

PLEASE FILL IN ALL DETAILS



SPOTSWOOD COLLEGE

Te Kura Tuarua O Ngāmotu

ENROLMENT FORM

2018

For Deans use only:

Whanau : _____

Core Class: _____
(Yrs 9 & 10)

ORS Funded: N/H/V/S

SECTION A:

Date of interview : _____ **START DATE** : _____

Students Family Name: _____

First Name: _____ Middle Name: _____

Preferred Name: _____

Gender (circle): M / F Date of Birth: _____

Level (circle): **Yr 9** **Yr 10** **Yr 11** **Yr 12** **Yr 13**

Previous school : _____

Student Cellphone Number : _____

Ethnicity: New Zealand/European () Māori () Other (Specify) _____

Iwi affiliation: _____ Country of Birth: _____

New Zealand Resident: Yes / No
If yes, please go to Section C

COPY of N.Z Birth Certificate
COPY of N.Z. Passport

**Must get
a copy**

Serial No : _____

SECTION B: NON-NZ CITIZENS

1. Eligibility for enrolment at a New Zealand Secondary School

NZ Resident Int (Foreign) Fee Paying Student Student Exchange

Other _____

2. Verification Documents:

Passport State/Country _____ Medical Certificate with immunisation data
Student Visa/Permit

Parent Work Permit (Must get a copy) Other Specify _____

Document Serial # (of verification): _____

3. FF/Ex Details:

Exchange Scheme: AFS EF Other _____

ESOL: Yes / No Country of Birth: _____

Citizenship: _____ First Language: _____

SECTION C: PARENTS/CAREGIVERS

MAIN CAREGIVER (Lives with)

Surname: _____

First Name: _____

Relationship to student: _____

Home phone: _____

Cell Phone: _____

Email: _____

Address: _____

Suburb/Town: _____

Post Code: _____

Work Place: _____

Work Phone: _____

MAIN CAREGIVER (Lives with)

Surname: _____

First Name: _____

Relationship to student: _____

Home phone: _____

Cell Phone: _____

Email: _____

Address: _____

Suburb/Town: _____

Post Code: _____

Work Place: _____

Work Phone: _____

If you have a different BILLING address - please contact our Accounts Department

Secondary Caregiver: (if applicable)
(e.g. Joint custody/Grandmother/Aunt/Uncle)

Surname: _____

First Name: _____

Relationship to student: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Address: _____

Work Place : _____

Work Phone : _____

Copy of Report: Yes / No (for extra report)
(Address Details given)

Secondary Caregiver: (if applicable)
(e.g. Joint custody/Grandmother/Aunt/Uncle)

Surname: _____

First Name: _____

Relationship to student: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Address: _____

Work Place : _____

Work Phone : _____

Copy of Report: Yes / No (for extra report)
(Address details given)

SECTION C (Cont):

PLEASE FILL IN ALL DETAILS

Emergency Contacts:

Name: _____

Phone: _____ Work Phone: _____

Cellphone: _____

Address: _____

Relationship to student: _____

Siblings/ Family Circumstances

Name of brother/s, sister/s **currently** at Spotswood College:

Special Family Circumstances/ Custodial Arrangements We Should Know About:

Further Documentation: _____ attached Y / N

See attached Policy "Dealing with custodial parents" (NAG 5)

SECTION D: HEALTH

(PLEASE FILL IN IF ANY MEDICAL PROBLEMS)

Medical Problems/Any Information: _____

Allergies: _____ ORS Funded Yes () No ()

Doctor: _____ Dentist: _____

Medical Certificate:- In the event of the College closing due to a measles/or other medical epidemic the College will require a Doctors Certificate to confirm that immunisation has taken place before the Student will be permitted to return to school.

If possible please attach a copy of the immunisation record.

Immunised against MMR (measles, mumps and rubella) Yes () No () Not sure ()

Any additional relevant information regarding your child's Medical Conditions would be greatly appreciated, including details of any past medical history that may be of importance.

SECTION E: TRANSPORT

Method of coming to school _____

FOR BUS STUDENTS (Tick which bus route)

Omata () Oakura () Okato () Bell Block () Waitara () Egmont Village () Inglewood ()

New Plymouth City () Other ()

SECTION F: SUBJECT SELECTION (see Year 9 Curriculum Book)

Starting Year Only

YEAR 9: List your 6 Option Subjects from year 9 Curriculum Booklet and TWO reserve.

YEAR 9 OPTIONS

RESERVE

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 1. _____ |
| 2. _____ | 5. _____ | 2. _____ |
| 3. _____ | 6. _____ | |

YEAR 10: Three Option Choices:

1. _____ 2. _____ 3. _____

YEAR 11-12-13: Six Subject Choices:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

SECTION G: AGREEMENT

We wish your child to have a positive learning experience at Spotswood College. Therefore we ask you, as parents and caregivers, to agree to do the following:

- 1) Encourage your child to follow our E TŪ expectations across the school. Please read these.
- 2) Encourage your child to participate in as many school activities as possible.
- 3) Support your child to attend all lessons.
- 4) Ensure your child is provided with and attends in the correct uniform (dress code for Year 13).
- 5) Ensure your child is provided with correct equipment for learning.
- 6) Liaise with the school on all matters affecting the welfare of your child.
- 7) Assist your child to abide by the Regulations as laid down by the Ministry, the Board of Trustees as well as other school rules and directions given by the Principal and staff.
- 8) Permission to display/publish your child's work and name for purpose of acknowledgement and celebrating their success/achievement.
- 9) Attend IDP (Goal Setting) meetings with Whanau teachers.
- 10) Contact the school or Board of Trustees if you have any queries or concerns regarding your child.
- 11) That the Parent Teacher Association (PTA) can use your contact details to inform you of important school events.

I agree to support Spotswood College in the areas listed above (1-11)

I permit information on my child to be made available to this school, or to a further learning institution our student may attend. Information will be dealt with according to our Privacy Policy to ensure information security and sensitivity.

SIGNATURES:

Parent: _____ Parent: _____

Student: _____

Teacher: _____ Dated : _____

SECTION H: PRIVACY

The information on this form as well as achievement and engagement information collected by teachers and deans is used by the school to enhance the education of your child. It is available to all staff of the school and to members of the Board of Trustees. Please advise the school if you have any concerns about disclosure of any of the information collected about your child. This information is collected according to our Privacy Policy and procedures regarding the collection, storage and access of personal information. This policy is available on request.

The school is sometimes obliged by law to give information to government departments (e.g. Ministry of Education and Ministry of Health) but it will not otherwise be disclosed without your authorisation.

You have the right to request access and to request correction of information held about you or your child by the school. We would be grateful if you could contact the school office if any details need to be changed, especially contact details.

From time to time the school takes photographs of students to record activities within the school for the students' learning journals, for the school newsletter and for the school website. It is the school's practice that photographs for publication are positive depictions of students involvement in learning activities. Please advise the school if you have any concerns about publication of your child's photograph.

Signed: _____ (Parent/Guardian)

Date: ____ / ____ / ____

ENROLMENT PROCESS CHECKLIST :

Deans to complete :

Enrolment form has been fully completed :

- All sections A - F have been completed
- Section I (Cyber Safety Agreement) has been signed
- An interview time has been arranged : When : _____
With Whom : _____
- We have a copy of the students Birth Certificate/ Passport / Student Visa
- Section G and H have been signed



SECTION I :

STUDENT COMPUTER INTERNET AND SOCIAL MEDIA USE AGREEMENT

Please read this with your parents/caregivers and ask if you don't understand any part of it. If you would like to discuss this document please contact the school on 751 2416.

Complete the bottom portion (including signatures) and return the form to the person who gave it to you. If you are unable to accept the terms of this agreement, you will not be able to use the computers. If you fail to keep your side of the agreement, you risk losing your computer access either temporarily or permanently.

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.
- (f) The term "parent" used throughout this document also refers to legal guardians and caregivers.

