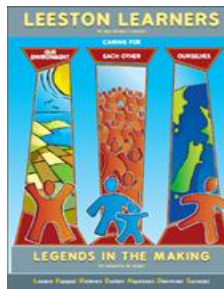


**Leeston Consolidated School**  
He Puna Karumata

19 Selwyn Street, Leeston, 7632  
P: 03 324 3493  
E: admin@leeston.school.nz  
www.leeston.school.nz



<b>Office Use Only:</b>
Start Date: _____
Room: _____
NSN No. _____
House: _____

## Application for Enrolment

STUDENT DETAILS	
Does the student live permanently in the school Zone?	<b>YES / NO</b>
Entry Date:	
Legal Surname:	Legal First Name:
Preferred Surname:	Preferred First Name:
Middle Name:	Date of Birth:
Country of Birth:	Date of arrival in NZ <i>(if applicable)</i> :
Students Citizenship:	Iwi affiliation (Māori):
Students Ethnicity:	NZ Resident: <b>YES / NO</b> <i>(Please circle one)</i>
First Language spoken at home:	Other languages spoken by student:
Year Level:	Previous school:
Bus Route <i>(if applicable)</i>	Gender: Male / Female / Other <i>(Please circle one)</i>
The student lives with: Both Parents <i>(same Address)</i> Mother Only Father Only Both Parents <i>(shared care)</i> <i>( Please circle one)</i>	
Students Home Address:	
PARENTS / CAREGIVERS DETAILS (with whom student lives with)	
<b>Parent / Caregiver Title:</b>	First Name:
Surname:	Relationship to child:
Home address:	Postal Address:
Home phone:	Cell Phone:
Work Phone:	Email:
Workplace: Occupation:	Country of Birth:
<b>Parent / Caregiver Title:</b>	First Name:
Surname:	Relationship to child:
Home address:	Postal Address:
Home phone:	Cell Phone:
Work Phone:	Email:
Workplace: Occupation:	Country of Birth:

**CUSTODY ACCESS: Natural parent if not living with child**

Parent / Caregiver name:	Relationship to child:
Home address:	Email:
Home phone:	Cell Phone:
Work Phone:	Workplace / Occupation:
Do you require reports/ personal communications etc to be forwarded to caregiver: <b>YES / NO</b> <i>(Please circle one)</i>	
Court order issued. YES NO N/A <i>(Please circle one)</i> Please provide supporting documents	

Further Details:

**EMERGENCY CONTACTS (In the event we cannot contact a primary caregiver, we will contact an emergency contact)**

Name :	Relationship to student:	Phone:	Address:

**SPECIAL EDUCATION NEEDS:**

- My child has received special education assistance / or extension work with the following subjects: *(Please circle)*  
 Reading                  Maths                  Writing                  Details: \_\_\_\_\_
- My child has received assistance from: *(Please circle)*  
 RTLB                  RTLit                  Psychologist                  Speech Language Therapist                  OT
- My child has been diagnosed with the following difficulty which affects their learning / behaviour: *(Please circle)*  
 ADHD                  Dyslexia                  Autistic Spectrum Disorder                  Other: \_\_\_\_\_

Please specify any learning a behaviour needs the school should be aware of:

**MEDICAL DETAILS:**

Dr's name and/or Medical Centre:

Address:

Phone:

Does your child suffer from any medical conditions that we should be aware of?  
(eg: Allergies, Asthma, Diabetes, Hay Fever, Hearing, Sight, Speech, Epilepsy, disability)

**YES / NO**

If yes, please provide details:

Does your child take any regular medication?  
If you, please provide details:

**YES / NO**

Has your child been fully immunised  
*(please provide immunisation record / certificate with your application)*

**YES / NO**

I authorise the staff at Leeston Consolidated School to take reasonable steps in the event of an emergency and to seek necessary medical treatment.

**YES / NO**

I consent to my child being given Pamol / Panadol if deemed necessary by staff.

**YES / NO****OTHER:**

Future Enrolments: Please list any other members of your family likely to be attending Leeston School in the future:

Name:	Date of Birth:
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Name:	Date of Birth:
-------	----------------

Name:	Date of Birth:
-------	----------------

Name:	Date of Birth:
-------	----------------

**EARLY CHILDHOOD EDUCATION (ECE) To be completed ONLY for New Entrant enrolment applications**Did your child attend an ECE service in the six months prior to starting school? *(Please circle one)* **YES / NO****If YES, please enter the number of hours per week and name of centre:**

ECE Service:	(hrs/week)	hrs/week)	(hrs/week)
a. Kōhanga Reo			
b. Playcentre			
c. Kindergarten <i>or</i> Education and Care Centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School – Te Aho o Te Kura Pounamu			

**If YES, did your child regularly attend an ECE service?** Regularly attend” means the child was booked into 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 _____ years	Not regularly, only occasionally with no ongoing schedule
-------------------------------	---

**If NO, please tick the appropriate box (G-J)**

Please tick the appropriate box	
g. Attended, but only outside New Zealand	
h. Attended, but don't know what type of service	
i. Did not attend	
j. Unable to establish if attended or not	

**STUDENT CONSENT**

Photographs of our students, and examples of their work at school, are sometimes published on our school website and in our newsletter. The purposes of publishing student material are to educate our students according to the National Curriculum, to encourage students to participate in our school community and to promote the school. In the interest of safety and security, we require parent permission for the publishing of student's names or photographs on our website, newsletter and class blogs. We believe it is important to celebrate children's achievement but are aware of the potential risks when personal information or material is published on a global information system such as the internet.

We will share, if given permission, a student's full name, image, or work in the school newsletter, on the school website or in the wider online community.

Please indicate your wishes by ticking the relevant box:

I give permission for my child's name, image or work to be published in the school newsletter, on the school website or on the wider online community

**YES / NO****Parent / Caregiver Signature:****Date:**

## PERMISSION LOCAL TRIPS / EDUCATION OUTSIDE OF THE CLASSROOM (EOTC)

Our students participate in a wide range of learning opportunities within and outside the school grounds. These activities may include walking to the public library, walking to the A&P Showgrounds for cross country, sports events at local venues e.g. Ellesmere College, Leeston Domain. By signing this form, you consent to your child participating in the activities during the school year. These trips may occur at short notice. In the event of illness or accident I authorise Leeston Consolidated School staff to obtain required medical assistance and agree to meet any costs incurred.

Parent / Caregiver Signature:

Date:

## IN ZONE ENROLMENT

The Education Act gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The Board needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students. The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g.

- *renting accommodation in-zone on a short-term basis;*
- *arranging temporary board in-zone with a relative or family friend;*
- *using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.*
- *One parent living in-zone stating that their child lives with them when in fact, lives with the other parent, outside of the zone.*

Before enrolment takes place (i.e. before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be not a genuine, ongoing living arrangement, the board may withdraw any offer of a place which it may have made on the basis of the given address. After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

What address does your child live at? \_\_\_\_\_

I confirm that the address which I have provided to the school will be the usual place of residence for \_\_\_\_\_ (student's name). I will advise the school of any subsequent change of address.

*If any issues arise from your application, the Board may wish to interview you to ensure the genuineness of the application.*

**Mothers Name and Address:**

Signed

Date:

**Fathers Name and Address:**

Signed:

Date:

***Please complete an OUT OF ZONE ENROLMENT FORM if you do not live within our school zone.***

## CYBERSAFETY AGREEMENT

This document is comprised of 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](http://www.netsafe.org.nz/ua)**

### **SECTION A - INTRODUCTION**

As a consequence of Leeston Consolidated School's involvement in the Ministry's Information and Communication Contract 2007 – 2009 it is essential that all students are aware of their own and the school's obligations to meet a safe learning environment.

The measures to ensure the cybersafety of Leeston Consolidated 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 Leeston Consolidated 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 monitors traffic and material sent and received using the school's ICT network. The school also uses 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 LEESTON CONSOLIDATED SCHOOL STUDENTS CYBERSAFE**

**As a safe and responsible use 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 username, I will log on only with that username. 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.
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 that 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
  - Turn off the screen/monitor 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, I will be unable to use school computers for up to one term (a minimum of two weeks) and parents will be notified. I will receive further training and will be asked to sign these rules before being able to reuse the computer system.

If I break these rules a second time I will be unable to use the equipment for up to the remainder of the year (a minimum of one term). Onlookers will be considered to have broken the rules if they fail to immediately report what has happened.

**SECTION C - LEESTON CONSOLIDATED SCHOOL 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 Leeston Consolidated 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 and I am welcome to do this at any time.

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

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

**Student's signature:**

**Parent/Caregiver Name:**

**Parent's Signature:**

**Date:**

## **CONFIDENTIALITY**

This information is requested by the school in order to communicate with parents and caregivers, to maintain the safety of the pupil, and to meet the statutory requirements of the Ministry of Education. Information is held securely and used for the purpose of education only. I approve the forwarding of information when my child transfers to another school.

I acknowledge that the school uniform is compulsory and agree with my child abiding by the school uniform rules.

When my child is absent or late, I shall email, text or phone the school to provide an explanation.

### **Parent/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.

**Parent / Caregiver Signature:**

**Date:**

## **FINAL CHECKLIST**

**Please ensure you provide us with the requested documents to support your child's application**

- Copy of students NZ birth certificate OR students passport, and if applicable, relevant visas (copies will be made)
- Students immunisation certificate (a copy will be made of these documents)
- Signed all declarations on this Enrolment Application