

# Finding a Primary Field-Based School

## What is a field-based school?

A field-based school is the school you choose to do your weekly field-based days in. This can be a paid or unpaid (voluntary) position. It is your responsibility to find a field-based school in your local area. This can be a primary, intermediate or area school and most are familiar with having student teachers as volunteers or paid employees, so will understand this when you approach them.

## How to find potential schools

Look on the government database for schools in your local area.

Click here → <https://www.educationcounts.govt.nz/find-school>

Click on your region in the map to pinpoint your location.

The screenshot shows the Education Counts website. At the top, there are navigation tabs: KNOW YOUR REGION, COMMUNITIES OF LEARNING, FIND YOUR NEAREST SCHOOL, EARLY LEARNING SERVICES, DIRECTORIES, PUBLICATIONS, INDICATORS, STATISTICS, TOPICS, and DATA SERVICES. Below these, there are search options: 'Search by an address' (with a text input field), 'Search by a school name' (with a dropdown menu for 'All school types' and 'All authorities'), and 'About this tool'. There are also buttons for 'Reset Filters' and 'Show advanced search'. The main content area shows a map of New Zealand with various regions highlighted. A sidebar on the left contains text about School Enrolment Zones, including a disclaimer and links for more information.

You can keep selecting options until you get to your specific suburb – then you will see all the schools in the area:

This screenshot shows a detailed map of a suburb in New Zealand, with various school locations marked. A sidebar on the left contains text about School Enrolment Zones, including a disclaimer and links for more information. Below the map, there is a 'Key' section with icons for different school types: Primary (P), Primary & Secondary (Composite) (PsS), Secondary (S), Specialist (Sp), Teen Parent Unit (TPU), Out of zone (O), Out of zone Primary & Secondary (O-PsS), and Proposed School (P). The map shows various streets and landmarks, including Tauranga Hospital, Tauranga Golf Club, and Tauranga Harbour.

# Finding a Field-Based School



Click on the school you are interested in, and their contact information will be displayed:

### Merivale School

Find your nearest school

Profile and Contact Details

Student Population

Early Childhood Education

Student Engagement

Finances

Technical Notes / Definitions

#### Profile and Contact Details

Education institution no:	1825
Principal:	Thomas Paekau
School type:	Contributing School (Year 1-6)
Authority:	State
School gender:	Co-Educational
School zoning:	<a href="#">Written description of enrolment zone</a>
Boarding facilities:	No
Language of instruction:	Some students taught in te reo Māori
Cohort entry:	No
Donations:	<a href="#">Donations should not be requested unless for a school camp</a>
Location:	25 Kesteven Avenue, Tauranga
Postal details:	25 Kesteven Avenue, Tauranga, 3112
School telephone:	07-5786900
Fax number:	07-5786900

Leaflet | Map data © OpenStreetMap contributors, CC-BY-SA, Imagery © Mapbox

OFF Show zoning

You can also view the Education Review Office report, via this page, which is a report provided by the Government on the quality of the school. You can also search a database for these reports at this link: <https://ero.govt.nz/review-reports>

## How to contact schools

We suggest emailing the school you are interested in to introduce yourself and enquire about working or volunteering there. Remember to include the following information:

- Your name
- A brief CV
- The programme flyer (attached)
- The Student Education Agreement (attached) which outlines the requirements of your field-based practice hours (2 days per week for both the Bachelor of Teaching and Graduate Diploma of Teaching primary programmes)
- Confirmation you have applied to or are already enrolled to study with Te Rito Maioha (email [akomai@ecnz.ac.nz](mailto:akomai@ecnz.ac.nz) if you need a record of this)
- You could also suggest connecting with the principal face to face or on Zoom for a video chat, this will help to get to know each other and build a relationship with the school
- If you are coming from overseas, let them know when you will arrive in Aotearoa New Zealand and what area you will be living in
- In Aotearoa New Zealand you can say ‘Kia ora’ which means “Hello” in our native language te reo Māori.

# Finding a Field-Based School



Here is an example email for your reference:

Kia ora (Principal)

My name is -----, I have been accepted into a Bachelor of Teaching/Graduate Diploma of Teaching with Te Rito Maioha. I have been looking through your website/ or know a lot about your school etc and would like to have some of your time to chat regarding the possibility of my weekly field based days being within your school.

I have attached a brief CV, along with a brochure from Te Rito Maioha about the programme.

Please do call me if you would like to discuss this further 123456678

I look forward to hearing from you soon.

Ngā mihi

You may need to contact a few different schools to find the right one for you and one with availability for student teachers.

For further information on this process or support finding a school please contact our Primary Senior Engagement Leader Clark McPhillips [clark.mcphillips@ecnz.ac.nz](mailto:clark.mcphillips@ecnz.ac.nz).