

Supplementary Form for Kura Tuakana

Annual Return of Students at Kura Teina at 1 March 2009

Kura Teina:

Kura Tuakana:

Kura Teina Type:

**Roll count
date is
2 March 2009**

Please check below the postal address, location and contact details for this Kura Teina and correct or complete where necessary.

Kura Teina Postal Address:

Box / RD:

Suburb:

Town/City/District:

Post Code:

Kura Teina Location:

Street/Road:

Suburb/Locality:

Town/City/District:

Contact Details:

Telephone number:

Facsimile number:

Administration email address:

The headteacher of the Kura Teina must complete and sign this form but it must also be checked and signed by the Principal of the Kura Tuakana. The Chairperson of the Kura Tuakana Board of Trustees must also check and sign it.

This form is to be returned by the Kura Tuakana Principal with the RS form for the Kura Tuakana (and any other Kura Teina forms if applicable) by 13 March 2009 to the Ministry of Education's Data Collection Unit.



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**PLEASE RETURN
THIS FORM BY
13 March 2009**

INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

Dates:

Roll count date	Monday 2 March 2009
Form to Kura Teina	Wednesday 4 March 2009
Form back to Kura Tuakana	Monday 9 March 2009
Due date	Thursday 12 March 2009

Note: Your 1 April Operational Funding instalment will be calculated on your actual roll, as reported in this roll return, PROVIDED THAT it arrives at the Ministry by Friday 13 March. Refer to the Funding, Staffing and Allowances Handbook.

Instructions:

Before completing this roll return please read the 2009 Roll Return Guidelines. This provides details to assist you in completing this return. A copy of this document is available on the Ministry of Education website www.educationcounts.govt.nz/goto/guidelines

Page references to the Roll Return Guidelines:

Composite Schools version:

Kura Teina.....	29
Counting students (Question 2).....	15
Funding Year Level (Questions 2 and 3).....	48
Māori Language Learning (Question 3).....	30

Primary Schools version:

Kura Teina.....	26
Counting students (Question 2).....	13
Current and Funding Year Level (Questions 2 and 3).....	38
Māori Language Learning (Question 3).....	27

Information Privacy

The data collected through the RS form is required for the management of educational programmes, resource allocation, to support policy analysis/decision-making and for national and international reporting purposes. Information relating to individual students and staff members employed by the school will be treated as confidential by the Ministry of Education and access to the information will be restricted to a small number of authorised personnel working within the Ministry. Release of this information outside the Ministry will only occur in aggregate statistical form and no information which identifies individuals will be made available to any individual, group or agency outside the Ministry.

Question 1 – Student Management Systems

1.1 Are your student records kept on a computerised student management system (SMS)?

No → Go to Question 2

Yes → Go to Question 1.2

1.2 Please tick the type of student management system used in your Kura Teina:

✓	Name of SMS	Version
	e-Minerva	
	eTAP	
	IES	
	Integris	
	KAMAR	
	Kidbase	

✓	Name of SMS	Version
	MUSAC – Pupil Files	
	MUSAC – Student Manager	
	PC School	
	Phoenix	
	Schoolmaster	
	Synergetic	
	Other, please state:	

Note: If a Kura Teina uses **their own** SMS the students attending the Kura Teina should be entered as **regular** students (RE) and a roll return produced as for a composite school or a primary school as appropriate. They should not be coded as KT.

The KT code is to allow Kura Tuakana to enter students from their Teina on their SMS but exclude them from the Tuakana roll count. Students coded as **KT** (Kura Teina) **are not counted** on the roll return of the Kura Tuakana.

1.3 Are printout tables from your SMS attached to this form?

Yes → Go to Question 2

No → Please explain why not

Please explain why your SMS tables are not attached

Question 2 – Roll by Type of Student

Give details of the total number of students on your school roll at 2 March 2009.

- Kura Teina with an SMS please append **Table M3**.

Type of Student MOE Year Level	1		2		3		4		5		
	Number of Full-time Regular Students		FTE of Part-time Regular Students <small>(round to nearest whole number)</small>		Number of Full-time Adult Students		FTE of Part-time Adult Students <small>(round to nearest whole number)</small>		Total FTE of Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y1											
Y2											
Y3											
Y4					Do not enter figures in shaded area						
Y5											
Y6											
Y7											
Y8											
Y9											
Y10											
Y11											
Y12											
Y13											
Y14											
Y15											
TOTAL ROLL											

Question 3 - Māori Medium Education

Give details below of the numbers of students in Māori-medium Education or learning Te Reo or Taha Māori at 2 March 2009.

- Kura Teina with their own SMS, please append **Table M4**
- Students must be counted ONCE only, at their HIGHEST level
- Remember to also complete the 2nd row of each level - even if all your students are Māori.

