

# 2019 Area School Teachers' Sabbatical

Applications close Tuesday 5 June 2018

Application  
Guide

This pdf contains everything you need to complete your application for a 2019 Area School Teachers' Sabbatical, including:

- Application guide (pages 1–2)
- Application form (pages 3–13)
- Frequently asked questions (pages 14–18).



Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 3–12). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

## About the 2019 Area School Teachers' Sabbatical

### Background

The Area School Teachers' Sabbatical was negotiated as one of the professional learning provisions for teachers as part of the Area School Teachers' Collective Agreement (ASTCA).

### What is this award?

Sabbaticals are available to area school teachers through the provisions of the Area School Teachers' Collective Agreement (ASTCA).

The school receives relief funding in accordance with the ASTCA while the teacher is on sabbatical.

### What does the sabbatical provide?

The Area School Teachers' Sabbatical provides ten school weeks' paid leave at the teachers' normal salary in any term of 2019 following a successful application.

'Normal salary' includes all permanent salary units and allowances.

Where fixed-term salary units and allowances are held, the teacher should clarify with their principal whether these will continue to be paid.

The leave counts as service for most purposes.

Any salary increases or increments due during the sabbatical still apply, according to the provisions of the ASTCA.

This sabbatical does not include any additional expenses associated with the leave.

### What is the aim of the Area School Teachers' Sabbatical?

The scheme is intended to:

#### Directly:

- improve overall retention rates of experienced and effective area school teachers
- improve knowledge, skills, and practice through engagement in professional learning
- enhance teachers' enthusiasm for teaching

#### Indirectly:

- enhance the learning experiences of students
- enhance professional learning cultures in the schooling sector.

### How many Area School Teachers' Sabbaticals are available each year?

There are 12 Area School Teachers' Sabbaticals available each year.

### Eligibility criteria

To be eligible to apply for an Area School Teachers' Sabbatical, you must:

- be employed under the Area School Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- hold a full and current practising certificate
- be a full-time teacher with at least 10 years continuous service working in a New Zealand state or state-integrated school
- not be currently under review for competence and/or conduct and discipline (as per sections 2.3 or 2.4 of the ASTCA).

## How is my application assessed?

First, we will check that your application meets all of the eligibility criteria outlined on page 1 of the application guide. A selection panel, made up of representatives from the Ministry of Education, the New Zealand School Trustees Association (NZSTA), New Zealand Educational Institute (NZEI) and the Post Primary Teachers Association (PPTA) will then assess your application on the following:

- Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the approved fields (please see 'Approved professional learning activities' below).
- The purpose and programme of work within the allocated timeframe is clearly described.
- The benefits of the project for students, yourself and your area school are explained.
- There is a clear plan to report on your professional learning.

For the final selection the selection panel will give consideration to:

- firstly, the total length of service in area schools
- secondly, the length of unbroken service prior to making this application
- thirdly, achieving a balance of proposals covering both primary curriculum and secondary curriculum areas.

The selection panel's role is to ensure that the selection process is open, fair, consistent and impartial, and that it provides for equal opportunity and non-discrimination.

## Approved professional learning activities

The following are approved professional learning activities:

1. Implementation of the New Zealand Curriculum and/or Te Marautanga o Aotearoa.
2. Assessment and its impact on student outcomes.
3. Leadership of teaching and learning.
4. The relationship between pedagogy and students' learning.
5. Pedagogical knowledge or educational theory.
6. Teaching and learning in other settings outside your school.
7. The learning needs of diverse students.
8. Improving participation and achievement by Māori or Pasifika students.
9. Student development, behaviour or support.
10. Specific aspects of student learning.
11. Extending specific subject or technological knowledge.
12. Adult learning and mentoring.

## Approval of a sabbatical

Teachers who are granted a sabbatical will be given leave by their principal and board of trustees/ employer; the application form requests a signature from your principal and board of trustees/employer to demonstrate support for your application.

The timing of the sabbatical is to be agreed by the teacher and the principal, taking into account the needs of the school and the needs of the teacher.

While the application form asks for your principal and board of trustees'/employer's approval for leave, if you have not yet received support from your principal or the board of trustees/employer you may still apply but you will need to provide this information by **Tuesday 19 June 2018**. You should provide an explanation as to why written confirmation from your principal and the board of trustees/employer is not included with your application.

