

ENROLMENT FORM




Student details

		<i>For College use</i>	
Surname			Year
First names			Level
Preferred name			Whare
Gender	Female / Male	Compulsory Evidence of Residence <i>We must receive a certified copy of the student's NZ Birth Certificate or passport and their residence permit. Or, supply the original so that we can take a copy for our records</i>	Whanau
Date of Birth	/ /		Enrol #
Eligibility	NZ Citizen / NZ Resident / Australian Citizen / other		
Ethnic Group	NZ European / Māori / Other (please specify)		
Iwi Affiliations			
1 st Language	Other languages spoken at home		
Previous School	Names of siblings currently enrolled at Piopio College		
Starting date	Start Year Level		
Bus route	<i>If travelling on the Te Kuiti bus (User pays service) a contract must be completed please ask at the office for the form</i>		

Parent / Caregiver details

	Parent / Caregiver 1	Parent / Caregiver 2	Emergency contact
Surname			
First name			
Relationship (to student)			
Physical Address			Please note: Emergency contacts will be contacted only if we are unable to reach all other caregivers. Emergency contacts will not be able contact the school and ask for information or have access to your child without your permission.
Postal address – if different to above			
Home phone			
Cell phone			
Work phone			
email			
Place of work			

Medical information

Doctor/Medical Centre			
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Please tick if student has any of the following and advise what action you require from the school

Migraine		Epilepsy		Asthma		Diabetes	
Travel sickness		Fits of any type		Chronic nose bleeds		Heart condition	
Dizzy spells		Colour blindness		Hearing impairment		Visual impairment	
Mobility difficulties		Specialised Diet		<i>School lunches programme Specialised Diet form to be completed please ask at the office for the form</i>			

Is the student required to take any medication during the school day						YES	NO	
If YES please state type of medication, what it is for and the circumstances in which the school may be required to use it. Please let us know if your child uses an inhaler, hearing aid, special glasses or carries an epi-pen								
Allowed Paracetamol	YES	NO	Allowed Ibuprofen	YES	NO	Allowed Antihistamines	YES	NO

Childhood immunisations up to date YES / NO (please circle)

Please provide medical confirmation documents/Plunket records as evidence. Confirmation the second dose of MMR has been administered

Details about speech and language (oral) speech impediment history: e.g. stammer, pronunciation, vocabulary support/delays.

Please could you supply results of any relevant tests to support specific learning strategies.

Are there any known family history incidents or similar challenges such as dyslexia, dysgraphia, dyscalculia (reading, writing mathematics and spelling):

Are there any significant changes in the student's life or living arrangements that could have an impact on learning outcomes?

Please tick any of the following support interventions the student has had.

	RTL B		Remedial reading / writing
	Behaviour Support		ORS / SES Funding
	Alternative Education		ILP / IEP (individualised learning plan / individualised education plan
	Exclusions		Strengthening Families support
	Oranga Tamariki support		GATE

GENERAL EOTC (EDUCATION OUTSIDE THE CLASSROOM)

CONSENT FORM (IN PRINCIPLE)

PARTICIPANT INFORMATION FORM – this will be placed on student files and kept during their school attendance years. Health and contact details will be reviewed annually. Shared custody parents – both parties to sign.

Please complete these details:

Student Name:		
Address:		
Contact Phone number:		

Specific Medical conditions & strategies/medication					
Allowed Paracetamol	YES / NO	Allowed Ibuprofen	YES / NO	Allowed Antihistamines	YES / NO

EMERGENCY CONTACT DETAILS (Please provide at least two sets of contact details)	
CONTACT 1 (First Contact)	CONTACT 2 (Alternative Contact)
NAME:	NAME:
RELATIONSHIP:	RELATIONSHIP:
ADDRESS:	ADDRESS:
CONTACT PHONE NUMBER:	CONTACT PHONE NUMBER:

AQUATIC ACTIVITY CONSENT for activities where being able to swim is essential			
SWIMMING ABILITY	YES	NO	DON'T KNOW
Is your child able to swim 50 metres?			
Is your child water confident in a pool?			
Is your child confident in deep water?			
Is your child able to tread water?			
Is your child able to survival float?			
Is your child confident in the sea or open inland water?			
Is your child safety-conscious in and around water?			

