

# PUPIL ENROLMENT FORM

Please write firmly using a ballpoint pen.

Copy 1: Office

Copy 2: Dental Therapist

Copy 3: Teach

PUPIL	Legal surname:	Legal first name/s:		
	Preferred surname:	Preferred first name:		
	Place in family: of	Boy / Girl	DoB: / /	Current class/year level:
	Home Address:	Eldest child at this school:		
	Previous school/centre:	Address:		
	Rural Emergency No:	Home language:		
	Ethnicity 1:	2:	3:	iwi/Hapu 1: 2:
Residency/Citizenship? Yes / No	If No, Date of NZ entry:		Country of birth:	

PARENTS/CAREGIVER/S	Title:	Legal surname:	First name/s:	Relationship to pupil:
	Home address: (if different to pupil)	Country of birth:		
	Workplace/Hrs:	Occ:	Ph Hm:	Ph Wk:
	Mob:	Email:		
	Title:	Legal surname:	First name/s:	Relationship to pupil:
	Home address: (if different to pupil)	Country of birth:		
	Workplace/Hrs:	Occ:	Ph Hm:	Ph Wk:
	Mob:	Email:		
	Emergency contact name 1:	Relationship to pupil:	Ph Hm:	Mob:
	Emergency contact name 2:	Relationship to pupil:	Ph Hm:	Mob:
Doctor:	Ph:	Dental clinic:		
Name of legal guardian/s:				

EARLY CHILDHOOD EDUCATION	Was ECE regularly attended? <input type="checkbox"/> Yes, for the last year/s OR <input type="checkbox"/> Not regularly, only occasionally or with no on-going schedule OR <input type="checkbox"/> No, did not attend ECE				
	Did your child attend an ECE service in the six months prior to starting school? <b>ECE NAME:</b>				
	Please enter the number of hours per week for up to three services (a-f) or tick the appropriate box (g-j).		ECE 1 (hrs/wk)	ECE 2 (hrs/wk)	ECE 3 (hrs/wk)
	a) Kōhanga Reo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only tick following boxes if ECE hours section to the left is not completed.
	b) Playcentre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) Kindergarten or Education and Care Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) Home based Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e) Playgroup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
f) Correspondence School - Te Aho o Te Kura Ponamu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
g) Attended, but only outside New Zealand <input type="checkbox"/>					
h) Attended, but don't know what type of service <input type="checkbox"/>					
i) Did not attend <input type="checkbox"/>					
j) Unable to establish if attended or not <input type="checkbox"/>					

CUSTODY ACCESS	Court order issued? Yes / No / NA
	(attach further information as required)
Extra copy of school report to:	Address:

HEALTH, LEARNING & BEHAVIOUR	Has your child had a B4 School Check? Yes / No	B4SC health?	
	B4SC developmental?	B4SC behavioural?	
	Immunisation Cert Sighted? Yes / No	Requested?	Completed: Yes / No
	Vision:	Hearing:	
	I consent to my child's vision and hearing being tested. Yes / No		
	Allergies:	Medication:	
	Speech:	Serious problems:	
	Learning/Behaviour Needs:		
	Special Needs/Resourcing/Agencies:		
	Other information/requests (attach further information as required):		

## DECLARATION

I have read and accept the privacy statement and parent declaration on the reverse of this form. Parent/Caregiver signature: \_\_\_\_\_ Date: / /

OTHER	Members of your family likely to attend this school in the future.	1.	Birth date: / /
	2.	Birth date: / /	3.
	Additional information:		

OFFICE USE	Birth date verification: <input type="checkbox"/> Birth certificate/number or <input type="checkbox"/> Passport/number	School admission to:	
	Records/information requested: / /	Records/information received: / /	Bus route:
	<input type="checkbox"/> Academic	NSN:	No previous schools/enrolments:
	<input type="checkbox"/> Attendance	Data entered: / /	Year level:
	<input type="checkbox"/> Behavioural	Other:	Teacher:
<input type="checkbox"/> Custodial		Room:	
<input type="checkbox"/> Health		Issued... Health card <input type="checkbox"/> School info/pack <input type="checkbox"/>	
<input type="checkbox"/> Personal		Additional information:	
		School stamp:	

Not to be photocopied. Order from NZPF: office@nzpf.ac.nz.



