

## **SPECIALIST TUTOR PROGRAMMES for Schools & Kura**

Twice yearly all schools and kura are invited to submit applications for Far North REAP tutor hours to help run programmes that are not covered in the curriculum. If your school/kura is successful, Far North REAP will reimburse the school/kura for the cost of the tutor they nominate. Any other expenses (e.g. equipment, travel for tutor) are the responsibility of the school/kura to finance as their contribution to the programme. All programmes must be completed in the 6-month period applied for.

### **How do you apply?**

1. Decide on the non-curriculum based programme you wish to undertake.
2. Find a suitably qualified tutor to carry out this programme. If you don't have a tutor, check with Far North REAP to see if they know someone with the appropriate skills.
3. Liaise with the tutor regarding availability and extra expenses.
4. Return a completed Specialist Tutor Application form to Far North REAP. Forms must be completed in full and received no later than the closing date.

A copy of the application form along with a copy of all the relevant forms necessary for the programme.

*PLEASE PHOTOCOPY THESE FORMS AND USE THEM WHEN NEEDED.*

### **How applications are approved**

A sub-committee considers all applications made up of Far North REAP staff and approval is given subject to available funds and the programmes requested. Following this, those making the requests are notified of their acceptance or otherwise.

Successful applicants are then required to complete the following paperwork including the evaluation, which accompany their notification form to claim reimbursement for the tutor wages:

- Obtain a su or verification form from your Payroll Dept to verify the tutor wages have been paid
- A tax invoice from the school for the amount paid out to the tutor plus GST
- REAP's Specialist Tutor Programme Evaluation form

It is important that the school/kura claims for the tutor wages as soon as possible after the programme has finished. It is advisable to finish the programme allowing enough time for the tutors final pay to be paid out, the Payroll report to be collected, tax invoice written, evaluation form filled out and in to REAP before the final date given so the payment can be made in the appropriate time period. The claims to REAP can be made at any time with the appropriate paper work. Schools/Kura who have a large amount of hours allocated can claim each term or monthly if necessary. If this is done, the evaluation form need only be submitted with the final claim.

These forms must be completed, as accountability is important and future approvals will depend on full and accurate evaluations and verification being received.

Teachers are expected to be in full attendance when tutors are carrying out these programmes, to learn and later build on the skills being taught. The Tutors are not responsible for the sole management of children in the classroom. If you are unsure about any area of this programme, please phone Far North REAP. We will be happy to answer your queries to help make your programmes run smoothly. REAP would also appreciate acknowledgement of our support in any programme publicity.

## **SPECIALIST TUTOR PROGRAMMES for Early Childhood & Kohanga Reo**

Twice yearly all centres are invited to submit applications for Far North REAP tutor hours to help run programmes that are not covered in the curriculum or funding. If you are successful, Far North REAP will employ the tutor you nominate. Any other expenses (e.g. equipment, travel for tutor) are the responsibility of the centre to finance as your contribution to the programme. All programmes must be completed in the 6 month period applied for.

### **How do you apply?**

1. Decide on the non-curriculum based programme you wish to undertake.
2. Find a suitably qualified tutor to carry out this programme. If you don't have a tutor, check with Far North REAP to see if they know someone with the appropriate skills.
3. Liaise with the tutor regarding availability and extra expenses.
4. Return a completed Specialist Tutor Application form to Far North REAP. Forms must be completed in full and received no later than the closing date.

A copy of the application form is in this booklet along with a copy of all the relevant forms necessary for the programme.

*PLEASE PHOTOCOPY THESE FORMS AND USE THEM WHEN NEEDED.*

### **How applications are approved**

All applications are considered by a sub-committee made up of Far North REAP staff and approval is given subject to available funds and the programmes requested. Following this, those making the requests are notified of their acceptance or otherwise.

Successful applicants are then required to complete the following forms, which accompany their notification form:

- Casual Tutor Employment Contract
- REAP Tutor Time sheet and IRD Form (if required)
- REAP Specialist Tutor Programme Evaluation Form.

It is important that the Employment Contract and IR330 (if necessary) are sent to Far North REAP before the programme commences and the evaluation form is sent in with or straight after the final time sheet. These forms must be completed as accountability is important and future approvals will depend on full and accurate evaluations being received.

Educators are expected to be in full attendance when tutors are carrying out these programmes, to learn and later build on the skills being covered. The Tutors are not responsible for the sole management of children in the Centre/Kohanga Reo.

If you are unsure about any area of this programme, please phone Far North REAP. We will be happy to answer your queries to help make your programmes run smoothly.