

Kaharoa School Enrolment Form



Kaharoa School, 296 Kaharoa Road, Rotorua 3096,
ph 07 332 3444 www.kaharoa.school.nz

(Please return to the school office)

Student Details:

Legal First Names	
Preferred First Name	
Legal Last Name	
Date of Birth/...../..... (If new entrant, please provide birth certificate)
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Ethnicity	
If Maori, please supply lwi	
Has attended ECE	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, for how long	
New Zealand Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please provide details)
First language spoken at home	
Intended Start Date/...../.....

Primary Residential Address

Number/Street	
Suburb	
Town/City	
Postcode	

Parent / Caregiver Details:

<u>Primary Contact:</u>		<u>Secondary Contact:</u>	
Legal Surname		Legal Surname	
First Name		First Name	
Relationship to child		Relationship to child	
Address		Address	
Address		Address	
Occupation		Occupation	
Email		Email	
Mobile		Mobile	
Work Phone		Work Phone	
<u>Emergency Contact 1</u>		<u>Emergency Contact 2</u>	
Name		Name	
Mobile		Mobile	
Relationship to child		Relationship to child	
Permission to pick up my child	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permission to pick up my child	<input type="checkbox"/> Yes <input type="checkbox"/> No

I intend for my child to use the school transport system (bus): Yes No

Any siblings intending to enrol at Kaharoa School in future:

Name:

Date of Birth

Name:

Date of Birth

If you are likely to volunteer for a trip or camp: Under the Vulnerable Children Act 2014 we are encouraged to have all parent/carer/whanau volunteers police checked to help ensure the safety and wellbeing of the children at our school. If you have any questions or concerns regarding this, please contact the Principal.

Please fill in your details below if you wish to be vetted to become a Kaharoa School Volunteer:

School Volunteer 1 Name:

School Volunteer 2 Name:

Other Details:

Interests & Achievements (Sporting, Cultural, Clubs etc)

Learning / Behaviour (Has your child ever been part of specialist learning programme, eg English as a second language(ESOL), Resource Teacher for Learning and Behaviour(RTLB), teacher aid support / ORS)

Reading Achievement *On track / Support Needed* Math Achievement *On track / Support Needed*

Writing Achievement *On track / Support Needed*

Sensitive Information (e.g. custody arrangements / parenting or court orders)

Student's Health Information

Does the student have any health condition or disability? Yes No

If yes, please provide details

Does the student require regular medication? Yes No

If yes, please provide details

Does the student suffer from any allergic reactions? Please detail this below.

	Yes	No	Details	Mild	Moderate	Severe	Medication
Food	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stings	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medication	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Any further allergy information:

If severe, does the student have a medical action plan? Yes No will need one

Does the student have an Epi Pen? Yes No

Is the student immunised? Fully Partly Not (please provide immunisation records)

Medical Contact:

Doctor - Name:

Phone:

Address / Medical Centre:

I/we consent to the information provided on this form and other means regarding **Student's Health Information** being available within the school for the purpose of ensuring personal safety in accordance with the Privacy Act 2020 requirements. This includes staff at Kaharoa School to provide medical assistance as may be necessary in the event of an accident or sudden illness when I/we cannot be contacted.

Consents and Declarations

Please return to the school office

As the parents/guardians enrolling this child, I/we have read the information and declarations provided with this enrolment application and can confirm the following: (please tick and sign this page)

- Personal Information** I/we have provided the school with up to date medical, caregiver and learning information through the enrolment form and will make every endeavour to keep this information current
- I/we have read the **STUDENT EXPECTATIONS**. I/we understand the school will follow their most up to date policies and procedures relating to behaviour management. I/we agree to support my child in complying with school rules.
- I/we have read and understood the Kaharoa School **BUS CODE OF CONDUCT** and agree to the School Bus Code of Conduct should my child use the bus now or in the future.
- I/we agree to Kaharoa School following their most up to date policies and procedures regarding **PRIVACY OF INFORMATION** and sharing of information as described.
- STUDENT MEDIA PERMISSIONS** I/we give consent for photos and videos of our child and their work to be taken and stored on school devices. These may be printed or put on digital learning portfolios where users log in (no public access). My child may be in the distant background of a photo or group photo in the newsletter, school website, to promote the school, or on social media.

In addition to this please select from the following additional media permissions if applicable:

Yes / No I/We give permission for our child to be identified in a photo (first name only) in school newsletters celebrating achievements or events.

Yes / No I/We give permission for our child to be identified in a photo/video (first name only) on Facebook, the school website, or other social media platforms celebrating achievements or events or promoting the school.

