

Te Kuiti High School Enrolment Form

Intended Start Date: _____

Start Year Level: _____

STUDENT DETAILS

LEGAL: _____

First Name

Middle Name

Surname

PREFERRED: _____

First Name

Middle Name

Surname

Date of Birth: _____

GENDER: _____

ETHNICITY: NZ European Maori Other (list other) _____

Iwi _____

Brothers or sisters attending this school: _____

Previous school: _____ Year: _____

ELIGIBILITY NZ Citizen NZ Resident Australian Citizen Other: _____

NOTE: Students who are not NZ citizens, NZ residents or Australian citizens must supply evidence of eligibility to enrol (eg student visa)

Exchange Scheme _____ ESOL: Yes No

Country of birth _____ Citizenship _____ First language _____

What languages are spoken at home: _____

Has your child taken part in any of the following programmes at their previous school?

Reading Recovery Gifted & Talented RTLB Leadership Forum

CHILD LIVES WITH: Mother Father Both parents Other: _____

PARENT/GUARDIAN DETAILS *(with whom & where the student lives)*

ADDRESS: _____

Flat/Unit

Street number & name

RD Number

TOWN/CITY: _____ **POST CODE:** _____

	Parent/Caregiver 1	Parent/Caregiver 2
Full name:		
Email:		
Phone (Mobile):		
Phone (Work):		
Occupation/Place of work		

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Relationship to the Student
e.g. Mum, Dad, Nana etc

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STUDENT HAS ANOTHER RESIDENCE: Yes / No (please circle one)

Emergency contacts: We will contact these people who you have nominated if we are unable to contact parents and or guardians listed above. This could be when Health and Safety concerns exist for example.

Emergency Contact 1. Details *(whom the student does not live with, someone we can contact if parents / guardians are unavailable)*

Contact name: _____

Mobile Phone: _____ Home Phone: _____

Occupation: _____

RELATIONSHIP TO STUDENT: _____

Emergency Contact 2. Details *(whom the student does not live with, someone we can contact if parents / guardians are unavailable)*

Contact name: _____

Mobile Phone: _____ Home Phone: _____

Occupation: _____

RELATIONSHIP TO STUDENT: _____

SPECIAL INTERESTS

Please indicate your child's extra-curricular/special interests.

ACADEMIC	
AWARDS	
SPORTS	
CULTURAL / ARTS	
HOBBIES	
LANGUAGES	

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MEDICAL INFORMATION *essential when students are involved in Education Outside the Classroom/Sports/Trips*

Medical Practice _____ Phone _____

Address _____

_____ Doctor's name _____

1. Please tick if student has any of the following and advise what action you require from the school:

- | | | | | | |
|-----------------------|--------------------------|--------------------|--------------------------|-------------------|--------------------------|
| Migraine | <input type="checkbox"/> | Epilepsy | <input type="checkbox"/> | Asthma | <input type="checkbox"/> |
| Diabetes | <input type="checkbox"/> | Travel sickness | <input type="checkbox"/> | Fits of any type | <input type="checkbox"/> |
| Chronic nose bleeds | <input type="checkbox"/> | Heart condition | <input type="checkbox"/> | Dizzy spells | <input type="checkbox"/> |
| Colour blindness | <input type="checkbox"/> | Hearing impairment | <input type="checkbox"/> | Visual impairment | <input type="checkbox"/> |
| Mobility difficulties | <input type="checkbox"/> | | | | |

2. Is the student required to take any medication during the school day? Yes No

If YES, please state type of medication, what it is for and the circumstances in which the school may be required to use it. Please let us know if your child uses an inhaler, hearing aid, special glasses, or carries an epi-pen.

3. Has the student had any major injuries (breaks or strains) or illness (glandular fever etc) which may limit full participation in any activities?

Yes No

If YES, please provide details

4. Please specify what action is required from the school if the student has any allergies to the following:

Prescription medication

Insect bites & stings

Food

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Other

5. To the best of your knowledge, has the student been in contact with any contagious or infectious diseases in the last four weeks?

Yes No

If YES, please give brief details

6. Is there any information the staff should know to ensure the physical and emotional safety of you/your child? (For example cultural practices; disability; anxiety about heights/darkness/small spaces; pregnancy; behaviour or emotional problems).

If YES, please state or attach the information.

