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**MANGAKAHIA AREA SCHOOL**

**PRE-ENROLMENT FORM**

***Copy of Birth Certificate or Passport Required for Verification at Enrolment***

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| --- | --- |
| **PUPIL DETAILS** LEGAL FAMLY 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** LIVES WITH ✓TITLE: FAMILY NAME: FIRST NAME: RELATIONSHIP TO CHILD:  | OCCUPATION: SHIFT HOURS: |
| RESIDENTIAL ADDRESS (if different from pupil) | PHONE Home: Work: Mobile: |
| TITLE FAMILY NAME: FIRST NAME: RELATIONSHIP TO CHILD: LIVES WITH ✓ | OCCUPATION: SHIFT HOURS: |
| RESIDENTIAL ADDRESS (if different from pupil)  | PHONE Home: Work: Mobile: |
| **EMERGENCY CONTACT NAMES:**  RELATIONSHIP TO CHILD:1st  | PHONE: Mobile: |
|   2nd 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:* Kindergarten or Education & Care Centre
* Play centre
* Home Based Service
* Kohanga Reo
* Playgroup
* Correspondence School
* Did not attend any type of ECE Centre/Service
* 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. 🞏 Yes, for the last **\_\_\_\_** year(s). Hours per week \_\_\_\_\_🞏 Not regularly, only occasionally with no on-going schedule.🞏 No, did not attend ECE. |
| ***Office only***YEAR LEVEL: | ROOM: | 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: 🞏 YES 🞏 NOVISION: HEARING: | **IMMUNISATION CERTIFICATE**SIGHTED: YES NO REQUESTEDCOMPLETED: YES NO |
| MEDICATION:  | SPEECH: |
| SERIOUS PROBLEMS: |
| ID PHOTO TAKEN: [ ]  |
| **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:[ ]  Stand Down Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Suspension Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Exclusion Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Has this student been or is currently enrolled in an pastoral care/special educational programmes e.g.[ ]  Rubicon [ ]  RTLB [ ]  Counselling  |
| **DOCUMENTATION REQUIRED:**[ ]  Birth Certificate / Passport [ ]  Option sheet[ ]  Copy of most recent school report [ ]  Health Form**ENROLMENT WILL BE CONFIRMED ONCE THIS FORM IS COMPLETED AND SIGNED OFF BY THE PRINCIPAL**Principal Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enrolment Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Student Agreement**

As a student at Mangakahia Area School, I will be committed 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 / Ipod, etc.**

My cellphone/Ipod/ 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:

**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:

**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).
3. Seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space.
4. Seek teacher permission before uploading any content to public websites.

Student Name: Whanau:

1. I have read the Mangakahia Area School Digital Citizenship contract.
2. I understand and will abide by the stated Terms and Conditions.
3. I further understand that violation of the regulations may be unethical and may constitute a criminal offence.
4. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may result.

Student Signature: Date:

Parent/Caregiver Name:

1. As the parent or caregiver of this student I have read the Digital Citizenship Contract.

2. I understand that this access is designed for educational purposes and that Mangakahia Area School has taken all reasonable precautions to provide safe Internet use.

3. I recognise it is not possible to restrict access to all offensive materials and I will not hold the school responsible for materials accessed by my son or daughter when working on the network.

4. I recognise that the school does not accept responsibility for supervision of my child's use of the internet when not in a school setting.

1. I hereby certify that the information contained on this form is correct.

Parent/Caregiver Signature: Date: