

Ministry bulletin for

SCHOOL LEADERS

He pitopito kōrero

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Critical need to know and action

No items for this issue.

Heads up

- Microsoft stopped supporting Windows XP on 8 April. [Click here to understand the implications and get help](#)
- An online e-therapy tool has been launched to help young people develop skills to deal with feeling down, depressed or stressed. SPARX, an initiative of the Prime Minister's Youth Mental Health Project, is a clinically tested self-help tool developed especially for young New Zealanders by the University of Auckland. For more information visit: www.sparx.org.nz
- The Boarding Allowance round for March 2014 has concluded and we are in the process of informing applicants. We will be holding a second round in July. For more information email boarding.allowances@minedu.govt.nz
- We will be undertaking two international research studies in October and November: Trends in International Mathematics and Science (TIMSS) and Teaching and Learning International Survey (TALIS). This week the 425 schools selected to represent New Zealand students and teachers will receive invitations to take part.
- Don't forget to tell us how we can improve the bulletin. We've shortened it this time, with more links to additional information. Let us know what else we can do via bulletin@minedu.govt.nz

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Regional News

Northern

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Central North

- [Hawke's Bay flyer Inclusive Practices Development programme 2014](#)
- [Rotorua flyer Inclusive Practices Development programme 2014](#)
- [Restorative Practices three day workshop Central Hawke's Bay 29 Sep – 1 Oct](#)
- [Preventing and responding to suicide training Waikato district May/June](#)
- [How to write ORS applications: Course in Central Hawke's Bay on 11 June](#)

Central South

- No news this issue

Southern

- [Shaping Education Newsletter May 2014](#)
- [Assistive Technology Newsletter April 2014](#)
- NZQA and the Ministry's Parents, Families and Whānau team are working together to hold NCEA and the whānau workshops. The workshops for parents and whānau throughout the Otago Southland area. Information about these workshops will be emailed to schools on Wednesday 7 May.

Events

- [Adult and Community Education Conference](#)
- [NZSTA 25th Annual Conference 18-20 July](#)
[Auckland: Strengthening excellent governance for improved student outcomes](#)

Newsletters

- [Shaping Education Newsletter May 2014](#)
- [Southern Region Assistive Technology Newsletter April 2014](#)
- [Link to all Ministry newsletters](#)
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Critical need to know and action

No items for this issue.

Heads up

Microsoft stopped supporting Windows XP on 8 April

The Windows XP operating system is now more vulnerable to security threats, and will become increasingly incompatible with new software and hardware. You will no longer receive:

- New security updates
- Non-security hotfixes
- Free or paid assisted support
- Online technical content updates

If your school still has computers running Windows XP, the Ministry recommends that you move onto another operating system as soon as possible.

All Windows laptops leased through the Ministry's TELA programme in the last 3 years have been provided with Windows 7 or 8.

We will shortly be contacting principals of all schools still on XP to offer our assistance.

In the meantime, to find out more about the range of Ministry funded software and support available to schools, go to the ICT Helpdesk website (<http://ict-helpdesk.tki.org.nz/>), phone the Helpdesk on 0800 CALL ICT (0800 22 55 42), or email callict@tki.org.nz

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All other Heads up items are listed in full on the Index page

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National mentoring service for Māori and Pasifika

We have contacted providers on the outcome of their tender for the National Mentoring Service for Māori and Pasifika students.

Contracts will run for a one year term with rights of renewal of up to 2 years, if 85% of students on their programme achieve NCEA.

For students to be eligible for mentoring support, they must meet the following criteria:

- Be Māori or Pasifika
- In Years 11, 12, 13
- Show signs of not achieving NCEA
- The young person and their family agree to participate and enter into the programme
- The school has identified that the mentoring programme is an appropriate mechanism to support the student's NCEA achievement.

The providers will want to work in partnership with schools to ensure student education outcomes are aligned.

Successful providers will be posted on the Government Electronic Tenders Service (GETS) website by the end of May 2014.

For further information, please direct any queries to the Ministry Contact Mailbox at mentoring.services@minedu.govt.nz

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Youth Guarantee regional workshops calendar

A reminder that regional workshops for the Youth Guarantee initiatives are now underway for all education providers; you can find out about the workshops and registrations at <http://youthguarantee.net.nz/home-/workshop-calendar/>

If you would like further information, please do not hesitate to contact a regional Youth Guarantee Chief Advisor directly at <http://youthguarantee.net.nz/home-/contact/>

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Overall Teacher Judgment workshops English medium

2014 OTJ workshops are open to English-medium teachers from any school in New Zealand. They have been resourced to allow two representatives from each school to attend and there is no requirement for a school to commit to using the Progress and Consistency Tool.

