

25 May 2007

**To: The ECE Principal
The Correspondence School**

Annual Return of Children and Staff at The Correspondence School (RS61CS)

The RS61 annual return is completed by early childhood education services and gives the Ministry of Education a 'snapshot' measure of the number of enrolled children and staff at licensed services. This information contributes to a comprehensive information base on early childhood education in New Zealand and is used in the development of policy and monitoring in early childhood education.

Please find enclosed for each service:

- Two RS61CS forms (spare forms are available at: www.educationcounts.edcentre.govt.nz/statistics/ece/index.html);
- One Freepost envelope;
- Guidelines to assist you in answering the questions;

Census week is:

25 June to 1 July inclusive.

A completed RS61CS is due back at the Ministry by 16 July:

- Return a completed and signed form to the Ministry no later than 16 July.
- Keep one completed form on file at your service.

Who to contact for help:

If you have any questions or require further information on completing your form please contact Elena Koudrina, phone (04) 463 8061 or email: ece.statistics@minedu.govt.nz

Where to find ECE statistics:

Results from the July 2006 ECE statistical collection can be viewed on the Ministry's web-site. The address is: www.educationcounts.edcentre.govt.nz

Additional statistical information may be requested by contacting the information officer in the Data Management Unit at: information.officer@minedu.govt.nz .

I would like to publicly thank members of the Early Childhood Statistics Monitoring Committee for their advice and recommendations on the revisions to this survey. Thank you for your continued co-operation in completing the survey on time.

Yours sincerely

Echo Brooke-White
Team Leader - Data Management Unit

Guidelines to assist you to complete the RS61CS form

What's new for the 2007 Survey

Question on Student Management Systems

This is a new question. If you tick 'Yes' in section A ensure you tick the relevant statement box in section B of this question and provide explanations if you tick 'No' in section C.

Complete each step

- Step 1:** Check the cover page. Make sure your contact details are accurate. If changes are needed please advise your local ministry office (the phone numbers and addresses for Ministry offices are on the back page of the RS61CS).
- Step 2:** Complete the survey. Please read the guidelines below for each question and check the numbers you enter carefully. If you use a computer system to produce some of the tables, please check the numbers – then attach these to the RS61CS form.
- Step 3:** Sign the declaration. Please ensure the '*person who filled out the form*' has signed the declaration. The management contact must also sign the RS61CS form.
- Step 4:** File a copy of the RS61CS. Make sure you keep a completed copy for your records.
- Step 5:** Post the RS61CS to the Ministry of Education. The Freepost number is 159045. The due date is no later than **16 July 2007**.

Guidelines for each question

Question 1 (Dual enrolments by ethnicity and age)

Only children with dual enrolments are to be recorded in this question.

Question 2 (All ECE enrolments, dual and full-time)

Please ensure all children, dual and full-time, are recorded.

Question 3 (Iwi affiliation)

The age and gender of the child must agree with a currently enrolled NZ Maori child by age and gender as recorded in question 2.

The iwi affiliation code/s are to be entered along with the date the child first started at your service, their age at 1 July 2007 and their gender, please make sure you record a complete record for each child.

You are required to record iwi affiliation information of NZ Maori children who are newly enrolled as from 1 January 2003.

Additionally, if iwi affiliations are known for currently enrolled NZ Maori children who had enrolled prior to 1 January 2003, you are encouraged to record their details as well.

Additional information on iwi data collection and copies of the codes can be located at:

www.minedu.govt.nz/goto/iwidata or email: iwi.data@minedu.govt.nz

Question 4 (Current waiting time)

Please ensure you tick a category for each age group.

Question 5 ('Eligible' children waiting to start)

Do not include any children who do not currently meet your eligibility criteria.

For the purpose of the RS61CS form, to be defined as eligible a child meets the age or other requirements of the Correspondence School.

Question 6 (Estimated weeks of operation)

Record the number of weeks, counting each part week as one whole week, you expect your service to be operating in the forthcoming year from 1 July 2006 to 30 June 2007 (max 52 weeks).

Staffing Questions in general (Questions 7-15)

Only record child contact hours for part-time staff. Do not record child contact hours for full-time staff.

Ensure the number of part-time staff and their total child contact part-time hours for the census week are recorded in the correct corresponding gender columns.

For this RS61CS return, 'part-time' is considered to be less than 25 hours per week.

Question 7 (Paid ECE support staff)

Support staff are primarily engaged in maintenance, cleaning, food preparation and administrative support.

Question 8 (Usual ECE teaching staff)

'Usual' means the people who would normally be teaching, therefore do not include day-to-day relievers etc. Record usual teaching staff by the highest ECE qualification they hold.

If your staff do not hold ECE qualifications or licensing points please record them in the '*does not have any ECE qualification*' category.

Refer to the question footnotes in the form for further explanations about relevant ECE qualifications.

Question 9 (Usual ECE teaching staff currently in study for ECE teacher education qualifications or other ECE qualifications)

Usual teaching staff in study are to be recorded in either Table 1 or Table 2 but not in both Tables.

Record each teacher by their highest level of ECE study and their expected year of graduation.

Ensure the total staff currently studying does not exceed the staff total for question 8.

Question 10 (Usual ECE teaching staff by NZ Teacher Council Registration Board status and qualification)

Staff totals by qualifications must agree with staff totals by qualifications in question 8.

Ensure teachers who are not NZTC registered are also recorded in this question.

Refer to the question footnotes in the form for further explanations about NZTC registration status.

Question 11 (Usual ECE teaching staff by NZ Teachers Council Registration Board status and ethnicity)

Staff totals by NZTC registration status must agree with staff totals by NZTC status in question 10.

Ensure teachers who are not NZTC registered are also recorded in this question.

Refer to the question footnotes in the form for further explanations about NZTC registration status.

Question 12 (Usual ECE teaching staff by highest qualification, ethnicity and gender)

Staff totals by qualification must agree with staff totals by qualifications in question 8.

Staff totals by ethnicity must agree with the ethnic staff totals in question 11.

Question 13 (Permanently-appointed paid ECE teaching staff at your service during the census week)

For the purpose of the RS61 form **permanently** means 'an employee in an established position in a non-relieving capacity'.

Question 14 (Recruitment/Appointment of permanently-appointed paid ECE teaching staff)

Information is required from the past year between 1 July 2006 to 30 June 2007 inclusive.

Also, include information about ECE teaching staff who were appointed last year from 1 July 2006 but have since left your service.

Question 15 (Resignation of permanently-appointed paid ECE teaching staff)

Information is required from the past year between 1 July 2006 to 30 June 2007 inclusive.

If paid teaching staff did resign service please ensure Tables 1, 2 and 3 have been answered.

Question 16 (Relationships with local schools)

This question relates to the ECE strategic plan goal of promoting collaborative relationships.

If you have links with local schools please ensure a 'yes' or 'no' box is ticked for each statement.

If you tick 'yes' for statement (v) please record details of the relationship.

Question 17 (Services additional to ECE provided by the Correspondence School)

If you tick 'yes' ensure you tick the relevant statement boxes in the sections (i) to (v).

If you tick statement (v) please record details of the other additional services.

Declaration Please ensure the '*person who filled out the form*' has signed the declaration.

The Chairperson or nominee of the Board of Trustees must also sign the RS61CS form.