Exemption Application Preparation Service – ACE families

The first step in having me prepare an application for you is for you to purchase my exemption guide pack. You will need this to refer to as you answer the questions below. It is available for $25 from [www.cynthiahancox.com/homeschooling.html](http://www.cynthiahancox.com/homeschooling.html) (instant download). If you prefer to pay by internet banking, please deposit $25 to my account below, and let me know you have done so – I will then email you the files. Purchasing the guide gives you a discount of $10 on the cost of my services to write the application. It also means that if you read the guide and realise you’d rather go ahead and write the application yourself, that’s totally fine, and we’re all square.

Note: For ACE applications being written by me, the most essential parts of the guide for you to use are the parts around the non-core subjects and topic plan (page numbers given below). The rest is for your info, to read through at your leisure, as it is useful to know.

For ACE exemptions I charge $125 for the first child and $85 for each additional child whose application is done at the same time. A $10 discount is taken off for purchasing my guide. For families who are using a substantially different program, such as older CENZ students using little ACE, I reserve the right to charge extra if considerable additional time is required to put together your application, but that rarely happens.

I ask for payment in advance of beginning writing (other than any final balance for additional time spent) please. My charges are, after the $10 discount for buying the guide:

1 child - $115

2 children - $200

3 children - $285

4 children - $370

Add an addition $85 for each further child.

Please make payment of the applicable above amount to:

R&C Hancox, BNZ

020704-0003699-007 (or –07 if your bank uses two digit suffixes).

Time frames for completion:

Once you return the information below and payment to me, I will review the information and let you know if I have any further questions. Once you answer those, I will queue your applications up to write, and begin work on them as soon as I am able. Usually I expect to complete the draft within 1-2 weeks, depending on demand. During times of very high demand, such as I am currently experiencing due to coronavirus, there may be a longer wait, which I will advise. I send the draft to you to read over and approve, and then I make any needed amendments and send you the final copy/copies and detailed instructions on how to get them submitted to the Ministry. The Ministry will then take approx 4-6 weeks to process your application.

This document contains the list of information I need in order to write your exemption application/s. It is helpful if you simply type you answers below each question in a different colour, save the document, then send it back to me. Let me know if you need a different format to be able to do that. This completed questionnaire and the diagnostic test results can be sent to me at cynthiahancox@actrix.co.nz.

In order for me to begin work on the application, I will need you to supply the following information which I will need to base it upon. Please refer to my exemption guide; it will help you to answer some of the following, as it will provide examples. You are not required to write out answers in the format of the guide; it is there for inspiration and to help you understand the kinds of things generally covered in each subject area. Just tell me your intentions in your own words. If you wish to write parts of it out fully, that’s fine too.

1) Please confirm whether you have purchased the exemption guide. Date purchased?

2) Your child/ren’s names (first name and surname) and dates of birth, and if applicable, preferred name. (Eg if Samantha is generally called Sam)

Please confirm the names of the parent/s for whom this application is being prepared (sometimes email names are different)

3) Have you joined any of the NZ ACE support organisations yet? Which one? There are: Home Schooling NZ (HSNZ) or Home Education NZ (HENZ)

4) Details of exactly what ACE subjects your child will be doing, and what level they will be starting at. Please send me a copy of the results from the diagnostic tests they have completed, as well as the Pace Prescription prepared by whichever organisation you have joined, if you have done so. If they have completed the testing but do not yet have a prescription, just send me the test results and I’ll take it from there. My guide to testing is downloadable [HERE](http://www.cynthiahancox.com/application-writing-service.html).

Please also tell me about any additional ideas you have to supplement the chosen curriculum in any of these subjects. Eg if you have a book of science experiments you want to use, or intend to visit museums lots, or read “living books,” or your child writes to penpals or loves to create poetry or whatever it is. These things help enhance your application, if applicable.

5) If you have a 5-6 yo child who is not yet reading confidently and/or has never completed a thorough phonics program. (Otherwise skip to next question) If your child’s diagnostic tests show that they are already advanced past the beginning, then they may not need the reading program. For beginner readers, select from the following 4 recommended options, or tell me about any other suitable alternative program you may have chosen…..

In regards to the phonics program, I need **you to let me know which one you have selected**.

**(1)**  ACE has a program called The ABCs of Ace and Christy. This is a thorough program, providing complete instruction in all subjects for approximately 3 months. It was designed for classroom use, so comes with big teacher manuals, flashcards, audio track, all the needed Paces etc. However, it’s quite costly at about $500, so many families chose another alternative. Some other recommended ones are:

**(2)**  ABeka Letters & Sounds K5.

(a)   Students’ Book (around $28.50)

(b)   The set of miniature ABeka alphabet Flashcards ($7).

(c)   ABeka Basic Phonic Readers (13 books – around $38)
Source: You can order directly from ABeka, although it may be good idea to first do a price comparison with www.cesbooks.co.nz  to see where you can get the best deal.

