

From: [Schools AK Contracting](#)
To: [Murrays Bay Intermediate Principal](#)
Cc: 9(2)(a)
Subject: Out of Hours Music 2018 Hours
Date: Monday, 26 February 2018 11:51:00 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[OOHMA Term Hours Report Form 2018.docx](#)

Kia ora Melinda Bennett,

RE: Out of Hours Music and Art for Murrays Bay Intermediate – 2018

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2018 is **1160 hours**. These hours are based on a tuition year of 35 weeks.

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

For this reason it is preferred that these classes not be offered at lunch break or during school hours.

At the end of each of the four terms you are asked to send to the Ministry in Auckland a "return" (please see attached form) which indicates how many of the hours have been used. This "return" is the basis on which the Ministry will continue to allocate hours to your centre in ongoing years. The "housekeeping payment" or administration grant is calculated at \$10.00 an hour for the year's allocation and will be shown in the school's Operational Instalment Notice and delivered as equal quarterly payments.

It would be appreciated if this email could be forwarded to your Out of Hours Supervisor.

If you have any queries, please do not hesitate to contact me.

Ngā mihi,

Rebecca

Rebecca Squires | Contracts & Licensing Administrator

DDI +6496329546 Ext 99546

12-18 Normanby Rd, Auckland

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From: [Schools AK Contracting](#)
To: [Murrays Bay Intermediate Principal](#)
Cc: 9(2)(a)
Subject: Out of Hours Music and Art for Murrays Bay Intermediate 2019
Date: Thursday, 14 February 2019 12:37:57 PM
Attachments: [image001.png](#)
[OOHMA Term Hours Report Form 2019 .docx](#)

Kia ora Melinda

RE: Out of Hours Music and Art for Murrays Bay Intermediate 2019

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2019 is **1200 hours**. These hours are based on a tuition year of 35 weeks.

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

For this reason it is preferred that these classes not be offered at lunch break or during school hours.

At the end of each of the four terms you are asked to send to the Ministry in Auckland a "return" (please see attached form) which indicates how many of the hours have been used. This "return" is the basis on which the Ministry will continue to allocate hours to your centre in ongoing years.

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It would be appreciated if this email could be forwarded to your Out of Hours Supervisor.

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122 | Mobile 9(2)(a)
12-18 Normanby Road, Mt Eden, Auckland

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From: 9(2)(a)
To: [Rebecca Squires](#)
Subject: Re: URGENT - Out of Hours Music Allocation 2018
Date: Friday, 8 December 2017 2:11:00 PM

Hi Rebecca,

Thank you so much for the information you sent through - it was really helpful.

The school meets the requirement in providing lessons as they are held afterschool and Saturday mornings, and it is held at Murrays Bay Intermediate.

For 2017, total hours our tutors have taught are as follows:

T1: 408 hours
T2: 371:45 hours
T3: 358:55 hours
T4: 222:30 hours

Total = 1361:40 hours

I see that this exceeds the allocated amount of 1160 hours to Murrays Bay Intermediate.

We are expecting enrolment of similar number of students in 2018. Could you please take this into consideration and amend the hours for us?

Please let me know if you require any further information or action from us.

Thanks in advance.

Warm regards,

9(2)(a)

9(2)(a)

On 8 December 2017 at 10:21, Rebecca Squires <Rebecca.Squires2@education.govt.nz> wrote:

Hi 9(2)(a)

Please see below for the hours currently allocated to your school

INST NO.	INSTITUTION NAME	ANNUAL HOURS	ENTITLEMENT ADJ
1386	Murrays Bay Intermediate	1160	\$11,600.00

Regarding information on the out of hours music program, the purpose of this funding is to support professional skills not normally available within the staffing of a school to assist groups of children in furthering their education in art or music outside school hours. It is not intended for teachers to conduct music or other groups associated with their own school as part of the music or arts programme, or as part of the normal or desirable extra-curricular activity at the school.

Classes are held outside of school hours, either before or after school or on a Saturday morning. Classes are held at a host school. Students can either be students of the host school or from other local schools.

The Board of Trustees is responsible for employing the tutors, who are employed in a part-time capacity. Staff must be paid through the Education Service Payroll. Class or administration fees cannot be charged. Students may be expected to pay for actual materials, for example instrument hire.

The Ministry pays a grant to the host school to cover the costs of heating, cleaning and caretaking. This is a per hour rate based on the total hours of after-hours tuition. This is paid quarterly to the host school, through a manual payment. The host schools receive a remittance advice for these payments and the amount paid for the quarter shows as an adjustment on the schools Operational Grant Instalment notice.