7. Permission to take paracetamol: Yes No

AGREEMENTS

CYBER SAFETY STUDENT USER AGREEMENT

Cybersafety Rules:

- 1. Students are required to sign a use agreement before using school Information Communication Technology (ICT) equipment.**
- 2. Use of any Information Communication Technology (ICT) must be appropriate to the school environment.**

2.1 For educational purposes only. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices can be used only for educational purposes appropriate to the school environment.

Unacceptable use could include acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, taking photos or footage without permission, live streaming, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement, or cheating in an examination. **DO NOT USE CHAT ROOMS AT THE SCHOOL.**

2.2 Privately-owned ICT. Use of privately-owned/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/devices brought onto the school site or to any school-related activity (such as, notebooks, mobile phones, USB drives etc).

2.3 Responsibilities regarding access of inappropriate or illegal material. When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by copying, storing or printing.

In the event of accidental access of such material, users should:

1. not show others
2. close or minimise the window
3. report the incident to a teacher immediately

2.4 Misuse of ICT. ICT must not be used to facilitate behaviour which is either inappropriate in the school environment or illegal, this includes usage at Alternative Education.

3. Individual password logons (user accounts)

3.1 Individual user name and passwords are required and must be kept confidential.

3.2 Access by another person. Users should not allow another person access to any equipment/device logged in under their own user account.

4. Disclosure of personal details

4.1 For personal safety, users should be very careful about revealing personal information about themselves, such as home or email addresses, or any phone numbers including mobile numbers. Nor should such information be passed on about others.

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5. Care of ICT equipment

5.1 All school ICT equipment should be cared for in a responsible manner. If ICT equipment is damaged, it may be necessary for the school to inform your parent/legal guardian/caregiver. Your family may have responsibility for the cost of repairs or replacement.

5.2 Any damage, loss or theft must be reported immediately to senior management.

5.3 You should use data storage devices such as USB drives, only in accordance with school regulations.

6. Wastage

6.1 All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, and unnecessary Internet access, uploads or downloads, including photographs and large graphics.

7. Connecting software/hardware

7.1 Users must not attempt to download, install or connect any unauthorised software or hardware onto school ICT equipment, or utilise such software/hardware. This includes wireless technologies.

8. Copyright and licensing

8.1 Copyright laws and licensing agreements must be respected.

9. Posting material

9.1 All material submitted for publication on the school Internet/Intranet should be appropriate to the school environment.

9.2 There is only one official website relating to the school www.tkhs.school.nz. Students need permission to contribute material to the school Internet/Intranet site. As well, there should be no student involvement in any unofficial school Internet/Intranet site which purports to be representative of the school or of official school opinion.

10. Monitoring

10.1 The school reserves the right at any time to check emails, work or data on the school's computer network, Internet access facilities, computers and other school ICT equipment.

10.2 If there is a suspected breach of this use agreement, involving privately-owned ICT, the matter may be investigated by the school. The school may ask to check or audit that ICT equipment/device as part of its investigation into the alleged incident.

10.3 The school may use Fotrinet, teaching staff or approved students to monitor students working on the internet.

11. Consequences

11.1 Depending on the seriousness of a particular breach of the use agreement, an appropriate response will be made by the school. Possible responses could include one or more of the following:

- a discussion with the student, informing parents/legal guardian/ caregiver loss of student access to school ICT for a period of time, taking disciplinary action: If illegal material or activities are involved, it may be necessary for the school to inform the police.

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12. Mobile phones. Cybersafety rules also apply to mobile phones. Mobile phones must not be used for involvement with inappropriate material or activities, such as:

12.1 Upsetting or harassing students, staff and other members of the school community even as a 'joke'.

12.2 Inappropriately using or taking photos or video footage, messages or chatting, web browsing, images or any other functions. Live streaming is unacceptable at school.

12.3 Having a mobile phone/device accessible during any assessment.

13. Students need permission from staff to:

13.1 Use storage devices to back-up work or to take work home/back to school. (It is likely the school will need to check any storage device for such things as viruses.)

13.2 Print material when in the classroom situation. Any material printed out of class must be appropriate in the school environment.

By ticking I agree I confirm that I have read the above CyberSafety Agreement and discussed it with my child.