## Expectations if awarded a sabbatical

If awarded a sabbatical, you must:

Notify TeachNZ if you are accepting or declining the sabbatical.

- Notify TeachNZ of any changes to information included on the application form, (e.g. your employment status, your contact details, your proposal, or if you take up a new position).
- Undertake the professional learning activities as stated in your proposal.
- Produce a report from your professional learning, which can be placed online as a resource for other teachers within three months of completing your sabbatical. It is strongly recommended that a colleague reviews your report before it is submitted for online publication.

A sabbatical cannot be postponed to the next year. However, under exceptional personal circumstances, or where the principal can demonstrate the school is unable to obtain a reliever during the year for which the sabbatical is awarded, the principal and board of trustees/employer may postpone the sabbatical to the first or second term of the following year, subject to notification and agreement from TeachNZ.

If you are awarded a sabbatical and decline the offer you can re-apply without prejudice in a subsequent year.

## Timetable

The following is a timetable for the application process.

**5 JUNE 2018**

Application closing date.

**19 JUNE 2018**

Closing date for submitting additional information

**JULY/AUGUST 2018**

Selection process

**17 AUGUST 2018**

Teacher's are notified of results.

# 2019 Area School Teachers' Sabbatical

Application  
Form

Please answer all questions. Applications close Tuesday 5 June 2018.

If you need any help completing your application, please refer to the Frequently asked questions attached at the back of the Application form. If you have any further questions, please do not hesitate to contact TeachNZ by calling 0800 165 225 or emailing [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz).

## 1. Personal details

First name(s):

Date of birth (dd/mm/yyyy):

Middle name(s):

I am a New Zealand Citizen\*

I am a Permanent Resident\*

Preferred name:

Gender (please tick):\*

Female

Gender diverse

Last name(s):

Male

Rather not say

Home phone:

Ethnicity (you may list up to three):\*

Work phone:

Iwi (you may list up to three):\*

Mobile phone:

*\*This information may be used for statistical purposes.*

Work email address:

Home email address:

Preferred email address (please tick):

Work

Home

## 2. Current employment information

Teacher registration number: MoE employee number  
(on your payslip):

School name:

Registration status (please tick):  
Full (F)      Provisional (P)  
Subject to Confirmation (STC)

Current position:

MoE school number:

Are you a permanent or fixed-term employee?  
Permanent      Fixed term

Is your position full time or part time?

*You must be working full time to be eligible to apply.*

Full time      Part time

## 3. Employment service

### Teaching service

Your years of continuous service in any New Zealand state or state-integrated school is a key factor in ranking applications. To help the selection panel accurately rank applications in the following section, you are asked to provide a detailed employment history, noting any breaks and previous leave taken.

Use the information below to help complete the 'Employment history', 'Breaks in service', 'Continuous service' and 'Previous award/supported leave' sections on pages 5 and 6.

#### i) Employment service that is counted

Employment service includes:

- teaching service in New Zealand state or state-integrated schools
- overseas teaching as part of a government scheme or other exchange scheme, (e.g. Commonwealth Exchange)
- teaching in a Pacific Island where the teacher was appointed from New Zealand under a scheme of cooperation
- working as a moderator or as a teacher educator in a tertiary education institution
- secondments and appointments to advisory services.

#### ii) Employment service details not counted

Employment service that is not counted:

- overseas teaching (except as listed above)
- tertiary teaching (except as listed above)
- teaching in an independent school
- time as a teacher trainee.

#### iii) Employment service is not broken by:

Employment service that does not break your service:

- any leave or break of one term or less
- leave or breaks longer than one term for secondment or appointment to advisory services, as a moderator or as a teacher educator in a tertiary education institution
- breaks of up to four years for childcare  
*Please note that although a period of childcare, up to four years, does not break your service, it will not count towards your years of teaching service for this award.*
- paid sick leave
- periods of relief teaching and part-time (these will be prorated and count as service).

## 3a. Employment history

Provide a complete, detailed employment history, in chronological order, starting with your most recent teaching position. For any part-time teaching state the proportion and estimate the number of days for any period of relief teaching. These will be prorated for service.