What the workshops cover

The workshops are an ideal opportunity for teachers to develop their understanding of the process of making dependable OTJs on a student's achievement in reading, writing and mathematics. The workshops will also introduce techniques that promote effective moderation within and between schools.

The interactive workshops will include:

- an introduction to the aspect frameworks that have been developed to support the learning progressions for literacy and mathematics in relation to The New Zealand Curriculum and National Standards
- effective moderation practice
- effective systems and processes to support making overall judgments.

Booking online

If a school you are working with is interested in attending, please direct them to the CPL website www.cpl.org.nz where they can register online. Places are filling fast, particularly for workshops in the first half of 2014, so best be quick.

Where the workshops will be held

An updated list of the workshop dates and locations is available on the CPL website www.cpl.org.nz

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Overall Teacher Judgment workshops Māori medium

For schools and kura using Ngā Whanaketanga Rumaki Māori, a separate series of OTJ and moderation workshops will run from April to October.

For schools and kura using Ngā Whanaketanga Rumaki Māori, a separate series of OTJ and moderation workshops will run from April to October to align with when teachers will be collecting student achievement information and reporting to parents about their progress.

Participants will be introduced to different processes they can use to moderate students work to make dependable OTJs. They will also be introduced to Te Waharoa Ararau ā-

Kura, the online database used to collect individual student literacy and numeracy progress information.

Kura and schools will be contacted soon to advise the details of these workshops.

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New Zealand Sign Language Week taster classes

To celebrate NZSL Week 2014 (12 – 18 May), Deaf Aotearoa is giving schools, healthcare professionals, businesses and organisations the opportunity to get a taste of NZSL in free 45 minute taster classes. Register for a free class using the [online registration form](#).

For more information please contact Lee Bullivant at Deaf Aotearoa NZ:
lee.bullivant@deaf.org.nz

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Ministry funding for deaf parents

In 2013, the Ministry introduced a new initiative to enable Deaf parents to participate and contribute in the core education activities of their children at school through the funding of New Zealand Sign Language Interpreters. The Ministry has contracted iSign, a national interpreting agency, to provide this service.

Core education activities are defined as:

- parent teacher interviews twice a year per child
- attendance at Individual Education Plan meetings
- attendance at children's prize giving/special assemblies once per year per child
- attendance at any additional meetings with school staff where any aspect of the child's education is being discussed
- attendance at enrolment meetings

Schools and parents are able to request a New Zealand Sign Language Interpreter for these activities by contacting www.iSign.co.nz

Schools and parents are encouraged to book interpreters for activities as soon as activity dates are finalised. Parent-teacher interviews are a particularly busy time for iSign and early bookings for interpreters are encouraged.

Information about this initiative is available for Deaf parents in New Zealand Sign language on the website of iSign at www.isign.co.nz/services/funding or you can contact Carolyn Grace at the Ministry of Education: Carolyn.grace@minedu.govt.nz

The Ministry and iSign closely monitor the number of parents and schools accessing this initiative and also the types of requests received to ensure the funding focus is right.

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Investing in Educational Success update

The Investing in Educational Success (IES) Working Group has completed their discussions and deliberations on the design of the IES initiative.

Working Group members are:

- Lorraine Kerr, President, New Zealand School Trustees' Association
- Nancy Bell, Chief Executive, Te Tari Puna Ora o Aotearoa and member, EDUCANZ Transition Board
- Judith Nowotarski, National President, New Zealand Educational Institute
- Angela Roberts, President, Post Primary Teachers' Association
- Philip Harding, President, New Zealand Principals' Federation
- Tom Parsons, President, Secondary Principals' Association of New Zealand
- John Garner, President, New Zealand Area Schools' Association
- Toni Waho, Tiamana, Te Rūnanga Nui o ngā Kura Kaupapa Māori o Aotearoa
- Arihia Stirling, Ngā Kura a Iwi o Aotearoa and member, EDUCANZ Transition Board
- Ross Tyson, President, New Zealand Association of Intermediate and Middle Schooling
- Unasa Enosa Auva'a, President, Pasifika Principals Association

Working Group members were given the opportunity to identify representatives to join the Secretariat which supported the Working Group. The Secretariat was made up of staff from PPTA, NZEI Te Riu Roa, NZSTA and the Ministry. The Secretariat provided jointly drafted papers to the Working Group with advice on the design of the initiative.

The Working Group brought together a range of views on what would work best and has provided a clear outline of their view on what works in the design, what needs to change and where further work is required. The Secretary for Education has forwarded the *Investing in Educational Success Working Group Report* to the Minister of Education.

