



# NEWLANDS SCHOOL

## Application for Enrolment

Nurture, Learn, Succeed—Together  
*He tangata, he tangata, he tangata*

### Office Use only:

Start date:	School Visits:	
Room:	Year:	NSN:
<input type="checkbox"/> Birth date verification (Birth Certificate/Passport)	<input type="checkbox"/> 2 Address Verification documents	
<input type="checkbox"/> Citizenship/Residency information	<input type="checkbox"/> Policies & Procedures declaration signed by parent	
<input type="checkbox"/> Immunisation Certificate	<input type="checkbox"/> EOTC & Internet use by student sections signed by parent	

### ELIGIBILITY



Does the student live permanently in the school zone? YES / NO (please circle one)

If student is within the school zone we require **2 original address verification documents**. At least one of these documents must be: a rates bill, a tenancy agreement, a sale and purchase agreement, or a utilities bill. Please bring these with you when submitting your application.

### STUDENT DETAILS:



Legal Surname:	Legal First Name:
Preferred Surname:	Preferred First Name:
Date of Birth: <b>BOY / GIRL</b>	Country of Birth:
Students Citizenship:	Date of arrival in NZ (if applicable):
Student's Ethnicity:	Iwi affiliation (Maori):
NZ Resident: Yes / No	Languages spoken by student:
The Student lives with: <input type="checkbox"/> Both Parents (same address) <input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Both Parents (shared care) <input type="checkbox"/> _____	
Previous school:	Previous class:
Learning/Behaviour Needs: Please specify any learning or behaviour needs the school should be aware of.	

### PARENTS/CAREGIVERS DETAILS:



Parent/Caregivers name:	Relationship to child:
Home address:	Email:
Home phone:	Cell phone:
Work phone:	Workplace/Occupation:
Parent/Caregivers name:	Relationship to child:
Home address:	Email:
Home phone:	Cell phone:
Work phone:	Workplace/Occupation:

### CUSTODY ACCESS



Court order issued? Yes No N/A please circle one Please provide supporting documents	Extra copy of school report sent to:
Details:	

## EMERGENCY CONTACTS

In the event that we cannot contact a students' primary caregivers, it may be necessary to contact another person to collect your child if they are unwell or in an emergency. This could be a relative, family friend or a neighbour. Please list below alternative contacts with **at least one** of them being someone who is within close proximity of the school during the day.

Name of Emergency contact:	Relationship to student:	Home phone:	Cell phone:
1.			
2.			
3.			

## EARLY CHILDHOOD EDUCATION (ECE)

Did your child attend an ECE service in the six months prior to starting school? YES / NO *Please circle one*

If YES, please enter the number of hours per week for up to three services (A-F)

ECE Service	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
A. Kohanga Reo			
B. Playcentre			
C. Kindergarten or Education and Care centre			
D. Home based service			
E. Playgroup			
F. The Correspondence School—Te Aho o Te Kura Pounamu			

If YES, did your child regularly attend an ECE service? *'Regularly attend' means the child was booked into a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, on holiday, or had a family occasion, etc.*

<input type="checkbox"/> Yes, for the last _____ years	<input type="checkbox"/> Not regularly, only occasionally with no ongoing schedule
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If NO, please tick the appropriate box (G-J)

G. Attended, but only outside New Zealand		I. Did not attend	
H. Attended, but don't know what type of service		J. Unable to establish if attended or not	

## MEDICAL DETAILS

Doctor's Name and/or Medical Centre:

Phone number:

Does your child suffer from any <b>medical conditions</b> that we should be aware of? (e.g. allergies, asthma, disability) <i>If yes, please provide details:</i>	YES	NO
Does your child take any <b>regular medication</b> ? <i>If yes, please provide details:</i>	YES	NO
Has your child ever contracted or been in contact with any <b>communicable disease</b> ? (e.g. TB, Hepatitis, etc) <i>If yes, please provide details:</i>	YES	NO
Has your child been <b>fully immunised</b> ? <i>(please provide immunisation record &amp; certificate with your application)</i>	YES	NO

