Exemption Application Preparation Service – Curriculums other than ACE

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.

As you read the questions below, I will refer you to specific pages of the guide.

For exemptions that are not ACE-based, I charge $25 per hour, as I cannot predict ahead of time how long it will take. Mostly they work out at about the same amount as when I write an ACE application - $125 for the first child and $85 for each additional application prepared at the same time; occasionally a greater amount of time is involved in putting together and application, and therefore I reserve the right to charge for additional time if appliable, though it does not happen very often, and is usually no more than an extra $50 or so, though it depends on the chosen approach and how much information is provided to me, and how much time I have to spend researching curriculums and gathering information.

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

When I have the draft prepared, I will advise how much the balance will be, if any.

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 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 begin by telling me your child/ren’s first and last name/s, ages and dates of birth. Also, if your child is commonly referred to by a nickname, please tell me this too – eg Samantha is called Sam.

Please also confirm the first and last names of the parent/s for whom I am preparing this application (sometimes email names are different, and it can become confusing).

In order to complete the applications, I would need the following information:

2) Information about your chosen approach to home education (ie philosophy) – see guide for information, (pgs 19-21 and pg 30 in original guide. 2021 guide – pgs 21-24 & 32-33)

3) Details of exactly what your plans are for the core curriculum subjects of Math, English, Science and Social Studies. What will be covered? What, if any, curriculum materials will you be using? What topics will be covered in the first 12 months if not using a prepared curriculum? See guide pages 35-46 (original guide) or 38-49 in 2021 guide

If you are using any ACE subjects, then I need a copy of the relevant diagnostic test (I will send you info on diagnostic testing), but don’t need more info for that subject.

For any subjects covered by curriculum other than ACE, I will need to know:

* What curriculum you are using
* What level they will start at
* An outline of what will be covered in the first 12 months – or a copy of the scope and sequence for the relevant program if it is not readily accessible online (feel free just to tell me what the curriculum/level is, and I’ll let you know if I cannot access what I need)

If you are not using prepared curriculum as such for any subject, I need to know what you will be teaching, the topics to be covered in the first 12 months, and what resources you will use. In this situation, I do need you to write those parts out fairly fully.

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 whatever it is. These things help enhance your application, if applicable.

4) 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 entirely 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

5) I also need to know:

a) Whether your child has any diagnosed special education needs (pg 32 or 34-35), 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 a curriculum lesson right though, an additional topic of interest (will your child be encouraged to delve into additional studies of interest in addition to the main curriculum??), or a demonstration of a lesson in Health, Technology or the Arts. (pgs 62-65, or 65-58 in 2021 guide)

c) An idea of what your goals might be for the first 12 months of your child’s home education. The MoE is looking for goals specific to each subject – usually I cover these subject by subject as I have in the guide. If you have provided me with specific curriculum info, I will be able to draw most of the goals from there. Please tell me about any other goals you may have for the first 12 months of homeschooling.

d) What your long term goals are – what outcomes would you like to see by the time your child has finished their education? (Pg 31 or 33 of 2021 guide) 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.

e) 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.

f) 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.

6) 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, both children have personal laptops 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 (by name) 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:**

7) Do you intend to delegate any teaching responsibility to anyone other than a parent? If so, what and to whom?