



KAIRANGA SCHOOL

For Life We are Learning

ENROLMENT FORM

FAMILY NAME: _____ FIRST NAMES: _____

ADDRESS: _____ Preferred Name: _____

Telephone: _____ Mobile: _____ Email: _____ *print clearly*

Date of Birth: _____ Gender: Male / Female

Ethnic Origin: N.Z. European/Maori/ Pacific Island Other _____

Country of Birth: _____ Iwi Affiliation: _____

Language Spoken at Home: English NZ Maori Other _____

Number of Siblings: _____ Place in Family: _____

Younger Siblings:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Previous School / Pre-school: _____ Class Level: _____

In regard to Pre-school Hours attended: _____ *Years attended:* _____

PARENTS / CAREGIVERS / GUARDIANS

Mother Name: _____ Father Name: _____

Address: _____ Address: _____

_____ Post Code: _____ _____ Post Code: _____

Workplace: _____ Workplace: _____

Occupation: _____ Hours of Work: _____ Occupation: _____ Hours of Work: _____

Phones: (Home) _____ (Work) _____ Phones: (Home) _____ (Work) _____

Prime Caregiver: (if not Mother or Father)

Legal Guardians Relationship to child: _____ Name: _____

Address: _____

Occupation: _____ Workplace: _____ Hours of Work: _____

Phone: (Home) _____ Phone (Work) _____

Ethnic Origin: _____ Single Parent Family: Yes / No

Kairanga School

Student Approval / Consent for Learning Experiences Outside the Classroom (LEOTC) Activities

Introduction

There are times when it is necessary for students, as a class or a group to visit places or engage in activities that take them out of their class and school environment

At all times students are accompanied by a New Zealand Registered Teacher and places visited and activities relate directly to their school programme.

Your signed approval will allow your child to accompany their class / group to places in around Palmerston North and Feilding without individualised permission being sought from parents / caregivers for each trip.

Examples Include.....

- Te Manawa – Science Centre / Art Gallery
- Regent on Broadway
- Public Library
- Esplanade
- Manawatu Walkways within the City Boundaries.

Generally, LEOTC trips outside this area or to places involving water related activities will require individual notices being sent home for parent / caregiver approval.

Kairanga School

LEOTC APPROVAL / CONSENT

Parent Approval

(Tick Please)

I / We give approval for our daughter / son..... Room

to engage in LEOTC activities outside the school environment in and around Palmerston North and Feilding.

I understand the School Policy relating to the safety, welfare and behaviour of students will be adhered to at all times.

I understand that for LEOTC trips relating to water activities individual permission slips will be sent home.

I understand that a newsletter outlining the visit's purpose and cost will be sent home at least 3 days prior to the visit.

Signed _____ Date _____

(Parent / Guardian approval) Name _____ Phone: _____

Permission to participate in Bible-In-Schools programme Yes / No

I / We consent to photos/videos of our child being used in the Newsletter and the school website
Yes / No PTO

The information contained in this form is personal and as such is governed by the Privacy Act 1993. The information is necessary to maintain an accurate data base on our pupils. Some is required by MOE for statistical purposes.



KAIRANGA SCHOOL 2370

Enrolment Scheme Effective from 21 April 2011

The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

Home Zone

All students who live within the home zone described below (and shown on the attached map) shall be entitled to enrol at the school.

Home Zone Boundary

Both sides of Aranui Road to Gillespies Line, including McKenzie Settlement Road

The **western** side of Gillespies Line to its intersection with Kairanga Bunnythorpe Road (SH54)

The southern side of Kairanga Bunnythorpe Road (SH54) to its intersection with Rangitikei Line (SH3)

The **western** side of Rangitikei Line, including O' Donnell Road, to its intersection with Flyers Line

The northern side of Flyers Line from its intersection with Rangitikei line to Gillespies Line

The **western** side only of Gillespies Line between the Flyers Line and Tremaine Avenue intersections

The northern side of Tremaine Avenue and No 1 Line Longburn to its intersection with Anders Road

Anders Road, Westberg Road and Whitehorse Drive

Both sides of No 1 Line Longburn between Anders Road and Longburn Rongotea Road

The northern side only of No 1 Line Longburn to its intersection with Tiakitahuna Road and including Riddiford Road and Karere Road

A line from Tiakitahuna Road to the start of Hoihere Road at Main Drain Road

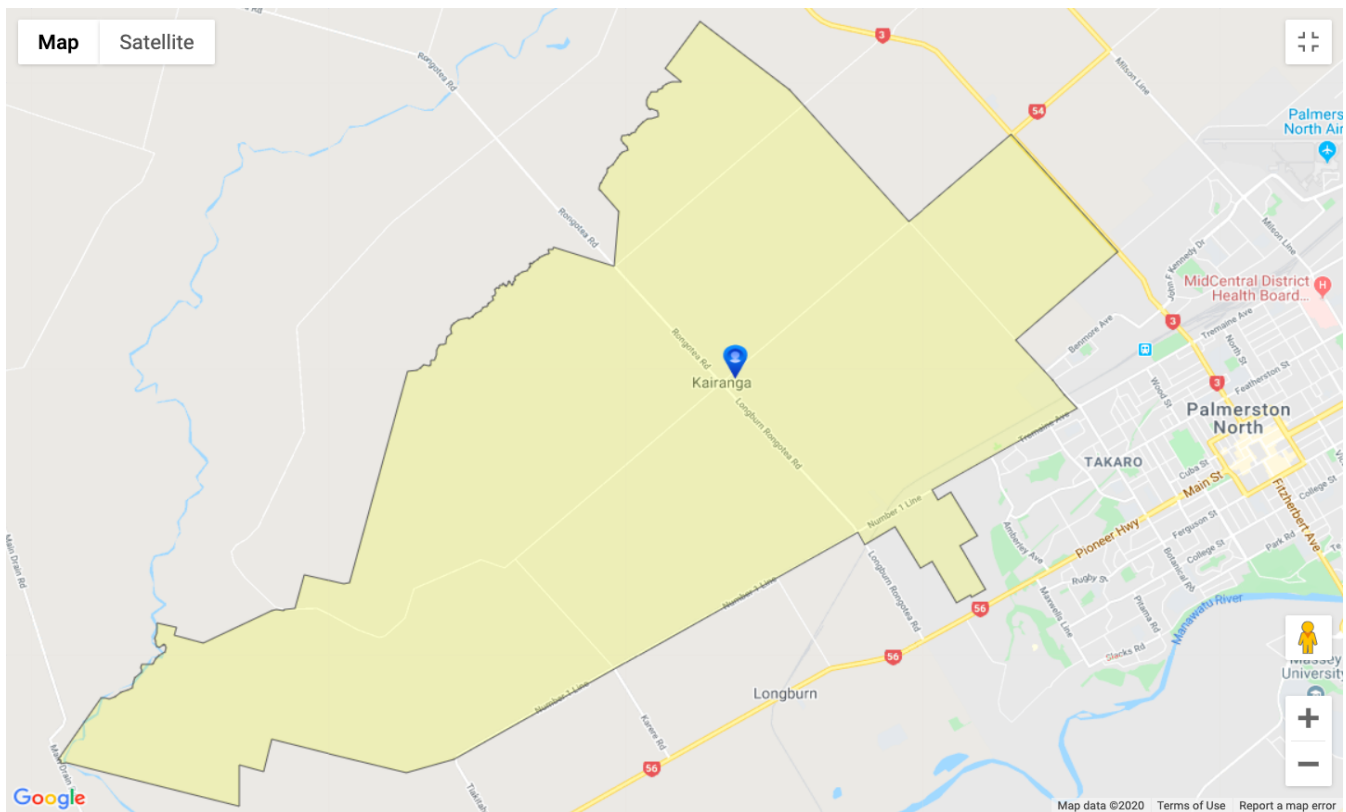
Both sides of Hoihere Road from its intersection with Main Drain Road to its intersection with Lockwood Road

Both sides of Lockwood Road from the Hoihere Road intersection to where it meets Kairanga Bunnythorpe Road, including Healey Road

Kairanga Bunnythorpe Road to its intersection with Gillespies Line

Proof of residence within the home zone will be required

Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.



Special Programmes

This priority category is not applicable at this school because the school does not run a Special programme approved by the Secretary.

Out of Zone Enrolments

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

First Priority this priority category is not applicable at this school because the school does not run a special programme approved by the Secretary.

Second Priority will be given to applicants who are siblings of current students.

Third Priority will be given to applicants who are siblings of former students.

Fourth Priority will be given to any applicant who is a child of a former student of the school.

Fifth Priority will be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.

Sixth priority will be given to all other applicants.

If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

Policy Statement

6.4 Digital Safety

Rationale:

To promote and protect the welfare and safety of students.

Purposes:

To create an environment at Kairanga School that effectively utilises Information and Communication Technology (ICT) to enhance learning, teaching, communication, administration, and to prepare students for the future.

The internet and associated applications has the potential to be a tremendous resource for students and teachers at all levels. The use of the Kairanga School Network (KSN) will be for educational purposes that enhance the learning of its students.

Privacy

As the KSN is owned by the School, and provided by Network4Learning (MoE) and is made available to students and staff to further their educational goals, the school reserves the right to examine or delete any files that may be held on its computer system and monitor any and all internet sites visited.

Digital & Online Etiquette

The school is pleased to make available to students and staff, through the computer network, email, intranet and internet access.

EACH PERSON WILL BE RESPONSIBLE FOR THEIR OWN ACTIONS AT ALL TIMES.

- Access to the Internet is a privilege and not a right.
- The principles of the 'Kairanga Kid' and Digital Citizenship will be used at all times when using the KSN.
- The following RULES OF NET ETIQUETTE require a level of personal maturity.
- When using the computer network, each individual is deemed to be representing Kairanga School and it is therefore expected that personal behaviour will be exemplary at all times.

KEY RULES FOR USE OF INDIVIDUAL INTERNET AND E-MAIL ACCOUNTS

- No individual is allowed to reveal their password or personal details to others on the internet. Passwords needed for system upgrades will only be given to authorised school network workers. Passwords should be changed regularly to keep files and information secure.
- Only school provided email accounts are to be used. Personal email accounts are discouraged and parent communication about the risks and rules of online accounts should be regularly included in communication.
- Activity that threatens the integrity of the school ICT system, or activity that attacks other systems, is forbidden.
- Individuals are forbidden to access other individuals' files without their expressed permission.
- Users are responsible for all e-mails sent and received.
- Copyright Laws must be respected.
- All e-mails sent will be polite and responsibly written. Good manners and good taste are the governing rules.
- Technology use will be for the designated purpose as set out by the teacher /adult supervising. Programs containing violence are actively discouraged.
- Use of the network to access inappropriate material, such as pornographic, racist, offensive or illegal material, is forbidden. The N4L system will inform the ICT Teacher, or Principal. Decisions from there will be taken and follow-up as needed.
- Any unpleasant material or messages sent or received will be reported to a staff member immediately. All reports will remain confidential, as this will help protect other students.

We actively encourage our students to use technology confidently and competently by learning how to keep themselves safe and manage challenges. This includes understanding and following privacy and copyright laws, and protecting devices and equipment. As defined by **Netsafe**, a digital citizen

To prevent inappropriate cyber use and to educate staff and pupils on what it means to be 'Digital Citizens', each year the following things will be covered:

- Teachers will highlight in their classes Kairanga Kid Digital Citizenship attributes. This will be done at the set up of classes each year and as needed during the year. See the CDP Section

At the first Teacher Only Day each year, and for any staff inductions this policy and underlying procedures will be reviewed.

Abuse of any of the above will result in immediate termination of KSN access and privileges. Further action may be taken depending on the types of abuse involved.

Significant Incidents

The safety of students is our primary focus. We take any apparent breach of cybersafety seriously and respond using our guidelines for **Concerns and Complaints**, NZST, MOE and netsafe advice. Special attention is paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Adopted: July 2021.

Signed:

Chairperson:

Review: 2024.

Relevant Documents

Harmful Digital Communications Act 2015	Privacy Act 2020	Netsafe	TKI: Digital Citizenship and Cybersafety in Schools
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Agreement:

STUDENT:

I understand that I am to use the Digital Device(DD) for educational purposes only. I understand that if I do not , I will lose my rights to access the DD and may face other consequences. Also agree to report, as soon as possible, any misuse of the network to my teacher or other staff member.

Student's Name: _____ Room #: _____

Student's Signature: _____ Date: _____

PARENT/GUARDIAN:

1. I have read this policy document and understand that email and internet access is for educational purposes only.
2. I have gone through the agreement with my child and explained its importance, and that there will be consequences for breaking the agreement.
3. I understand that while the school will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material at school, or on the ICT Network, it is the individual's responsibility of my child to have **NO** involvement in such material.
4. I will not hold Kairanga School or its staff responsible for , nor legally liable for, materials distributed to, or acquired from, the network.

I hereby give permission for my child _____ to be given access to Global Information Systems, such as the internet and email.

Parent Name(print please): _____

Signature: _____

Emergency Contacts

(in case parents / caregivers cannot be contacted in an emergency)

Name: _____

Name _____

Phone: _____

Phone: _____

Relationship to child: _____

(Friend, neighbour, grandparent, etc.)

Relationship to child: _____

(Friend, neighbour, grandparent, etc.)

Medical Information

Doctor: Name: _____

Phone: _____

Dentist: Name: _____

Phone: _____

Medical Conditions

Please circle any conditions your child has

Asthma Headaches Nosebleeds Epilepsy Fainting Diabetes Allergy to Bee Stings Eczema

Allergies: _____

Other: _____

Will the school hold medication for any of the above conditions? Yes / No

(For Bee Stings and Asthma the school requires clearly named medication for your child in case of an emergency)

I give permission for my child to be given panadol Yes / No

I give permission for sunscreen to be used on my child Yes / No

I give permission for Public Health to test Vision & Hearing Yes/No

Birth Certificate Sighted Yes / No

Immunisation

Immunisation Certificate Sighted Yes / No

Fully Immunised Yes / No

If not fully immunised Circle for diseases, which have been immunised against.

Hepatitis B Tetanus Measles Polio Pertussis Mumps Diphtheria Hib Rubella

Vision Wears glasses Yes / No

Hearing State nature of condition: _____

Speech State nature of condition: _____

CHILD'S HEALTH DETAILS:

CHILD'S NAME: _____

ROOM: _____

MY CHILD HAS A MEDICAL CONDITION:	YES / NO
MY CHILD IS ABLE TO REGULATE HIS / HER OWN MEDICATION:	YES / NO
I WOULD PREFER THAT MY CHILD'S MEDICATION BE DISPENSED AT THE SICK BAY WITH SUPERVISION: (you will be required to complete a separate Permission to Dispense Medication Form)	YES / NO

Please note that we prefer children to remain at home if they are taking a course of Antibiotics – this is to enable them to fully recover from their infection and to minimise the risk of spreading 'bugs' through the school.

The information given above will remain confidential to the school and the visiting Public Health Nurse and will be used for purposes of administration and statistical information gathering. This form will be destroyed at the end of the school year, or earlier if your child leaves Kairanga School. If you have any queries regarding this form, please feel free to contact us.