Occasionally the need arises for staff to seek medical attention for a child after an accident when parents/caregivers cannot be contacted to immediately take action themselves. Please read the following statements and circle yes or no for each:

1. I authorise the staff of Newlands School to take reasonable steps in the event of an emergency concerning my child and to seek necessary medical treatment at a local medical centre or hospital facility acting as my agent.	YES	NO
2. I undertake to meet any resultant charges/costs.	YES	NO
3. I consent to my child being given panadol/pamol if deemed necessary by staff and I cannot be contacted.	YES	NO

Signed:

Date:



**Future enrolments** Please list any other members of your family likely to be attending Newlands School in the future:

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

## POLICIES & PROCEDURES / DECLARATION



- I agree that my child shall be subject to the established policies and procedures of the school particularly as they relate to rules and discipline.
- When he/she is absent or late I shall phone the school or provide a note of explanation.
- In terms of the privacy act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school.
- I also agree that Newlands School may have access to information and records pertaining to my child from previous schools and agencies (if applicable) and that information about my child may be passed on to other schools or relevant agencies.
- I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies.
- The address provided to the school will be the usual place of residence of \_\_\_\_\_ (name of student) when the school is open for instruction. I will advise the school of any subsequent change of address.
- I certify that all information entered on this enrolment form is factually correct.

### Publishing Student Information

Images of our students (photographs, video clips etc) and examples of their school work, are sometimes published in our newsletters, on our school website, and other online channels such as the school/class blogs. We publish student material to celebrate students' work and achievement, to encourage students to participate in our school community, and to promote the school. We believe it is important to celebrate students' achievements, but are aware of the potential risks when such personal information or material is published online. In the interest of safety and security we require parents to give consent before publication. With consent, we usually share no more than a first name, image, or work in the school newsletter, on the school website or in the wider online community. However, for special awards and results (such as Trustee awards and Sports competition results), the school may choose to publish a students full name.

Please indicate your wishes by ticking the relevant box:

- I give permission for** my child's name, image, or work to be published in the school newsletter, on the school website, or the wider online community
- I do not give permission** for my child's name, image, or work to be published in the school newsletter, on the school website, or the wider online community.

*Please note: If your circumstances change regarding the publishing of student information, then it is the parent or caregivers responsibility to advise the school so they can update their records.*

Parent/Caregiver name: \_\_\_\_\_

Parent/Caregiver signature: \_\_\_\_\_

Date: \_\_\_\_\_



A full set of Newlands School Policies can be found online at: [www.schooldocs.co.nz](http://www.schooldocs.co.nz).  
From the home page click on 'search for your school', and enter 'Newlands School'  
User name: **newlandsprimary** Password: **harakeke**.

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## FINAL CHECKLIST

Please ensure you provide us with the requested documents to support your child's application.



Do you have:

- Original copy of students NZ birth certificate **OR** students passport, and if applicable, relevant visas. (copies will be made)
- Two original address verification documents to present with your application (a copy will be made of these documents)
- Students immunisation certificate (a copy will be made of these documents)
- Signed the Policies & Procedures declaration, the Education outside the Classroom declaration & Internet Use by Students parent permission form



## EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY AND PARENT DECLARATION

Education Outside the Classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on school grounds, and off-site.

Our Students participate in a wide range of learning opportunities within and outside the school grounds. The school uses a process to identify and manage risks at every level of activity and this process is monitored by the board and the principal. We recognise four levels of activities, each with specific requirements regarding parental/caregiver consent.

**Level 1 Activity:** At school, or within the immediate local environs eg sports events, fun days, nature studies. **Consent required:** *Blanket permission provided on enrolment.*

**Level 2 Activity:** Off-site events occurring entirely in school time and finishing no later than 4pm, eg zone sports, team sport events, class trips to the museum. Parents are advised of the finishing time if it is later than 3:00pm. **Consent required:** *Blanket permission provided on enrolment, but parents are informed that the event is to occur.*

**Level 3 Activity:** Offsite or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity, eg water activities (apart from swimming sports), rock climbing. **Consent required:** *Parent/caregiver informed consent is required for each specific event.*

**Level 4 Activity**—overnight activities, *not applicable to Newlands School.*

By signing this form, you consent to your child participating in Level 1 and 2 activities. For any level 3 or 4 activity, you will always be provided with a specific consent form. Our full EOTC policy can be found at: [www.schooldocs.co.nz](http://www.schooldocs.co.nz) (user name: newlandsprimary password: harakeke)

### Parent declaration:

I/We give permission for our child, \_\_\_\_\_ (name of student) to participate in Level 1 & 2 EOTC activities.

