



# MARAURAU O TE PAE APII

COOK ISLANDS MINISTRY OF EDUCATION GAZETTE

TERM 1 2017

## OPPORTUNITY FOR SABBATICAL LEAVE

The Ministry prides itself on the opportunities provided to teachers to continue to up skill themselves through professional development sessions and study opportunities. The Sabbatical Leave policy contributes towards this and is specific to the Ministry of Education.

The Ministry Sabbatical Leave Policy gives teachers the opportunity to take time away from teaching to conduct research in a particular area with the outcome being a piece of research, school resource or an evaluation of a programme or tool. A sabbatical period may be from 1-6 weeks.

Any teachers successful in their application for sabbatical will be temporarily replaced, if possible and appropriate, by a professional staff member from the Ministry for the duration of their leave. Application requirements include being a registered Cook Island teacher that has taught for four years in the five years preceding the leave. Teachers wishing to apply for sabbatical leave are to complete the application form and submit to HRM along with a current CV and an endorsement letter from the Principal. This exciting opportunity awaits



Teacher Merle Pukerua utilised the sabbatical leave opportunity last year travelling to Guam for the Festival of Pacific Arts.

those wishing to engage in research or other activities that will increase their capacity and support an environment for lifelong learning. For a detailed copy of the Sabbatical Leave Policy contact the Planning and Development division.

## WELCOME 2017 EXPAT STAFF

Cook Islands students will be back in their classrooms from Monday 30th January but the holidays end a bit sooner for our dedicated teachers and principals. Prior to the first week of school teachers will be settling back in and preparing for the new school year on Wednesday 25th and Thursday 26th January, the first teacher only days for 2017. For the 2017 intake of expatriate staff from New Zealand, Australia and the United Kingdom, the two days will be valuable time to prepare them for teaching in the Cook Islands.

"We want them to settle in well to start the year off well at



their respective schools", said Tere Utanga, Director of Human Resource Management (HRM).

This year's intake is bigger than the last with the focus being on ensuring all schools are fully staffed. This year's intake however, includes a number of returning Cook Islanders or partners of Cook Islanders including recent graduates Thomas Henderson and Swedelia Tavairanga. It also sees us welcome back Ben and Jude Turnbull (Mangaia, 2002) and Matt Easterbrook and Rachel Smith (MoE, 2011).

The majority of expatriate staff are already on the island. On Friday 20th January the expat staff along with their families participated in an induction programme at the Ministry of Education office in Nikao. The group was welcomed on board by the Secretary of Education, Gail Townsend, before being taken through formalities by Mr Utanga. The session included an introduction to living and working in the Cook Islands, contract matters and general advice to help them settle in to their roles. The Ministry would also like to congratulate current staff that have chosen to take on new roles or transfer to new schools for 2017. We wish all educators all the best in making this year a successful one for their students.



# INCLUSIVE EDUCATION PA ENUA TRAVEL

Inclusive Education advisors Kathleen Bradley and Eve Reea will be visiting all schools on Aitutaki from Thursday 26th January till Friday 3rd February. Their visit will have two areas of focus, allowing them to spend time with teachers, principals and students. During their first week they will be holding IE presentations and working on Individual Education Plans with teachers and principals. In their second week they will be getting more hands on in workings with teachers and students in their classrooms. The pair will also be travelling to Mauke in March and Mangaia in April during term 1.



IE advisors Kathryn Bradley (back) and Eve Reea (front).



# ICT A NATIONAL FOCUS AREA FOR 2017

One of the 2017 National Focus Areas is the integration of information communication technology (ICT) into teaching and learning. ICT Integration is not a separate subject, rather it is a thread, woven throughout the tivaevae of the content that we expect our students to learn. ICT integration is about using your knowledge of the essential learning areas, good teaching, and technology, and mixing it together, to provide more learning opportunities for your students. Our goal is for students to use a breadth

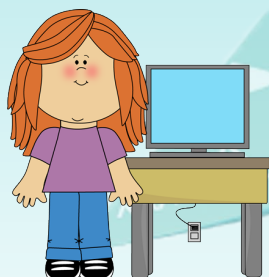
of technological tools to learn, communicate, and apply their new understanding to a wide range of experiences. ICT Integration is a continual process for educators, and no matter what level we currently find ourselves, there is always room for growth and development. As a start, place yourself on the scale below. By the end of this school year, try to take a step closer or deeper into empowering students with the use of ICTs.

LEVEL OF ICT INTEGRATION	DESCRIPTOR
1. Pre-emerging	You haven't used technology in your teaching, but you are thinking about it.
2. Emerging	You have tried to teach a lesson here and there with technology, and now you are looking for more ideas.
3. Engaging	You are starting to talk about using technology with other teachers at your school, and are using technology in more meaningful ways to help students learn.
4. Extending	You are using technology on a regular basis to support students' needs and interests. Students use technology to develop their creativity and problem solving skills.
5. Empowering	You reflect on the ways you use technology in class to constantly make new ways of learning possible. Learning with technology is collaborative, personalised, higher-order, and connected to the real-world.

## 2017 NATIONAL FOCUS AREA

The 2016 National Focus Area 'what learning looks like in Cook Islands Schools' provided an opportunity to investigate how principles of learning are expressed in Cook Islands educational

terms. From our initial findings we have decided to specifically focus on two aspects for the 2017 focus areas.



### How is technology being used as part of student learning experiences?

Over the last 5 years the Ministry has improved connectivity within schools. Increased capital device ratios for public schools, netbooks for all teachers and assistance provided to private schools for device purchases have allowed for classrooms to become better connected. Access to additional funding to support IT initiatives and the unlimited data cap as part of the Bluesky agreement, has further supported access and enhanced opportunities for learning.



**IT integration is the use of technology across all curriculum areas and in learning experience, as an enabler for all students.**



### How are schools ensuring they are covering a full and balanced curricula?

The 2016 focus area identified a strong emphasis on developing literacy and numeracy, but at the expense of covering all other essential learning areas.



**This is a compliance driven focus area and will also include modality of delivery.**

# UPDATED 2017 EDUCATION REVIEW SCHEDULE

The education review schedule for 2017 has now been confirmed and is available on the Ministry website. Other schools may be added to this schedule if the need arises and schools may request visits if there is a special area of interest or concern. Updated schedules will be forwarded if changes are made and respective schools will be notified well in advance.

Notification and the review's specific focus will be sent ahead of the visit, usually six weeks prior, and principals, teachers and staff are encouraged to familiarise themselves with the compliance and review documentation available on our website. The review team will also be conducting follow-up reviews, separate to this schedule, of schools who were reviewed in 2016 on directives identified from last year's visit and to engage with schools on the national focus areas for 2017. Dates and the focus of these visits will be agreed later.

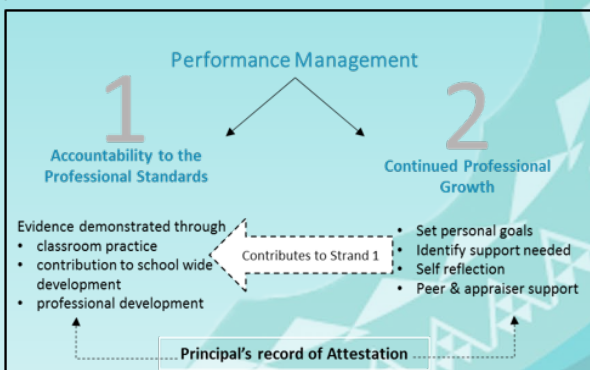
For further information on the review schedule and process please contact our Planning and Development division.

<b>Apii Takitumu</b>	20th – 24th February
<b>Apii Enuamanu</b>	13th – 17th March
<b>Apii Nuia</b>	27th – 31st March
<b>Omoka/Tetautua</b>	3rd - 7th April
<b>Papaaroa Adventist School</b>	22nd – 24th May
<b>Apii Mitiaro</b>	26th & 29th May
<b>Tereora College</b>	12th – 23rd June
<b>Mangaia School</b>	10th – 14th July
<b>Apii Rutaki</b>	14th – 18th August
<b>CITTI</b>	28th August – 1st September
<b>Apii Te Uki Ou</b>	11th – 15th September
<b>Apii Mauke</b>	25th – 29th September
<b>Apii Arorangi</b>	30th October – 3rd November
<b>Aitutaki</b>	9th – 10th November
<b>Apii Araura</b>	13th – 17th November

## PERFORMANCE MANAGEMENT PROCESS

The Ministry are currently working on finalising the Teacher PMS outcomes for 2016. The process was managed differently last year where principal colleagues were grouped together to act as verifiers, rather than the Ministry. This provided principals with good opportunities for professional discussion and increased accountability.

