



NGĀ KURA Ā IWI KAWA ANGITU

Memorandum of Understanding between Te Whare Angitu and Kura

KAUPAPA

Te Whare Angitu offers excellent Tukuihotanga, Mātauranga and Oranga focused opportunities directly to our Uri. Te Whare Angitu will enable our students to have access to excellent Uri-centric cultural, academic, wellbeing and sports opportunities delivered by experts that complement what is offered by their Kura. These learning, development and wellbeing opportunities will be delivered through a combination of technology-based distance learning strategies and effective pedagogy for rangatahi Māori including wānanga.

PURPOSE

The purpose of this Kawa Angitu/Memorandum of Understanding is to ensure that there is a **clear understanding of the roles, responsibilities and expectations** of *Kura, Kaiako, Uri/Whānau of Ngā Kura ā Iwi o Aotearoa* and *Kaimahi of Te Whare Angitu* for Kaupapa that Uri enrol or participate in.

GUIDING PRINCIPLES FOR THIS MEMORANDUM OF UNDERSTANDING

In signing this Memorandum of Understanding, *Ngā Kura ā Iwi o Aotearoa* in collaboration with *Kaimahi of Te Whare Angitu* agree to uphold the following principles:

- PONO We are trustworthy and reliable
- WHAKAARO NUI We respect each other and what we bring
- ANGITU We focus on quality by delivering detail on time
- HĀPAI TUKUIHOTANGA We uphold our Culturalcy
- WĀNANGA We honestly challenge and communicate openly to get the best results for our Uri

KEY TERMS

Kura	<i>Te Kura ā Iwi upholding this agreement</i>
Te Whare Angitu	<i>Whare within the organisation of Ngā Kura ā Iwi o Aotearoa upholding this agreement</i>
Uri	<i>Student participating in a Te Whare Angitu kaupapa</i>
Kaitakawaenga	<i>Representative Kaiako from Kura that leads and supports their Uri to engage successfully in Te Whare Angitu initiatives. Key contact between Kura and Te Whare Angitu.</i>
Kaiako	<i>Teacher from within Kura</i>
Pou Angitu	<i>Director for Te Whare Angitu</i>
Kaihautū Oranga	<i>Leader of Oranga initiatives in Te Whare Angitu</i>
Kaiarahi	<i>Teacher of a mātauranga programme in Te Whare Angitu</i>
Kaitaunaki Angitu	<i>Administration support of Te Whare Angitu</i>
Ringa Wera	<i>Any kaimahi of Ngā Kura ā Iwi o Aotearoa</i>