At the end of each term we will require you to complete an Out of Hours Music and Art Hours Report Form (I will be sending an up to date 2018 form to all the schools later), and send back to the email Schools_AkContracting@education.govt.nz (this information will be on the form).

I hope this gives further clarity on the program and answers the questions you had but if not I am happy to speak to you personally on the phone. You can call me on the below number.

Kind regards,

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
DDI [+6496329546](tel:+6496329546) | Ext 99546

From: 9(2)(a) <mailto:9(2)(a)>
Sent: Friday, 8 December
To: Rebecca Squires <Rebecca.Squires2@education.govt.nz>
Subject: Re: URGENT - Out of Hours Music Allocation 2018

Hi Rebecca,

This is 9(2)(a) from Murrays Bay Intermediate, in charge of Mid-Bays Music School.

I'm fairly new to the role and it would be really helpful if you could let me know of the Out of Hours allocated to our school and any further information I may need in order to get back to you.

Thanks so much in advance for your help.

Warm regards,

9(2)(a)

9(2)(a)

On 8 December 2017 at 09:55, Rebecca Squires <Rebecca.Squires2@education.govt.nz> wrote:

Kia ora

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We are currently reviewing the allocation of hours for the Out of Hours Music and Art program for 2018.

As there has been no change in the overall allocation of hours for Auckland we are looking at rolling the same hours over from 2017 to 2018.

If you require further hours or no longer require funding, **please can you contact me by 4pm today** so we can try and amend these for you. If we do not receive any contact we shall presume you are happy with the hours you currently receive and it will be automatically rolled over for 2018.

Apologies for the short period time given for response and if you require any further information please do not hesitate to contact me on my direct line below .

Kind regards,

Rebecca

Rebecca Squires | Contracts & Licensing Administrator

DDI [+6496329546](tel:+6496329546) Ext 99546

[12-18 Normanby Rd. Auckland](mailto:rebecca.squires@education.govt.nz)

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From: [Mark Whitford](#)
To: [Schools AK Contracting](#)
Cc: [Chrissy Denison](#); [REDACTED]
Subject: Re: Out of Hours Clases
Date: Monday, 24 September 2018 3:36:02 PM
Attachments: [image005.jpg](#)
[image006.jpg](#)
[image007.png](#)
[image003.jpg](#)
[image004.png](#)

Hi Rebecca

Thank you for the email.

My query is related to the allocation of hours for 2019.

As far as I can see, we have been allocated 1188 hours since 2008 and this is half of what we require to cater for the 400 students that wish to have music lessons.

Another music centre on the shore receives 1190 hours and only has 100 students? This does not seem equitable to me and I am formally asking for a review of hours.

How can we go about getting the hours revised? What evidence do you require for an increase in hours for 2019 and beyond?

I look forward to your response.



On Thu, 20 Sep 2018 at 11:37, Schools AK Contracting
<[x@xxx](#)> wrote:

Kia ora Mark

Any questions regarding Out of Hours Music for Auckland is best to come through to this mailbox.

Is there any queries you have in particular you would like help answering in regards to this?

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
DDI +6496329546 Ext 99546
12-18 Normanby Road, Auckland

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From: Mark Whitford [mailto:[9\(2\)\(a\)](mailto:9(2)(a)@education.govt.nz)]
Sent: Tuesday, 18 September 2018 1:41 p.m.
To: Schools AK Contracting <Schools.Akcontracting@education.govt.nz>
Cc: Chrissy Denison <Chrissy.Denison@education.govt.nz>
Subject: Re: Out of Hours Clases

Thank you Rebecca.

Who is the best person to speak to regarding Out of Hours music tuition? The Glenfield Music Centre has been running since 1974, and I am currently looking at the systems and processes to ensure they meet the MoE requirements.

Regards



On 18 September 2018 at 13:35, Schools AK Contracting <Schools.Akcontracting@education.govt.nz> wrote:

Kia ora Mark

No problem, please find attached.

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
DDI +6496329546 Ext 99546
12-18 Normanby Road, Auckland

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From: Mark Whitford [mailto:[9\(2\)\(a\)](mailto:9(2)(a)@education.govt.nz)]
Sent: Tuesday, 18 September 2018 1:17 p.m.
To: Schools AK Contracting <Schools.Akcontracting@education.govt.nz>
Cc: Chrissy Denison <Chrissy.Denison@education.govt.nz>
Subject: Re: Out of Hours Classes

Hi Rebecca

Can you please send me a copy of this please as the one I have as been copied many times and is quite difficult to read.

Regards



On 18 September 2018 at 11:37, Schools AK Contracting <Schools.Akcontracting@education.govt.nz> wrote:

Kia ora Mark

The information you have will be our most up to date guidelines as no changes have been made to the programme since 1994.