The cycle across identifies the process for verification and approval which will remain in place for the 2017 academic year. If you have any queries please contact either Tere Utanga, Director HRM – [terry@education.gov.ck](mailto:terry@education.gov.ck) or Danielle Cochrane, Director P&D – [dcochrane@education.gov.ck](mailto:dcochrane@education.gov.ck)



### Step 6: Notification

- Joint notification will be sent to individual staff.
- This will be for all outcomes – excellence, satisfactory and unsatisfactory.

### Step 1: Planning & Set-up

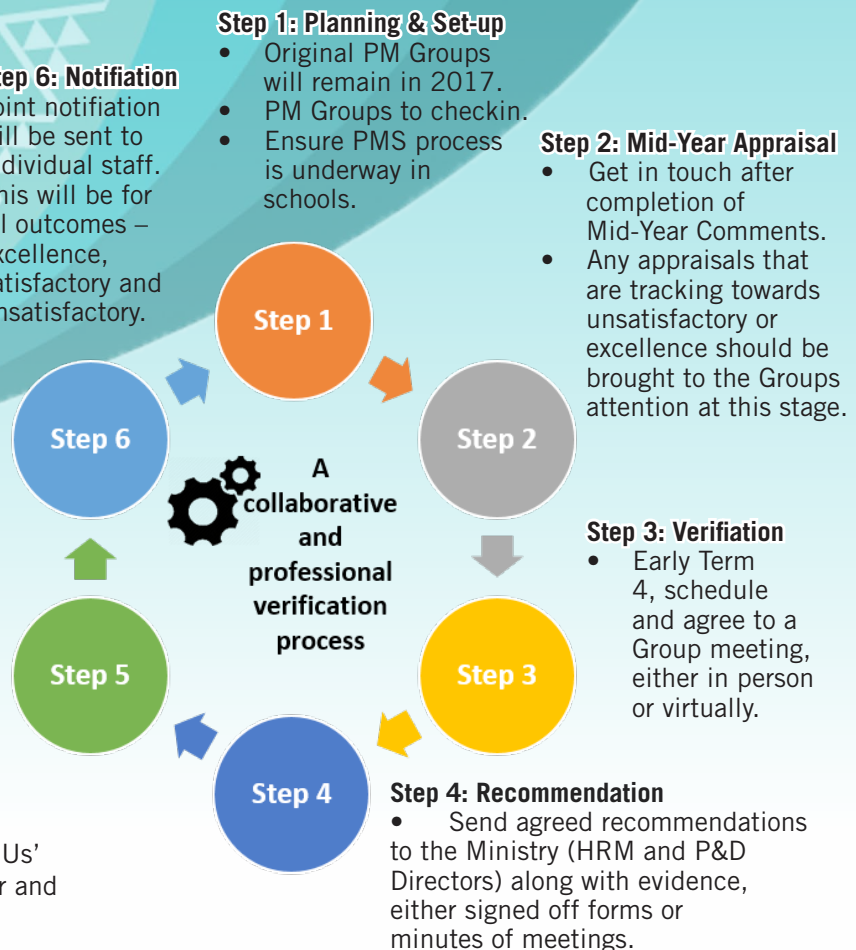
- Original PM Groups will remain in 2017.
- PM Groups to checkin.
- Ensure PMS process is underway in schools.

### Step 2: Mid-Year Appraisal

- Get in touch after completion of Mid-Year Comments.
- Any appraisals that are tracking towards unsatisfactory or excellence should be brought to the Groups attention at this stage.

### Step 5: Final Approval

- Final Ministry approved outcomes will be discussed with Principals.
- A collaborative approach between the Ministry and Principal will be employed to inform individual staff.
- Please do not inform individuals of recommendations until verified by the Ministry.
- We are wanting to do this in collaboration with Principals, as you are the professional leaders of your schools.
- We do not want to turn this into a 'them & Us' situation, but the Ministry are the employer and we see the national picture.





