



## Wā Tautoko

Wā Tautoko is an opportunity for students to touch base one on one with their pūkenga for additional **academic support** with their study.

How does it work?

**Online** - Students can book a time with their pūkenga, where possible online, and have as many whānau or support people present as they need.

**Face to Face for Ōtaki Students** - If however the student feels they would prefer to meet face to face then a meeting can be facilitated in person under the following conditions:

### One on One

1. Remember to bring a face mask or two and any personal items pen, pad etc
2. Sign in and out with Kaitiaki upon arrival to, and departure from the campus
3. Scan the QR code at Kaitiaki and the designated entrance to Te Ara ā Tāwhaki
4. No touching and 2m physical distancing applies
5. A meeting cannot exceed 2 hours
6. A space will be allocated in Te Ara ā Tāwhaki
7. No tamariki are to attend these hui
8. Please do not book a one on one if you are unwell, stay home

### Group

There are exceptions to the one on one hui, for:

- a. Whānau living and studying together
- b. Students who require a support person in attendance

All the same conditions apply as a one on one meeting but with a limit of two – three people for face to face meetings. Let your pūkenga know at the time of booking the meeting and the names of those support people who will be in attendance.

## Where to from here?

1. Book a time with your pūkenga either online or face to face
2. Let them know details if you intend on having support people or are wanting to meet with your whānau or group that you live with
3. They will organise and confirm the details with you
4. Organise childcare if you need to and plan ahead of time to travel (if face to face)
5. Check in and out with Kaitiaki upon arrival
6. Adhere to social distancing and hygiene measures, there will be signage up around campus and in Te Ara a Tāwhaki, please pay attention to it.

## Additional Information for Pūkenga

Pūkenga will need to book in times for their students, ideally online and not exceeding two hours – see the conditions above.

Pūkenga do not need to wait for students to contact them if they know which students are needing support.

If booking face to face hui ensure you get all the details of the student and their support people. Details need to be emailed to Kaitiaki and copied to [ert@twor-otaki.ac.nz](mailto:ert@twor-otaki.ac.nz).

You will be allocated a space and receive confirmation.

Pūkenga will need to confirm final details with the student and ensure they understand the conditions of meeting face to face.

Remember to update details in their contact record in Dynamics.

Students who are requiring information on additional financial support should be directed to the Covid-19 information on the website.