



Enrolment

Student Details		
Legal Surname:	Legal First Names:	
Preferred Surname:	Preferred First Name:	
Date of Birth:	Male / Female (Circle one)	Actual Age:YearsMonths
Country of Citizenship:	Date of Arrival in NZ (if applicable):	
Ethnicity:	Iwi Affiliation (NZ Maori):	
Ethnicity:	Language/s Spoken at Home:	
Learning/Behaviour Needs: <i>(Please specify any learning or behaviour needs information, as well as support agencies who have worked with your child)</i>		

Custody Details	
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"/> Other <i>(specify)</i>
Court Order Issued? Yes / No / Not Applicable (Circle one)	School Reports are sent to both parents unless otherwise advised.
Details of custody order:	

Eligibility	
Does the student live permanently in the school zone?	YES / NO (circle one)
If the student lives within the school zone, 2 forms of verification must be supplied when submitting your application (this must still be current at start date). <u>Acceptable documents are your latest rates bill or a tenancy agreement, as well as a utilities bill (electricity/gas).</u>	

Parent/Caregiver Details	
Dr / Mr / Mrs / Ms / Miss (Circle one)	Dr / Mr / Mrs / Ms / Miss (Circle one)
Parent/Caregiver Name:	Parent/Caregiver Name:
Relationship to Child:	Relationship to Child:
Home Address:	Home Address:
Email:	Email:
Home Phone:	Home Phone:
Mobile:	Mobile:
Work Phone:	Work Phone:
Occupation:	Occupation:
Place of Employment:	Place of Employment:
Ethnicity & Home Language:	Ethnicity & Home Language:

Future Enrolments of Siblings		
Name:	Date of Birth:	Male / Female (Circle one)
Name:	Date of Birth:	Male / Female (Circle one)
Name:	Date of Birth:	Male / Female (Circle one)

Emergency Contacts

*In the event of an incident/accident or unwellness and we cannot contact a student's primary caregivers, it may be necessary to contact another person to collect your child. Please list 2 **alternative** contacts (NOT parents/caregivers already listed), who would be able to collect your child during the day.*

Name	Relationship to Student	Home Phone	Mobile

In the event of a Civil Emergency (eg. earthquake or flooding), you may be unable to collect your child immediately. Please list 3 alternative contacts to whom the School is authorised to release your child. These may include friends, family, parents of other students or older siblings (over 18).

Name	Relationship to Student	Home Phone	Mobile

Health & Medical

Family Doctor and/or Medical Centre: _____ Phone No. _____

Please read the following statements and circle Yes or No for each, then sign consent.

Does your child suffer from any medical condition the school should be aware of (eg. allergies, asthma, disability)? <i>If yes, please provide details:</i>	Yes	No
Does your child require regular medication? <i>If yes, please provide details:</i>	Yes	No
Has your child been fully immunised? <i>If yes, please provide copy of immunisation certificate with this application.</i>	Yes	No
I authorise the staff of Rewa Rewa 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 acting as my agent.	Yes	No
I undertake to meet any costs resulting from this.	Yes	No

Name Signature Date

Early Childhood Education

Did your child attend an ECE service in the 6 months prior to starting school? YES / NO (circle one)

Name of centre/service

If YES, enter the number of hours per week for up to 3 services (A-F):

Early Childhood Education Service	Service 1 hrs/wk	Service 2 hrs/wk	Service 3 hrs/wk
A. Kohanga Reo			
B. Playcentre			
C. Kindergarten or Education & Care Centre			
D. Home Based Service			
E. Playgroup			
F. The Correspondence School—Te Aho o Te Kura Pounamu			

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.

YES, for the last years NOT REGULARLY, only occasionally, with no ongoing schedule

If NO, tick the appropriate box:

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

Publication of Student Information & Work

Images of our students (eg. photos & video clips), and examples of their school work are sometimes published in our newsletters, on our website and via other online channels, such as Facebook and class blogs. We publish student material to celebrate achievement, to encourage participation in our school community and to promote the school. In the interest of safety and security we require parental consent before publication. With consent, we share a child's first name only, image or image of their work.


Please tick below to indicate your preference:

- I give permission for my child's first name, image and/or work to be included in school publications, in print or online.
- I do not give permission for my child's first name, image and/or work to be included in school publications, in print or online.

Please note: if your preferences change regarding publication of student information, it is the parent/caregiver's responsibility to advise the school in writing.

Policies & Procedures

- I agree that my child will be subject to the policies and procedures of the school, particularly as they relate to rules and discipline
- I give permission for my child to attend all educational visits and trips outside the classroom, within the Wellington area (prior notification will be given of each trip/event and separate, written permission will be obtained for school camps)
- When my child is absent or late I will telephone, email or provide a note of explanation before 9am on the day of absence
- I understand that information on this form is collected as part of essential information the school holds on my child and that my child's record may be viewed on request, in accordance with the Privacy Act (1993)
- I understand that the school may access and share information about my child with relevant education, health & welfare agencies, as is authorised or required by law
- I understand that the school will take action on my behalf in the case of sudden illness or injury
- I agree to abide by school policies
- I understand that Activity Fees are payable on enrolment for extra-curricular activities, such as trips and special programmes
- The address provided to the school is the usual place of residence for my child when the school is open for instruction, I will advise the school immediately of any subsequent change of address

 **SchoolDocs** Policies and Procedures *A full set of Rewa Rewa School policies can be found online at www.schooldocs.co.nz — contact office@rewarewa.school.nz for login details.*

Internet Use by Students

Rewa Rewa School makes regular use of the internet as an integral part of its teaching and learning programmes. It enables students to seek and gather information and communicate beyond the classroom and our goal is to make this accessible to all students. To gain access to email, 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 the use of this resource, we require each student to sign our Digital Safety Agreement (see attached). This agreement must be signed by both the student and a parent/caregiver when they start school. Your child will also be taught these expectations in class.

Whilst much online content is harmless, families should be aware that the nature of some material is inappropriate for child-viewing. The school has safety measures in place to filter content, although exceptions cannot be entirely ruled out.

- As a parent/caregiver of a child at Rewa Rewa School, I have read and understand **Internet Use by Students**, as well as the **Digital Safety Agreement**
- I understand that the school computers, ICT devices & the internet are used at school 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

Internet Use by Students Cont.

- I understand that whilst every effort will be made to keep my child safe, the School cannot be held responsible or liable for material accessed by students or for goods/services purchased online
- I understand that photographs of my child or their work may be published online from time to time and I consent to this
- I understand that on enrolment my child and I will sign their Digital Safety Agreement & this will be held at school
- I consent to my child having access to the School's ICT equipment and internet service

Notice from the Ministry of Education

The address given at the time of application for enrolment must be the student's 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 at the school, 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 enrolment by knowingly giving a false address or making an in-zone living arrangement that they intend to be only temporary eg.

- 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.

Before enrolment takes place (ie. before attendance begins), if the Board has reasonable grounds for believing that the given in-zone address will not be not a genuine, ongoing living arrangement, the Board may withdraw any offer of a place it might 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 gaining enrolment at the school, then the Board may review the enrolment. Unless the parents can give a satisfactory explanation, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

Declaration

- I certify that all information entered on this enrolment form is true and correct

Name Signature Date

Final Checklist

Please ensure you have provided all the necessary documentation to support your child's application (copies will be made while you wait):

- Original birth certificate of student **OR** student's passport & visa (if appropriate)
- Two forms of proof of address (recent property rates invoice or tenancy agreement, as well as current utilities invoice)
- Immunisation certificate
- Completed & signed enrolment form, including Health & Medical, Declaration & Internet Use by Students



Student Name

I will manage myself as a responsible digital citizen by:

- Communicating with others in a respectful way when using digital technology
- Only using the internet and ICT at school for the purpose of learning
- Being sensible and careful when using the internet and ICT devices at school
- Using the internet at school only with the permission and supervision of my teacher
- Keeping safe when using the internet at school—I will not give out any personal information online (eg. full name, address, telephone number, age, male/female), unless I have the permission of my parent/caregiver and teacher
- Keeping my login details private
- Acting quickly if I see anything that is inappropriate, makes me feel uncomfortable or I know is wrong—I will close the screen and tell the teacher immediately, I will not show other students
- Using the information I find on the internet respectfully and thoughtfully, acknowledging the source where appropriate
- Taking care of ICT equipment and telling the teacher about any problem or damage
- Respecting school safety—I will not try to bypass any security, monitoring or filtering that is in place on any system at school or accessed via the internet
- Keeping our systems safe—I will not download or copy any files to school devices or networks (eg. photos, music, videos, games or programmes), without the permission of my teacher
- Keeping our ICT safe—I will not connect any device (eg. USB, camera or phone), to school ICT or run any software without the permission of my teacher—this includes wireless technology

I understand that:

- If I misuse digital equipment or programmes my digital privileges may be removed for a period of time
- If I deliberately damage equipment, my family will be at least partly responsible for the cost of replacement
- During school break times I will not be on digital equipment unless I have the permission of my teacher
- The work I complete on digital devices for school is like work completed in an exercise book and may be seen by all teachers and parents/caregivers at any time
- My teacher will monitor my digital footprint, as well as any communication that I send and receive using my school account
- I leave a digital footprint, which means my actions online are public—I will not hide what I do by clearing the history
- I can only bring my own device to school with the permission of my teacher

Parent/Caregiver & Student Declaration

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

Student Signature	Date	Parent/Caregiver Signature	Date