

MANGAKAHIA AREA SCHOOL - ENROLMENT FORM

PLEASE bring a copy of Birth Certificate/Passport and last School Report

PUPIL DETAILS LEGAL FAMILY NAME:		LEGAL FIRST NAMES: GENDER	
PREFERRED NAME (If different to above):		Copy of Birth Certificate or Passport Required for Verification	
		DATE OF BIRTH: / /	
CURRENT YEAR LEVEL:	PREVIOUS SCHOOL:	PLACE IN FAMILY: of	
PHYSICAL ADDRESS (RURAL EMERGENCY No):			
POSTAL ADDRESS (if different from above):			
HOME PHONE:	MOBILE:	EMAIL:	
COUNTRY OF BIRTH:	DATE OF ENTRY TO NZ: / /	DATE OF RESIDENCY/CITIZENSHIP: / /	
ETHNIC GROUP(S) CHILD RELATES TO: 1.		IWI/HAPU: 1.	
2.		2.	
3.		3.	
PARENTS/CAREGIVERS			
TITLE: FAMILY NAME:	FIRST NAME:	RELATIONSHIP TO CHILD:	LIVES WITH <input checked="" type="checkbox"/> <input type="checkbox"/>
RESIDENTIAL ADDRESS (if different from pupil)			OCCUPATION: SHIFT HOURS:
PHONE Home:	Work:		
Mobile:			
TITLE: FAMILY NAME:	FIRST NAME:	RELATIONSHIP TO CHILD:	LIVES WITH <input checked="" type="checkbox"/> <input type="checkbox"/>
RESIDENTIAL ADDRESS (if different from pupil)			OCCUPATION: SHIFT HOURS:
PHONE Home:			Work:
Mobile:			
EMERGENCY CONTACT NAMES: 1 st		RELATIONSHIP TO CHILD:	
PHONE:		Mobile:	
2 nd		RELATIONSHIP TO CHILD:	
PHONE:		Mobile:	
DOCTOR:		PHONE:	
		LEGAL GUARDIAN/S:	
Prior-participation in Early Childhood Education: Did your child attend one or more Early Childhood Education service(s) in the six months prior to starting school? Centre attended before starting school: <input type="checkbox"/> Kindergarten or Education & Care Centre <input type="checkbox"/> Play centre <input type="checkbox"/> Home Based Service <input type="checkbox"/> Kohanga Reo <input type="checkbox"/> Playgroup <input type="checkbox"/> Correspondence School <input type="checkbox"/> Did not attend any type of ECE Centre/Service <input type="checkbox"/> Unable to establish if ECE attended or not		Did the child regularly attend Early Childhood Education? Instructions: "Regularly attend" means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc. <input type="checkbox"/> Yes, for the last ____ year(s). Hours per week ____ <input type="checkbox"/> Not regularly, only occasionally with no on-going schedule. <input type="checkbox"/> No, did not attend ECE.	
Office only			
YEAR LEVEL:	WHANAU/HOUSE:	TEACHER:	BUS:
ADDITIONAL INFORMATION:		ADMISSION NUMBER:	DATE OF ENTRY:

CONTINUED OVER...

HEALTH (attach separate sheet if more space required) ALLERGIES:	I consent to my child's vision and hearing being tested: <input type="checkbox"/> YES <input type="checkbox"/> NO VISION: HEARING:	IMMUNISATION CERTIFICATE SIGHTED: YES NO REQUESTED COMPLETED: YES NO
MEDICATION:	SPEECH:	
SERIOUS PROBLEMS:		
Can pain medication be given? <input type="checkbox"/> What pain/flu medication may student be given if necessary? <hr/>		
Outline any dietary requirements: <hr/>		
OTHER DETAILS LEARNING & BEHAVIOUR NEEDS:		
SPECIAL NEEDS (BACKGROUND / FUNDING): eg ESOL, ORRS, ADHD, Autism		
Gifts and Talents _____ Strengths _____ Weaknesses _____		
CUSTODY/ACCESS ARRANGEMENTS (attach separate sheet if more space required): COURT ORDER ISSUED? YES / NO / N.A. EXTRA COPY OF SCHOOL REPORT TO:		
Has this student experienced a: <input type="checkbox"/> Stand Down Details _____ <input type="checkbox"/> Suspension Details _____ <input type="checkbox"/> Exclusion Details _____		
Has this student been or is currently enrolled in an pastoral care/special educational programmes e.g. <input type="checkbox"/> Rubicon <input type="checkbox"/> RTLB <input type="checkbox"/> Counselling		
DOCUMENTATION REQUIRED: <input type="checkbox"/> Birth Certificate / Passport <input type="checkbox"/> Option sheet <input type="checkbox"/> Copy of most recent school report		
ENROLMENT WILL BE CONFIRMED ONCE THIS FORM IS COMPLETED AND SIGNED OFF BY THE PRINCIPAL Principal Signature _____ Enrolment Date _____		