I/We have provided the school with up-to-date medical and other information on the school enrolment form and will notify the school of any changes to that information.

Parent/Caregiver Name:			
Parent/Caregiver signature:		Date:	



## INTERNET USE BY STUDENTS: PARENT PERMISSION FORM AND DIGITAL SAFETY USER AGREEMENT

Newlands School makes regular use of the Internet as an integral and important part of its teaching & learning programmes. It enables our children to seek and gather information and communicate beyond the classroom. Our goal is to make this accessible to all at Newlands School. To gain access to e-mail, the Internet and other ICT tools, all students must agree to follow the School's digital safety expectations and obtain the permission of their parents / caregivers.

To support our use of this resource we have developed a set of digital safety expectations we expect all children to abide by. A copy of these expectations (Digital Safety Agreement) along with an explanation of their purpose is attached on the following page. This is a sample copy of the agreement for your information. Your child will be taught these expectations in class and the agreement will be signed by the student and the caregiver once they have started school. This will be organised by the classroom teacher.

While most of the material on the Internet is harmless, families should be aware that the nature of some material makes it undesirable for children's viewing. It is also possible to purchase goods and services. While the School has in place measures to make this unlikely, exceptions may not be ruled out.

### Parent Declaration

- As Parent or Caregiver of a student at Newlands School, I have read this section 'Internet use by Students' and the sample copy of the Newlands School Digital Safety Agreement for students document and conditions.
- I understand that school computers, the Internet and ICT equipment are used for educational purposes.
- I understand that failure to act as a good user will result in loss of access to the Internet and ICT resources.
- I understand that the School cannot be held responsible or liable for material found by students or for goods purchased.
- I understand that photographs of my child or a piece of their work may from time to time be published on our website or class blog site and give consent for this.
- I understand that each year students will sign their digital safety agreement and that this agreement will be kept at school.

As a parent or caregiver I give consent for \_\_\_\_\_ (child's name) to have access to the Internet, ICT equipment and for their work and/or photo to be published on the school website or class blog site.

Parent/Caregiver Name:			
Parent/Caregiver signature:		Date:	



Newlands School

# DIGITAL SAFETY AGREEMENT

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Students name: \_\_\_\_\_

## I can manage myself as a responsible digital citizen by:

- Communicating with others in a respectful way when using digital technologies.
- Only using the internet and technologies for the purpose of learning at school.
- Being sensible and careful when using the internet, technologies and devices at school.
- Using the internet at school with the permission and supervision of my teacher.
- Keeping safe when using the internet at school. I will not give out personal contact information online (e.g. full name, address and telephone number) unless I have the permission of my parent and teacher.
- Keeping my passwords private.
- Acting quickly if I come across something that is inappropriate, makes me feel uncomfortable or I know is wrong. I put the lid down and tell the teacher. I do not show other students.
- I will use the information I find on the internet respectfully and thoughtfully, acknowledging the source where appropriate.



## I understand that:

- If I misuse digital equipment or programs my digital privileges may be removed for a period of time.
- If I deliberately damage equipment my family will be partly responsible for the cost of replacing the equipment.
- During school break times I will not be on digital equipment unless I have the permission of a teacher.
- The work I complete on digital devices for school is like work completed in an exercise book and can be seen by all teachers and parents at any time.
- My teacher will monitor my digital footprint and the emails that I send and receive on my school account while I am a student at Newlands School.
- I leave a digital footprint which means my actions online are public.

## Parent/Caregiver & Student signatures:



I understand that this is my digital citizenship agreement. I have discussed these expectations with my parents/caregivers. My parents/caregivers have signed this agreement to indicate we have discussed these expectations together.

	Student's signature	Parent/Caregiver's signature
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		