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
DDI +6496329546 Ext 99546
[12-18 Normanby Road, Auckland](#)

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From: Mark Whitford [mailto:[9\(2\)\(a\)](mailto:9(2)(a)@education.govt.nz)]
Sent: Tuesday, 18 September 2018 10:42 a.m.

To: Schools AK Contracting <xxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxx.xx>

Cc: Chrissy Denison <xxxxxxxxxxxx@xxxxxxxxxxxx.xx>

Subject: Out of Hours Classes

Good morning Sarah

Can you please send through to me the most up t date copy of the guidelines for Out of Hours Classes. The only copy I can find is dated 2006.

Kind regards



Released under the Official Information Act 1982

From: [Mark Whitford](#)
To: [Schools AK Contracting](#)
Cc: [9\(2\)\(a\)](#); [Janet Schofield](#); [9\(2\)\(a\)](#)
Subject: Re: Message from C30806308
Date: Tuesday, 13 November 2018 10:35:10 AM
Attachments: [image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[image003.jpg](#)

Good morning

I am writing for an update on my application for additional hours for the Glenfield Music Centre for 2019 and beyond.

Any progress on this matter?

Kind regards



On Fri, 28 Sep 2018 at 12:36, Schools AK Contracting

<[x@xx](#)> wrote:

Kia ora Mark

I did receive your email and have passed this information onto my manager.

Once this is looked into further, we will get back to you with a response.

Apologies for the delay in this.

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
DDI +6496329546 Ext 99546
12-18 Normanby Road, Auckland

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From: Mark Whitford [mailto:[9\(2\)\(a\)](#)]

Sent: Thursday, 27 September 2018 2:59 p.m.

To: Schools AK Contracting <[x@xx](#)>

Subject: Re: Message from C30806308

As requested.

Did you get my email earlier in the week requesting a review of hours?

Regards



On Thu, 27 Sep 2018 at 14:20, Schools AK Contracting <Schools.Akcontracting@education.govt.nz> wrote:

Thanks Mark

We don't seem to have your report for Term 2. Are you able to send this over to us as well?

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
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12-18 Normanby Road, Auckland

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From: Mark Whitford [mailto:[9\(2\)\(a\)@education.govt.nz](mailto:9(2)(a)@education.govt.nz)]
Sent: Thursday, 27 September 2018 1:07 p.m.
To: Schools AK Contracting <Schools.Akcontracting@education.govt.nz>
Subject: Fwd: Message from C30806308

Hi Sarah

Here is our term report for the Glenfield Music hours.

Regards



----- Forwarded message -----

From: 9(2)(a)

Date: Thu, 27 Sep 2018 at 13:05

Subject: Message from C30806308

To: 9(2)(a)

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From: Sarah Morrison
To: 9(2)(a)
Cc: Schools AK Contracting
Subject: RE: Glenfield Intermediate School
Date: Thursday, 24 January 2019 9:54:05 AM

Hi 9(2)(a)

Thanks for the application form, and yes we will make contact if we have further questions. We are assessing the applications on 7 February and so will be in touch about the application outcome on 8 February.

Kind regards

Sarah

Sarah Morrison | Manager, Contracts and Licensing | Business Support
DDI +64 9 632 9528 | Mobile 9(2)(a)

From: 9(2)(a) [mailto:9(2)(a)]

Sent: Wednesday, 23 January 2019 9:29 p.m.

To: Sarah Morrison <x@xx>

Cc: 9(2)(a) Sue Travaglia

<x@xx>; Chrissy Denison <Chrissy.Denison@education.govt.nz>

Subject: Re: Glenfield Intermediate School

Hello Sarah,

Happy New Year, and thank you for your email.

Attached is our application form for 2019 and our police vet register.

We have 412 spaces booked in our classes for 2019 and a waiting list.

Please feel free to contact me if you have any questions.

Kind Regards,

9(2)(a)

9(2)(a)

On Mon, Dec 17, 2018 at 2:12 PM Sarah Morrison <xxxxx.xxxxxxxx@xxxxxxxxxx> wrote:

Hi Mark

Thank you for your determination in trying to get an answer from us regarding an increase in the allocation of hours for Glenfield Music Centre and I apologise for such a delayed response. We understand there is ongoing need in your community, and we acknowledged this by allocating an extra 100 hours for 2018.

We appreciate receiving your term 4 report (and the photos), and are currently collating these reports from the other schools in Auckland involved in this programme. Once we have finished this process in January we will then be able to be able to assess whether we have further hours that can be offered.

Please find attached the application form for 2019.

