

2009 Resource Teachers: Literacy

REPORT: Instructions

It is important to read this instruction sheet carefully, and all other instructions printed on the two parts of the Report. There have been slight changes to the Part 2 form which was trialled at the end of last year. A number of these changes have occurred as a result of your feedback and thank you for this. We would likewise appreciate any feedback on the current forms so that they can be improved for next year.

1. The 2009 report comprises two parts, Parts 1 and 2. Part 1 should be completed by one RT:Lit in the cluster and should provide an overview of the whole cluster.
2. To ensure accuracy of this return, we ask that Part 1 includes all students *on the rolls* of all RT:Lits in your cluster for *this year*. This includes all students that RT:Lits:
 - worked directly with (regular tutoring) on an individual or small group basis,
 - provided indirect support through formal support (observing, coaching, advice and modelling) to the class teacher.
3. Part 2 is to be completed for *each student* on your roll for *this year*. This includes students that you have worked directly with on an individual basis or as part of a small group (regular tutoring) or indirectly through formally supporting the teacher. If you are new to the position this year, please complete Part 2 forms to cover your work **and** that of your predecessors during 2009.
4. As with previous years, the Resource Teachers: Literacy Report focuses on students *on your roll* that you worked with, whether it be directly or indirectly through formal support to the classroom teacher. While it is acknowledged that RT:Lits undertake a range of activities, the primary purpose of these forms is to identify students RT:Lits support and the nature of the support provided, and to investigate shifts in student achievement while on the roll of an RT:Lit. The flowchart attached and Part 1 of this report will help guide you on which students you report on, and on how you do this.
5. Please ensure that you only use 2009 forms to report on students you have supported in 2009. Also, please confer with the RT:Lit completing the Part 1 form for your cluster to ensure that the students for whom Part 2 forms are completed are represented in Part 1.
6. RT:Lits will be using a variety of assessment tools for their own purposes, however for the purposes of reporting for this return we ask that you use the tools as specified.
7. Forms and the instructions can be downloaded from the Ministry of Education website www.educationcounts.govt.nz/data_collections/rtlit. Any queries should be directed to Lisa Ng in the Research Division (0-4-463 8181), lisa.ng@minedu.govt.nz.
8. Please return the completed 2009 Report to: Freepost Authority Number 155998, Research Division, Ministry of Education, PO Box 1666, Wellington 6140 by **Thursday 24 December 2009**.

Thank you for your assistance.