CHILDREN'S PHOTO PERMISSION	YES	NO
I give permission for my child's photo to be photographed for the College newsletter. A copy of which is given to each child in the school. (The child's name may also be printed).		
I authorize that photographs can be taken of my child to be used for displays and for teacher's records.		
<i>If this status changes it will be up to me as Parent/Caregiver to notify the College</i>		

PARENTAL CONSENT	YES	NO
I agree to my child taking part in general EOTC activities		
I acknowledge the need for them to behave responsibly based on school rules		
I give permission for my child to walk to local events or activities		
I give permission for my child to be transported locally by teachers. Parent volunteers will transport occasionally but team managers or sport co-ordinator to organise		

Note:

- Specific events will be communicated to parents via covering letters and parents will be able to sign consent in cases where costs/risks are obviously heightened.
- No student can be transported without consent.
- Students and parents will be requested to sign agreement when costs are involved.
- Parent consent given for General EOTC events and transportation of their child/children.

Parent Signature:

STUDENT CONTRACT

Name _____

I understand that EOTC events are an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom. I realise that this requires me to take on genuine responsibility for my own learning and safety and that of others.

I agree to do the following to make this happen:

- Show courtesy and consideration to others;
- Follow the rules and instructions of activity leaders and assistants at the level, including travel to and from the event;
- Take part in all activities within challenge-by-choice options;
- Look after myself and my personal belongings;
- Declare medical conditions that could affect participation in the event
- Accept the rules set by the school EOTC, even if they are different from what is accepted at home

I understand that my parents/caregivers will be contacted and I may be sent home at their expense, if:

- My actions are considered unacceptable by staff;
- I breach the school drug and alcohol policy
- My actions put me or others in danger.

Student Signature:



PIOPIO COLLEGE STUDENT COMPUTER, CELL PHONE AND INTERNET USE AGREEMENT

I understand that:

- ✓ The purpose for school computers and other Information Technology resources is to support teaching and classroom learning.
- ✓ The school will do its best to keep me safe while using global information systems such as the computer and the Internet.
- ✓ I am not permitted to access material through the Internet that is offensive (e.g. pornographic), dangerous, inappropriate at school, or illegal*.
- ✓ I am forbidden to pass on such material by copying, storing or printing it.
- ✓ If I use email at school, I am not permitted to send any messages that are offensive, dangerous, inappropriate at school, or illegal*.
- ✓ I may use the Internet or email at school only if there is a teacher supervising me.
- ✓ I may be charged a fee for repair or replacement for any damage incurred whilst I am using the device.
- ✓ Cell phones may be used on school grounds before school, during interval and lunch and after school.
Cell phone use is prohibited in classrooms.

*Students: *Please ask your teacher if you need any of these terms explained to you.*

I understand how important it is to:

1 Take care of Information Technology resources, such as computers and the Internet.

- ✓ Be careful with equipment and furniture.
- ✓ Respect the copyrights on software that prohibit copying.
- ✓ Use only school software on school computers.

2. Be considerate of other users.

- ✓ Share available equipment.
- ✓ Be careful not to waste computer resources, e.g. paper.
- ✓ Avoid disruption of the running of any computer or network.
- ✓ Take care not to scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- ✓ Remove immediately from the screen any material that would not be allowed at the school that I accidentally come across, and tell the teacher right away.

3. Be responsible for privacy and security.

- ✓ I will not give anyone on the Internet information about myself or anyone else – this includes address, phone number, photograph or credit card information.
- ✓ I will use discs only to backup work.
- ✓ I will tell the Teacher if I come across a virus or security problem.

4. Be responsible to ensure device does not get damaged.

- ✓ I am responsible for ensuring the device is not damaged e.g. food and drink is not consumed whilst using the equipment, care will be taken to avoid damage to the screen and it is secure in my bag.

Internet agreement student

Student

I have read this Agreement and know the importance of the school rules for the use of computers, cell phones and the Internet.

I know that if I break these rules, I might lose the right to use a school computer, and the school may take other disciplinary action against me, which could include my removal from any course that involves computer use

NAME (PRINTED)

YEAR LEVEL

SIGNATURE

DATE

Parent / Caregiver

I have read this Agreement and understand that my child is responsible for using school equipment, a cell phone and the Internet as outlined above.

I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement.

I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate at school, or illegal material on the Internet or through email, it is the responsibility of my child to not be involved in such material.

I give permission for _____ to be given access at school to global information systems such as the Internet or email.