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Showcase your school using digital technologies for learning

Is your school exploring new ways to integrate digital technologies into effective teaching and learning practices? Do you have projects, practices, tools, applications, or approaches

that are working well to meet your particular learning and achievement challenges? Have your students and teachers got stories to tell that are inspiring and engaging?

The Ministry of Education is calling for schools to participate in the development of an online resource that will showcase a sample of the many and diverse ways schools are using digital technologies to meet the needs of 21st century learners.

The Ministry is looking for examples covering a range of areas from how technology is being used across curriculum areas, to how it can help overcome barriers to learning, and how it addresses the needs of priority learners including Māori students, Pasifika students, students with special education needs and those from low income families.

This is an opportunity for schools to share their experiences and to help build on the knowledge and practices in this rapidly developing area. The resulting products will be available on the Ministry of Education [Enabling e-learning website](#) and will also be available for schools to use for their own websites or purposes.

More information on the project and registering your interest to participate can be found [here](#)

We look forward to receiving your stories by **23 May 2014**.

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Submissions for expert panel for Advanced Classroom Teacher Expertise

An independent panel of experts is required for evaluating portfolios for the Advanced Classroom Expertise Teacher recognition process.

During a four-six week period from approximately 8 September 2014, the Ministry of Education intends to engage up to seven panelists (including a chairperson) on a full-time basis to consider portfolios from teachers seeking recognition as an Advanced Classroom Expertise Teacher (ACET).

To make a submission for appointment as the chairperson or panel member, a form and accompanying curriculum vitae is required.

Completed submissions are to be received by 19 May 2014.

Brief overviews of the experience and skills required for the chairperson and panel members are below.

If you would like to receive the guide and form, please contact the ACET Process Team by calling 0800 165 225, or by email to ACET.Recognition@minedu.govt.nz

Chairperson

- extensive recent involvement in teacher professional development
- extensive experience on review and/or assessment panels
- experience in moderating judgments in the education context
- extensive leadership (management) experience and high standing in the primary education sector
- extensive and current pedagogical knowledge and/or practice
- post-graduate qualification(s) in an aspect of pedagogy
- ability to critically analyse and assess information.

Panelist

- extensive leadership (management) experience and high standing in the primary education sector
- extensive and current pedagogical knowledge and/or practice
- post-graduate qualification(s) in an aspect of pedagogy
- ability to critically analyse and assess information.

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Beta of Education.govt.nz is here and we need your feedback

We've heard you loud and clear that an overhaul of the Ministry of Education's website is needed. The move to the [All-of-Government Common Web Platform](#) has presented that opportunity.

Rather than replace the existing Ministry's corporate site, we're developing a new 'education' portal called [Education.govt.nz](#). The new site is designed to eventually become a portal to all government education content. We want your experience with our new education portal to be quick, easy and seamless.

You can now check out the Beta of [Education.govt.nz](#). We encourage you to fill out the web feedback form to let us know if we're heading in the right direction.

What you'll see on the site is a framework of content you look for most often based on web statistics and user research. We're planning to build that framework out in a way that reflects how you, as users manage tasks. We'll be depending on your feedback on the Beta site.

We are also starting to work closely with groups within the Ministry, sector leaders and education agencies to ensure overall web coherence and alignment among the various education sites.

As the new Education portal is in beta, you will be able to access Ministry sites as you usually do. However, as more content is added to the Beta site, you may notice some Ministry web pages being re-directed to the new portal.

Visit the Beta of Education.govt.nz for more information. We look forward to hearing from you.

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Bullying prevention and response: A guide for schools

The printed version of *Bullying prevention and response: A guide for schools* was sent to schools at the end of Term One. The guide provides practical advice on preventing bullying and responding effectively when it does occur. We hope you and your school community will find the guide useful and informative.

The Bullying Prevention Advisory Group welcomes ongoing feedback to bullying.prevention@minedu.govt.nz. Further copies of the guide can be ordered online through Down the Back of the Chair <http://www.thechair.co.nz> The guide is also available online at: www.education.govt.nz/bullyingprevention

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Making a difference fund now open

Source: Office for disability issues: email extra 29 April 2014

The Making a Difference Fund supports individuals, organisations and businesses to make communities more inclusive of disabled people. Thousands of New Zealanders have attended concerts and workshops, seen posters and exhibitions, or explored accessibility in their workplace or social environment.

All organised by people who just thought that attitudes and behaviours towards disabled people needed to change.

Making a Difference wants to reach more people around the country. They want to reach your community.

The fund is for projects that:

- promote change within organisations and businesses
- influence media and popular culture
- change the beliefs of non-disabled people
- build the capacity of disabled and non-disabled people to be change makers.

The application form is available on the Think Differently website and you can also read more about the fund and funded project at: <http://thinkdifferently.org.nz/getting-funded>

Applications will be open until 4pm, Tuesday 3 June 2014.

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Topics you are reading the most in the bulletin

For interest, here's the top ten most viewed items across the first five issues of the bulletin:

1. Proposed approach to planning and reporting 2014 [Issue 2]
2. March 2014 Roll Returns [Issue 1]
3. Student Safety Mandatory Reporting [Issue 2]
4. Update of Approval for Principals Obtaining Inhalers for Emergency Kits [Issue 1]
5. Surrender and Retention Guidelines [Issue 1]
6. Teach NZ Study Awards [Issue 5]
7. Roll Return Guidelines [Issue 4]
8. School Property Service Satisfaction Survey [Issue 5]
9. Education Circular Industrial Relations [Issue 5]
10. STAR funding no longer tagged [Issue 4]

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SNAP Safer Schools Programme

Serial Number Action Partnership (SNAP) Safer Schools Programme was rolled out nationally in 2012/13 and provided forensic property marking kits to schools. As part of the ongoing work of SNAP to prevent burglary and property offending, Police have a new initiative to introduce to schools.

The new initiative involves recording property serial numbers on the SNAP website and Cash Converters, supporters of the initiative, are offering cash prizes for individual users, as well as the school that receives the most nominations.

To get nominations, encourage those in your school community to create an asset list register of their own online at www.snap.org.nz and ask them to enter your school's unique promotional code on their entry form for every item they register.

The school that has their unique promo code entered the most times via the entry form on SNAP.org.nz between 1st April 2014 and 31st July 2014 will either win \$2000 cash direct credited to their bank account or \$2000 towards equipment of their choice. The winning school will be contacted via email on 4 August 2014.

Schools in the local areas listed below will all be contacted pro-actively to advise them of their promotional codes but **any school can enter**.

Schools not in the locations listed below can email snap@police.govt.nz to request a unique code for their school.

Children's TV favourites "Bryan & Bobby" will be visiting a number of primary schools around the country to teach students about the SNAP website: www.snap.org.nz and recording their property serial numbers.

Constable Bryan and Bobby will visit approximately 15 - 20 primary schools in each of the following locations:

- Auckland (Henderson, Onehunga, Panmure, Manukau)
- Hamilton
- Tauranga
- Rotorua
- New Plymouth
- Palmerston North
- Whanganui
- Wellington (Lower Hutt, Porirua)
- Christchurch (Linwood, Papanui)

A full list of all schools will be included in the website Terms and Conditions.

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REGIONAL NEWS

NORTHERN REGION

Enrolment Scheme Ballot Dates

The Secretary for Education's instructions require all schools of the same type with enrolment schemes in the Greater Auckland Area to set common dates for the selection of out of zone enrolments. Schools in Te Tai Tokerau will follow the same common dates.

The Ministry has consulted with the Auckland Secondary Principals Association and Auckland Primary Principals Association. The Auckland Secondary Principal's Association consider that the dates last year were suitable and therefore endorse the dates below for secondary schools. The Primary Principals Association is suggesting dates in term 4. The Secretary's Instructions Relating to the Operation of enrolment schemes state that the close of applications be no later than 15 October. This is the third day of term 4.

Following this feedback, the Ministry of Education proposes the following dates for the initial 2015 pre-enrolment period in the Northern Region.

Secondary Schools	
Application closing date	Wednesday 3 September
Ballot date	Wednesday 10 September
Primary and Intermediate Schools	
Application closing date	Wednesday 15 October 2014
Ballot date	Wednesday 22 October 2014

Further details on balloting procedures are contained in the *Secretary's Instructions Relating to the Operation of Enrolment Schemes* available on the Ministry website. www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/PlanningAndReporting/EnrolmentSchemes/EnrolmentSchemesSecretarysInstructions.aspx

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CENTRAL NORTH REGION

All items for Central North are linked on the Index page

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CENTRAL SOUTH REGION

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SOUTHERN REGION

- All items for Southern Region are linked on the Index page

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EVENTS

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MINISTRY NEWSLETTERS

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UPCOMING MINISTRY COMMUNICATIONS

Visit: <http://www.minedu.govt.nz/NZEducation/MinistryBulletinSchoolLeaders/Issue2.aspx> - note this is a work in progress

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FEEDBACK

Send us your feedback, comments or questions: bulletin@minedu.govt.nz

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CONTACT PETER HUGHES

[Click here to send a message directly to Peter Hughes](#)

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