I agree:

I understand that:

- Computers and other communication technology equipment that belongs to Te Kūiti High School are intended for educational purposes. Any other communication technology equipment that I use within the school environment (eg mobile phone) will be used in accordance with the school regulations.
- When using a global information system such as the Internet it may not always be possible for the school to filter or screen all material which is inappropriate, (eg legal pornography), dangerous, (eg bomb designs), or illegal (eg child pornography or stolen credit card numbers). It is therefore each student's responsibility not to initiate access to such material, to distribute such material by copying, storing or printing, or have any involvement with such activity.
- When using the email facilities at school, it may not be possible for the school to monitor or filter all messages; it is therefore each student's responsibility to ensure that any electronic correspondence will not cause offence or be otherwise inappropriate.
- School email facilities are intended for educational use. Private email use may be made available in consultation with the IT manager or senior management. The school will view seriously involvement in any incident in which communication technologies are used to facilitate misconduct (eg harassment, bullying, plagiarism, exam cheating etc).
- The school reserves the right to check at any time, work or data related to communication technologies in the school environment. This includes the right to view any document, file or data on any hard disk, CD or any other media on the school premises.

I will take care of information technology resources, including:

- I will not damage computer equipment or furniture and will use the resources with due care.
- I will not use any school computers for arcade-style games.
- I will not attempt to breach copyright (eg illegally copying software).
- I will not bring software from home to use on a Te Kūiti High School computer.
- I will not plagiarise by illegally copying text without referencing the source.

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- I will not login to any computer system or to the internet using any other persons user name or password (with or without that persons permission).

I will be considerate to other users, including:

- I will not monopolise equipment.
- I will not deliberately waste computer resources (eg unnecessary printing).
- I will not intentionally disrupt the smooth running of any computer or the school's network.
- I will not scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- If I accidentally encounter inappropriate, dangerous or illegal material I will immediately remove it from the screen/turn off the screen and notify a supervising teacher without disclosing the material to any other student.

I will respect the need for privacy and security, including:

- I will not reveal home addresses or phone numbers, mine or anyone else's, in cyberspace.
- I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
- I will immediately report any cybersafety problems to a class teacher, librarian or Head of Department.

I accept that:

- Breaching this agreement (or any involvement in such a breach) may result in my access to the Computing and Communication Technology resources at Te Kūiti High School being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in disciplinary action by the school.

As the parent or guardian of this student, I have read the Computing/Cybersafety Student User Agreement. I believe my child has read the document and understands his/her obligations. I understand that the computer/communication technology resources at Te Kūiti High school are designed for educational purposes and that any breach of the rules and conditions as set out in this agreement can lead to a loss of privileges or disciplinary action. I understand that if my child steals or damages equipment this could result in a bill for the cost of replacement parts or repairs.

I understand that it may not be possible for the school to fully restrict exposure to inappropriate material in cyberspace, accessed through such means as the internet, email or text messaging. I also understand that while the school will take appropriate measures to limit access to illegal, dangerous or inappropriate material, ultimately it is each student's responsibility not to initiate, or have any involvement with such material.

I agree:

Security Cameras on site

I understand there are security cameras operating on the school site. In the event of a disciplinary or security incident they may be referred to. This is for the safety of both students and staff and for the purposes of security issues.

For more information on our School's Security Camera Policy, please go to www.schooldocs.co.nz and search for our School. There you can search for the Security Camera Policy.

I agree:

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SCHOOL RULES

The school vision embodies inclusiveness, personal & academic growth. We endorse the right of the individual to be part of a community which respects people and their property. Parents are asked to support these rules and to uphold standards of dress and behaviour.

Students are under the authority of the School while:

- Being present at School during an official school day
- Representing the School at any time whether it be in sport, cultural pursuits or any other activity
- On a School trip whether or not a parent or guardian is also present
- On the way to and from School
- At any time they are wearing School uniform
- Attending Alternative Education

General Conduct

- Students are expected to display a high standard of behaviour, courtesy and manners
- Loud or offensive behaviour and loitering in public places is not permitted
- Students are expected to display respect towards all staff and toward each other at all times
- Students are expected to be punctual arriving at school and must attend all classes
- Students are expected to behave in such a way that the learning of other students is not disadvantaged
- Students may not eat in class. This includes chewing gum
- Repeated truancy and continual disobedience will not be tolerated and will be treated seriously
- All students are to comply with School procedures

Drugs, Alcohol, Tobacco & Vaping

- No student shall consume, sell, purchase, supply, have in her possession or be under the influence of alcohol, tobacco, vape, illegal drugs, R18 legal drugs or party pills, whether or not lawful under the law of New Zealand, while under the authority of the School.