ROLES, RESPONSIBILITIES AND EXPECTATIONS FOR TE WHARE ANGITU COURSES

<p>KURA are responsible for:</p>	<ul style="list-style-type: none"> ➤ Allocating a Kaitakawaenga for Uri enrolled in Te Whare Angitu courses ➤ Ensuring that all information sharing hui are attended by a kura representative ➤ Responding to requests for information in a timely manner ➤ Communicating any queries or updates to Te Whare Angitu as soon as possible ➤ Supporting Uri to reach the recommended academic levels PRIOR to enrolling into Te Whare Angitu Courses. As a general guide, Uri will need to have Te Reo Matatini to curriculum Level 5 and English Literacy to curriculum Level 4 for any NCEA Level 1 Courses. Pangarau courses will require numeracy to curriculum Level 5. ➤ Supporting Uri to complete the enrolment process, including answering or forwarding any questions to Te Whare Angitu ➤ Communicating to Te Whare Angitu Any questions or queries regarding a course on behalf of Uri/whānau. ➤ Providing Uri enrolment information requested (such as academic records or letter of endorsement). ➤ Support that may be required to ensure successful engagement of Uri in the course (for example technology support required, any resources required, training for Kura Kaitiaki) ➤ Provide Uri with any training and support required for them to engage successfully in the kaupapa ➤ Supporting Uri to abide by their Kura rules and regulations, attendance and academic effort ➤ Supervising Uri during weekly online classes to ensure they can access the learning ➤ Monitoring Uri engagement in collaboration with Te Whare Angitu Kaiarahi ➤ Informing Te Whare Angitu of any pastoral issues that may affect Uri engagement ➤ Informing Te Whare Angitu of any technical issues that may affect Uri ability to engage in the digital learning ➤ Informing Te Whare Angitu of any kura or hapori events or issues that may impact Uri engagement ➤ Agreeing to a subcontracting agreement with Te Whare Angitu for assessment under the Kura consent to assess NCEA ➤ Communicating deadlines for information required – such as reporting information ➤ Providing release time for Kaitakawaenga to attend wānanga or haerenga alongside their Uri ➤ Transportation of Uri to and from any wānanga or haerenga, and during the wānanga if transportation is required ➤ Supervision of Uri during wānanga or haerenga – initial responsibility for Uri welfare lies with Kura ➤ Managing the behaviour and pastoral needs of Uri during wānanga, haerenga and online lessons. This includes ensuring Uri and kura representatives uphold the mātāpono of Te Whare Angitu ➤ Abiding by health and safety instructions during any wānanga or haerenga ➤ Communicating any health and safety hazards that may arise during any wānanga or haerenga
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	<ul style="list-style-type: none"> ➤ Reporting any serious incidents to Te Whare Angitu during a wānanga or haerenga ➤ Engage in any restorative processes required by Te Whare Angitu in response to any incidents that do not uphold this kawa angitu ➤ Managing the payment course Fees ➤ Providing feedback for Te Whare Angitu during and after the course, including any suggestions for improvement
<p>URI with support from their WHĀNAU are responsible for:</p>	<ul style="list-style-type: none"> ➤ Completing any enrolment forms required ➤ Participating in any entrance tasks required for enrolment. ➤ Completing any pre-requisite courses ➤ Completing any assigned activities to the best of their ability. ➤ Informing their Kura as soon as possible if they can no longer participate ➤ Attending all face-to-face wānanga and online classes. ➤ Communicating reasons for any absences in a timely manner to their Kaiarahi. ➤ Submitting work on or before deadlines, with support of their Kaiarahi ➤ Doing their best to meet all assessment requirements. ➤ Participating in online forums and communicating with their Kaiarahi on a regular basis (weekly) ➤ Upholding ngā mātāpono o Te Whare Angitu at all times ➤ Complying with any health and safety requirements to ensure safe participation by all. This includes providing relevant consent and medical information to Te Whare Angitu. ➤ Providing feedback to their Kura and Te Whare Angitu on what works well, what doesn't, and what support they need. ➤ Covering the costs of returning home early if these expectations are not upheld. ➤ Participating in any restorative processes required in the event of incidents that do not uphold this kawa angitu.
<p>TE WHARE ANGITU are responsible for:</p>	<ul style="list-style-type: none"> ➤ Clear and timely communication to Kura of any details about kaupapa, including enrolment and assessment processes ➤ Organising information hui in the lead up to the enrolment so Kura are well-informed of all the logistics and expectations ➤ Supporting kura and Uri through the enrolment process when needed ➤ Managing enrolment applications and entry criteria ➤ Providing course assessment information to Kaitakawaenga and Uri including achievement standard information, assessment policies, deadlines and assessment results ➤ Providing a sub-contracting agreement for the Kura to allow Te Whare Angitu to assess Uri on behalf of the Kura ➤ Providing quality teaching and learning opportunities for Uri both online and in person through wānanga ➤ Providing pastoral care for Uri to engage successfully in the course ➤ Reporting information to Kura and Uri, including attendance, engagement, achievement and effort ➤ Monitoring Uri achievement throughout the year and communicating any concerns to Kaitakawaenga ➤ Completing EOTC forms for any wānanga or haerenga and sharing with Kaitakawaenga

	<ul style="list-style-type: none">➤ Managing, where necessary, programmes logistics, including any payments of invoices to secure activities for wānanga or haerenga➤ Arranging accommodation and kai for Kaitakawaenga and Uri during wānanga➤ Holding regularly Health and Safety hui during wānanga to ensure Kaitakawaenga are aware of processes➤ Communicating regularly with Kaitakawaenga during the course➤ Facilitating any restorative processes that may be required in the event of an incident that does not uphold this kawa angitu➤ Invoicing Kura for course fees➤ Providing feedback to Kura regarding the collaboration between Te Whare Angitu and Kura, and the impact of the course on Uri outcomes (including achievement)
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This Kawa Angitu serves to illustrate the expectations and responsibilities of:

[INGOA O TE KURA]

and Te Whare Angitu to provide our Uri with excellent experiences within Tukuihotanga, Oranga and Mātauranga.

ACKNOWLEDGEMENT

I certify that I have read, understood, and accept the expectations, responsibilities and obligations of this Kawa Angitu.

SIGNED BY KURA TUMUAKI:

[SIGNATURE]

[DATE]