It is recommended that you provide an explanation for any breaks in service. Please explain any breaks in service in section 3b. Please add extra A4 pages if necessary.

Start date:\*   End date:\*   Name of school:   Position held:   Length employed (e.g. 1 year, 1 term):

## 3b. Breaks in service

Provide dates and explanation for any breaks in service.

Start date:\*   End date:\*   Reason:

Total years of service in New Zealand area schools  
(as at December 2018):

Total years of completed New Zealand teaching service  
in New Zealand state or state-integrated schools  
(as at December 2018):

## 4. Continuous service

Calculate from the end of this year (2018) back to the last break in service or period of significant leave date. Please refer to 'Employment service' on page 4 of the application form for information on what is considered service or breaks service.

\* Date: dd/mm/yy

Years of continuous service:

## 5. Previous award/supported leave

Have you received a study award, sabbatical or any supported leave in the last five years? *This includes any fellowships or prestigious awards.*

Yes (please provide details below)

No

Type of award:	Funded/administered by:	Amount received:	Year received:	Length of award:
----------------	-------------------------	------------------	----------------	------------------

## 6. Sabbatical dates

Please indicate the provisional dates you wish to take leave in 2019. You will be asked to confirm this later, should you be awarded. The sabbatical is for 10 school weeks only.

If you choose to take a sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical leave either in the last week of the term before or the first week of the term after, in agreement with your school.

Term (e.g. 1, 2, 3 or 4):

Start date:

End date:

## 7. Sabbatical proposal

### Requirements of the sabbatical proposal

Fill in the sections on your sabbatical proposal using the headings listed below. Please ensure you provide enough information for the selection panel to judge whether your sabbatical proposal meets the selection criteria. Your application should be realistic and achievable within the period of the sabbatical. You must complete your sabbatical proposal on the application form.

### Professional learning activity

In two to three sentences, outline the professional learning activities you will undertake. *Refer to page 2 of the application guide for a list of Approved professional learning activities.*












## 8. Support

Ensure your principal and the board of trustees/employer are aware of what they are signing. By signing the form your principal and board of trustees/employer will be confirming permissions associated with the application, including approving any financial reimbursement associated with your sabbatical proposal.

### Principal support

This section can be only completed by your principal or acting principal and must contain their original signature. Please make it clear if this declaration is from the acting principal.

**Note for the principal or acting principal:** In signing this application, the principal is verifying that they are authorised to confirm the following:

1. The principal supports this application.
2. The principal is aware that the teacher awarded a sabbatical shall be granted leave on pay for the period of the sabbatical.

Teacher's name:

I support this application for:

Principal's name:

Role (e.g. *Principal or Acting Principal*):

Principal's signature:

Contact email address:

Date:

Contact phone number:

### Board of trustees/employer support

This section can only be completed by the person with employment authority (Employer). This would, in most cases, be the board chairperson or another board member with this delegation. This declaration must contain their original signature. If, however, either a Limited Statutory Manager (LSM) has been appointed for employment matters, or a commissioner has been appointed in place of the board of trustees, the LSM or commissioner must sign this form. Please make it clear who the signature is from and what role is held by that person. The principal's signature cannot be accepted as proof of board of trustees/employer support.

**Note for the board of trustees/employer:** In signing this application, the board of trustees/employer is verifying that they are authorised to confirm the following:

1. The board of trustees/employer supports this application.
2. The board of trustees/employer is aware that a teacher awarded a sabbatical shall be granted leave on pay for the period of study.

Teacher's name:

I support this application for:

Board chairperson's/employer's name:

Role (e.g. *Board chairperson/delegate  
LSM(employment)/commissioner*):

Board chairperson's/employer's signature:

Contact email address:

Date:

Contact phone number:

If support from your principal or board of trustees/employer has not yet been received, please provide an explanation in the box below. Evidence of support must be submitted by **Tuesday 19 June 2018**.

## 9. Applicant declaration

By signing this form, I (the applicant) agree and declare that all the information provided is true and accurate.

- I certify that the information given complies with the eligibility criteria.
- I understand that, if I am successful, this award provides me with leave on full pay for a specified period from my current permanent position in a state or state-integrated school, and does not entitle me to any other benefits or expenses.

- I understand that, if granted an *Area School Teachers' Sabbatical*, I will be required to provide a report sharing my professional learning. Failure to submit a report within the timeframe will preclude me from being considered for future awards.
- I intend to continue teaching after I have completed my sabbatical.
- I will not be in paid employment while on sabbatical.

Applicant's signature:

Date:

## 10. Checklist

I confirm that I have:

- completed all sections of the application form
- completed my sabbatical proposal following the format outlined in section 6

supplied evidence that the board of trustees/ employer support my application as outlined in section 7.

Please do not attach photographs, samples of work, or your curriculum vitae.

## Sending your application

Send your unbound, completed and signed application form to:

**Post:**

Teacher Study Awards  
TeachNZ, Ministry of Education  
PO Box 1666  
Wellington 6140

**Courier:**

Teacher Study Awards  
TeachNZ, Ministry of Education  
Mātauranga House, 33 Bowen Street  
Wellington 6011

Applications must be postmarked no later than **Tuesday 5 June 2018**.

Late applications will not be considered.

Additional information must be submitted by **Tuesday 19 June 2018** to be considered by the selection panel.

Faxed or emailed applications will not be accepted.

We will send you an email to let you know we have received your application. Please contact us if your application has not been acknowledged by **Tuesday 19 June 2018**.

## Contact TeachNZ

**Phone:** 0800 165 225  
**Email:** [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz)  
**Website:** [www.TeachNZ.govt.nz/studyawards](http://www.TeachNZ.govt.nz/studyawards)

### If your contact details change

Let us know as soon as possible if your details change after sending your application by calling (free) 0800 165 225 or emailing [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz).

### Privacy

The personal information on this form is being collected to consider your application for an Area School Teachers' Sabbatical and should you be successful, for the purpose of administering the award, and for research and statistical purposes. Also the name and school of each successful teacher will be published on Ministry of Education websites, which will have a link to each report when published, and will note if the report is not received within the required timeframe. The information collected may be used by the Ministry of Education and disclosed to other agencies such as your school, NZSTA, PPTA and NZEI as applicable, only for these purposes. The information will be held by the Ministry of Education and you have the right to access and request correction of this information.

# Reporting on your sabbatical professional learning activities

Teachers awarded a sabbatical are required to provide a written report that other teachers can access online. It is strongly recommended that the report is reviewed, preferably by a colleague, before you submit it for online publication.

Failure to submit a report within the timeframe will preclude you from being considered for future awards.

## When is the report due?

A copy of the report or resource must be submitted electronically to [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz) within three months of completion of the sabbatical. It is preferable that the report is also added to a website and the link is submitted to TeachNZ. A link to the project will be listed on the TeachNZ website for other principals and teachers to view.

If a report or resource is not received within the requested timeframe an email reminder will be sent to the recipient and the website will be amended to advise that the report has not yet been received.

Reports of successful teachers from previous years can be found on the TeachNZ website: [www.TeachNZ.govt.nz](http://www.TeachNZ.govt.nz).

## Reporting on your sabbatical professional learning activity

It is recommended that reports are structured in the following way:

- A. Title: showing the focus of the sabbatical
- B. Author, school, period of time the sabbatical covers
- C. Acknowledgements
- D. Executive summary
- E. Purpose
- F. Background and rationale
- G. Methodology
- H. Findings
- I. Implications
- J. Benefits
- K. Conclusions
- L. References

Alternatively the resource may be a practical resource, for example:

- annotated photo study
- student learning resource
- teaching resource based on recent innovations in a curriculum area
- teaching resource based on practical applications of the curriculum.

If the resource is a practical resource it will include a section or cover page clearly outlining the following:

- a. Purpose (as in the proposal)
- b. Activities undertaken
- c. Benefits to individual and to school

# 2019 Area School Teachers' Sabbatical

Frequently asked questions

Frequently  
asked  
questions

## General

### When will I find out the outcome of my application?

You will be notified by Friday 17 August 2018.

