

2020 Secondary Principals' Sabbatical

Applications close Tuesday 4 June 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 Secondary Principals' Sabbatical, including:

- Application guide (pages 1-3)
- Application form (pages 4-15)
- 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 4-15). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

About the 2020 Secondary Principals' Sabbatical

Background

The Secondary Principals' Sabbatical was negotiated as one of the professional learning provisions for principals as part of the Secondary Principals' Collective Agreement (SPCA).

What is this award?

The purpose of this sabbatical is to provide a sustained period during a principal'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 principal is on sabbatical.

What does the sabbatical provide?

The Secondary Principals' Sabbatical provides either ten, five or three school weeks' paid leave at the principal's normal salary. A ten-week sabbatical may be taken, with the board of trustees/employer's approval, in one or two blocks. The blocks must be whole weeks in duration, with the minimum block being three weeks. Three-week and five-week sabbaticals cannot be split except by a term break, and must be taken as whole weeks.

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 SPCA.

You can also apply for a reimbursement of costs clearly associated with your sabbatical to a maximum of \$5,000. See page 2 of the application guide for more details.

The purpose of the Secondary Principals' Sabbatical is to:

- aid retention and possibly recruitment of principals
- encourage and enable professional growth, by providing time for reflection and dedicated professional development
- promote collaboration within the profession.

How many sabbaticals are available each year?

Each year there are 40 paid full-time equivalent sabbaticals, each of 10 school weeks' duration, available to principals in state or state-integrated secondary schools covered by the SPCA.

Principals are able to apply for a ten-week sabbatical (which may be taken in two blocks), a five-week sabbatical or a three-week sabbatical. Note that this may result in sabbaticals being awarded to more than 40 secondary principals during one school year.

Eligibility criteria

To be eligible to apply for the Secondary Principals' Sabbatical, you must:

- be employed under the Secondary Principals' Collective Agreement or applicable Individual Employment Agreement (IEA)
- have at least five years' service as a secondary or area principal in a state or state-integrated school at the time of taking a sabbatical
- have the support of the board of trustees/employer, including any agreed costs
- intend to continue a role in the education workforce.

How is my application assessed?

First, we will check that your application meets all of the eligibility criteria. A selection panel, made up of representatives from the Ministry of Education, the New Zealand School Trustees Association (NZSTA), the Post Primary Teachers' Association (PPTA) and the Secondary Principals' Association of New Zealand (SPANZ), 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 professional learning activities' below.
- Your proposal is clear and shows:
 - clarity about the purpose and programme of work within the allocated timeframe
 - the benefits of such work for your students, yourself and your school
- how you will report on the sabbatical to principals and the wider community
- Also taken into consideration:
 - any previous leave taken
 - for the three-week and five-week sabbaticals, consideration will also be given to the reason a principal is applying for a shorter sabbatical, the circumstances of the school, and professional activities relating to priority learner groups.

The selection panel will award the ten-week sabbaticals first and then the five and three-week sabbaticals will receive equal consideration. The selection panel may not award more than a total of 400 school weeks for sabbaticals in any school year.

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 professional learning you're planning to complete during your sabbatical should be in one or more of the following approved fields:

- study
- research
- visiting schools
- visiting other institutions
- attending a course
- attending a conference.

Approval of sabbatical

Written confirmation from your employing board of trustees/employer is required confirming that, should an offer of a sabbatical be made, leave will be approved.

If you have not yet received support from your school's board of trustees/employer, you may still apply but will need to provide this information by **Tuesday 18 June 2019** (two weeks after the closing date). This must be sent to TeachNZ no later than this date or your application cannot be assessed. In the meantime you will need to explain why you have not included written confirmation from the board of trustees/employer with your application.

Application for provisional reimbursement of costs

The panel established to consider sabbatical applications will also consider any associated application for reimbursement of costs incurred by principals who are awarded a sabbatical.

Costs covered in an application for reimbursement (to a maximum of \$5,000 per individual) must clearly be associated with the proposal of work for a sabbatical.

Example of costings

Ref	Description of cost item	Approx cost \$NZ
1	Return flights to Sydney	\$650.00
2	Costs to attend 'Spiral' conference	\$360.00
3	Basic accommodation in Sydney for three nights for conference (no mini-bar)	\$420.00
4	Airport transfers	\$75.00
5	Meals (breakfast, lunch, dinner and snacks - no alcohol) if not included in room rate	\$275.00
6	Petrol for visiting schools and establishments in NZ	\$600.00
Total		\$2,380.00

The panel will reach a provisional decision - in accordance with agreed criteria developed by the parties and NZSTA - on the maximum amount that may be reimbursed to the applicant.

It is possible the amount of costs provisionally approved by the panel may be a portion only of the amount claimed by an applicant, depending on the merits of the sabbatical proposal and costs application.

Claim for reimbursement of costs

Any reimbursement will be subject to the panel's subsequent assessment of the documentation evidencing the costs incurred and the panel determining that the costs are both "actual" and "reasonable". In no case will a reimbursement exceed the amount that which was provisionally approved.

Any reimbursement finally approved by the panel will be paid out in two parts:

- 90% upon receiving relevant documentation evidencing the costs, directly associated with the proposal of work for the sabbatical taken, incurred by the principal

- 10% upon submission, by the principal, of a sabbatical report. The expectation is that all sabbatical reports will be submitted within three months of completing your sabbatical.

Please ensure that receipts clearly show the items, prices and dates paid. Scanned copies of original receipts will be accepted (in most cases).

The maximum available for reimbursement of costs associated with the sabbatical leave scheme for all successful applicants, in any one school year, is \$50,000. The full \$50,000 may not be allocated in any one year.

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 activities as stated in your proposal.
- Produce a report from your professional learning, which can be placed online as a resource for other principals within three months of completing your sabbatical.

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

A sabbatical cannot be postponed to the next year. However, under exceptional circumstances the principal and board of trustees/employer may postpone the leave to the first or second term of the following year, subject to notification and agreement from TeachNZ.

Timetable

The following is a timetable for the application process:

4 JUNE 2019
Application closing date

18 JUNE 2019
Closing date for submitting additional information

JULY/AUGUST 2019
Selection process

15 AUGUST 2019
Principals notified of results

2020 Secondary Principals' Sabbatical

Please answer all questions. Applications close Tuesday 4 June 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 registration number: (on your payslip):

MoE employee number

School name:

Registration status (please tick):

Full (F)

Subject to Confirmation (STC)

Current position:

MoE school number:

Are you a permanent or fixed-term employee?

Permanent

Fixed term

3. Employment history

Provide details of all service as a principal in New Zealand secondary or area state or state-integrated schools (full time equivalent service) starting with your most recent position.

Please choose type of school - primary, area, secondary. Please add extra A4 pages if necessary.

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

Costing schedule

You may wish to be considered for reimbursement of some or all of the costs you will incur if you are awarded a sabbatical. Any application for reimbursement must cover only those costs that are clearly associated with your proposal of work for the sabbatical.

If you wish to apply to the panel to be considered for reimbursement of costs, please provide a detailed costing schedule with your application for a sabbatical. The costs outlined in your application, to an individual maximum of \$5,000, should be reasonable.

If you are successful in your application for a sabbatical, the maximum amount of costs that may be available to you for reimbursement, if any, will be determined provisionally and advised by the panel when the outcome of your sabbatical application is notified.

Any subsequent reimbursement:

- will be subject to your making a claim for reimbursement accompanied by relevant documentation evidencing the costs incurred
- will depend on the costs claimed being assessed, by the panel, as being both “actual” and “reasonable”
- will not exceed the amount which was provisionally approved
- may be a portion only of the amount you claim, depending on the merits of your sabbatical proposal and costs application.

The reimbursement (if any) of some or all of the costs will be paid out in two parts, please see the guide for further details.

You may wish to talk to your employing board of trustees about whether it would be prepared to make a contribution to the costs associated with your proposed sabbatical if you are awarded a sabbatical.

It is recommended that your board considers various scenarios; for example, what the board will contribute if some (or all) of the costs you have detailed in your application are/are not reimbursed. The outcome of this discussion should be recorded in the board’s minutes. You cannot claim for the same expense from your board of trustees and the Ministry of Education.

You may wish to use the template below when applying for consideration of reimbursement or alternatively attach an additional page.

Please note a reimbursement cannot be requested at a later date and must be applied for at the time of application.

Reference	Description of cost item	Approx cost \$NZ
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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 award 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 understand that, if granted a Secondary Principals' 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.

Applicant's signature:

Date:

- I will not use my sabbatical for financial or commercial gain.
- If I undertake an overseas trip during my sabbatical, I will not use the overseas trip for the purpose of 'marketing' the school to potential foreign fee-paying students.
- I will not be using the sabbatical to do my regular day-to-day work.
- I will not be engaging in other paid employment while on sabbatical.
- If I receive approval for reimbursement of sabbatical costs, I will not claim for the same expense from my board of trustees and the Ministry of Education.

9. 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, 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

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
33 Bowen Street
Wellington 6011

Applications must be postmarked no later than **Tuesday 4 June 2019**.

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

Late applications will not be considered.

Additional information must be submitted by **Tuesday 18 June 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 18 June 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 for the purpose of considering your application for a Secondary Principals' Sabbatical and, if you are successful, for the purpose of administering the sabbatical and for research and statistical purposes. The name and school of each successful applicant 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/or SPANZ 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

Principals awarded a sabbatical are required to provide a written report that may be accessed online by other principals. It is strongly recommended that the report is reviewed, preferably by a colleague, before it is submitted for 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 your report and a link to your report must be e-mailed to TeachNZ at teacher.studyawards@education.govt.nz within three months of completing your sabbatical. A link to your project will be listed on the Educational Leaders website for other principals and teachers to view.

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

Reports of successful applicants from previous years can be found on the Educational Leaders website (www.educationalleaders.govt.nz) along with more guidelines on writing your report.

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

Note that reports are required from the shorter sabbaticals but would not need to be as extensive.

2020 Secondary School Principals' Sabbatical

Frequently asked questions

Frequently
asked
questions

General

When will I find out the outcome of my application?

