

2020 Primary Teachers' Sabbatical

Applications close Tuesday 2 July 2019

Application
Guide

You can apply using the online form or alternatively you can submit a printed version of this pdf. This pdf contains everything you need to complete your application for a 2020 Primary Teachers' Sabbatical, including:

- Application guide (pages 1–2)
- Application form (pages 3–13)
- Frequently asked questions (pages 16–19).



Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 3–11). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

About the 2020 Primary Teachers' Sabbatical

Background

The Primary Teachers' Sabbatical was negotiated as one of the professional learning provisions for teachers as part of the Primary Teachers' Collective Agreement (PTCA). Any teacher appointed in a New Zealand state or state-integrated primary school, employed under the terms and conditions of the Primary Teachers' Collective Agreement, has the opportunity to apply for this award.

What is this award?

The purpose of this sabbatical is to provide a sustained period during a teacher's career to engage in a balance of professional learning, reflection and rejuvenation.

The school receives relief funding, in accordance with the relevant collective agreement, while the teacher is on sabbatical.

What does the sabbatical provide?

The Primary Teachers' Sabbatical provides 10 school weeks' paid leave at the teacher's normal salary in any term of the year 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 PTCA.

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

What is the aim of the Primary Teachers' Sabbatical?

The sabbatical aims to:

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

And more broadly:

- enhance the learning experiences of primary students
- enhance professional learning cultures in schools.

How many sabbaticals are available each year?

There are 50 Primary Teachers' Sabbaticals available each year.

Eligibility criteria

To be eligible to apply for the Primary Teachers' Sabbatical, you must:

- be employed as a primary teacher in a New Zealand state or state-integrated school
- have support from your school's principal and board of trustees/employer
- hold a full and current practising certificate
- have completed at least five years' service as a teacher, at least three of which must have been spent in New Zealand state or state-integrated schools
- be employed under the Primary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA).

How is my application assessed?

First, we will check that your application meets all of the eligibility criteria outlined on page 1. A selection panel, made up of representatives from the Ministry of Education, the New Zealand Education Institute (NZEI) and the New Zealand School Trustees Association (NZSTA), 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)
- Your proposal is clear and shows:
 - that it is achievable within the allocated timeframe and with available resources
 - the intended outcomes of this sabbatical, such as benefits to you, your students, and your school
 - how it will support the current Ministry of Education's priorities in education including policy that aims to improve the learning outcomes for priority student groups, this includes:
 - Māori and Pacific students
 - Students from low socio-economic backgrounds
 - Students with special education needs.
 - how your sabbatical will help to address any issues you face because of distance or professional isolation
 - how you intend to share and report on your experience at the end of the sabbatical

Preference is given to teachers who have not received a study award or sabbatical in the last five years.

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

Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the following approved fields:

- Implementation of the curriculum (the New Zealand Curriculum or Te Marautanga o Aotearoa).
- Assessment and its impact on students' outcomes.
- Teaching and learning in a curriculum area.
- The relationship between pedagogy and students' learning.
- Pedagogical knowledge or educational theory.
- The learning needs of diverse students.
- The learning needs of Māori or Pacific students.
- Student development or behaviour.
- Leadership in teaching and learning.

Please note: Your regular day-to-day work is not considered an approved learning activity.

Approval of a sabbatical

Teachers who are granted a sabbatical will be given leave by their principal and the board of trustees/employer. On the application form you are asked to provide evidence that your principal and board of trustees/employer support 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 teacher.

If you have not yet received support from your school's board of trustees/employer and principal, you may still apply but will need to provide this information by **Tuesday 16 July 2019** (two weeks after the closing date), **otherwise your application will not be assessed**. You will need to explain why written confirmation from your principal and the board of trustees/employer is not included with your application.

Expectations if awarded a sabbatical

If you are selected for a sabbatical, you must:

- Notify TeachNZ of any changes to information included on the application form (e.g. your employment status, contact details, your proposal, or if you take up a new position).
- Undertake professional learning 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.
- Not undertake any paid employment over the period of your sabbatical.

If you are successful and then decline the offer of a sabbatical, you can re-apply in a subsequent year with no prejudice.

A sabbatical cannot be postponed to the next year. However, under exceptional personal circumstances or where the principal can demonstrate that the school is unable to obtain a reliever for the teacher 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 by TeachNZ.

Timetable

The following is a timetable for the application process:

2 JULY 2019
Applications close.

16 JULY 2019
Closing date for submitting additional information.

AUGUST/SEPTEMBER 2019
Selection process.

12 SEPTEMBER 2019
Teachers are notified of results.

2020 Primary Teachers' Sabbatical

Please answer all questions. Applications close Tuesday 2 July 2019

Application Form

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 contact TeachNZ by calling 0800 165 225 or emailing 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 certification number: MoE employee number
(on your payslip):

Current position:

Certification status (please tick):
Full (F) Subject to Confirmation (STC)

Are you permanently employed?
Yes No

MoE school number:

Is your position full or part-time?
Full-time Part-time

School name:

If you work part-time, what is your full-time teacher equivalent (FTTE)*?

**1 FTTE is full-time.*

3. Employment history

Provide a complete detailed employment history in chronological order, starting with your most recent teaching position. *Please add additional A4 pages if necessary.*

List all service as a teacher in New Zealand state or state-integrated schools starting with your most recent teaching position. The following count as New Zealand teaching service:

- overseas teaching as part of a government scheme, such as the Commonwealth Exchange
- teaching in a Pacific Island where the teacher was appointed from New Zealand under a scheme of cooperation.

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

Total years of completed teaching service in New Zealand state or state-integrated schools
(as at December 2019):

4. Previous award/supported leave

Have you received a study award or sabbatical in the last five years?

Tick box of the names of collective awards you have received (excluding STG/ATG)

Yes (tick which ones below) No

Study award/supported leave listing:

Area School Teachers' Study Award (AT)

Area School Teachers' Sabbatical (ATS)

Area School Principals' Sabbatical (APS)

Primary Principals' and Teachers' Study Award (PT)

Primary Teachers' Sabbatical (PTS)

Primary Principals' Sabbatical (PPS)

Secondary Teachers' Study Award (ST)

Secondary Teachers' Sabbaticals (STS)

Secondary Senior Managers' Sabbatical (SSMS)

Secondary Principals' Sabbatical (SPS)

5. Sabbatical dates

Please indicate the provisional dates you wish to take leave in 2020. 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 your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of leave in the term either before or after, in agreement with your school.

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

Start date:

End date:

7. Support

Ensure your principal and 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 the principal or acting principal. Please make it clear if the 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 a 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 chairperson/employer: In signing this application the board chairperson/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 the sabbatical

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 principal or board of trustees/employer support has not yet been received, please provide an explanation in the box below. Evidence of support must be submitted by **Tuesday 16 July 2019**.

8. 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 sabbatical provides me with leave on full pay for a specified period from my current position in a state or state-integrated school, and does not entitle me to any other benefits or expenses.
- I will not be in paid employment while on sabbatical.

- I understand that, if granted a Primary 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 am not currently under review for competence and/or discipline, or suspended (as per clauses 10.7, 10.4 or 10.5 of the PTCA).
- I intend to continue teaching after I have completed my sabbatical.

Applicant's signature:

Date:

9. Checklist

I confirm that I have:

completed all sections of the application form

attached a copy of my sabbatical proposal, following the format outline in section 6

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

Please do not attach photographs, samples of work, your curriculum vitae, or letters of support, other than the BOT/Employer signed declaration on page 11, as they will not be considered by the selection panel.

Sending your application

Sending your application

Submit your online application form directly or send your unbound, completed and signed application form to:

Post:

Teacher Study Awards
Scholarships and Awards
Ministry of Education
PO Box 1666
Wellington 6140

Courier:

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

Applications must be postmarked no later than **Tuesday 2 July 2019**.

You can complete your application online at www.teachnz.govt/studyawards

Late applications will not be considered.

Additional information must be submitted by **Tuesday 16 July 2019** 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 16 July 2019**.

Contact details

Phone: 0800 165 225

Email: teacher.studyawards@education.govt.nz

Website: 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.

Privacy

The personal information on this form is being collected to consider your application for a Primary Teachers' Sabbatical and, should you be successful, administer the award for research and statistical purposes. The information collected may be used by the Ministry of Education and disclosed to other agencies such as your school, NZSTA and NZEI as applicable, only for these purposes. The name and school of each successful teacher will be published on the TeachNZ website, 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 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

Teachers awarded a sabbatical are required to provide a written report that other principals and teachers can access online. It is strongly recommended that the report be 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 TeachNZ within three months of completion of the sabbatical. It is preferable that the report is also added to a website and the link be submitted to TeachNZ.

A link to the project will be listed on the TeachNZ website for other teachers and principals to view.

Should a report or resource not be 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.

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

Reports of successful teachers from previous years can be found on the TeachNZ website www.TeachNZ.govt.nz.

Reporting on your professional learning

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.

2020 Primary Teachers' Sabbatical

Frequently asked questions

Frequently
asked
questions

General

When will I find out the outcome of my application?

You will be notified by **Thursday 12 September 2019**.

Are all the sabbaticals allocated each year?

Yes, the selection process for Primary Teachers' Sabbaticals is always competitive. There are a limited number of sabbaticals available and only teachers of the highest calibre are successful.

What does a Primary Teachers' Sabbatical provide?

A Primary Teachers' Sabbatical provides you with paid leave for 10 school weeks. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on sabbatical including holiday pay due to a relief teacher.

Please note there is no contribution to any additional expenses.

How long is a sabbatical?

A sabbatical is for 10 school weeks only. If you choose your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical 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 as your school agrees. Please make sure you notify TeachNZ of the dates you plan to take your sabbatical (see section 5 of the application form).

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

Please indicate on page 5 of the application form the dates that you are planning to take sabbatical. If you are successful, you will be asked to confirm the dates. Please note that your school must agree to these dates. 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 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 to accept.

Please note that you must send in a separate application for each award.

Can I submit more than one application for the same award?

No, you can only submit one application for each sabbatical 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 will 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 relief costs to TeachNZ.

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 principal and board of trustees/employers support to do this and provide written confirmation of this to TeachNZ and a short explanation of the reason for the change.

Can I withdraw from a Primary Teachers' Sabbatical?

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

Can I work while on a sabbatical?

No, the purpose of the Primary 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 can not work at your school, or another school while on sabbatical.

Eligibility

If I am a primary-trained teacher working in an area or secondary school, can I apply for a 2020 Primary Teachers' Sabbatical?

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

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

If you are covered by the terms and conditions of the Area or Secondary Teacher Collective Agreements you are not eligible for this sabbatical, but you may be eligible to apply for an Area or Secondary Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a Resource Teacher: Learning and Behaviour (RTL) who works in primary schools, but my lead school is an area/secondary 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 a Primary Teachers' Sabbatical if you are covered by the terms and conditions of the Primary Teachers' Collective Agreement.

Although you are working in primary schools, if your lead school is an area/secondary school, you could be employed under the terms and conditions of the Area School Teachers' Collective Agreement or the Secondary Teachers' Collective Agreement.

If you are covered by the terms and conditions of the Area School Teachers' Collective Agreement or the Secondary Teacher Collective Agreement you are not eligible for this sabbatical but you may be eligible to apply for a Secondary or Area Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a part-time teacher. Can I apply for a 2019 Primary Teachers' Sabbatical?

Yes, part-time teachers may apply.

My certification is currently subject to confirmation. Can I apply?

Yes, but only if you will receive full certification status by December 2019. Please notify TeachNZ if your certification status changes during the application or selection process.

I am on a fixed-term contract; can I apply for a 2020 Primary Teachers' Sabbatical?

Yes, but you will need to be employed by a school during the sabbatical as TeachNZ provides relief funding to your school while you are on sabbatical.

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

Yes, but you will need to be employed by a school during the sabbatical, as TeachNZ provides relief funding to your school while you are on sabbatical.

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.

The eligibility criteria state that I need to have at least five years' service as a teacher in a New Zealand state or state-integrated school. I am currently in my fifth year of teaching. Can I apply?

Yes, if you will have completed at least five years of service by December 2019.

Can I apply if I have previously had a study award or sabbatical?

Yes, but please note preference is given to teachers who have not had a study award or sabbatical in the five years before the beginning of 2020.

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

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

Which sabbatical should I apply for if I am a teaching principal?

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

As a teaching principal, you will be covered by an employment agreement as a primary principal. You can apply for Primary Principals' Sabbatical if you meet all eligibility criteria.

Completing the application form

What does full-time teacher equivalent (FTTE) mean?

Full-time teacher equivalent means one full-time teaching position. A school can have several part-time teachers making up one FTTE. For example, two part-time teachers, each working at 0.5 of a full-time teacher, together make 1.0 FTTE.

Can I include in my employment history time spent training in a teacher education programme?

No, time spent training to be a teacher is not counted as service as a New Zealand teacher.

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.

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 6 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.

What is considered 'professional isolation'?

It is important that you outline any professional isolation as applications are judged based on the information you provide.

Examples of professional isolation include:

- If you are the sole teacher of a specialist area e.g. the only te reo Māori teacher
- If you are the sole mentor of beginning teachers in your school
- If you are a teacher in a small isolated school
- If you cannot access professional development opportunities because of distance and/or costs.

Can I submit more than one proposal with my application?

No, you can only submit one sabbatical proposal with your application.

Can I submit a joint sabbatical application with another teacher?

You can submit a joint application for a sabbatical, but each application will be assessed separately by the selection panel. This may mean that your applications will receive different scores.

For example, if one teacher has had previous supported leave (e.g. a study award).

What are the Ministry of Education priorities for education?

The Ministry of Education's priorities for education include those referred to on page 2 of the application guide.

For further information please refer to the Statement of Intent which can be found online at <https://education.govt.nz/assets/Documents/Ministry/Publications/Statements-of-intent/2014SOI.pdf>.

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 16 July 2019**.

Please note that support from the principal is a eligibility factor.

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.

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 16 July 2019**.

Please note that support from the board of trustees/ employer is an eligibility factor.

Who has the authority to support my application on behalf of the board 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 evidence of principal and board of trustees/employer support at the time of sending my application?

If you have not yet received support from the principal and/or board of trustees/employer you may still apply, but you must provide it by **Monday 31 July 2017** (three weeks after the closing date), otherwise your application will not be assessed. You must provide us with an explanation why evidence from the principal and 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 do I ask to support my application?

RTLs are employed by the cluster lead school board of trustees/employer. 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 my application

Can I email or fax my application?

No. We can only accept applications that are sent in via post or courier. For your application to be considered, it must be sent and postmarked on or before **Tuesday 2 July 2019**.

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.

Can I apply online?

Yes, just complete and submit your application form online at www.teachnz.govt.nz/studyawards before **Tuesday 2 July 2019**.

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 2 July 2019**.

How will I know 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 16 July 2019**.

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 it 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 16 July 2019** (two weeks after the closing date).

This must be sent and postmarked with a reference to your application no later than **Tuesday 16 July 2019** otherwise your application cannot be assessed.

What will happen if my application is postmarked after Tuesday 2 July 2019?

Your application will not be considered.

Reporting on your sabbatical

What do I need to include in my sabbatical report?

Page 15 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, also has information that can guide you in writing your sabbatical report.