Kind regards

Sarah

Sarah Morrison | Manager, Contracts and Licensing | Business Support
DDI +64 9 632 9528 | Mobile 9(2)(a)
12 Normanby Road, Auckland

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From: 9(2)(a)
To: [Schools AK Contracting](#)
Subject: Re: Out of Hours Music and Art for Glenfield Intermediate 2020 Review and Allocation
Date: Thursday, 14 November 2019 1:53:57 PM
Attachments: [image001.png](#)

Hi Cassandra,

Thankyou for your email - I've just left you a voicemail on your mobile, wanting to clarify a few things about this report that's due tomorrow and make sure everything is done correctly.

Yes, we absolutely want to continue with classes next year. I'm kind of stuck at the moment in a chicken/egg situation where we haven't started accepting enrolments yet, so it's hard for me to say the exact classes and numbers for next year. So is this application set in stone? Or more of a projection for expected numbers? Usually I draft up a schedule which needs constant tweaking til the end of February when classes have settled in for a few weeks.

Attached is the application for our 2019 classes and you can see we have more classes listed that what is on your form. Is there a reason that only certain classes have been listed? Can you please confirm what criteria we need to be following so our hours are consistent with the scheme.

We have just under 400 students that attend classes every week, 20 teachers, and teach lessons every weekday afternoon and on Saturday mornings.

Kind Regards,

9(2)(a)

On Wed, Nov 13, 2019 at 10:00 AM Schools AK Contracting
<xxxxxxxxxxxxxxxxxx@xxxxxxxxxx.xxx> wrote:

Kia Ora Mark

We want to advise you that the **proposed** hours allocated to your school's Out of Hours Music and Art Classes for 2020 are **1554 hours**. These hours were calculated from your 2019 term 1 - 3 reports , and only include classes considered consistent with the scheme.

Please confirm that following classes will continue in 2020 and complete the attached form and **email back** to Schools AK Contracting
..@..

by Friday 15th November.

- Basson, Wind Band
- Clarinet, Junior Wind Band
- Clarinet, Saxophone
- Guitar 1
- Guitar 2
- Keyboard 1
- Keyboard 2
- Recorder 1
- Recorder 2
- Recorder 3
- Trombone/Jazz
- Viola/String Orchestra
- Violin 1
- Violin 2

There will be a chance in the new year to apply for additional hours.

If you have any queries please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122 | 9(2)(a)
12-18 Normanby Road, Auckland

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From: 9(2)(a)
To: [Schools AK Contracting](#)
Cc: [Mark Whitford](#); 9(2)(a)
Subject: Re: Out of Hours Music and Art for Glenfield Intermediate 2020 Review and Allocation
Date: Friday, 15 November 2019 2:48:15 PM
Attachments: [image001.png](#)
[Out of Hours Music and Arts Application 2020 - Glenfield Intermediate \(1\).docx](#)

Hi Cassandra,

Thankyou for your time on the phone yesterday.

Firstly, thankyou for the proposed hours that we have been offered.

We are grateful for the opportunity to continue to offer subsidised music lessons to our community.

We have children come from Mt Roskill and past Titirangi to attend our classes.

Nearly 400 students attend every week and many of them continue music at high school level, we know we are making a difference.

Attached is an application for the hours we would like to operate next year.

I didn't notice an area for supervisor/administrative hours but I am assuming the 200 supervisor and 198 assistant hours still stand?

I know we discussed the criteria for the classes having a certain number of students per year. We do follow this at the start of the year, but this does dwindle slightly as a small number of students stop during the year.

It currently looks like we need an average of nearly 80 teaching hours per week. This doesn't include any time to hold concerts or train teachers, so we use our own resources to make sure they are paid for the hours they do.

We already turn students away if we have a class at the start of the year that fails to meet minimum numbers.

If I am ruthless, I could shave the teaching hours down to 65 hours per week. This would mean cancelling all our percussion classes and several other weekday classes. This would cancel lessons for about 65 students per week.

Lastly, does a paid break affect our allocation hours? Or is this separate? If teachers are working more than 3.5 hours they are entitled to a paid break (which we do). Just trying to think of ways to stretch our hours further.

Kind Regards,

9(2)(a)

On Wed, Nov 13, 2019 at 10:00 AM Schools AK Contracting
<XXXXXXXXXXXXXXXXXXXX@XXXXXXXXXX.XXX> wrote:

Kia Ora Mark

We want to advise you that the **proposed** hours allocated to your school's Out of Hours Music and Art Classes for 2020 are **1554 hours**. These hours were calculated from your 2019 term 1 - 3 reports , and only include classes considered consistent with the scheme.

