



*Welcome to our School Community, we are delighted that you will be enrolling with us and look forward to working with your child and your family*

## **Enrolment form**

**Please fill in all sections and bring all documents with you as listed at the end**

Admission Date: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Name of current school if transferring: \_\_\_\_\_

<b>To be completed by school:</b>	
Hub -	
Teacher/Coach -	
Start Date -	
Visits -	
Birth Cert/Passport <input type="checkbox"/>	<input type="checkbox"/>
In Zone <input type="checkbox"/>	<input type="checkbox"/>
Imm. <input type="checkbox"/>	<input type="checkbox"/>
Other <input type="checkbox"/>	<input type="checkbox"/>

### **Student's Details**

First Names:	Last Names (legal):	Preferred Names:
Date of Birth:	Gender: Male/Female	(a)Place in family ___ out of ____. (b)Siblings currently attending or to attend WRPS:
Living Address:  Post Code:	Home Phone Number:	Main Email:
First Contact:  Relationship to student: Address: (If different from above)  Home Phone: (If different from above)  Mobile:  Work Phone:  Email: (If different from above)  Occupation:	Second Contact:  Relationship to student: Address: (If different from above)  Home Phone:(If different from above)  Mobile:  Work Phone:  Email: (If different from above)  Occupation:	Third Contact: (If applicable)  Relationship to student: Address:  Home Phone:  Mobile:  Work Phone:  Email:  Occupation:

Student lives with: *[Please circle one]* Both parents    Mother    Father    Caregiver

Custody/Access arrangements the school needs to be aware of *[Please supply copy of court order or agreement]*

### **Emergency Contacts, these persons may also collect student from school**

Name:	Name:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Relationship to student:	Relationship to student:

**Early Childhood Experiences (new enrolments only)**

Name of EC provider: \_\_\_\_\_

Numbers of hours attended p/w: \_\_\_\_\_

Number of years attended pre-school: \_\_\_\_\_

**Ethnicity**

NZ European/Pākeha	Filipino	Samoan
NZ Māori	Indian	South African
Australian	Japanese	Sri Lankan
British/Irish	Korean	Taiwanese
Chinese	Latin Am/Hispanic	Tokelauan
Cook Island Māori	Niue	Tongan
Dutch	Pacific Island	Vietnamese
Fijian	Other (please specify) _____	

If Māori, please state iwi \_\_\_\_\_

Languages spoken at home \_\_\_\_\_ *[Please circle main language used]*

Country of Citizenship: \_\_\_\_\_

**ESOL Students (English Speakers of Other Languages)**

Does your child require ESOL support? Yes / No

**If your child was not born in New Zealand please complete the following:**

Country of birth: \_\_\_\_\_ Date of entry to NZ: \_\_\_\_\_

Do you have a student permit? Yes/No    Passport No: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

First Day of schooling: \_\_\_\_\_

**Getting to know your child. Please tell us about him/her e.g. likes/dislikes, disposition, thoughts about starting school**

**Medical Information**

Doctor and Phone Number:

Does your child have allergies / medical conditions / requirements that we should know about?

Is your child fully immunized? Yes/No (Please circle)

Please supply copy of immunisation certificate

**Parent Approvals:**

I agree that the school will take action on my behalf in case of sudden illness or injury.

I agree to abide by the school's rules, the policies of the Board and the principles of the school charter.

I agree that my child's work and image may be used in accord with the school's on-line publishing policy/procedures, eg facebook, school website or press release.

I agree to ensure my child will wear the uniform of the school in accordance with the uniform guidelines produced by the Board of Trustees.

I give consent for my child to have blanket permission to attend day trips and visits within the school's local area.

I have read and discussed with my child the separate Cyber Safety Agreement form for Responsible use of digital technologies. (This is attached at the bottom of this form, there is a lot of information so this will be on-going☺)

**Please complete:**

I/we acknowledge the information given on this enrolment form is true including the living/home address for in-zone students [See attached]. I/we accept the above conditions and parent approvals of enrolment for:

Child's Name:

Signed:

Name:

Date:

**Thank you for your efforts completing the enrolment form. Please look at the checklist provided below to ensure you have everything required to complete the enrolment process when you meet with the principal.**

**Parent checklist****If born in New Zealand and Australia:**

- Read and signed the in-zone confirmation
- School Enrolment Form
- Proof of in zone enrolment (***Rates Bill, Sale and Purchase or Tenancy Agreement only***)
- Birth Certificate or Passport
- Immunisation Certificate
- Court Order (if applicable)

**If NOT born in New Zealand:**

- Read and signed the in-zone confirmation
- Passports – yours and your child's
- Proof of in zone enrolment (***Rates Bill, Sale and Purchase or Tenancy Agreement only***)
- Student Visa on your child's passport
- Work permit on your passport or residency permit
- Child's Birth Certificate and Immunisation Certificate

## West Rolleston Primary School, Te Kura o Te Uru Kōwhai Cyber Safety

### **Introduction**

West Rolleston Primary School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of digital technologies
- will use digital technologies for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use digital technologies to communicate with others in positive ways
- will be honest and fair in all of their actions using digital technologies
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

Because we know this is important for us all, we ask everyone; the staff, students and volunteers working at the school, to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement.. If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

### **Responsible Use Agreement**

When using digital technologies at West Rolleston Primary School I will always be a good digital citizen and I;

#### **Will be a confident and capable user of digital technologies.**

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

#### **Will use digital technologies for learning as well as other activities.**

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

#### **Will think carefully about whether the information I see online is true.**

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

#### **Will be able to speak the language of digital technologies.**

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

#### **Will understand that I may experience problems when I use technology but that I will learn to deal with them.**

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

#### **Will always use ICT to communicate with others in positive, meaningful ways.**

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

#### **Will be honest and fair in all of my actions using digital technologies.**

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

#### **Will always respect people's privacy and freedom of speech online.**

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

#### **Will help others to become a better digital citizen.**

A good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.



**To be completed by parents who have given an in-zone address as the student's usual place of residence.**

The Education Act gives a guarantee of enrolment to students who live in the home zone specified in the schools enrolment scheme. The Board needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

The address given at the time of application for enrolment must be the students usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out of zone address before your child's first day of attendance, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g

- Renting accommodation in-zone on a short term basis
- Arranging temporary board in-zone with a relative or family friend.
- Using the in-zone address of a relative or friend as an "address of convenience" with no intention to live there on an ongoing basis.
- One parent living in-zone stating that their child live with the when in fact, lives with the other parent - outside of the zone

Before enrolment takes place (ie before attendance begins), if the board has reasonable grounds for believing that the given in zone address is not a genuine, ongoing living arrangement, the board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989

*I confirm that the address which I have provided to the school will be the usual place of residence*

*For ..... (students name) when the school is open for instruction.*

*I will advise the school of any subsequent change of address*

*Signed.....(Parent)*

If any issues arise from your application, the Board may wish to interview you to ensure the genuineness of the application.