Theft, Bullying and Assault

- No student shall have involvement with theft
- No student shall bully, assault, fight with or intimidate another student or staff member
- No student shall be in possession of, or use weapon

Any breaches of these core rules will be referred to the Principal as it is School policy to treat any breach of the Rules seriously. The Principal will review all the circumstances and where appropriate consider a stand down period and/or suspension as disciplinary options.

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School Regulation Rules

Attendance

- All students are required to attend school through all hours on all days in which Te Kuiti High School is open.
- Students are expected to be punctual arriving at school and attending classes.
- Extended holiday leave either prior to or after the official school holidays or at any other time must be notified to the School
- No student is to leave the School grounds during school hours unless she has been signed off by a Manukura or Senior Leader.

Uniform

- All students are expected to follow the uniform code, as presented.
- All uniform, including footwear shall be kept clean, tidy, in good repair and be clearly named.
- No student is to have obvious dyed hair or extreme hairstyles.
- Students are allowed to wear one set of simple studs or sleepers in the ears only. No other body piercings are permitted.
- A wristwatch may be worn and a discrete chain, pendant or taonga around the neck is accepted, but no other jewellery is permitted.
- Make-up must not be worn.
- Non-code uniform items may be removed from students and may be picked up at the end of the day from the Student Admin Office.

School Property

- Students are to take care of all school property and in the event of wilful damage to School property, the person or persons responsible shall be prepared to pay compensation.
- Students must put all litter in the containers provided.
- Textbooks and library books are the property of School and are to be well cared for.

Personal Property

- All articles of clothing, books, pens, bags, calculators, sporting equipment and other items of personal property must be clearly named. Every endeavour will be made to return lost property so marked. Students losing or finding property shall report immediately to the main office. The school will not be responsible for any loss of property.
- The following must not under any circumstances be brought onto the School grounds: large amounts of cash, tobacco, vapes, chemicals, knives or weapons, matches, cigarette lighters, fireworks, alcohol, narcotics or drugs.
- The following should not be brought to School and if brought to School the School will accept no responsibility for them: Cameras, valuable watches, pens, or any other costly equipment.
- Electronic equipment, such as iPods and cell phones must be turned off and out of sight in class unless teacher permission has been granted.
- Non-compliance or misuse of electronic equipment may result in their removal. These can be claimed after school from Student Reception (excluding cell phones which require a parent/caregiver to collect) until 4pm.

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Interval and Lunch breaks

- Students are not to leave School grounds during these breaks
- Students will eat lunch outside if it is fine. They are not to be on the lower field. In wet conditions, students are directed to Tutor Group or wet weather rooms.
- Students are not to consume food or drink in the Hall, in Computer and Science Labs, or the Administration building.

By ticking I agree I confirm that I have read the above Code of Conduct Agreement and discussed it with my child.

I agree:

Blanket Consent Form – EOTC (Education Outside The Classroom)

This EOTC form is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm. Please note: the safety of students at all times is priority number 1. This permits the school to conduct low risk activities during school hours e.g. running around the streets as part of a Physical Education programme, visit to a local marae during school hours. Parents / guardians will still be advised and notified as part of normal planning.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consents you will also be asked to update the health and contact information held by school.

It is important that this form is completed for all students who will be participating in EOTC events (as described above). Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up to date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.

Please note: It is important that student details such as health information and emergency contacts are kept up to date with the Te Kūiti High school office during the year.

Privacy Statement:

Please note: the personal information being collected on this form is for the purpose of running EOTC events. It won't be used or disclosed for any other purpose except in accordance with the Privacy Act 1993. You have the right under that Act to access and seek correction of the information from the school.

Swimming Consent and Information

For activities where being able to swim is essential. Consent does not remove the need for group leaders to ascertain for themselves the level of the student's swimming ability. Please indicate the level of competence. All / any EOTC activities involving students in or near bodies of water, you will be asked again before any activity commences.