Please confirm that following classes will continue in 2020 and complete the attached form and **email back to Schools AK Contracting**
[.a..](mailto:..@..)

by Friday 15th November.

- Basson, Wind Band
- Clarinet, Junior Wind Band
- Clarinet, Saxophone
- Guitar 1
- Guitar 2
- Keyboard 1
- Keyboard 2
- Recorder 1
- Recorder 2
- Recorder 3
- Trombone/Jazz
- Viola/String Orchestra
- Violin 1
- Violin 2

There will be a chance in the new year to apply for additional hours.

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
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From: 9(2)(a)
To: [Schools AK Contracting](#)
Subject: Re: URGENT Out of Hours Music and Art Allocation of Hours 2018
Date: Sunday, 10 December 2017 3:43:19 PM

Hello Rebecca

I have checked with our teacher in charge of music and she says - Yes Please!

On 8 December 2017 at 16:09, Schools AK Contracting

<[x@xx](#)> wrote:

Kia ora,

As you are aware from my previous email we are reviewing the allocation of hours for the Out of Hours Music and Arts program.

We have completed the allocation process and are pleased to be able to offer you an additional 100 hours to use.

If you do not require these hours please can you email me by Monday afternoon as there are other schools who could potentially benefit from these.

Any further information you require please do not hesitate to contact me on the below line or Renee Davis on 096329526.

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator

DDI [+6496329546](#) Ext 99546

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9(2)(a)

Pukekohe Intermediate School
PO Box 768, Pukekohe 2340

9(2)(a)

From: [Schools AK Contracting](#)
To: [Remuera Intermediate Principal](#)
Cc: ["xxxxxxxx@xxxxxx.xxxxxx.xx"](#)
Subject: Out of Hours Music and Art for Remuera Intermediate 2019
Date: Thursday, 14 February 2019 12:57:10 PM
Attachments: [image001.png](#)
[OOHMA Term Hours Report Form 2019 .docx](#)

Kia ora Kyle

RE: Out of Hours Music and Art for Remuera Intermediate 2019

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2019 is **1262 hours**. These hours are based on a tuition year of 35 weeks.

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

For this reason it is preferred that these classes not be offered at lunch break or during school hours.

At the end of each of the four terms you are asked to send to the Ministry in Auckland a "return" (please see attached form) which indicates how many of the hours have been used. This "return" is the basis on which the Ministry will continue to allocate hours to your centre in ongoing years.

The "housekeeping payment" or administration grant is calculated at \$10.00 an hour for the year's allocation and will be shown in the school's Operational Instalment Notice and delivered as equal quarterly payments.

It would be appreciated if this email could be forwarded to your Out of Hours Supervisor.

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122 | Mobile **9(2)(a)**
12-18 Normanby Road, Mt Eden, Auckland

education.govt.nz

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From: 9(2)(a)
To: [Rebecca Squires](#)
Subject: Re: URGENT - Out of Hours Music Allocation 2018
Date: Friday, 8 December 2017 10:17:51 AM

Hi Rebecca,

We are actually reviewing our status on this program as well.
We have been in touch Corinne Peters in regard to the way this funding can be used with very little information given to us.

Are you able to provide some guidelines for us.

It is unlikely we will be able to respond by 4pm today as this is short notice.

This is something that will need to be put to the Board of Trustees.

Kind regards

9(2)(a)
School Secretary
Onehunga Primary School

On Fri, Dec 8, 2017 at 9:55 AM, Rebecca Squires <[xx@xx](#)> wrote:

Kia ora

We are currently reviewing the allocation of hours for the Out of Hours Music and Art program for 2018.

As there has been no change in the overall allocation of hours for Auckland we are looking at rolling the same hours over from 2017 to 2018.

If you require further hours or no longer require funding, **please can you contact me by 4pm today** so we can try and amend these for you. If we do not receive any contact we shall presume you are happy with the hours you currently receive and it will be automatically rolled over for 2018.

Apologies for the short period time given for response and if you require any further information please do not hesitate to contact me on my direct line below .

Kind regards,

From: [Schools AK Contracting](#)
To: [Onehunga Primary School Principal](#)
Cc: ["xxxxxx@xxxxxxxxxxxxxxxxxxxxx.xx"](#)
Subject: Out of Hours Music 2018 Hours
Date: Monday, 26 February 2018 11:50:00 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[OOHMA Term Hours Report Form 2018.docx](#)

Kia ora 9(2)(a)

RE: Out of Hours Music and Art for Onehunga Primary School – 2018

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2018 is **105 hours**. These hours are based on a tuition year of 35 weeks.

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

For this reason it is preferred that these classes not be offered at lunch break or during school hours.

At the end of each of the four terms you are asked to send to the Ministry in Auckland a "return" (please see attached form) which indicates how many of the hours have been used. This "return" is the basis on which the Ministry will continue to allocate hours to your centre in ongoing years. The "housekeeping payment" or administration grant is calculated at \$10.00 an hour for the year's allocation and will be shown in the school's Operational Instalment Notice and delivered as equal quarterly payments.

It would be appreciated if this email could be forwarded to your Out of Hours Supervisor. If you have any queries, please do not hesitate to contact me.

Ngā mihi,

Rebecca

Rebecca Squires | Contracts & Licensing Administrator
DDI +6496329546 Ext 99546
12-18 Normanby Rd, Auckland

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We get the job done *Ka oti i a mātou ngā mahi*
We are respectful, we listen, we learn *He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou*
We back ourselves and others to win *Ka manawanui ki a mātou, me ētahi ake kia wīkitoria*
We work together for maximum impact *Ka nahi ngātahi mō te tukinga nui tonu*

Great results are our bottom line *Ko ngā huanga tino pai ā mātou whāinga mutunga*



Rebecca

Rebecca Squires | Contracts & Licensing Administrator

DDI [+6496329546](tel:+6496329546) Ext 99546

[12-18 Normanby Rd. Auckland](mailto:rebecca.squires@education.govt.nz)

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Great results are our bottom line *Ko ngā huanga tino pai ā mātou whāinga mutunga*

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From: [Onehunga Primary School](#)
To: [Rebecca Squires](#)
Subject: Re: Out of Hours Music and Art - Onehunga
Date: Tuesday, 25 September 2018 3:40:22 PM
Attachments: [image002.png](#)
[image001.jpg](#)

Hi Rebecca,

Can we please request 125 hours for 2019. If we can not get the full amount, we would be grateful for any increase in hours.

I will submit the Hours report form separately.

Ngā mihi

9(2)(a)



122 Arthur Street, Onehunga, Auckland 1061

www.onehungaprimarieschool.nz

[Facebook Onehunga Primary School](#)



On Thu, Sep 13, 2018 at 9:41 AM, Rebecca Squires

<xxxxxxxxxxxx@xxxxxxxxxx.xxx> wrote:

Kia ora

Please note we have not received your 2018 term 1 and 2 reports for the Out of Hours Music and Art Scheme.

Please can you send these into me as soon as possible.

Also please can you confirm whether you will be using all the 105 hours allocated to you for this year? Also will you require the same next year?

If you need further information or would like to speak directly, please do not hesitate to contact me on my direct dial below.

Ngā mihi

Rebecca

Rebecca Squires | Contracts & Licensing Administrator

DDI +6496329546 Ext 99546

12-18 Normanby Road, Auckland

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From: [Schools AK Contracting](#)
To: [Onehunga Primary School Principal](#)
Cc: ["xxxxxx@xxxxxxxxxxxxxxxxxxxxx,xxxxxx.xx"](#)
Subject: Out of Hours Music and Art for Onehunga Primary School 2019
Date: Thursday, 14 February 2019 12:40:52 PM
Attachments: [image001.png](#)
[OOHMA Term Hours Report Form 2019 .docx](#)

Kia ora Viki

RE: Out of Hours Music and Art for Onehunga Primary School 2019

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2019 is **125 hours**. These hours are based on a tuition year of 35 weeks.

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

For this reason it is preferred that these classes not be offered at lunch break or during school hours.

At the end of each of the four terms you are asked to send to the Ministry in Auckland a "return" (please see attached form) which indicates how many of the hours have been used. This "return" is the basis on which the Ministry will continue to allocate hours to your centre in ongoing years.

The "housekeeping payment" or administration grant is calculated at \$10.00 an hour for the year's allocation and will be shown in the school's Operational Instalment Notice and delivered as equal quarterly payments.

It would be appreciated if this email could be forwarded to your Out of Hours Supervisor.

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122 | Mobile **9(2)(a)**
12-18 Normanby Road, Mt Eden, Auckland

education.govt.nz

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From: [Peter Thomas](#)
To: [Cassandra Tossell](#)
Subject: Remuera hours attached
Date: Monday, 2 December 2019 11:01:59 AM
Attachments: [Out of Hours Music and Arts Application 2020 - Remuera Intermediate \(1\).docx](#)

Thank you,

Peter

[Peter Thomas](#)

Head of Music - [Epsom Girls Grammar School](#)
Music Director - [Auckland Symphony Orchestra](#)
Director - [Remuera Music School](#)
Conductor - [Synthony](#)

9(2)(a) [REDACTED] M 021 034 0132

www.peterthomas.co.nz



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Out of Hours Music and Arts Application 2020

Date	30/11/19
Host School	Remuera Intermediate
School Number	1461
Institution if applicable	
Person Applying	Peter Thomas
Position	Co-ordinator
Allocation	1445

Approval for a class in music and art and crafts for primary school student's year 1 to 8, held outside school hours, is current for one year only.