- I/we give blanket consent for our child to attend all low-risk **EOTC** while enrolled at Kaharoa School.
- CYBER SAFETY** I/we understand the School's Information, Communication and Digital Devices Guidelines. I/we understand our child's obligations under this agreement and will share these with our child as appropriate for their age. I/we know that if my child makes choices or behaves in ways that don't align there may be consequences or outcomes that the school will talk about with me.
- I/we acknowledge the opportunity to have read the schools **CONCERNS AND COMPLAINTS** policy and agree to abide by this and further updates of the policy in all interactions regarding a concern or complaint.
- I/We acknowledge receipt of the **SCHOOL COMMUNITY CODE OF CONDUCT EXPECTATIONS**.
- I/We understand that **UPDATES TO SCHOOL DOCS POLICIES** will be followed by the school and agree that our declarations and consents above stay in force and will be referenced to these most up to date policies and procedures available to view online at any time.

I/we declare and give our consent to the items above for the duration of our child's enrolment at Kaharoa School

Student Name: _____

Parent Name(s): _____

Signed Parent(s): _____ Date: _____

In the interests of student learning, we collect and share some student information in line with our policies and procedures such as:

- Requesting relevant information from other schools for enrolment purposes.
- Forwarding relevant information to another school for enrolment purposes.
- Sharing relevant information to associated entities such as MOE and RTLB that support schools, and external agencies such as Te Whatu Ora.
- Using information for statistical and learning needs planning purposes within and across schools.

Also, within our local community of learning schools (Kahui Ako) we share relevant achievement, health, and learning needs information such as via our learning support register. Any personal information is kept confidential and only seen by a small leadership group. Aggregated information across schools has individual identifying information removed (name, date of birth etc removed).

Information is shared to:

- identify children and young people who might need additional learning support
- ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use information on the register for the purpose of administration and analysis, for example to find out about the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for numbers of staff and specialists, and other services and types of support.

Please visit www.kaharoa.schooldocs.co.nz for full details regarding our privacy policy, collection of personal information policy, and sharing of student information policies.

STUDENT EXPECTATIONS

Expectations Summary:

- To be engaged in learning at all times.
- To follow school and bus rules.
- To participate in sports with positive and fair play.

School Rules:

- Do as the teacher asks straight away.
- No physical or verbal violence.
- Respect people, property and environment.
- Be honest.
- Strive to act in line with our values.
- Do your best always.

Please visit www.kaharoa.schooldocs.co.nz for full details of our student expectations and behaviour management processes.

BUS CODE OF CONDUCT

Expectations Summary:

Be safe on the bus. Follow all rules. Speak kindly. Treat property with respect. Follow reasonable requests from the school bus monitor straight away. No devices to be used while travelling on the bus.

Students not following the Bus Code of Conduct will be spoken to by the Bus Controller or other staff. For serious or ongoing misbehaviour a student may be removed from the bus route for a period of time, or withdrawn for an extended period of time.

The school nominated 'Bus Controller' will respond to any concerns raised and liaise with Go-Bus who employs the drivers, and the MOE who sets the bus route.

Please visit www.kaharoa.schooldocs.co.nz for full details of our Bus Guidelines and Information

STUDENT MEDIA PERMISSIONS

Student Media Permissions:

As part of our learning programmes, students take photos and videos of theirs and others' work, and also during school events, and while on trips. These are stored on school devices. These may then be printed, or added digitally to learning portfolios of individual students, or groups of students accessed by the class or parents of students and is managed with users logging in (no public access).

Some of these photos/videos may be used in school newsletters, on the school website, to promote the school, or on social media and your child may be in the distant background of a photo or group photo and not identified. Individual student names will not be identified without your consent.

This is our minimum 'media permission'. Please speak with the school if you need to discuss further.

Further Permissions:

Can be granted on enrolment and stay on file while enrolled in the school, or you will be contacted each time your child is intended to be identified in a photo.

(1) permission for your child to be identified in a photo (first name only) in school newsletters celebrating achievements or events. We ask you to strongly consider giving permission for this option. Without this, the office will need to phone you each time your child is to appear in the newsletter and seek your permission.

Examples include your child being part of an epro8 challenge and building a contraption. In the newsletter, we include a photo of their team with the blurb 'Jonny, Jane, and Jennifer constructed a working fire engine ladder in their epro8 competition.'

(2) permission for your child to be identified in a photo/video (first name only) on facebook, the school website, or other social media platforms celebrating achievements or events or promoting the school. We have many children with this permission granted which allows us to celebrate school achievements in this way.

Please visit www.kaharoa.schooldocs.co.nz for full details regarding our privacy policy, recording of photos, video, and sound policy, and sharing of student information policies.

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

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

We seek **blanket consent** for your child to participate in all EOTC off-site programmes involving lower risk environments (where the risk is assessed as similar to the average family activity) during their normal classroom time allocation and approved by the principal. Blanket consent means you give your permission now for all of these low risk EOTC events while your child/ren is enrolled at Kaharoa School, rather than returning permission forms for each individual EOTC.

Examples are interschool sports events, pest control in the local bus, or visiting a local museum or site of interest. For all EOTC, staff are required 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.

For Higher Risk EOTC, or overnight events we will seek individual consent.

CYBER SAFETY

Our full Information, Communication and Digital Devices Guidelines for Students can be viewed at www.kaharoa.schooldocs.co.nz a summary is found below:

- Research tells us that devices are useful, important and necessary tools to support future focused teaching and learning. Research also tells us that at Kaharoa School we need to be discerning in our use of technology to ensure the best learning for children. It is about encouraging students to think about and choose the best technology for the job rather than just using devices for the sake of it.
- The use of the Internet at Kaharoa School is a privilege not a right. When students use digital technologies and online spaces it's important that they learn ways to keep themselves safe, and that they make positive choices in ways they behave when they are online.
- Kaharoa School supports students by planning times in the terms to learn about positive online behaviours and ways to keep safe and overseeing students' use of school's digital devices and online spaces
- As a student of Kaharoa School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. Keep it kind, be careful, avoid online bullying, use devices sensible, seek help when unsure.

Agreement wording for students enrolled at Kaharoa School:

- 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 will only use devices when I have been directed to by my teacher, for the purpose they have allowed me to use them. I will follow the responsibilities and code of conduct outlined above.
- If I stumble upon anything that I know my teacher or parents would not want me to see, I will immediately turn off the monitor and tell my teacher.
- Any e-mails or contributions to public spaces must be checked by the teacher.
- I will keep my identity safe by never giving my surname, address or other identifying information, only using my first name and last initial.
- I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Kaharoa School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home.
- 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.

CONCERNS AND COMPLAINTS

While the majority of the time, Kaharoa School strives to provide the best learning environment possible with the resources we have - we acknowledge that from time to time whānau may have a concern or complaint to raise with the school. Our full concerns and complaints process can be viewed at www.kaharoa.schooldocs.co.nz a summary is found below:

- We meet our legal and ethical obligations when responding to concerns and complaints, including meeting the principles of natural justice and protecting the safety and wellbeing of all involved.
- Concerns or complaints should be raised with the school in the first instance, usually by speaking with the staff member involved.
- If this is not appropriate or there is no staff member directly involved, concerns may be raised with another relevant staff member (e.g. a staff member in charge of a programme, a member of the management team, or the principal). The person who receives the concern or complaint may refer the matter to a more appropriate person if needed, or involve another person, including the principal.
- If a member of the school community has a concern or complaint about a student who is not their child, they should not contact that student or their parents/caregivers directly but rather, contact the school.

SCHOOL COMMUNITY CONDUCT EXPECTATIONS

At Kaharoa School, school-related activities and events, and in all communications, we expect members of the school community to:

- comply with New Zealand legislation and regulations
- follow any reasonable requests or instructions from the school
- treat school staff and other members of the school community with respect
- support student learning
- take reasonable care of their own health and safety
- take reasonable care that their behaviour does not negatively affect the health and safety of others
- follow relevant school policies and procedures, including but not limited to:
 - supporting our inclusive school culture and school values
 - respecting the privacy of others (e.g. sharing images)
 - using digital technology and social media safely and responsibly
 - complying with school expectations about smoking, vaping, and using alcohol, drugs, and other harmful substances
 - protecting school property and resources.

This will be updated as part of regular SchoolDocs review processes and can be viewed at www.kaharoa.schooldocs.co.nz

UPDATES TO SCHOOL DOCS POLICIES

Upcoming and recent updates to School Policies and Procedures can be viewed at any time on www.kaharoa.schooldocs.co.nz under the 'What's New' section. Kaharoa School undertakes to follow the updated policies and procedures and provide ongoing opportunity for our community to be involved in the review process and access all updates prior to and after they have become the new policies or procedures.

In these declarations, we ask on enrolment for you to acknowledge that we will use the most up to date versions when corresponding with you or working through any concern or complaint.

Using SchoolDocs

Log in to your SchoolDocs site using these details:

Website	<input type="text" value="www.kaharoa.schooldocs.co.nz"/>
Username	<input type="text" value="kaharoa"/>
Password	<input type="text" value="bestalways"/>

Principal's note:

Fill in this info
for your school.



Reviews and feedback

Start your review

All SchoolDocs schools follow a 3-year review schedule to keep information up to date. Each term, you can provide feedback on policies and procedures that are under review.

Use the **review tool** to provide feedback about policies and procedures that are under review.

- **Content feedback** is where you can suggest changes you'd like SchoolDocs to consider.
- **Implementation feedback** is where you can comment on policy implementation at your school.

If you'd like to send a message to your school about a particular topic, use the **feedback button**.



For more information about reviews, click the **Current Review** tab at the top of the site.