**(3)** Jolly Phonics
            (a) Jolly Phonics Teacher’s Book (black & white) $8.50
            (b) Jolly Phonics Pupil Books 1 & 2 (black & white) $8.50

            (c) Jolly Phonics Games CD single user (optional extra) $41.50

Source: try [www.fishpond.co.nz](http://www.fishpond.co.nz)

 **(4)** The Reading Lesson eBook ($US34.95) <https://www.mountcastleshop.com/product-p/001.htm> (this product is the Reading Lesson plus Handwriting worksheets – there are other items in the range too you can consider if you wish (not essential) – see [www.readinglesson.com](http://www.readinglesson.com)

6) The MoE is looking for evidence of "an education at least as broad in scope as in a registered school" -  as a generality it is still best/easiest to touch on all the subjects of the NZ Curriculum, even those some of those will just be taught naturally as a part of life. The subjects of English, Math, Science and Social Studies will usually be covered by the ACE work; I would need info on how the subject areas of Health & PE, the Arts, Technology, and Languages will be covered in your family, and any other subjects for which they are not doing ACE. (See guide pages 47-56 or 50-59 in 2021 guide)

a) For Health & P.E, tell me about the ways in which your child will be physically active, and also tell me about the health-related topics he/she will learn about (this can be informally in the context of everyday life, or more formally using resources, courses etc)

b) For the Arts, tell me about how he/she will engage in or be exposed to Art and Music. Also tell me about dance and/or drama if applicable.

c) For Technology, tell me about how your child will develop or continue to develop computing/IT skills, and also tell me about how they will be engaged in at least three of the following or alternative practical topics: gardening, cooking, sewing, woodwork, metalwork, electronics, model making, life skills, budgeting, business skills, knitting or any other practical/problem solving topic.

d) Languages are optional. But if another language is spoken in your home, or you intend to teach your child Te Reo Maori, or otherwise choose to incorporate a language other than English, please tell me about it. It’s common to say that the study of another language may be considered as part of the high school electives for the Certificate program.

7) I also need to know:

a) Whether your child has any diagnosed special education needs (pg 32 or 34-35 in 2021 guide), and if so, how you will support their learning accordingly.

b) An idea of any topics each of your child has shown particular interest in – eg is he/she fascinated by stars, dinosaurs, medicinal plants, roman history etc. I will use these ideas to pick something to do a Topic Plan on. I will also use this information to further personalise the application. The Topic Plan is an essential part of the application – it’s purpose is to demonstrate the ability to put together a unit of learning. It can be on any topic, or demonstrate the delivery of one lesson from a curriculum. So we could do an ACE lesson right though, an additional topic of interest (will your child be encouraged to delve into additional studies of interest in addition to ACE??), or a demonstration of a lesson in Health, Technology or the Arts.

(pgs 62-65, or 65-58 in 2021 guide)

c) What your long term goals are – what outcomes would you like to see by the time your child has finished their education? Also tell me if they have any idea of what they want to do in the future once they finish school, or what you think they might tend towards. (Pg 31 of guide or pg 33 of 2021 guide)

d) Social contact – tell me about the ways in which you child will have opportunities for social contact/engagement with other children. This might be informally, through ongoing contact with current friends, through participation in community groups such as scouts, sports teams etc, through homeschooling group activities etc.

e) Any extra information you think might be helpful (it’s really useful if you tell me a bit about your child’s personality, preferences, and any special abilities or struggles, if you haven’t already. I will be selective about how I use this to personalise the application sufficiently to satisfy the MoE without giving them more info than they really need).

While exemption applications all have a similar structure, in that they have to answer all the MoE’s requirements, they are also highly individual and personal, and it is important that they reflect this. Therefore, as I don’t know your family, I have to rely on the info you share in order to create a personalised document for each child.

8) I will need a list of resources your family has available, both in the home and in the wider community. (Before you start typing your answers, see list below ready for you to modify) I need:

* A list of the resources you have in your home, or will purchase soon, that can be used in your child’s education
* A list of resources available in your community to enhance your child’s education, and a brief sentence about how you will use each of them. This is likely to include local libraries, parks, museums, art galleries, bush walks, historic places and so on.

Again, see exemption guide for some ideas.

The best way for you to provide this info is for you to read over the Resources section shown below, and personalise it to your own family. This will save us both a lot of time in the long run. Where only generic things are listed, be sure to add specifics that your family has. For example, under Specific Curriculum, I have stated on the ACE resources, but if you have other curriculum available for any subjects, please add them, even if you aren’t meaning to use it at this time.

Modify the following:

**Resources:**

Tangible Resources: Computer, printer, Microsoft Office suite, DVD player, TV, radio, newspapers, magazines, books including fiction, non-fiction, reference, dictionary, thesaurus, atlas, poetry, plays, history etc, paper, art & craft supplies, pens & pencils etc, educational games, globe, whiteboard, personal laptop and supervised access to the internet.

Specific Curriculum: ACE Paces and Score Keys, tests, procedures manual, supervisor record cards, HSNZ’s support, and student weekly goal charts

Internet: The internet is a valuable resource for finding the answers to questions, finding you tube clips and other resources to supplement units of study, discussion and idea sharing with other home educators, finding out about local events and attraction and more.

Kitchen:For teaching home economics skills.

Toolshed/workshop:Tools for teaching every day, practical skills such as woodwork and basic home maintenance, and practical gardening skills.

Garden: Resource for Science (e.g. photosynthesis, life cycle of a plant) and horticulture.

Sports gear:balls, bike, skateboard, scooter, swimming pools, play grounds and reserves for walking

Environment and Community Resources:

Both children are members of the local libraries which we visit regularly to replenish reading material. We also take advantage of the educational holiday programmes that are made available when we are able.

Under each of the following headings, tell about the specific ones in your area and how you might use them. Delete any not applicable.

**Museums and Art Galleries:**

**Parks & Playgrounds:**

**Swimming Pools, rivers & beaches:**

**Bush/nature walks:**

**Community Groups:**

9) Are you intending to delegate any of the teaching/supervision to anyone other than a parent/guardian? If so, please tell me about that. This might include tutors or coaches, courses such as via Te Kura etc. I will use this info to include only what is required in the application.