## Student User Agreement for Epuni School

### STUDENT USER AGREEMENT OVERVIEW

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Epuni School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what [insert school] does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

### EPUNI SCHOOL ROLE

*This section outlines the school's approach to digital technology use and online safety.*

Epuni School wants to help you learn in the best ways we can, and keep you safe at school.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

### YOUR ROLE

*This section outlines the rules for using digital technology in school and as a member of the school community*

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** If you bring your own device to school, use it in ways, and at the times that your teacher says it is okay to.

## WHEN THINGS GO WRONG ONLINE

*This section outlines how students can seek support and help*

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at Epuni School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers at Epuni School will help you sort it out. The important thing is to tell a teacher or another adult you trust.

**Online bullying.** Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week.

You can get hold of them on the phone 058638723, or their website at [netsafe.org.nz](http://netsafe.org.nz)

## STUDENT STATEMENT

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Epuni School. There may be some actions that my school might have to take, such as not being able to use school devices or devices I bring from home to school.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

## PARENT/WHĀNAU/ GUARDIAN DECLARATION

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_



## School Passenger Safety Contract

### Our school passenger safety policy says that:

- Child restraints are mandatory for all children under seven (until their seventh birthday) when travelling on school related trips in privately owned motor vehicles, including minivans and shuttle buses.
- Children under the height of 148cm will always use a booster seat when passengers in privately owned motor vehicles, including minivans and shuttle buses.
- Booster seats must meet an approved standard and be appropriately sized and fitted in the vehicle.
- Children must travel in the back seats unless these are already occupied by other children. The tallest child should travel in the front seat, and the seat should be moved as far back as possible, and if possible the airbag should be turned off.
- School staff will support drivers of privately owned vehicles being used to transport children on school related trips to ensure that all children are seated appropriately in a booster seat if under 148cm, or in a three point seatbelt if 148cm or taller.

### Parent/Caregiver statement

I have read the school child passenger safety policy and understand that parents/caregivers of children under the height of 148cm must supply a booster seat of an approved standard for use on school related trips. I understand that the back seats are the safest place for my child to sit but if these seats are occupied the tallest child will be seated in the front passenger seat.

Name of parent \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Child statement

- I will use a booster seat for school trips until I reach a height of 148cm tall. When I reach 148cm or taller, I will use a three point adult seatbelt.
- I will sit in the back seats but if these are all taken I understand that the tallest child in the vehicle will be seated in the front seat.
- I will remain seated in the vehicle with my seatbelt fastened until the vehicle is safely parked and the driver tells me that I can get out.

Name of child \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PERMISSION FORM**

### **Consent - Support for Children's Learning, Behaviour & Wellbeing**

Staff may need to discuss your child's learning and /or behaviour with other supporting agencies. This information will be kept confidential and not shared beyond the supporting agencies.

**I agree to my child's learning/behaviour being discussed with other agencies if necessary  
YES / NO**

### **Consent For Publication of Your Child's Photo and Name**

We regularly have photos and names of our students in local newspapers, in our newsletters, on our Facebook page and on our website.

**Please indicate your choice by ticking the relevant box.**

**I give permission for my child's name and/or photograph to appear in:**

- ☐ The school newsletter
- ☐ The school website / Facebook page
- ☐ A school promotional poster
- ☐ Media publications (like The Hutt News and Dominion Post)

### **PERMISSION TO USE "SEESAW"**

All students have a SeeSaw online account to share their learning with parents/caregivers at home. These are secure accounts and they are only accessible by teachers and parents/caregivers.

**I give my child permission to have access to SeeSaw      YES / NO**

**Child's Name:** \_\_\_\_\_

**Signed by Parent/Caregiver:** \_\_\_\_\_ **Date:** \_\_\_\_\_