I understand and accept that:

1. **The only acceptable purpose** for the school computers, internet and other Information Technology resources is to support teaching and classroom learning.
2. **My computer login is for my sole use only** and I will not allow others to use it. I will not give my password to anyone else and I will never log on for anyone else using my own username and password. If at any time I suspect someone knows my password I will advise a teacher immediately. I understand I may be held responsible for misuse of my username and password if I do not take every necessary step to keep my password secret. I will never use someone else's username and password.
3. **I will not change or adjust any settings or the configuration** of any computers or other equipment.
4. **I understand that I must not at any time use ICT to upset, offend, harass, threaten** or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. **I am not permitted to access or create material which is offensive** in any way (e.g. pornographic), dangerous, inappropriate at school, illegal or objectionable – and I am forbidden to pass any such material in any way at all by such means as copying, storing, sharing, emailing or printing. If I accidentally access inappropriate material, I will:
 - * Not show others
 - * Turn off the screen or minimise the window and
 - * Report the incident to a teacher immediately.
6. **I will not use any electronic communication (e.g. email, text, cellphones, photographs, social media) in a way that could cause offence to others or harass, bully or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.**
For example, I will not take photos or moving images and post them to social media such as Facebook without written approval from the person(s) involved and the teacher.
7. **I will not attempt to bypass any of the monitoring, internet filtering or security systems** by any methods at all. I will not access secure school systems or unauthorised areas.
8. **I accept that the Internet is for school related use only** and not for casual browsing.

9. **I will not play games or download, copy or install games** on any of the school computers.
10. **I will not store, download or copy music or videos** using the school computers. This makes sure the school complies with the Copyright Act 1994 and the Copyright (Infringing File Sharing) Amendment Act 2011. I also understand that anyone who infringes copyright may be personally liable under this law.
11. **I will not store, download, install, copy or run any programs** from any source including the Internet, CDs, DVDs, Memory sticks or any other means.
12. **I will not connect any device** (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. **I will only save files on my own H:\ drive.** I will not save any files to the C: drive or any other hard drive, floppy drive or storage medium unless specific permission is given by a teacher.
14. **I will respect all ICT systems** in use at school and 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.
15. **I will be responsible for keeping myself safe on the Internet.** I will not give anyone information about myself or anyone else – this includes addresses, phone numbers, photos or credit card information.
16. **I am responsible for ensuring the space used by my files is reasonable.** If my space usage is considered unreasonable, some of my files may be deleted at any time without warning.
17. **I understand that I have a starting allowance for printing.** Any printing beyond that allowance will be at my own cost.
18. **Any of my files or work can be viewed or accessed at any time** by my teachers or anyone responsible for monitoring use of the school computers and Internet. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

Student Name: _____ **Whānau class:** _____

I have read this agreement and agree to follow the rules. I accept that if I break these rules the school may inform my parent(s) and/or I may lose the right to use the computers and/or the Internet and that this may affect the subjects I have chosen. I also understand that I will be required to cover the cost of any repairs or cleanup that may be necessary because of my actions. The school or police may also take other disciplinary action against me as appropriate.

Signature of student: _____

Internet Permission – Parents/Caregivers:

I understand that while the school will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material on the Internet or through email it is the responsibility of my child to have no involvement with such material.

I give permission for my child to be given access at school to global information systems such as the Internet and email.

Parent/Caregiver name (print): _____ **Signature:** _____

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.



DEALING WITH NON-CUSTODIAL PARENTS POLICY

NAG 5

RATIONALE

Our School is required to deal with increasingly complex family arrangements often involving legal access issues. Staff need to be informed of such issues and be given explicit direction on whom to communicate with and how.

PURPOSES

1. To keep children safe.
2. To ensure school staff operate within the law and comply with the fair and reasonable requests of parents/caregivers.
3. To ensure the School has up-to-date information on students' living arrangements for contact and support.

PROCEDURES:

1. At enrolment parents and caregivers are asked to
 - (a) Provide evidence (Birth Certificate or Passport) of a child's legal status
 - (b) To clarify contact details when special arrangements exist.
2. At enrolment parents and caregivers are asked to provide any legal documentation which may pertain to access or custodial arrangements for students.
3. Parents and Caregivers will be asked through the School newsletter to update the School when living arrangements of children change.
4. The status of Agencies that have responsibility for students must be explicitly stated in writing and filed in the individual student's file.
5. Students can only be enrolled under their legal name as written on their birth certificate or passport.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 26 August, 2013

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____