NAME (PRINTED)

SIGNATURE

DATE



SCHOOL BUS CONDUCT AGREEMENT

In the interests of safe travel for all passengers on our School Buses the following rules apply:

Going to school:

- Wait quietly for the bus – stand as far away from the road edge as you can.
- Wait until the bus has stopped before you walk to the door in a single line.
- Let the youngest person go first.

On the bus:

- Sit down quickly and put your bag on the floor under your seat or on your knees.
- Sit facing the front and do not fool around, make loud noises or do anything that could distract the driver.
- Talk quietly and only to people near you, no calling out.
- Stay in your seat and stay far away from open windows – do not ever put your arm, head, or any object out of the window.
- Listen to and obey any instructions from the driver or bus monitor without argument.
- If you have to stand, place your bag on the floor and hold on to a seat back or handrail
- Always stay behind the driver.
- Do not leave the bus between your pick-up point and school except in case of a safety emergency.

Going home:

- Get off the bus carefully – do not push others.
- After getting off the bus, if you are crossing the road, wait as far away from the road edge as possible until the bus has moved away a distance of at least two power poles.
- Listen and look both ways to make sure it is safe to cross the road.

I have read and understand the above rules and agree to follow them at all times:

Signed: _____ Student

Signed: _____ Parent / Caregiver

Date: ____ / ____ / ____



CODE OF CONDUCT

Piopio College is a friendly and caring place and if everyone follows our code of conduct, we will help keep it that way.

- **Respect others' opportunities to learn without interruption**
Students and teachers make better progress when they are able to learn and teach without being interrupted.
- **Be courteous, respectful and friendly to each other, staff and visitors**
Students, staff and visitors enjoy being treated with respect.
- **Come to school prepared for learning**
Students and staff should arrive on time, fully equipped and ready to make the most of each activity's learning opportunities.
- **Help to keep your school environment safe, clean and attractive**
Students and staff enjoy working in a safe, attractive and healthy environment.
- **Be proud of your college and its achievements**
Students and staff should dress and act in ways that build a good image and maintain the community's high regard for the college.

So, be respectful, be safe, be a learner and be proud.

We know that students and staff are following the College Code of Conduct in the classroom because ...

- students follow their teacher's instructions
- everyone arrives on time
- there is no eating or chewing
- students bring the equipment they need
- talk is focussed on learning
- there are no putdowns or offensive language
- learning is not disrupted by the actions of others

I have read the Piopio College Code of Conduct.

I understand that while my child is enrolled at Piopio College

- She / He will be expected to behave according to the guidelines set out in the code.
- She / He will also be subject to the rules and regulations of the College, as made with the authority of the Piopio College Board of Trustees.
- She / He may be promoted in any related Piopio College documentation and publications (including but not limited to social media)

Signed: _____ **Student**

Signed: _____ **Parent / Caregiver**

Date: ____ / ____ / ____



SCHOOL VALUES

The following are our values and are applied to our own learning and that of others; our school and community

- Kotahitanga: we are united in everything we do
- Whanaungatanga: we promote and expect a sense of belonging
- Rangatiratanga: there is leadership in everyone and everything we do
- Manaakitanga: we are generous with the support we give others without expecting anything in return

Declaration – Student Signature and Date:

(a signature is required from the enrolling student which confirms s/he has read and understood the values of Piopio College and will do his/her utmost to uphold these while a student here)

ENROLMENT CHECK LIST FOR PARENTS / CAREGIVERS

Please be aware that an interview with a senior member of staff is expected as part of the enrolment process, you will be advised of an appointment time.

Upon making an application to enrol your child at Piopio College, please ensure that you have the following documents to submit:

	Completed and signed Enrolment Form
	NZ Birth Certificate or Passport
	Copy of Medical vaccination history
	Copy of the most recent academic report
	Signed Blanket EOTC form <i>(Student and Parent/Caregiver)</i>
	Signed Internet Use Agreement <i>(Student and Parent/Caregiver)</i>
	Signed School Bus Conduct Agreement - if applicable <i>(Student and Parent/Caregiver)</i>
	Signed Te Kuiti Bus contract - User pays service (if applicable)
	Signed Code of Conduct Agreement <i>(Student and Parent/Caregiver)</i>

I give permission for Piopio College to obtain school records and any other information relevant to my child's welfare from previous schools

Parent / Caregiver Signature and Date: