



STUDENT ENROLMENT FORM

Surname: _____ First Names: _____	Preferred Name (if different) _____	Year Level: _____
Legal Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth: ____ / ____ / ____ In Zone <input type="checkbox"/> Out of Zone <input type="checkbox"/>		
Ethnic Group: <input type="checkbox"/> NZ European <input type="checkbox"/> Māori <input type="checkbox"/> Other (please state) _____		
Country of Birth: _____ lwi: _____ lwi: _____ Were you a NZ Citizen at birth: _____		
Student's Address: _____ Suburb _____ City _____ Postcode _____		Proof of Address REQUIRED: (e.g., Recent Utility Account, Tenancy Agreement) Attached <input type="checkbox"/>
Previous School: _____ Name of School _____ City/Town _____		
Do you have sibling(s) at this school? YES NO If YES, please complete details: Name: _____ Class or Level: _____ Name: _____ Class or Level: _____		
Primary Caregiver Details: (living with student) Name: Mr/Mrs/Ms/Miss _____ Relationship (e.g. Mother): _____	Phone: _____ Cell: _____ E-Mail: _____ Work Phone: _____	
Primary Caregiver Details: (living with student) Name: Mr/Mrs/Ms/Miss _____ Relationship (e.g. Father): _____	Phone: _____ Cell: _____ E-Mail: _____ Work Phone: _____	
Secondary Caregiver Details: Name: Mr/Mrs/Ms/Miss _____ Relationship (e.g. Stepmother): _____ Address: _____	Phone: _____ Cell: _____ E-Mail: _____ Work Phone: _____	
Secondary Caregiver Details: Name: Mr/Mrs/Ms/Miss: _____ Relationship (e.g. Stepfather): _____ Address: _____	Phone: _____ Cell: _____ E-Mail: _____ Work Phone: _____	

Emergency Contact: Name: Mr/Mrs/Ms/Miss: _____ Address: _____ Relationship (e.g. neighbour): _____	Phone: (home) _____ Phone: (work) _____ Mobile: _____ (an emergency contact must have a phone number)
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Learning Support: Does your child come with ORS / ACC / Other funding? Yes / No (if yes, please explain further)
ORS No. _____ Resource Scheme: H-High V-Very High S-Section 9

ESOL (English for Speakers of Other Languages) Date of Arrival in New Zealand _____

Which language or languages can your child speak? _____

Which one do they usually speak at home? _____

From time to time, we publish photos of students in class or involved in school activities in electronic form, e.g our school website, newsletter etc. If you have any objection to a photo including _____ (student's name) being used in this way, please contact the school.

I have read and agreed to the student device and internet use agreement.

Please provide a copy of the student's **Birth Certificate** **Passport** **Residency Permit**
or **Visa with Conditions of Study.** (Required by the school to confirm residency status)

I will do my best to ensure _____ (student's name) complies with the school expectations of our values system (C.A.R.E.), and always acts with respect.

Wifi at home

Device at home

Own device at school

Signed: _____ Date _____
Primary Caregiver

Signed: _____ Date _____
Primary Caregiver

STUDENT TO READ AND COMPLETE

- I will comply with school expectations and uphold the values (C.A.R.E.). I will always act with respect and consideration towards myself, others, and the school environment.
- I understand I am required to attend school every day.
- I agree with the "Student Device and Internet Use Agreement".
- I agree with the "Library Use Agreement".
- I wear my school uniform correctly and with pride.

Signed: _____
Student Date

Family Checklist:

Attached – Birth Certificate, NZ Passport

Attached – Resident / Student Visa

Attached – Proof of Address

Office Use Only:

Date enrolment received:

Acknowledgement letter sent / emailed:

Entered on KAMAR:

Mission Statement

***For all students to value themselves and others, to know they can excel,
and to reach their full potential.***

STUDENT HEALTH INFORMATION

Name: _____ Date of Birth: _____

Doctor/Medical Centre Name:	Phone:
Immunisation Schedule (have all immunisations been completed for your child as per their age and the schedule?) Yes <input type="checkbox"/> Unsure <input type="checkbox"/> No <input type="checkbox"/> (what immunisation/s has/have not been completed)	Please list:

Please advise of any medical / health condition or disability the school should be aware of -

Does your child suffer allergic reactions? Yes / No Stings: <input type="checkbox"/> Medication: <input type="checkbox"/> Food: <input type="checkbox"/> Other: <input type="checkbox"/> Please indicate how the school needs to attend to any treatment:

Regular Medications Currently Used by your Child:			
Name of medicine	Dose	How many times a day	If in school time, please describe

I understand and agree that _____ (student's full name)

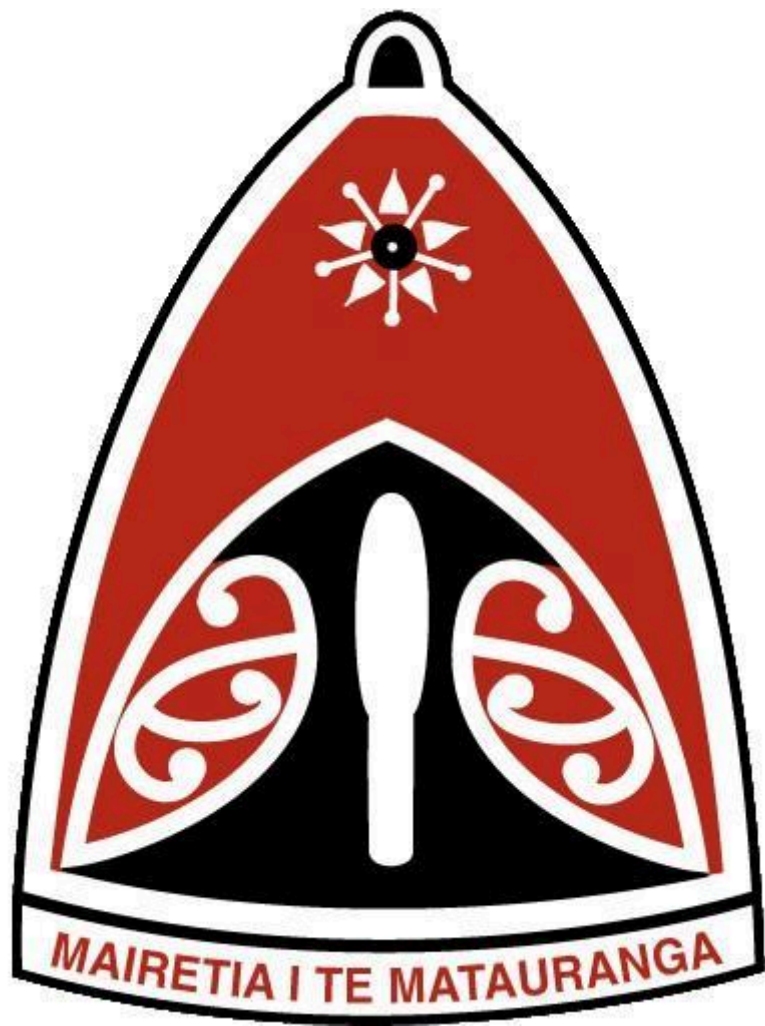
- May have paracetamol, ibuprofen (over the counter medicine) administered by the Registered Nurse on site.
- Will have a comprehensive health assessment undertaken by the school Nurse. The aim is to encourage good health, better learning, and early detection of health issues.
- May have health information accessed by the Registered Nurse from the shared care Health One service if deemed necessary for best care.

The school frequently has a Registered Nurse on site who may give, as required, over the counter medications and assist school first aiders.

If you have any queries about student health, please contact the school nurse.
 Ph: 385 3145 Ext 865 or nurse@mairehau.school.nz

I give consent for the health information to be shared with relevant staff members of Mairehau High School.

_____ **Signed (Caregiver)** _____ **Date**



Student Device and Internet Use Agreement



I understand that:

- All devices brought to school under the BYOD programme will be the responsibility of the owner. The school's insurance policy does not cover loss or damage to devices brought to school. By bringing a device to school, you acknowledge and agree that the school will not have any liability for any damage to, or loss of, your device.
- Any misuse of a device may result in it being uplifted by the teacher, with parents being required to collect this from the year level dean before it can be used again.
- Students will take responsibility for always storing their devices appropriately during the school day and at no times leaving it unattended. There is a locked cabinet in the administration block for this purpose.
- Students will only use their devices or school computers for the purpose agreed upon with their teachers.
- Devices brought to school are solely for the use of the owner. Co-operative work in group situations may occur, but the owner will always remain in charge of the device.
- The device must be charged prior to bringing it to school and must run off its own battery while at school. Charging will be permitted at the teacher's discretion.
- Technology support will be provided to connect the device to the school's network. Any hardware or software faults will be the responsibility of the owner.
- Parents/guardians will be expected to put in place safe procedures for transporting the device to and from school. We strongly recommend that a robust case/cover is purchased.

Students who cannot bring a device from home or for any reason do not have their device are expected to borrow a Chromebook from the school at the beginning of each school day. The above terms also apply to these students, as well as the following:

- Under no circumstances are borrowed school devices to be taken off the school site. From time to time the school reserves the right to distribute school devices for off-site learning.
- Students must keep their password secret and that they will be liable for any damages that occur while logged into school computers under their username.
- Students are not permitted to access or create material through using the internet while at school which is offensive (e.g. pornographic), dangerous, inappropriate, illegal, or in violation of another person's privacy. This includes sending or forwarding any messages of this nature via their school email.
- Students are not permitted to bypass the filtering network to access blocked websites.
- A record is kept of which sites have been visited, who has visited them and from what terminal.
- If deemed necessary, an auditing of a student's Google Drive account and Google Search History will occur.
- Any information students hold or process on the school's computer and internet system can be disclosed under the Official Information Act.
- Students will always act in accordance with our values, The Mairehau Way (C.A.R.E), when using technology and devices at school.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other appropriate repercussions.

When you have read this form please tick the appropriate box on the enrolment form.

Library Use Agreement



Library users demonstrate our school's CARE value of responsibility, by taking good care of the space and resources so that everyone can use and enjoy them. Please treat the library, its staff, including student librarians and your fellow ākongā, with respect.

The library is open during class and lunch time in term time. The name of the Library Manager (LM) is Ms Randolph.

Rights and responsibilities

Library Space, I understand that -

- If I come with my class I must wait for my teacher to arrive before entering the library.
- If I come to the library without my class/teacher, I must bring a slip from them showing where I have come from, what I need to do, and when I need to return to class.
- Before entering the library I must leave my bag in the cubby holes in the foyer.
- I am not permitted to use cellphones in the library at any time
- All food and drinks to remain outside the library
- Movement of library furniture should be directed by staff members only
- I can search and use the library catalogue and web app online at school and at home
- I can use the library OPAC to search the library catalogue and browse the web app, not for general use.

Borrowing, I understand that –

- I can take books out for up to 3 weeks. It is my responsibility to return or renew them. If I let someone else use them, I will still be responsible for them whilst borrowing them.
- I can take my books home, or leave them in the class designated cupboard/shelves.
- I can reserve books online through the web app, or ask the LM to reserve for me. I will receive an email when they are available to collect.
- To return my books, I must give them to the LM, or put them in the slot labelled 'Returns – Wahi whakahoki' at the end of the issues desk. If not, they will not be returned on the system and will still show as borrowed in my name.
- Books may usually be renewed, but I will have to bring it back and show the LM in order to renew it.
- I can ask the LM at any time about my current loans and their return dates.
- I will receive an automated email reminding me to return or renew my book 2 days before it is due back, and then again if it is overdue. At 4 and 6 weeks overdue my parent/carer will receive an email with full details of the overdue book, including the title of the book, and cost of replacement should the book be lost.
- At 8 weeks overdue, books are considered lost, the details sent to the school accounts dept. and added to my student account with request for payment for replacement cost at the end of term. This cost will be removed if the book is returned.
- If books are badly damaged or destroyed while on loan to me, I may be requested to pay the replacement cost.

Searching and selecting digital and physical resources, I understand that -

- I am encouraged to suggest books for the library to buy. I can do this in writing with my name and form class; I should give my request to the LM or write in the requests book, and complete the annual online survey emailed to me.

- I am encouraged to become an independent reader and choose reading material. To select books I can browse the shelves or the online catalogue, and look at recommendations and reading lists in the web app. The LM and my teachers are available to advise and help me with any questions I may have about how to choose books to read for pleasure or for my study needs and interests, during English class time. I can also arrange a session with the LM or drop in at lunchtime. Special requests to the LM can be made for interlibrary loans and digital resources and will be fulfilled on an individual basis where possible.
- I am encouraged to access and use the library web app from school and home. These will provide me with digital resources and information relating to the curriculum and reading for pleasure, including suggested reading, appropriate websites, and databases for research purposes. I can ask the LM for individual help at any time.

When you have read this form please tick the appropriate box on the enrolment form.