Declaration by Parent/Caregiver

In connection with the enrolment of our son / daughter as named:

- We agree he / she will be subject to the rules and policies of the school.
- We undertake to ensure he / she will attend school regularly and punctually, and only be absent in cases of illness or emergency.
- We will ensure he / she wears the school uniform as prescribed.
- We agree to pay for any sports and specialist subject fees incurred (Technology, Art, Computing, EfS etc)
- We undertake to inform the school of any change of address, telephone number or family circumstances.
- We authorise the school to make any such inquiries as necessary to assist this enrolment.
- We confirm all details provided in this enrolment are true and correct.
- He / she is a New Zealand citizen; or
- He / she has a residency permit / student visa – Passport No. – copy provided.
- We understand and support the student agreement.
- We understand that unpaid subject fees and value of loan items not returned may be put in the hands of a debt collection company.
- We agree that photographs of the student may be used in promotional material for Mangakahia Area School.

Mangakahia Area School undertakes to collect, use and store the information provided in this form according to the principles of the Privacy Act 1993. I agree that the information can be used.

Privacy Statement: Address & phone number details are collected at the time of enrolment & during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education & the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified & offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school. The records made from this information may be viewed on request at the school.

The information collected may be disclosed to appropriate education, health and welfare authorities, and for data-gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised by law.

Parent/Caregiver Approvals: I agree that the school will take action on my behalf in case of sudden illness or injury. I give permission for the school to publish original work produced by my child on the school's web page in accordance with the school's policy.

My child's image may be used in advertising, media releases, school website or magazine unless stated otherwise in writing to the school.

I agree to abide by school policies. I agree that the school may forward my child's name and address to a potential intermediate or secondary school.

Parent/Caregiver:

Enrolling Officer:

Date:

Date to start:

Student Agreement

As a student at Mangakahia Area School, I acknowledge that I have previously agreed to the following:

Responsibility of Learning

I agree to work hard and complete all work expected of me, to a high standard, so that I am successful while at Mangakahia Area School. This also involves having all the correct equipment for every lesson and completing homework.

Respect

I will demonstrate the highest respect for all people in everything I do. I will also respect and care for the school environment.

School Uniform

I agree to wear the correct school uniform with pride every day (including to and from school). I will not wear caps to/from or at school.

Cellphones / etc.

My cellphone/ etc. is to be used at the instruction of the teacher only. At all other times it will be turned off during class time and I will keep it in my school bag, out of sight. I will use my digital technology safely and responsibly. I will not cyber bully. Lost items are not the responsibility of the school.

Safe Environment

Mangakahia Area School maintains a safe environment. I must not bring to school anything that is harmful to others or myself e.g. alcohol, drugs, tobacco, explosives, sharp instruments such as craft knife and solvents. I will not behave in a way that is dangerous to others. This includes intimidation, bullying or any verbal or physical abuse. All students are given a clear warning about such behaviour. This is my warning. There will be serious consequences if I do not meet these requirements.

Appropriate Language

I realise that swearing at staff and other students at school is not tolerated. I will use appropriate language at all times.

Consequences

I understand that if I break school rules there will be consequences. These could include lunchtime detentions, community service, stand-down or suspension. I will accept the consequences for my actions.

