

Opua School Enrolment Form

Please read the instructions below carefully before you complete this enrolment form

Instructions The purpose of this enrolment form is to obtain from you the information we need to enrol your child into our school. We also need to collect information from you which is required by the Ministry of Education.

Please include a copy of your child's Birth Certificate/Passport and Immunisation Certificate.
If there is a Court Order please bring a copy to the school to be kept on record.
For overseas enrolments we need to take a copy of a Student Visa.

Please complete **ALL SECTIONS** of this form and return it to the school office. The Principal will meet with you once we have your completed enrolment form.

PUPIL INFORMATION

Legal First Names: _____ Legal Last Names: _____

Preferred Name to be Called: _____ Boy/Girl

D.O.B _____ Home Phone _____

Residential Address: _____ Postcode _____

Postal Address: _____ Postcode _____

Birth Certificate Number _____

Previous School (if applicable) _____

Previous Dental Clinic _____

PARENT/CAREGIVER INFORMATION

With whom does the child live? (please circle) Both Parents Mother Father Other

Are there any custody arrangements that the school should be made aware of? Yes / No

If so, please provide relevant paperwork.

Caregiver 1 _____ Relationship _____ ☎ Hm _____

Address _____ Occupation _____ ☎ Cell _____

Email Address _____ ☎ Wk _____

Caregiver 2 _____ Relationship _____

 Address _____ Occupation _____
 Email Address _____

Hm _____
 Cell _____
 Wk _____

Emergency Contact 1 _____ Relationship _____

 Emergency Contact 1 _____ Relationship _____

Hm _____
 Cell _____
 Hm _____
 Cell _____

PRIOR PARTICIPATION IN EARLY CHILDHOOD EDUCATION. Did your child attend one or more early Childhood Education service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

Please enter the number of hours per week for up to three services.	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
A. Kohanga Reo			
B. Playcentre			
C. Kindergarten or Education and Care Centre			
D. Home Based Service			
E. Playgroup			
F. The Correspondence School			

Did your child regularly attend Early Childhood Education?
 Yes, for the last _____ years.
 Not regularly, only occasionally with no on-going schedule.
 No, did not attend ECE.

ETHNIC BACKGROUND (Required for Ministry of Education Statistics)

Ethnicity (1) _____ Ethnicity (2) _____
 Iwi _____ Affiliation _____
 First Language _____ Second Language _____

MEDICAL DETAILS

Medical Conditions:

Allergies:

Medicine:

Immunisation: Fully Immunised (please circle) YES NO

Doctor: Medical Centre:

PLEASE READ before signing this enrolment form

***If my child, in the professional judgement of the Principal, requires medical attention, I hereby authorise the school to take whatever steps are required to ensure the well-being and safety of my child.**

***I also give permission to authorise Opuu School to utilise Government organisations such as the Ministry of Education, Specialist Education Services, etc. to ensure my child receives appropriate assistance particular to my child's educational needs.**

I undertake to:

- **Ensure my child attends school regularly and punctually and will not be absent except in cases of illness or emergency. I will apply in writing to the Principal to request leave of absence for my child outside of the above reasons.**
- **Notify the school of any absences as early as possible on the morning of any absence.**
- **Pay the yearly stationery fee of \$50 to cover all stationery costs for the school year as soon as possible.**
- **Inform the school of any change of address, contact details or family circumstances within one week of it occurring.**

Date Parent/Caregiver

Signed

Enrolment approved by _____ Date

Signed

Blanket Consent for Education Outside The Classroom (EOTC)

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

Opua School believes in using a range of environments and experiences to enhance our students' learning.

We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of event	Description	Type of consent
A	On site- in the school grounds (i) Lower risk environments (ii) Higher risk environments*	(i) No consent sought or blanket consent (ii) Separate consent for each event or programme
B	Off-site events in the local community occurring in school time. (i) Lower risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment. (ii) Separate consent for each event or programme
C	Off-site events - finishing after school finishes (i) Lower risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment. (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower risk environments (ii) Higher risk environments*	(i) Separate consent (ii) Separate consent for each event or programme

*Involves risk assessed to be greater than that associated with the average family activity.

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

I/we agree to the participation of _____
In *lower risk* category **A** and **B** and **C**.

EOTC events while a student at Opua School.

I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

Name _____ Signature _____ Date _____

CYBERSAFETY AGREEMENT

I understand that:

- The only purpose for school computers and other Information Technology resources is to support classroom teaching and learning.
- The school will do its best to keep me safe while using global information systems such as the computer and the Internet.
- I know that I am not permitted to access material through the Internet which is offensive, 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 which 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**.

Students

** Please ask your teacher if you need any of these term explained to you.*

*** A school's Internet Safety Policy should address the issue on Internet access out of scheduled class time.*

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 which could cause offence to others.

Remove immediately from the screen any material that would not be allowed at school which 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 bank card information.

I will use disks / memory sticks only to backup work or take it to and from home.



Student Internet Agreement

Student

I have read this Agreement and know the importance of the school rules for the use of computers 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)

AGE/ROOM

SIGNATURE (if able)

DATE

Parents/Caregivers

I have read this Agreement and understand that my child is responsible for using school equipment and the Internet as outlined here.

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 have no involvement in such material.

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

NAME (PRINTED)

SIGNATURE

DATE

* If you would like to discuss this document please contact the school office.