### Are all the awards allocated each year?

Yes, there are only 12 Area School Teachers' Sabbaticals available and the selection process is always competitive. Please note that key factors in the ranking of teachers are the length of service in area schools and length of unbroken service.

### What does an Area School Teachers' Sabbatical provide?

An Area School Teachers' Sabbatical provides you with paid leave from school for 10 school weeks. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on leave, including any holiday pay due to a relief teacher. Please note that there is no contribution to any additional expenses.

### How is my application assessed?

There are two parts to this:

**Part one:** Does the application meet the following requirements?

- The professional learning proposed is within one or more approved fields (see page 2 of the application guide for a list of approved professional learning activities).
- The purpose and programme of work within the allocated timeframe is clearly described.
- The benefits of the project for your students, yourself and your area school are explained.
- There is a clear plan to report on your professional learning.

**Part two:** For the final selection the selection panel will give consideration to:

- A teacher's total length of service in area schools.
- If necessary, the length of unbroken teaching service prior to making this application.
- Achieving a balance of proposals covering both primary curriculum and secondary curriculum areas.

**Note:** The length of your service in area schools and the length of unbroken service (years of continuous service) prior to making an application are key factors in ranking applications. To help the selection panel accurately rank applications please provide a detailed employment history, and note any breaks.

It is recommended you provide an explanation for any breaks in service. Periods of relief teaching and part-time count as service but will be prorated.

### How long is a sabbatical?

A sabbatical is for 10 school weeks only.

If you choose to take your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical leave either in the last week of the term before or the first week of the term after, in agreement with your school.

### When can I take my sabbatical?

You can choose which term to take your sabbatical as long your school is in agreement. Please make sure you notify TeachNZ of the dates you plan to take your sabbatical.

### What do I need to do to confirm dates for my sabbatical? Can my sabbatical dates change?

Please indicate on page 6 of the application form the dates that you are planning on taking the sabbatical. If you are successful you will be asked to confirm the dates. If you do wish to change these dates these must be agreed to with your school. Please notify TeachNZ if these dates change.

### What will happen if I have applied for the wrong award?

Your application will only be assessed for the award you have applied for. It's important you check the application information to ensure that you are applying for the correct award.

### Can I work while on sabbatical?

No, the purpose of the Area School Teachers' Sabbatical is to provide a sustained period of time in a teacher's career to engage in a balance of professional learning activities, reflection and rejuvenation. You cannot work at your school or another school while on sabbatical.

### Can I apply for more than one award?

Yes, but you can only accept one award. If you are successful in more than one application, you will be asked to choose which award you would like to accept. Please note you must send in a separate application for each award you apply for.

### **Do I need to return to the same school after completing my sabbatical?**

There is an expectation that you will return to either your previous role or a similar one.

### **What if I am offered a position at a different school?**

If you are offered a position at a different school you will need approval from the new school's board of trustees/employer and principal. You would need to provide TeachNZ with written confirmation of support from that principal and board of trustees/employer, so we can advise the correct school on how to charge teacher relief costs to TeachNZ (Ministry of Education).

### **Can I postpone my sabbatical until the next year?**

You may request to postpone your sabbatical under exceptional circumstances to either Term 1 or 2 of the following year. You must have your principals and board of trustees/employer's support to do this and provide written confirmation of this to TeachNZ with a short explanation of the reason for this change.

### **Can I withdraw from an Area School Teachers' Sabbatical?**

If you choose to withdraw from the sabbatical, you can apply again in the future with no prejudice. You would need to let us know in writing that you would like to withdraw from the sabbatical. We can accept this by email to [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz).

## Eligibility

### **If I am a primary or secondary-trained teacher working in an area school, can I apply for a 2019 Area School Teachers' Sabbatical?**

The sabbatical you are eligible to apply for depends on which collective agreement you are employed under.

You can apply for an Area School Teachers' Sabbatical if you are covered by the terms and conditions of the Area School Teachers' Collective Agreement and meet all eligibility criteria.

If you are covered by the terms and conditions of the Primary or Secondary Teacher Collective Agreements, you may be eligible to apply for a Primary or Secondary Teachers' Sabbatical. Please visit [www.TeachNZ.govt.nz/studyawards](http://www.TeachNZ.govt.nz/studyawards) to find out more.

