

Applications close first week in August

KINDERGARTEN TEACHERS' COLLEGE - CHRISTCHURCH

This pamphlet is to give you a brief account of the activities in which students take part during their two years of training. It has not been possible to include everything you will need to know, but second year Students and College Staff will always be willing to provide all the help they can. Your enjoyment of College life will be in direct proportion to the fullness of your participation in it.

COLLEGE STAFF

Principal	Mrs Audrey Haggitt
Assistant Principal	Mrs R. Brodie
Lecturers	Mrs A. Andrews Miss M. Roberts
Office	Mrs J. Burke

VISITING and PART TIME LECTURERS

<u>Drama</u>	Mrs J. Harvest
<u>Art</u>	Art Specialists - Dept. of Education
<u>Physical Education</u>	Mr K. Plunket
<u>Psychology</u>	Mr L. D. Stewart
<u>Creative Music</u>	Miss E. Millen (Supervising Head Teacher of the Christchurch Free Kindergarten Association)

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Association President	Mrs A. J. Dearsley
Association Secretary Assistant	Mrs D. M. Shepard Mrs B. Martin 173 Cashel Street, Christchurch 1.
Supervising Head Teacher	Miss E. Millen 173 Cashel Street, Christchurch 1.

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THE CURRICULUM

The course of training that you are starting on should end in two years' time with the award of the N.Z. Free Kindergarten Union Diploma. This year and next year you will be studying subjects prescribed for this Diploma and visiting kindergartens for observations and practice.

1. EDUCATION

- A - Child Development (2 year course)
- B - Intellectual Development (2 year course)
- History of Education (1 year course)
- Psychology (1 year course)
- Individual studies on a chosen subject.

2. ENGLISH

- English Language and Literature (2 year course)
- Speech (2 year course)
- Drama (1 year course)

3. CURRICULUM STUDIES

- Music (2 year course)
- Children's Literature (2 year course)
- Science (2 year course)
- Mathematics (1 year course)
- Social Studies (1 year course)
- Arts & Crafts (2 year course)

4. KINDERGARTEN ADMINISTRATION (2 year course)

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- (Programmes
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- (Liaison with parents
- (and other organisations
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- (Kindergarten Teaching
- (Practice
- (
- (Health Education
- ((1 year course)

COLLEGE ORGANISATION

During the year the course is arranged so that the first year students are in college while the second year students are working out in the kindergartens. When the second year students come into College for their theory block, then the first year students go out into kindergartens.

When you are on section in a kindergarten you return to college two days of the week to take part in college activities.

TEXT BOOKS

The text books you require for your studies will be available from the Primary Training College Bookstore run for students and situated in the same block as Kindergarten College.

The list of books required will be given to you in your first week.

Lecturers advise you on types of writing materials, notebooks etc., required.

Extra cardboard, crayons etc. for aiding the making of necessary equipment are available from college at the lowest costs procurable.

COLLEGE RULES

In order to maintain the smooth running of the College so that we can all work in harmony together, a few rules are suggested :

1. No eating or smoking in Lecture Rooms.
2. Students to use Students' entrance only. This is to avoid congestion at the small front door.
3. The telephone extension for students is available during college intervals and lunch times.
4. Lectures begin at 9 a.m. sharp and continue till 4 p.m. and it is courtesy to prepare the room and be in your place on time.

HOURS

While in College, lectures go from 9 a.m. to 4 p.m. with one hour lunch break. When you are out in kindergartens you are required to be ready for duty 15 minutes before the session begins. Here you work the same hours as the kindergarten staff. There is a slight variation from kindergarten to kindergarten in starting and finishing time.

MANNERS

The social atmosphere in the College is easy and informal. As a newcomer you need have no hesitation in approaching any member of staff about anything that is worrying you.

They do not wish to be treated with special respect, they ask from you only the normal good manners shown by one adult to another. It is expected that you show the same good manners in dealing with your fellow students, your outside lecturers, kindergarten staff, the matron of your hostel, and anyone else with whom your activities as a student bring you in contact.

ABSENTEES

If you are going to be absent you must ring the College. If absent when you are out working in a kindergarten you must ring a staff member before 9 a.m. as well as ringing the kindergarten. On your return, collect from the Student Supervisor, and fill in, an absence form. Absences of more than three days require a medical certificate.

LOCKERS

At the beginning of your training you will be allotted a small locker in the cloakroom downstairs. Locker keys can be obtained from the Student Supervisor.

COLLEGE DUTIES

It is each student's responsibility to see that the College is kept tidy and attractive. This includes washing your own cups, tidying away books etc. As there is always just one group of students in College, while the other group is out in kindergartens, a duty roster to cover this period is compiled. Each girl will have a turn at duty during this time. You are asked to look at the notice board to see whether you are on duty. If you are unable to carry out your duties it is your responsibility to see that someone else takes your place.

The last student to leave the building at night must check that all doors downstairs are locked.

On Friday afternoons all lecture rooms are cleared by packing up chairs and tables.

TRAVELLING

If your place of residence is more than three miles away from the Training College, or the kindergarten in which you are working or observing you may receive a proportion of the cost of daily travel.

You will pay the first \$8 yourself and the balance up to a maximum of \$20 is refundable each year. In assessing the amount due, the most economical and direct form of public transport available should form the basis of the claim.

You will fill in a travelling form at the end of each term, so a record of expenses should be kept.

STUDENTS' ALLOWANCE

This is paid fortnightly by cheque.

QUALIFICATIONS

Preference is given to applicants with University Entrance or Lower Sixth Form Certificate but a certain number holding School Certificate may be selected providing they have an aggregate in four subjects (including English) of 200 marks or higher, with three subjects 50% or higher or an aggregate in five subjects (including English) of 240 marks or higher, with three subjects being 50% or higher.

It will be understood that the personality of the applicant is a most important factor. A satisfactory standard of health is necessary. Ability to play simple music and an aptitude for art and craft work are desirable. Applicants must be of good character, fond of children, and patient with them.

BOND

Before a student is admitted to training she and her father (or sponsor) must sign a bond promising that she will give two years' teaching service or forfeit \$400.

LIBRARY

The library is here for your use and you are urged to make the utmost possible use of it.

The range and quality of its stock are sufficient to meet some, if not most of your needs.

You will find a fairly large range of topics covered in the library. There are books in Education, Child Development, Psychology, Art, Music, Craft, Speech, Children's Books, Novels, Periodicals and Pamphlets.

Please take care of the books and be sure that they are returned within the borrowing time of 14 days, as other students are often waiting to use them. Fines are charged for overdue books and there is a replacement charge for lost books.

The library may be used for study so please consider others and observe the rules of quietness and no eating or smoking.

NATIONAL LIBRARY BOOKS

A collection is borrowed once a term for your use. The collection includes children's books that you may want to use in the kindergartens, as well as selected novels that are recommended reading.

Any books lost from this collection must be paid for in full by the student concerned.

Please take care of these books, so that you all may have the pleasure of using them.

THE STUDENTS' ASSOCIATION

This is your own student body, organised and controlled by the students.

Each year, a senior girl is elected as Student Representative, along with a Secretary and various committee members. From the first year group a Junior Leader and various committee members are elected. Although this committee represents the students it should be stressed that each student has an equal right to express an opinion or to bring up a subject for discussion.

You are asked to support your Student Leader as only with the support of all the students can she carry out her duties efficiently.