Secondary schools having a change of class

The Minister has announced her final decision that an intermediate/s will close on 27 January 2014 and that a secondary school/s will have a change of class from 28 January 2014 to take Year 7 and 8 students from term 1, 2014.

The table below outlines the additional support that will be made available to the Boards of the secondary schools concerned to prepare to have Year 7 and 8 students in the school with the objective of ensuring that the students can make the best possible start and that disruptions are minimised.

Role	Who pays	Time frame
Change facilitator's role is to support the Board and leadership team of the change of class secondary school/s to develop policies, processes and ways of working that will ensure that year 7 and 8 students are able to successfully transition to the new environment.	Ministry	June 2013 – end of term 1 2014
Mentor will be available to provide advice and act as a sounding board to the secondary school Board and leadership.	Ministry	Early June 2013 – end of term 2 2014
Specialist advisor to support development of curriculum and teaching and learning programmes, including National Standards assessment and reporting.	Ministry	June 2013 – end of term 1 2014

Affected secondary school/s may have someone who could fulfil the specialist advisor role that they would want to release or contract to do the work. You will be able to discuss this with your specialist senior advisor.

Education Development Initiative (EDI) funding

The secondary school will receive EDI funding which is generated from the schools that are closing/merging. The amount of funding is generated by a formula based on the number of students enrolled in the closing school on the closest 1 July roll return to the date of announcement that the reorganisation process was to start. In this case the date used is 1 July 2012. It is allocated to the schools or clusters that students enrol in following the closure (see separate fact sheet about EDI funding). This funding can be used to support students to transition from one school to another and to strengthen education across the school or learning community cluster.

Enrolment

The change of class at the local secondary school allows for Year 7 and 8 students that would previously have enrolled at the closing intermediate school to be enrolled at the local secondary school. If the local secondary school does not currently have an enrolment scheme, then regardless of where a student lives, they may choose to enrol at this secondary school.

Property

As a result of the intermediate closure/s, initial planning (based on current roll data and spare capacity) has been done about the additional standard teaching spaces and additional technology teaching spaces that will be required (for year 7 and 8 at the secondary school as well as for offsite technology provision). The temporary facilities would be operational in January 2014. These teaching spaces will be in place until the permanent property development is complete.

Resourcing

As a result of the change of class status, there will be some minor changes in some of the calculations of entitlements but in general, the schools will be staffed on their increased year levels and rolls. The Resourcing Handbook details how the resourcing is calculated – **http://www.minedu.govt.nz/ResourcingHandbook**.

In terms of operational funding the Year 7 and 8 students will be funded based on the July roll as opposed to the quarterly roll counts for Year 9-13 students.

Technology education provision

Planning has been done to ensure the ongoing provision of technology education that is currently offered at intermediate schools for their own students as well as for students from other full primary schools. Further information on the proposed plans for technology provision will be available once the final decisions have been announced.

Transitions

The change manager at the intermediate school will survey families about their enrolment intentions for 2014, and will ensure that your school is informed of pending enrolments and provisional EDI funding. Secondary schools will want to work with the change manager and intermediate school leadership team to communicate with families and students and explain processes, timelines and support available for the transition (for example – school uniforms).

The change manager will work with the principal of the intermediate school to identify students who need individualised transition plans. RTLB will develop transition plans for students currently receiving support, and those identified as requiring further support with transitioning.

Special Education staff will prepare individualised transition plans for students who have special education needs. Assistive technology, RTLB, SWiS and Positive Behaviour for Learning (PB4L) will continue for students transitioning from the closing intermediate school/s.

Wellbeing

The Ministry's Education Wellbeing Response team (EWR) is available to assist each secondary school to develop a collaborative wellbeing plan that reflects the needs of the school community, with a particular focus on the Year 7 and 8 students. This may include identifying appropriate interventions and support that are available to meet the needs of staff and/or students.

Workforce

NZSTA will be available to advise the Board, leadership and change facilitator of secondary schools having a change of class about staffing matters.

Other Support

Support is not restricted to what is outlined in this fact sheet and the Ministry is aware that schools have started thinking about what support they will need. The Ministry will work with you to determine if you need any form of support in addition to what is outlined in this fact sheet.

Your specialist senior advisor will be in contact to provide more detail about this decision, to discuss any questions you may have and to begin planning for implementation.

Further information is available on the *Shaping Education* website **www.shapingeducation.govt.nz**