



PAPARANGI SCHOOL

Enrolment Documentation

- ◆ **Enrolment Form**
- ◆ **Civil Emergency Form**
- ◆ **Education Outside The Classroom Permission Form**
- ◆ **Digital Safety for Parents and Care-Givers**

Enrolment Form

Class: _____	Room: _____
Date enrolled: _____	
Admin #: _____	

Eligibility

Does the student live permanently in the school zone? YES / NO

NB: If the student is within the school zone we require **2 original address verification documents**. At least one of these documents must be: a rates bill, a tenancy agreement, a sale and purchase agreement or utilities bill. Please bring these with you when submitting your application.

Pupil Details (One form per pupil)

Name of pupil _____
 Preferred name: _____
 Family name _____ First names _____

Mail to whom _____ Home Phone _____
 Home address _____
 PTO for caregiver details _____
 Email Address _____

These details will be shared with our "Home and School Team" when necessary.

Gender: M / F Date of birth ___/___/___ Birth certificate Verified _____
 Date first started school ___/___/___ Date first attended this school ___/___/___

Ethnicity: (Cultural identification with a particular ethnic group. Up to three ethnic groups may be nominated.)

1. _____ 2. _____ 3. _____

Iwi affiliation: (Up to three may be nominated)

1. _____ 2. _____ 3. _____

Country of Birth _____ Are you a permanent resident? Yes / No

Language spoken at home _____ Can he/she speak English little / some / fluently

If a new entrant or Y1 pupil: early Childhood Education attended (do not leave blank):

Name of ECE attended _____ Hours Attended Weekly _____ for the last ___ years

OR Did not attend ECE

If transferred from another school: Previous School _____

Medical details: (list any medical problems and information the school should be aware of)

Doctor: _____ Phone: _____

Immunisation Cert to be sighted by school Confirmed: _____

Parent/Caregiver 1 Details: Relationship to child: _____

Name: _____ Mrs / Ms / Miss / Mr
Family name First name

Address _____ Home Phone _____

Work Phone _____

Occupation _____ Cellphone _____

Parent/Caregiver 2 Details: Relationship to child: _____

Name: _____ Mrs / Ms / Miss / Mr
Family name First name

Address _____ Home Phone _____

Work Phone _____

Occupation _____ Cellphone _____

Caregiver 3 Details: Emergency contact (to be used for illness or accident when caregiver 1 or 2 can not be contacted)

Name: _____ Mrs / Ms / Miss / Mr
Family name First name

Home Phone _____ Work Phone _____

Relationship to student _____
eg grandparent / neighbour / friend

Other siblings likely to attend:

_____ DOB: _____

_____ DOB: _____

Any other information the school should be aware of:

Confidentiality

This information is requested by the school in order to communicate with parents and caregivers to maintain the safety of the pupil, in order to meet the statutory requirement of the Ministry of education. Information is held securely and used for the purpose of education only.

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.

Signed: _____

Date _____

Final Checklist

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

Do you have:

- Original copy of students NZ birth certificate **OR** students passport, and if applicable, relevant visas. (copies will be made)

- Two original address verification documents to present with your application. (a copy will be made)

- Students immunisation certificate (a copy will be made of these documents)

CIVIL EMERGENCY CONTACT FORM—URGENT

Other siblings at school

First name: _____ Room # _____

State if you are a 1 parent family

YES / NO

CIVIL EMERGENCY SECTION

Child's Name: _____ **Room #** _____

In the event of a serious emergency requiring the evacuation of the school premises, I authorise the following nominees to uplift our child/children from school.

Name:

Address

Ph #

Relationship to the child

Name:

Address

Ph #

Relationship to the child

NB: Nominees should be within walking distance of the school in case of a major disaster i.e. flooding or earthquake.

Signed _____ (Caregiver)

Dated: _____



EDUCATION OUTSIDE THE CLASSROOM PERMISSION FORM

I/We give permission for:-

to undertake visits, trips, outside of the classroom, within the environs of Wellington. Transport may include travel by bus, car, train, or by walking if in close proximity to the school.

Signed

Parent/Guardian

PLEASE NOTE:

- 1 This blanket consent form, to be completed for **EACH CHILD** will eliminate the filling in of permission forms each time pupils go on trips especially local ones.
- 2 You will be sent notices about planned trips and costs, including times leaving and returning, means of transport, gear requirement and parent help needed.
- 3 Parents transporting children to extra-curricular and sporting activities **must provide a seat belt for each passenger and complete a car safety code for each trip.**
- 4 If you have any questions about EOTC/trips and visits please contact class room teachers or the Principal.

Tracey Arthurs
PRINCIPAL



Paparangi School

Beazley Avenue, Paparangi, Wellington 6037

Vision: Growing Adventurous Learners

Digital Safety Introduction for Parents and Care-givers

Paparangi School believes in Digital Citizenship that supports safe and responsible use of the internet. We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizen

Because we know this is important for us all, we ask everyone - staff, students and volunteers - working at Paparangi School to agree to use the internet and other technologies in a safe and responsible way by following the guidelines laid out in a Digital Safety Agreement. If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then the school might stop them from using the internet or other technology at school.

Guidelines for Parents, Whanau and Care-givers

Paparangi School has policies and associated procedures which outline the school's digital citizenship approach and how e-learning and ICT supports teaching and learning. These documents are available on the school website and on request at the school office.

The school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process. The school expects responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. The "Digital Safety Agreement" is part of that. It encourages students to consider how their actions can affect themselves and those around them.

Students can experience challenges when using technology. The school will make every effort to support students to manage those challenges effectively. By learning to deal with problems in a safe environment with the appropriate support students will be better prepared to deal with those challenges in the future.

If parents, whanau or care-givers have questions or concerns about the way in which technology is being used by my child at school the school is happy to discuss this with me. Parents are welcome to do this at any time.