



Enrolment Form

Date Enrolled: _____ Admission No: _____ NSN: _____
Birth Cert. No: _____ Year: ____ Room: ____ House: _____ Bus: _____
Immunisation Certificate: **Sighted:** YES NO REQUESTED **Completed:** YES NO

Student:

Student's Legal Surname: _____ Legal First Name: _____

Student's preferred first name: _____ Preferred Surname: _____

Date of Birth: _____ Age Now: ____ years ____ months Male / Female (*please circle*)

Previous School: _____ **School Number:** _____

1st Parent/Caregiver Details:

Title: _____ Surname: _____ First Name: _____

Relationship to Child: _____ Phone: _____

Occupation: _____ Mobile: _____

2nd Parent/Caregiver Details:

Title: _____ Surname: _____ First Name: _____

Relationship to Child: _____ Phone: _____

Occupation: _____ Mobile: _____

Living Arrangements:

Lives with: _____

Address: _____

Post Code: _____

Rural Emergency No: _____ Home Language: _____ Email: _____

Ethnicity (*up to three*): _____

Iwi Student belongs to – if applicable (*up to three*): _____

Residency/Citizenship: Yes / No *If no enter details:* Date NZ entry: ____ / ____ / ____ Country of Birth: _____

HEALTH:

Any learning or medical information we need to be aware of (*including ESOL or ORRS*): _____

Allergies: _____ Medication: _____

Sight: _____ Hearing: _____ Speech: _____

Doctor: _____ Phone: _____

Emergency Contact Details:**Relationship to Child:****Phone Numbers:**1st _____

2nd _____

3rd _____

Custody / Access Arrangements:

Court Order Issued Yes / No (please circle)

Copy of Paperwork given to school Yes / No

Names of Family members likely to be attending this school in the future:

1. _____

Date of Birth: _____

2. _____

Date of Birth: _____

3. _____

Date of Birth: _____

Year 0 or Year 1 Pupil: Early Childhood EducationDid your child regularly attend Early Childhood Education? (*Your child was booked into a service each week/fortnight and generally went to those sessions unless sick, on holiday or had a family occasion*) Yes, for the last ____ years Not regularly, only occasionally with no ongoing schedule No, did not attend ECE

Did your child attend one or more Early Childhood service(s) in the last 6 months prior to starting school?

Please enter the number of hours per week for up to 3 services:		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			
or Please tick the appropriate box				
g.	Attended, but only outside New Zealand		i.	Did not attend
h.	Attended, but don't know what kind of service		j.	Unable to establish if attended or not

Approval for Head Lice Check: Yes / No (please circle)**Newsletter Emailed:** Yes / No (please circle)I give permission for my child to attend school / class trips and activities. I will be fully informed of the details of any event prior to the occasion. (This excludes school camps which will be covered by a separate permission slip) I understand that my number will automatically be included on the Emergency Phone List and be given to the co-ordinator of that list so that in the case of an emergency i.e. flooding I will be notified as to what arrangements will be happening for my child/ren. **Confidentiality:** This information is requested by the school in order to communicate with parents and caregivers, to maintain the safety of the pupil, in order to meet statutory requirements of the Ministry of Education. Information is held securely and used for the purpose of education only.**Parents /Caregiver Verification:** The information above is true and correct. I undertake to advise the school of any change in circumstances so that accuracy and contacts may be maintained. Also I understand and have read the Behavior Management Guidelines for Hukerenui School.

Name: _____

Signed: _____

Date: _____

Parent/Guardian

Personalised Action Plan for Students with Asthma

We require children with asthma to have a personalized action plan. Please fill this in upon your child's enrolment at Hukerenui School. A copy of this plan will be given to the classroom teacher and the master will be kept in our medical folder in the sickbay.

Should your child's asthma plan change please phone the school office to update details.

1. Students Name:

Age _____

Asthma symptoms (please describe)

(Example: My child usually has very mild symptoms twice each month; attacks can be severe and usually occur about three times each year; never in hospital with asthma).

