#) any time

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CANTERBURY | Coralanne Child

- [Discretionary Reading Recovery Allocations – 2015](#) – an email may also be sent to schools as a follow up
- [Shaping Education September 2014](#)
- Applications for the 2015 [Christchurch Earthquake Teachers' Training Support Fund](#) are open and will close on **22 September**
- [Apple Leadership and Learning event focusing on education](#)

Please feel free to [email me](#) any time.

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OTAGO, SOUTHLAND | Julie Anderson

Kia ora koutou and warm Pasifika greetings

I have enjoyed meeting with principals in the Central Otago and hearing about the PAI data for their region in Queenstown at the presentation by Lisa Rodgers, Deputy Secretary for Evidence, Data and Knowledge. It was great to have board of trustees' members, school leaders and ministry staff together, discussing aspects of the data and the achievement challenges they present. There are exciting times ahead in this area with new schools being built to accommodate the rapid population growth.

The PAI NCEA Level 2 reports were distributed to all schools with secondary students and ministry staff are available to discuss any aspects of these reports with you and your BOT. They give indications of the pathways needed to meet the 85% NCEA Level 2 target by identifying the number of extra students who need to meet this standard over the following three years. This material will provide a useful starting point for discussions with the teachers and the BOT.

A number of principals and board members have talked to me about Investing in Education Success (IES) and possible Communities of Schools that could form. Please don't hesitate to contact me with any queries about IES.

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Direct Dial: 03 471 5217

Cell phone 027 836 4846

Ngā mihi

Julie

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EVENTS

15-16 SEP – [Engage:ed – Recruitment | Engagement | Retention, Auckland](#)

23-26 SEP – [NZPF Conference, Southland, Invercargill](#) **New**

01-03 OCT – [Australian Council for Educational Leadership, Melbourne Convention and Exhibition Centre](#) **New**

21 OCT – [Building Future-Oriented Science Education in Aotearoa New Zealand, Wellington](#) **New**

25-28 NOV - [International Indigenous Development Research Conference, Auckland](#)

30 NOV - 4 DEC – [International Conference of the Australian Association for Research in Education \(AARE\) in partnership with New Zealand Association for Research in Education \(NZARE\): Speaking back through research, Brisbane](#)

15-18 FEB 2015 – [Association of International Education Administrators' Annual Conference, Washington DC](#) **New**

23-26 MAR 2015 – [Asia Pacific Association for International Education Conference and Exhibition 2015, Beijing, China](#) **New**

15-17 APR – [NZ Association for Cooperative Education Inc 2015 Conference, Wellington](#) **New**

09-11 JUN 2015 – [International Enhancement Themes, Glasgow](#)

15-18 SEP 2015 – [European Association for International Education 27th Annual Conference, Glasgow](#) **New**

23-26 NOV 2015 – [4th International Conference on Language, Education and Diversity, University of Auckland, NZ](#) **New**

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MINISTRY NEWSLETTERS

- [Shaping Education September 2014](#)

[All Ministry Newsletters](#)

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UPCOMING MINISTRY COMMUNICATIONS

[Click here to open the word document of upcoming Ministry information for schools from now until early 2015](#) (no update since last issue). We are compiling a calendar for 2015 based on what's been sent out in the bulletin this year and other key timelines. The calendar should be available before the end of the year.

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LIST OF EDUCATION-RELATED WEBSITES

Below is a list of NZ websites you may frequently access. We hope it helps to have them all in one place. If you wish to comment or have any suggestions regarding this item, please email bulletin@minedu.govt.nz

Education agencies

[NZQA](#) | New Zealand Qualifications Authority

[ERO](#) | Education Review Office

[ENZ](#) | Education New Zealand

[NZTC](#) | New Zealand Teachers Council

[EDUCANZ](#) | Education Council of Aotearoa NZ

[Careers NZ](#)

[UNESCO](#) | United Nations Education, Scientific and Cultural Organization

Other government education agencies

[NZSTA](#) | New Zealand School Trustees Association

[PPTA](#) | New Zealand Post Primary Teachers' Association

[NZPF](#) | New Zealand Principals' Federation

[SPANZ](#) | Secondary Principal's Association of NZ Inc

[NZEI Te Riu Roa](#) | New Zealand Educational Institute

[NZCER](#) | NZ Council for Educational Research

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Ministry of Education websites

[ECE leadership, management and administration](#)

[ECE teaching and learning](#)

[Education Counts](#)

[Education Gazette](#)

[Educational Leaders](#)

[National Student Index](#)

[New Zealand Curriculum](#)

[Novopay Schools Payroll](#)

[Secondary Education Portal](#)

[Shaping Education – Future Direction](#)

[Services for Tertiary Education Organisations](#)

[Study it \(for NCEA students\)](#)

[Te Kete Ipurangi | TKI](#)

[Teaching and Learning Catalogue \(Down the back of the chair\)](#)

[Teach NZ](#)

[WICKED – games and activities to help with learning](#)

[Youth Guarantee and Vocational Pathways](#)

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FEEDBACK

Send us your feedback, comments or questions on any topic in the bulletin or anything else on your mind - to: bulletin@minedu.govt.nz

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