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	Level 1 (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 2 (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 3 (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 4(a) (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
Te Reo Māori: Students learn Te Reo Māori as a separate subject	Level 4(b)	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 5	Students learning Te Reo Māori for less than 3 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																

Question 4 – Peak Rolls

4.1 Your school's peak roll numbers for regular students in 2008 has been calculated using data from ENROL.

4.2 Give details of your Kura Teina's estimated peak roll numbers for 2009, 2010 and 2011.

Estimated 2009 peak roll

Estimated 2010 peak roll

Estimated 2011 peak roll

Question 5 - School Leavers 2008 (composite Kura only)

In 2009 we will be gathering information on School Leavers using ENROL. This means that you do not need to print out tables SL1 and SL2. Please answer question 4.1.

Please refer to the *2009 Roll Return Guidelines*: page 36 (Secondary Qualifications)

5.1 Do you Offer Non-NQF qualifications (e.g. Cambridge International Examination, International Baccalaureate, Accelerated Christian Education)?

Yes → Continue to Question 5.2

No → Go to Question 6

5.2 Which Non-NQF qualifications do you offer?

Which Non-NQF Qualification do you offer:	Please tick
International Baccalaurate	
Cambridge International Exams	
Accelerated Christian Education	
Other overseas award	

As part of our reporting we need to collect the achievement of NZ students. This included Non-NQF achievement. You will be contacted shortly about the collection of your Non-NQF school leavers data.

Note: Update your SMS with students Non-NQF attainment before sending your student data file to the Ministry.

6 TO BE COMPLETED BY THE KURA TEINA HEAD TEACHER:

I certify that I have checked the information contained in this return and, to the best of my knowledge, it is true and correct in every particular and I have provided the principal of the Kura Tuakana with:

- (a) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following;
- (b) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (c) an alphabetical listing of all students attending the Kura Teina at the roll count date showing the class (form, whānau) groups to which they have been allocated;

In addition, Kura Teina who prepare their return by computer, and/or use a computerised attendance register must also keep:

- (d) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

7 TO BE COMPLETED BY THE KURA TUAKANA PRINCIPAL:

I certify that I have checked the information contained in this return and, to the best of my knowledge, it is true and correct in every particular and I have kept:

- (e) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following;
- (f) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (g) an alphabetical listing of all students attending the school at the roll count date showing the class (form, whanau) groups to which they have been allocated;

In addition, for Kura Teina who prepare their return by computer, and/or use a computerised attendance register I have kept:

- (h) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

8 TO BE COMPLETED BY THE CHAIRPERSON OR NOMINEE OF THE BOARD OF TRUSTEES:

The board chair no longer needs to sign off a roll return before it is returned to the ministry. The roll return including the roll count report needs to be tabled and noted in the minutes at the next board meeting after the roll count is completed and sent to the ministry.

Section 9 – IMPORTANT REMINDER

- Please do **NOT SEND ANY LISTS** with student names on them to Data Management. This includes Audit lists, Māori Language Resourcing lists, class lists or any other lists.
- The lists referred to in Sections 6 and 7 above are to be **kept at the school**, for your own records. These must be available when roll auditors come to your school.
- Any lists that are sent to us will **not** be returned. They will be destroyed.

Section 10 – Checklist

March Return Checklist	✓
Your Kura Teina's contact details on the front page of this form have been checked and amended where necessary.	
Every question on the RS form is complete, including those that are not covered by SMS tables.	
Computer-generated tables, where applicable, have been checked by the Kura Teina Head Teacher and the Kura Tuakana Principal and are attached. <i>(If print quality is poor, please transfer figures to RS form.)</i>	
Where tables have been completed manually, totals have been calculated for each row and each column. Totals have been checked for consistency between questions as detailed in the Introductory Notes.	
Details in Question 11 (overleaf) have been completed.	
One copy of the supplementary form, and copies of the computer-generated tables and audit lists are filed for school records .	
The headteacher of the Kura Teina has checked and signed both forms.	
The principal of the Kura Tuakana has checked and signed both forms.	

11 Who should we contact at your school if we need to confirm any details on this return?

Name

Designation

Direct email address

Direct telephone or school extension number

12 The following must be retained at your host school for audit purposes:

- One copy of the completed supplementary form for Kura Teina
- All required student lists as detailed in Question 6

Circular 2007/17 outlines all the working papers that schools are required to retain.

13 One copy of the completed Supplementary Form for your Kura Teina **must be returned to the Ministry no later than Friday 13 March 2009, along with the Roll Return for the Kura Tuakana:**

Do not include your student lists. Keep these at the Kura Tuakana.

Please use the reply paid envelope to send your return to:

*Free Post Authority Number 159045
Data Collection Unit
PO Box 1666
Wellington 6011*

**If you have any problems completing this return please contact
Andrea Jones, Ministry of Education, National Office, Wellington**

Telephone: (04) 463 8070, fax (04) 463 8088 or

Email: school.returns@minedu.govt.nz

MINISTRY USE ONLY

	Date	Initials
Form rec		
Roll count rec		
MML rec		
DE		

	Date	Initials
Checked		
1-to-1 checks		
Signatures checked		
Completed		