There is a set number of hours regionally. The Ministry can only allocate additional hours within the regional allocation. Where the school does exceed there allocated hours then any extra costs would be expected to come out of the schools operational funding.

Note: School staff members cannot be employed to provide tuition under this scheme.

Classes

Class Name	Tutor Name	Size of Class	Day(s) of week class to be held	Duration of Class, please enter start and finish times	Start Time	Finish Time	Number of Weeks class to run	Total Hours per term
Trumpet/Trombone	9(2)(a)	15	Saturday	2	8.30	10.30	32	16
Cello		24	Saturday	3.5	8.00	11.30	32	28
Flute		20	Saturday	2.5	8.00	10.30	32	20
Guitar 1		37	Saturday	3.5	8.00	11.30	32	28
Guitar 2		35	Saturday	3.5	8.00	11.30	32	28
Keyboard 1		40	Saturday	3.5	8.00	11.30	32	28
Keyboard 2		37	Saturday	3.5	8.00	11.30	32	28
Keyboard 3		38	Saturday	3.5	8.00	11.30	32	28
Keyboard 4		38	Saturday	3.5	8.00	11.30	32	28
Saxophone		13	Saturday	2.5	8.00	10.30	32	20
Theory/Choir		32	Saturday	2	8.30	10.30	32	16
Violin 1		22	Saturday	2.5	8.00	10.30	32	20
Violin 2		25	Saturday	3	8.30	11.30	32	24
Recorder/Clarinet		17	Saturday	2.5	8.00	10.30	32	20

At the end of each of the four terms you are required to send the report on the separate tabs of this excel template to Schools.Akcontracting@education.govt.nz

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

School staff cannot be employed to deliver tuition under this scheme

All people involved in delivery or running of the classes will be safety checked prior to any engagement with children and in accordance with part 3 of the *Children Act 2014*.

By signing this application you are agreeing that the above classes meet the criteria of the out of hour's music and art scheme.

Principal Name	Principal Signature	Date Signed
----------------	---------------------	-------------

For MOE Use: Approved/Not Approved.

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From: [Stephen Johnston](#)
To: [Cassandra Tossell](#)
Subject: Re: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019
Date: Monday, 18 February 2019 12:10:19 PM
Attachments: [image001.jpg](#)

Hi Cassandra

Thanks for that. Yes, we are happy for our excess hours to go to HSOM. It is not looking like we will have any more students than we did last year.

If you could keep an eye of Howick at the end of the term, and do what you can, that would be great.

Kind regards

Stephen Johnston

Principal



xxxxxxxx@xxxxxxxxxx.xxxxxx.xx
09 576 1860
9(2)(a)
www.pakurangaint.school.nz

On 18/02/2019, at 10:44 AM, Cassandra Tossell
<xxxxxxxx.xxxxxx.xx@xxxxxxxxxx.xxxx> wrote:

Hi Stephen

I have had a discussion with my manager. Our justification for reducing 2019 out of hours were that the reports sent in showed that there was 439 unused 2018 hours and we did not receive a 2019 application or response to an email sent out at the end of last year.

I have gone back through the Howick School of Music reports and note there may be an administration entry error from both parties where we have interpreted the term 4 report wrong. The term 4 report sent in stated term 3 on the form and a note saying it includes two pay periods during the second half of term 3 and all of term 4. I have however corrected this and it still shows 198.5 unused hours.

Unfortunately we have allocated out the 2019 hours for the year to all schools. I

can however allocate an extra 44 hours we have spare.

Another option to consider is that Pakuranga Intermediate did not use 52.7 hours in 2018. We are able to transfer some of these hours over to Howick Music School if you agree.

Going forward we can continue to review and monitor each schools allocations at the end of each term and this may lead further transfer of hours.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122

From: Schools AK Contracting

Sent: Thursday, 14 February 2019 12:26 PM

To: 'XXXXXXXXXXXXXXXXXXXX.XXXXX.XX' <XXXXXXXXXXXXXXXXXXXX.XXXXX.XX >

Cc: 'XXXXXXXXXXXXXXXXXXXX.XXXXX.XX' <XXXXXXXXXXXXXXXXXXXX.XXXXX.XX >

Subject: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019

Kia ora Stephen

RE: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2019 is **1000 hours**. These hours are based on a tuition year of 35 weeks.

This is a resource available to the community and all centres are reminded that the classes must be advertised in such a way as to invite applications from, and be accessible to, all primary aged students.

For this reason it is preferred that these classes not be offered at lunch break or during school hours.

At the end of each of the four terms you are asked to send to the Ministry in Auckland a "return" (please see attached form) which indicates how many of the hours have been used. This "return" is the basis on which the Ministry will continue to allocate hours to your centre in ongoing years.

The "housekeeping payment" or administration grant is calculated at \$10.00 an hour for the year's allocation and will be shown in the school's Operational Instalment Notice and delivered as equal quarterly payments.

It would be appreciated if this email could be forwarded to your Out of Hours Supervisor.

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122 | Mobile **9(2)(b)**
12-18 Normanby Road, Mt Eden, Auckland

education.govt.nz

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<image001.png>

<OOHMA Pakuranga Intermediate Term Four Hours Report Form 2018 for Saturday music.pdf>

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From: [Stephen Johnston](#)
To: [Cassandra Tossell](#)
Subject: Re: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019
Date: Wednesday, 27 February 2019 3:30:17 PM
Attachments: [image001.jpg](#)

Hi Cassandra

Thanks for the time and effort that you have put into this.
I have send the forms to my EO, she will get that sorted for you.
I have also had a chat with the HSOM coordinator to ensure that she is filling in the forms correctly, so that is is clear what is being used each term. I thought she needed to make sure that she is not causing confusion.

Anything you can do to help, through the term reviews, would be very appreciated.

Thank you very much.

Kind regards

Stephen Johnston
Principal



xxxxxxxx@xxxxxxxxxxx.xxxxxx.xx
09 576 1860
9(2)(a)
www.pakurangaint.school.nz

On 27/02/2019 at 3:19 PM, Cassandra Tossell
<xxxxxxxx@xxxxxxxxxxx.xxxx> wrote:

Hi Stephen

Thank you for your email raising the shortfall with us, we have relooked at your reports and seen that the reporting form has potential to be misinterpreted by schools and the ministry in the number of hours allocated for classes and for co-ordinators. We acknowledge that this has led to a shortfall of hours for you and we apologise that this has occurred. We have revised the form and our process so that this will not happen again.

I apologise for the delay in response but we have been re-reviewing the 2018 report figures and I can confirm at this stage we can allocate Howick Music School

1154 hours and Pakuranga Intermediate hours will remain unchanged at 220.

I know it is still not all the hours needed but we will continue to re-review each term. As we did not receive a 2019 application from you could you please complete the attached and send this back to us.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122

From: Cassandra Tossell
Sent: Monday, 18 February 2019 10:45 AM
To: 'xxxxxxxx@xxxxxxxxxxxxx.xxxxxx.xx' <xxxxxxxx@xxxxxxxxxxxxx.xxxxxx.xx>
Subject: RE: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019

Hi Stephen

I have had a discussion with my manager. Our justification for reducing 2019 out of hours were that the reports sent in showed that there was 439 unused 2018 hours and we did not receive a 2019 application or response to an email sent out at the end of last year.

I have gone back through the Howick School of Music reports and note there may be an administration entry error from both parties where we have interpreted the term 4 report wrong. The term 4 report sent in stated term 3 on the form and a note saying it includes two pay periods during the second half of term 3 and all of term 4. I have however corrected this and it still shows 198.5 unused hours.

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Another option to consider is that Pakuranga Intermediate did not use 52.7 hours in 2018. We are able to transfer some of these hours over to Howick Music School if you agree.

Going forward we can continue to review and monitor each schools allocations at the end of each term and this may lead further transfer of hours.

Ngā Mihi

Cassandra Tossell | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122

From: Schools AK Contracting
Sent: Thursday, 14 February 2019 12:26 PM

To: 'xxxxxxxx@xxxxxxxxxxxxx.xxxxxx.xx' <xxxxxxxx@xxxxxxxxxxxxx.xxxxxx.xx >
Cc: 'xxxxxx@xxxxxxxxxxxxx.xxxxxx.xx' <xxxxxx@xxxxxxxxxxxxx.xxxxxx.xx >
Subject: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019

Kia ora Stephen

RE: Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019

I wish to advise you that the hours allocated to your school's Out of Hours Classes for 2019 is **1000 hours**. These hours are based on a tuition year of 35 weeks.

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It would be appreciated if this email could be forwarded to your Out of Hours Supervisor.

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Cassandra Tossen | Contracts and Licensing Administrator | Business Support
DDI +64 9 265 3122 | Mobile **9(2)(a)**
12-18 Normanby Road, Mt Eden, Auckland

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<image001.png>

<2019 Application.xlsx><2019 Report Form.xlsx>

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