### **Can I apply if I work in a charter school?**

No, you must be working in a state or state-integrated school to be eligible to apply.

### **I am a Resource Teacher: Learning and Behaviour (RTL) who works in primary and/or secondary schools, but my lead school is an area school. Can I apply for this sabbatical?**

The sabbatical you are eligible to apply for depends on which collective agreement you are employed under. You can apply for an Area School Teachers' Sabbatical if you are covered by the terms and conditions of the Area School Teachers' Collective Agreement and meet all eligibility criteria.

Although you are working in primary and/or secondary schools, as your lead school is an area school you may be employed under the terms and conditions of the Area School Teachers' Collective Agreement. If you are covered by the terms and conditions of the Primary or Secondary Teacher Collective Agreements, you may be eligible to apply for a Primary or Secondary Teachers' Sabbatical. Please visit [www.TeachNZ.govt.nz/studyawards](http://www.TeachNZ.govt.nz/studyawards) to find out more.

### **I am a part-time teacher; can I apply for a 2019 Area School Teachers' Sabbatical?**

No, to be eligible to apply you must be a full-time teacher.

### **I am on a fixed-term contract; can I apply for a 2019 Area School Teachers' Sabbatical?**

Yes, if you are employed full-time, but you will need to be employed by a school during the sabbatical, as TeachNZ (Ministry of Education) provides relief funding to your school while you are on sabbatical.

### **Can I apply if I am a long-term reliever?**

Yes, if you are employed full time, but you will need to be employed by a school during the sabbatical, as TeachNZ (Ministry of Education) provides relief funding to your school while you are on sabbatical.

### **The eligibility criteria state that I need to have at least 10 years' continuous service in New Zealand state or state-integrated schools. I am currently in my tenth year of teaching. Can I apply?**

Yes, if your length of continuous service as at December 2018 will be 10 years.

### **My registration is currently subject to confirmation. Can I apply?**

Yes, but only if you will receive full registration status by December 2018.

Please notify TeachNZ if your registration status changes during the application or selection process.

### **Can I apply if I'm not a member of a teachers' union?**

Yes, the sabbaticals are open to all teachers in New Zealand state or state-integrated area schools who meet the eligibility criteria.

## Completing your application form

### Why do I need to provide a detailed employment history?

The length of your service in area schools and the length of unbroken service prior to making an application are key factors in ranking applications. To help the selection panel accurately rank applications please provide a detailed employment history, and note any breaks. You should provide an explanation for any breaks in service.

Periods of relief teaching and part-time teaching count as service but will be prorated. For part-time work provide the proportion of an FTTE (hours paid per week divided by 25), and for any periods of relief teaching estimate the number of days worked.

### What is considered a break in service?

A break in service is any break or leave you have had from, teaching 10 weeks or longer. Please see page 4 of the application form for information on what counts as service and what breaks service.

### I took maternity leave from 2012 to 2017 does this break my service?

Yes, for the purposes of this award your service is broken.

### How do I work out my years of continuous service?

Count back from the end of 2018 until there is a point that breaks service. See page 4 of the application form for information on what is considered a break in service.

## Approved professional learning activities

### Where can I find information on the professional learning activities completed by previous sabbatical recipients?

Reports by successful teachers from previous years can be found on the TeachNZ website [www.TeachNZ.govt.nz/studyawards](http://www.TeachNZ.govt.nz/studyawards).

### Can I change my sabbatical project after submitting an application?

Yes, but not substantially. Please notify TeachNZ of proposed changes in writing, and provide details of this and an explanation of the reason for this change as this will need to be approved.

## Sabbatical proposal requirements

### How should I present my proposal?

Please see section 7 of the application form and complete your sabbatical proposal in the requested format. This makes it easier for the selection panel to assess applications consistently.

### Can I put in a joint sabbatical proposal with another teacher?

You can put in a joint application for a sabbatical, but each application will be assessed separately by the selection panel, so your applications may be ranked differently.

### Can I submit more than one proposal?

You can only submit one sabbatical proposal with your application.

## Principal and board of trustees/employer support

### What can I provide as evidence that my principal supports my application?

The application form asks for a signature from your principal as support for your application. Alternatively we can also accept one of the following as principal support:

- A signed letter of support from your school principal.
- An email sent directly from your school principal to TeachNZ.

Principal support, in one of the formats outlined above, must be submitted by **Tuesday 19 June 2018**.

### Who can support my application if my principal is away?

The acting principal is the only person who can support your application on behalf of your principal. Please make sure it is clear that the signature is from the person acting in the role of the principal.

### Who can support my application if I am acting principal?

The principal should support your application. If your principal is unable to provide support in one of the approved formats please provide an explanation in the box provided.



### **What can I provide as evidence that my board of trustees/employer supports my application?**

The application form asks for a signature from the board chairperson/employer as support for your application.

Alternatively we can also accept one of the following as board of trustees/employer support:

- A copy of relevant board of trustees minutes confirming support for your application.
- A signed letter of support from the board chairperson/employer.
- An email sent directly from the board chairperson/employer to TeachNZ.

Board of trustees/employer support, in one of the formats outlined above, must be submitted by **Tuesday 19 June 2018**.

### **Who has the authority to support my application on behalf of the board of trustees chairperson?**

The deputy chairperson or another trustee who has delegated authority in the absence of the chairperson or their deputy. Please make sure this is clear on the application form.

### **Who can sign my application form if the board of trustees has been disestablished?**

Please ask the commissioner acting in place of the board of trustees to confirm support for your application by signing your application form. Please ensure it's clear the signature is that of the commissioner.

### **Who can support my application if my school has a limited statutory manager employed?**

If the limited statutory manager is acting in place of the board of trustees for employment matters, ask the limited statutory manager to confirm support for your application by signing your application form, otherwise the board chairperson should sign. Please ensure it's clear that the signature is that of the limited statutory manager.

### **What if I can't provide confirmation of principal and board of trustees/employer support when I submit my application?**

If you have not yet received support from the principal and/or board of trustees/employer you may still apply, but please send this in by **Tuesday 19 June 2018**.

Please provide an explanation in the box provided on page 11 of the application form as to why the support of the principal and/or board of trustees/employer is not included with your application.

### **I am a Resource Teacher: Learning and Behaviour (RTL) and work in a number of schools. Which principal and board of trustees/employer should I ask to support my application?**

RTLs are employed by the cluster lead school's principal and board of trustees. The schools where RTLs are located, but not employed, are called host (or satellite) schools.

Please ask the principal and board of trustees/employer from your lead school to support your application.

## **Sending your application**

### **Can I email or fax you my application?**

No, we can only accept applications that are sent in by post or courier. For your application to be considered, it must be sent and postmarked on or before **Tuesday 5 June 2018**.

### **What happens if my application is late?**

Late applications will not be considered. For your application to be considered, it must be sent and postmarked on or before **Tuesday 5 June 2018**.

### **How will I know that you have received my application?**

You will receive an email to confirm that your application has arrived. Please contact us if you have not heard from us by **Tuesday 19 June 2018**.

### **What will happen if my application is postmarked after Tuesday 5 June 2018?**

Your application will not be considered.

### **What happens if my application is incomplete?**

It's important to ensure you've submitted all the required information. If your application is incomplete, or is not in the correct format, the selection panel may not be able to assess it fully.

### **Can I send in additional information after submitting my application?**

You may submit additional information for your application up to **Tuesday 19 June 2018** (two weeks after the closing date) otherwise this cannot be considered with your application.

### **Can I submit a digital copy (on a disc or USB stick) of my application?**

No, please provide your application as a printed, unbound A4 document.

# Reporting on your sabbatical

## What do I need to include in my sabbatical report?

Refer to page 13 of the application form outlines the information that is required in your sabbatical report. You can also find this information on the TeachNZ website. A copy of the report or resource must be submitted to TeachNZ within three months of completing your sabbatical. It is preferable that the report is also added to a website and the link is submitted to TeachNZ.

It is strongly recommended that a colleague reviews your report before it is submitted for online publication. A link to the project will be listed on the TeachNZ website for other teachers and principals to view.

The Educational Leaders website, [www.educationalleaders.govt.nz](http://www.educationalleaders.govt.nz), also has information that can guide you in writing your sabbatical report.