You will be notified by **Thursday 15 August 2019**.

What does a Secondary Principals' Sabbatical provide?

A Secondary Principals' Sabbatical provides you with paid leave for ten, five or three school weeks. TeachNZ covers the relief costs to replace you while you are on sabbatical, including any holiday pay owing for the relief.

You can also apply for a reimbursement of costs clearly associated with your sabbatical to a maximum of \$5,000. See page 11 of the application form for more details.

How long is a sabbatical?

You can apply for a sabbatical for either ten, five or three weeks.

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

Can I take my sabbatical in two blocks?

Yes, your ten-week sabbatical can be taken in one or two blocks, with the board of trustees/employer' approval. The blocks must be whole weeks in duration with the minimum block being three weeks. The five and three-week sabbaticals cannot be split except by term breaks.

When can I take my sabbatical?

You can choose which term to take your sabbatical as long as your board of trustees/employer agrees. 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 plan to take your sabbatical. If you are successful you will be asked to confirm the dates.

Please note that 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 that you check the application information to ensure you are applying for the correct award.

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

There is an expectation that you will return either to your previous role or a role within the education workforce.

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 confirming that they will support you with your sabbatical. You would need to provide us with confirmation of support from the 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 the approval from your board of trustees/employer to postpone your sabbatical. Please make this request in writing to TeachNZ with a short explanation of the reason for this change.

Can I withdraw from a Secondary Principals' Sabbatical?

If you choose to withdraw, 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.

Can I work while on a sabbatical?

No, you must not be in paid work while on sabbatical. The purpose of the Secondary Principals' Sabbatical is to provide a sustained period of time in a principal'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 submit more than one application for a sabbatical?

No, you can only submit one application for each sabbatical you apply for.

Eligibility

I am on a fixed-term contract. Can I apply for a 2020 Secondary Principals' Sabbatical?

Yes, as long as you meet the eligibility criteria. 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.

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

Yes, if you will have completed at least five years of service by the time of taking a sabbatical.

Do my years as an acting principal count towards the five years' service?

Yes, if they were in a secondary or area school and consecutive to being appointed permanently as a principal.

I have already had a sabbatical. Can I apply again?

Yes, there is no requirement that you have to wait another five years to apply again; however, leave that a principal has taken is a selection factor.

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

Yes, the awards are open to all principals in New Zealand state or state-integrated secondary schools who are employed under the terms and conditions of the Secondary Principals' Collective Agreement, and who meet the eligibility criteria.

I am appointed to the Community of Schools leadership role, am I able to take sabbatical leave for Principals?

Yes, a principal in receipt of the allowance for the Community of Schools leadership role may apply for principals sabbatical leave to be taken while they hold that role provided that any application has the support of their employing board which shall consider the needs of the wider Community of Schools.

If I am appointed to the Community of Schools leadership role, am I able to take Principals' Sabbatical leave?

Yes, apply as usual.

Approved professional learning activities

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

Reports by successful applicants from previous years can be found on the Educational Leaders website, www.educationalleaders.govt.nz.

What professional learning activities are not approved for a sabbatical?

- Activity for the financial or commercial gain of the principal or school.
- Paid work.

- Overseas trips with the purpose of 'marketing' the school to potential foreign fee-paying students.
- Your regular day-to-day work.

Can I change my sabbatical project after submitting an application?

Yes, but not substantially as this will need to be approved by TeachNZ. Please notify TeachNZ of this change in writing and provide details of your new sabbatical project and a short explanation of the reason for this change.

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.

Can I put in a joint sabbatical proposal with another principal?

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

Can I submit more than one sabbatical proposal with my application?

You can only submit one sabbatical proposal with your application.

Board of trustees/employer support

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

Board of trustees/employer support, in one of the formats outlined above, must be submitted by **Tuesday 18 June 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 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 board of trustees/employer support when I submit my application?

If you have not received support from the board of trustees/employer you may still apply, but please send this in by **Tuesday 18 June 2019**. Please provide an explanation in the box provided on page 13 of the application form as to why the support of the board of trustees/employer is not included with your application.

Please note that support from the board of trustees/employer is an eligibility criteria, and must be submitted by **Tuesday 18 June 2019**.

Sending my application

Can I email or fax you my application?

No, we can only accept applications sent in by post or courier. For your application to be considered, it must be sent and postmarked on or before **Tuesday 4 June 2019**. You can apply online at www.teachnz.govt.nz/studyawards

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

No, please submit a printed, unbound document on A4 paper.

Can I apply online?

Yes, just complete and submit your application form online at www.teachnz.govt.nz/studyawards before Tuesday June 4th 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 4 June 2019**.

Can I send in additional information after submitting my application?

You may submit additional information for your application up to **Tuesday 18 June 2019** (two weeks after the closing date), otherwise this cannot be considered with your application.

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 18 June 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.

What will happen if my application is postmarked after Tuesday 4 June 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 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 Educational Leaders website for other principals and teachers to view.

Before uploading this we advise you to ask a colleague to read through your report.

The Educational Leaders website, www.educationalleaders.govt.nz, also has information that can guide you in writing your sabbatical report.