

ROLL GROWTH APPLICATIONS

For those already applying for roll growth staffing this year, the following may simplify the task of completing Staffing Roll Change forms for every 3 additional pupils (and will ensure you are using MOE year levels) -

MUSAC Users: Printing – Tables - Status by Year Level - MOE Year levels

E Tap Users: Admin Tools - Summary Reports - MOE Year Level by Room

School Master: Student Records – Reports – Summary Lists – Room List Summary Ministry Year 0 to 10(L)

Once the 10th October has passed there will be increasing numbers of schools using the “Staffing Roll Change Request Form” (www.minedu.govt.nz/goto/resourcingforms) as their actual roll exceeds their staffing roll to secure additional staffing entitlement. If you are in the habit of applying when you are 3 above, don't be surprised if your first (and maybe second) request results in no change or very little change to entitlement.

The likely reason is that although you have the totals suggesting an application is appropriate, the breakdown into year levels might not match what you were staffed on. As an example, if you have less year ones now (generating one teacher for 15 pupils) than you were originally staffed on, but have more at the “top end” of the school where the staffing ratio is perhaps 1 to 29, it might take quite a large increase in pupil numbers before you see an increase in entitlement. Keep applying as each 3 pupils arrive and things will work out fine.

Please note: There is a new sentence on the “Staffing Roll Change Request” form which reads –

“ Note: students must be entered by MOE funding year level, rather than academic year level”

Always use MOE year levels when completing any MOE returns rather than your “in-house” year levels”

Finally, those of you who did use MOE year levels from Table M3 and J3 in last year's 1 July predictions (Question 9), rather than use other predicting systems, may like to take a moment to reflect on whether your present roll at 10 October is close to the roll number you were given on the provisional Staffing Notice received September last year....