# BACK TO SCHOOL REMINDERS

## Teacher Only Days

- As determined by the Education Act 2012, at least five Teacher Only Days (TOD's) are to be held every academic year. Two TOD's have been scheduled prior to the commencement of term 1, 2017, and they are Wednesday 25th and Thursday 26th January. The timing of the remaining three TOD's are at the discretion of the school but must NOT fall on a Saturday, a Sunday, a public holiday or during term time.
- TOD's are not for individual planning. Completion of planning and preparation is part of a classroom teacher's job description.
- TOD's are not for cleaning. If you would like your ancillary staff and/or grounds staff in early to prepare learning areas for students please get in touch with Director of HRM, Tere Utanga.
- Confirmation of the five TOD's held throughout the year is to be submitted to Ani Piri of the HRM division. A copy of the schedule, agenda, list of attendee's and the focus of each day is to be submitted at the beginning of each term, following the TOD.
- TOD's are compulsory for ALL teachers.

These days are opportunities to provide teachers, as a group, with tailored professional development to meet the needs of your school. The aim is to increase the quality of teaching that is provided to students and to ensure that teachers are familiar with the most recent information on teaching practice, school goals, new programmes and initiatives.

TODs are important opportunities for collegial learning that improves teaching and school wide approaches. TODs are targeted and tailored. These days can take on several different forms and serves as a shared opportunity to make sure all teachers are singing from the same school song sheet.

TODs recognise that teachers need time together to hone their skills, improve practice and stay current with changes but they are also under threat. The use of TODs for activities other than professional development and capacity building, undermines our need for time for professional growth. The focus is on the collective rather than the individual.

## Primary School Enrolment

- All teachers and principals are reminded of the requirements of the Education Act 2012 with regard to the starting age of students for primary school, that being from the day of their 5th birthday.
- 'New Entrants' is not a level on the organisational structure of the Ministry, so students from their fifth birthday are to be enrolled in Year 1.
- From Year 2 - 10 each child is to be promoted at the end of each academic year along with their peers.
- Please contact the Planning and Development division if you have any other queries regarding the requirements of the Education Act 2012 or the student progression policy.

## School Annual Reporting

- A big meitaki maata to those principals who submitted their 2016 school annual reports. The response to the new timeline has been very encouraging. Unfortunately, there are some schools who are yet to hand in their reports to the Planning and Development division.
- Completion of an annual report by the due date is part of the principal's job description.
- Those schools who submitted on the due date and by the end of the academic year will receive a formal response and recognition of your report before the commencement of term 1, 2017. Receipt of late reports will be registered and referred to the Secretary of Education. There will be no formal response provided.

## Financial Reporting

- All public school principals please note that 2016 school accounts are due on or before 1st February, 2017. For schools that still haven't submitted their 2015 school accounts, this is well past due and non-compliant, your outstanding accounts are to be submitted immediately. Failure to do so will result in a special review of all school financial management.
- All private school principals please note that 2016 audited school financial statements must be submitted on or before 31st March 2017. For schools that haven't submitted their 2015 audited statement, this is in breach of the current Memorandum of Understanding between your school and the Ministry. Outstanding audited statements are to be submitted immediately. Failure to do so will result in a special review of all school financial management and will place conditionalities on your next MoU.
- Please contact our Financial Accountant, Reureu Tearetoa, on [RTearetoa@education.gov.ck](mailto:RTearetoa@education.gov.ck) for further queries.

## AGM's

- School Committees are reminded that their Annual General Meeting must be held on or before the 31st March, in line with the Education Act 2012.
- Ensure that the AGM is advertised through the school newsletter and/or media, at least seven days prior to the meeting.
- If you get your confirmed date, time and venue into the Ministry we will include it in our School Committees Media Campaign. Please contact Director of Planning & Development, Danielle Cochrane, on [dcochrane@education.gov.ck](mailto:dcochrane@education.gov.ck).
- AGM meeting minutes and confirmation of the 2017 Committee Executive, along with their contact details, are to be submitted to Danielle Cochrane on or before 7th April 2017.



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