2: Parent or Guardians name and address:

3: Phone Numbers:

4: Family Doctor: _____

Address: _____

Phone Number: _____

5. Asthma Treatment

Medicine:

Medicine	Dose	Time

6. Treatment for an Asthma attack at school.

Medicine	Dose	Frequency

NB: Please be sure to complete the section above if your child has troublesome asthma.
Other information (if any).

Signed: _____

Date: _____

Hukerenui School

Consent for School to Administer Medicines

Name of Child: _____ Room: _____

Medication: _____ Dose: _____

Times Given: _____

We the parents/caregivers accept the following:

1. The school does not have a trained medical officer to administer the medicines.
2. The Responsibility for the decision to give medication is the caregivers.
3. The school will give medication at the times requested when possible, however of these times do not suit the school programme then the caregiver will have to make other arrangements.
4. The caregiver will notify the school of any changes in dosage, times or procedures by filling out another form.
5. The medication will be delivered to the school by the caregiver.
6. The school will dispose of any unused medication at the end of the year if not collected by the caregiver.
7. The school will not administer any medications that are past their use by date.

Parent / Caregiver Signature: _____

Date: _____

CYBERSAFETY AT HUKERENUI SCHOOL

CYBER SAFETY USE AGREEMENT FOR PRIMARY/INTERMEDIATE STUDENTS



This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary / Intermediate Students

Section C: Cybersafety Use Agreement Form.

Instructions for parents*/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the use agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Additional information can be found on NetSafe's website www.netsafe.org.nz/ua

SECTION A

INTRODUCTION

The measures to ensure the cyber safety of Hukerenui School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Hukerenui School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B

RULES TO HELP KEEP HUKERENUI SCHOOL STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.

9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:

- Not show others
- Click on the '**Hector Safety Button**' or turn off the screen and
- Get a teacher straight away.

10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.

11. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.

12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.

13. The school cybersafety rules apply to any ICT brought to school like a mobile phone.

14. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- **Name**
- **Address**
- **Email address**
- **Phone numbers**
- **Photos.**

15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:

- Not intentionally disrupting the smooth running of any school ICT systems
- Not attempting to hack or gain unauthorised access to any system
- Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
- Reporting any breakages/damage to a staff member.

16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION C
HUKERENUI SCHOOL PRIMARY/INTERMEDIATE
CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

I understand that Hukerenui School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement.

Additional information can be found on the NetSafe website www.netsafe.org.nz/ua

Parental Consent Form to Publish Student Work Or Details Online

To the Parent / Legal Guardian / Caregiver

- Please read this page carefully as it includes information about safety and security issues associated with privacy.
- Indicate your preference with regards to the sharing of your child's personal information.
- Complete and sign the form.
- Return this form to the school. (A copy will be returned to you for your records).

You are welcome to contact the school to discuss this Privacy Agreement if you wish.

In the interest of safety and security Hukerenui School requires parent permission for the publishing of student's names or photographs on our website, and in our newsletters (which are handed / posted / emailed out).

We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the internet.

We will share, if given permission, no more than a student's first name and / or photograph via the newsletter, or the wider online community via the school website.

With regards to copyright, regardless of the student's age, they own the copyright to their work. The permission of the parents of primary school students should be obtained before work is published. Permission need only be obtained once.



PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL OFFICE
Upon request, the school will return a copy of this page for you

Please indicate your wishes by ticking the relevant box.

I give permission for my child's

Name

Photograph

Work

to appear in the school newsletter and/ or on the school website.

I do not give permission for my child's name, photograph or work to appear in the school newsletter or on the school website.

If my child uses any device (such as a USB, camera or phone) I will ensure that **all** content on this device is acceptable at school.

I have read this cyber safety use agreement and I am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.

Name of student: _____ Student's signature: _____

Student's Room: _____ Name of parent/caregiver: _____

Parent's signature: _____ Date: _____

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.