I understand and support the student agreement.

Student Signature: _____

Date: _____

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Mangakahia Area School

Digital Citizenship Contract

Please read these key computer network rules and guidelines carefully:

All students will automatically have access to the MAS computer network, including the Internet, from the beginning of the year, but will have this access removed if their use is not within the guidelines below. Each student will have a unique username and password which gives them access to the school computer network, Internet and their personal home drive. This Policy also applies to students during school excursions, camps and extra-curricular activities.

Network guidelines:

1. MAS computer facilities and online access are to be used for educational purposes only.
2. Your username and password are for your personal use and must not be shared with anyone. Any offences committed using your password will be regarded as your offence and penalties will be applied to you.
3. Do not save games, pictures, movie clips or music or any other files that are not related to your school work on your school network home drive.
4. Only files that are appropriate to your educational requirements may be brought into the school and loaded onto your personal home drive.
5. A high standard of behaviour is expected including (but not limited to) the following:
 - *Politeness: Not writing or sending abusive messages to others.
 - *Appropriate language: Not swearing, using vulgarities or any other inappropriate language.
 - *Privacy: Not revealing personal addresses or telephone numbers, or any information that can identify yourself or another student or person at school.
 - *Fairness: Not using the network in a way that disrupts the use of the network by others.
6. Maximise your available personal Internet time by being on-line only for the time you actually need to be; close your access down when doing other things and be sure to log off when finished.

Key network/Internet rules:

1. Do not give your user-name and / or password to anyone else.
2. You are not allowed to use another person's username or password.
3. You are forbidden to use any Proxy Servers, web sites or other area of the Internet that may be offensive to any students, teachers, or caregivers, or incurs a cost to the school. This includes pornography and violence.
4. You must be aware of copyright rules and not break them. (No illegal file sharing)
5. Any material that you do download must be to your personal home drive or cloud storage.
6. Non-educational games must not be brought into the school, played on line, or downloaded.
7. You must never publicise your home address or phone number.
8. You must not join any list servers, newsgroups or other mailing lists or enter into any other arrangement on the Internet that may incur an expense to the school.

When I use any laptop, netbook, mobile phone, iPad or other mobile device I agree to:

1. Use it only as requested for learning purposes as directed by my teacher.
2. Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
3. Be entirely responsible for the security of the device at all times and turn it off in class time unless instructed otherwise.
4. Do not download any apps unless instructed by the teacher.
5. Replace the device at full cost to myself/my parents if I deliberately damage it.

When using any mobile device to take photographs, videos or any other type of recording I will:

1. Only take photos and record sound or video when it is part of a class or lesson.
2. Seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers).

I understand and support the student agreement.

Student Signature: _____

Date: _____

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CODE OF CONDUCT - SCHOOL BUSES AND VANS

This Code of Conduct is between _____ (student),
_____ (their caregiver), _____ (bus/van operator),
and **Kahla Topia Bus Controller - Mangakahia Area School**.

The caregiver and the student should ensure they have read and understood this document, which is to be adhered to for the safety of the bus driver and all students travelling on the school bus.

I, _____ (student), agree to abide by the behavioural expectations described below:

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver.
- Vaping/Smoking is prohibited in all school vehicles (Vans or Buses) any student caught Vaping/smoking on a school vehicle will be removed from using this service.
- I will respect the property of the bus operator at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will always observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty.
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

IF THIS CODE OF CONDUCT IS BROKEN:

- The student will be placed on daily report for one week and the caregiver will be notified immediately
- If no improvement is evident after one week, an interview will be arranged between the student, caregiver(s), and school.
- If there is still no improvement, travel on a school bus will be withdrawn, and the caregiver will be required to find alternative transport to get the student to school.
- In extreme cases of misbehaviour, the privilege of travelling on a school bus could be withdrawn immediately.

AGREEMENT

I agree to abide by the conditions of this contract and understand the consequences if I do not.

BUS/VAN RUN: _____

(Signed) _____ (Student) (Signed) _____ (Caregiver)

(Signed) _____ (Bus Controller) (Signed) _____ (Bus Operator)

Date: _____