- | | | | |
|--|-----|----|------------|
| 1. Is your child able to swim 50 metres? | Yes | No | Don't know |
| 2. Is your child confident in a pool? | Yes | No | Don't know |
| 3. Is your child confident in deep water? | Yes | No | Don't know |
| 4. Is your child able to tread water? | Yes | No | Don't know |
| 5. Is your child able to survival float? | Yes | No | Don't know |
| 6. Is your child confident in the sea or in open inland water? | Yes | No | Don't know |
| 7. Is your child safety conscious in and around water? | Yes | No | Don't know |

Medical Consent

- In an emergency** school may act on my behalf
- School may** administer pain relief
- I agree** that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will** inform Te Kūiti High school as soon as possible of any changes in the medical or other circumstances.
- I agree** to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- Any medical costs** not covered by ACC or a community service card will be paid by me.
- If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

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Student Contract

To be read and signed by all participating students.

- I understand** that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
 - I realise that this requires me to take on genuine responsibility for my own learning and the safety of myself and others.
- I agree** to do the following to make this happen:
 - **Show courtesy and consideration for others;** Follow the rules and instructions of staff and other supervisors at any event; Take part in all activities within challenge-by-choice options; Look after myself and my personal belongings; Declare medical conditions that could affect participation in the event; Accept the rules set by the school for any event, even if they are different from what is accepted at home.
- I understand** that my parent/caregivers will be contacted and I may be sent home at their expense if:
 - My actions are considered unacceptable by staff; I break the school drugs and alcohol policy; My actions put me or others in any danger.

Signed (by student): Date/...../.....

Parental Consent

- I agree** to my child taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- I understand** that there are risks associated with involvement in Te Kūiti High school's EOTC events and that these risks cannot be completely eliminated.
- I understand** Te Kūiti High school will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- I understand** that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- I acknowledge** that in order to gain a better understanding of the risks involved I am able to ask any questions of Te Kūiti High school about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- I understand** that Te Kūiti High school does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.
- The swimming and medical consent information provided above is to the best of my knowledge correct.

Signed: Date/...../.....

(Full Name of Parent/Caregiver)

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Personal Information and the Privacy Act (1993)

The Privacy Act 1993 protects the information you give the School and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The School collects personal information from its students so that they can be enrolled at the School, have their attendance and progress recorded, be entered for examinations, or be contacted by the School. The School also collects information about the caregivers of the student so that they may be informed of student progress, or contacted by the School, and because the safety of the student is important. Personal information may be disclosed to other education agencies, such as the Ministry of Education and the NZ Qualifications Authority; and to Government agencies such as the NZ Police if they demonstrate a statutory right to obtain it. Personal information may be retained by the School after the student leaves in order for the School to maintain a list of past students. Under the Privacy Act 1993 you have the right of access to all personal information held by the School about you. You also have a right to ask the School to correct any information held which is inaccurate. You can exercise that right by applying to the School. You also have an obligation to advise the School if/when any of the personal information you have provided changes. If for any reason your enrolment is not accepted, this enrolment form will be destroyed.

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ENROLMENT CHECKLIST

Please check this form to be certain all details are given as requested. Administration staff or enrolling staff member will answer any questions you may have.

Please also be aware that an interview with the Principal, Deputy Principal and / or senior member of staff is expected as part of the enrolment process, although this is not compulsory, and a date and time for that interview will be given at the bottom of this checklist.

	A current immunisation certificate is required to complete this enrolment and is available free from your GP.
	Details on all pages are correct and completed as required. Each page is initialled.
	Parent/caregiver signature is at the bottom of this page and initialled on every page
	Computing/Cyber Safety Student Use Agreement has been read.
	Blanket Consent Form completed and correct, with student contract / parent consent signed.
	Purchase of FULL correct school uniform is complete. This includes Physical Education uniform and correct footwear
	Latest and last school report from your primary school is attached to this enrolment
	Travel arrangements if travelling by school bus have been arranged with the local bus service

The date and appointment time with the Deputy Principal is: _____

SIGNATURE REQUIRED

I authorise Te Kūiti High School to ask my sons/daughters previous schools for any relevant records. While my son/daughter is a student of this school, I agree that he/she will be subject to school discipline and to such regulations as may from time to time be made with the authority of the Board of Trustees.

I agree/disagree (please cross out one) for my child's photo to be used on any of the schools' communication media (newsletter, school magazine, school website and / or Facebook page).

Parent/Caregiver _____ Student _____ Date _____

This information provided in this form is accurate. It will be held at Te Kūiti High School and is accessible by staff members of the school and the Board of Trustees. At any time you may request access and any corrections to the information.

Office Use Only

Whanau Room: _____ Whare: _____

Start Date: _____

Enrolment complete: