

## RANDWICK SCHOOL ENROLMENT FORM

<b>STUDENT DETAILS</b>				ADMISSION NO:	NSN:
LEGAL SURNAME:		PREFERRED SURNAME:		BOY / GIRL	BIRTHDATE:    /    /
LEGAL FIRST NAME/S:		PREFERRED FIRST NAME:		PREVIOUS SCHOOL	
PLACE IN FAMILY AT SCHOOL:		of <i>Name of Eldest Child at this School:</i>		CURRENT YEAR LEVEL                      ROOM	
ADDRESS:				ETHNIC GROUP CHILD RELATES TO:	
POST CODE		NZ RESIDENCE? YES    /    NO		1st 2nd 3rd	
COUNTRY OF BIRTH		DATE OF ENTRY TO NZ:		FIRST LANGUAGE	
Does your child have access to a device and internet at home?    Yes / No		Migrant / Refugee		IWI / HAPU 1st 2nd 3rd	
<b>PARENT/CAREGIVER DETAILS</b>					
TITLE    FIRST NAME:		SURNAME:		RELATIONSHIP TO CHILD :	
RESIDENTIAL ADDRESS:				POST CODE	
EMAIL:				COUNTRY OF BIRTH	
PHONE NUMBERS:				OCCUPATION:	
TITLE    FIRST NAME:		SURNAME:		RELATIONSHIP TO CHILD	
RESIDENTIAL ADDRESS:				POST CODE	
PHONE NUMBERS:				OCCUPATION:	
EMAIL:					
PERSON/S AUTHORISED TO COLLECT CHILD FROM SCHOOL:		<i>1<sup>st</sup>:</i>		PHONE NUMBER:	
		<i>2<sup>nd</sup>:</i>		PHONE NUMBER:	
CONTACT FOR EMERGENCY: (Located near school and able to collect child in event of emergency)		PHONE NUMBER:			
DOCTOR:			PHONE:		DENTAL CLINIC:
NAMES OF LEGAL GUARDIAN/S:					
CHILD LIVES WITH: <i>(tick one)</i> <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caregiver 1 <input type="checkbox"/> Caregiver 2					
<b>ENROLMENT REQUIREMENTS</b>					
Ministry of Education requires us to hold a copy of NZ Birth Certificate or passport showing residency status. We are also required to hold a copy of every student's Immunisation Certificate under Health Regulations 1995.					
I give permission for the school to take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies. I give permission for the school to administer paracetamol if my child becomes ill. I give permission for my child to visit local facilities in walking distance when required by the school.					
Health and Safety - on occasions, accidents happen with children while at school in and out of classrooms, on the playground, climbing trees etc when children are playing and exploring. I acknowledge that Randwick School will take all reasonable measures to keep my child/ren safe but cannot be held responsible for injuries caused during play.					
By signing this form I acknowledge that I will be prepared to make payment to the school for specific school activities when required, such as sports fees, technology etc. and understand that my child may not be able to take part in these activities unless I have made payment, or made arrangements with the school office/Principal regarding payment.					
SIGNED:				DATE:	

<b>HEALTH</b> (attach separate sheet if more space required) ALLERGIES:	SIGHT:	<b>CUSTODY/ACCESS ARRANGEMENTS</b> attach separate sheet if more space required)
MEDICATION:	SPEECH:	
SERIOUS PROBLEMS:	HEARING:	COURT ORDER ISSUED? YES / NO / N.A.
DIETARY REQUIREMENTS FOR LUNCHES:	VEGETARIAN / GLUTEN FREE / OTHER:	

### OTHER DETAILS

LEARNING & BEHAVIOUR NEEDS:

SPECIAL NEEDS (BACKGROUND/FUNDING): eg ESOL, ORS

NAMES OF MEMBERS OF FAMILY LIKELY TO BE ATTENDING THIS SCHOOL IN THE FUTURE	1.	BIRTHDATE	/	/	/
	2.	BIRTHDATE	/	/	/
	3.	BIRTHDATE	/	/	/

### NEW ENTRANT ONLY - INFORMATION REQUIRED EARLY CHILDHOOD EDUCATION

**Did the 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.

Instructions:

- If the child was attending more than one service at the same, please enter hours per week for up to three services.
- If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the last service only, not both.
- If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of hours per week.

PLEASE ENTER THE NUMBERS OF HOURS PER WEEK FOR UP TO THREE SERVICES	SERVICE 1 (hrs/week)	SERVICE 2 (hrs/week)	SERVICE 3 (hrs/week)
A. KŌHANGA REO			
B. PLAYCENTRE			
C. KINDERGARTEN OR EDUCATION AND CARE CENTRE			
D. HOME BASED SERVICE			
E. PLAYGROUP			
F. THE CORRESPONDENCE SCHOOL – TE AHO O TE KURA POUNAMU			

**OR PLEASE TICK THE APPROPRIATE COLUMN**

ATTENDED, BUT ONLY OUTSIDE NEW ZEALAND

ATTENDED, BUT DON'T KNOW WHAT TYPE OF SERVICE

DID NOT ATTEND

UNABLE TO ESTABLISH IF ATTENDED OR NOT

**DID THE CHILD REGULARLY ATTEND EARLY CHILDHOOD EDUCATION?**

'Regularly attend' means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

Please tick

YES, FOR THE LAST ..... YEAR(S)

NOT REGULARLY, ONLY OCCASIONALLY WITH NO ON-GOING SCHEDULE

NO, DID NOT ATTEND ECE

### Office Use Only:

<b>Year:</b>	<b>Room:</b>	<b>DATE STARTED:</b>	<b>TEACHER:</b>
<input type="checkbox"/> Birth Certificate photocopied <input type="checkbox"/> Passport/Visa photocopied <input type="checkbox"/> Immunisation record photocopied <input type="checkbox"/> Medical / Allergy Form issued <input type="checkbox"/> Getting to know you form returned <input type="checkbox"/> Internet Safety Agreements signed <input type="checkbox"/> Stationery purchased <input type="checkbox"/> Photo	<input type="checkbox"/> Enter details in eTAP <input type="checkbox"/> Siblings linked <input type="checkbox"/> Enter Details in ENROL – Check for any notes indicated by previous school <input type="checkbox"/> Change details when ENROL confirmed <input type="checkbox"/> Documents uploaded in Etap <input type="checkbox"/> House colour assigned/Welcoming Cert <input type="checkbox"/> Hard copy eTAP Folder <input type="checkbox"/> Seesaw <input type="checkbox"/> Library emailed	<input type="checkbox"/> Profile forms to teacher <input type="checkbox"/> ELL copy <input type="checkbox"/> Previous school records requested <input type="checkbox"/> Previous school records received	<p><b>ENSURE COPY OF BIRTH CERTIFICATE OR CITIZENSHIP CERTIFICATE IS PRODUCED OR ALTERNATIVELY ** PASSPORTS AND STUDENT AND PARENT VISAS</b></p>

## RANDWICK SCHOOL ENROLMENT FORM

### WHANAU INVOLVEMENT OPPORTUNITIES

Here at Randwick School we like to encourage whanau to be involved in all aspects of their children's learning. We would appreciate it if you could indicate by ticking on the list below those areas where you will be able to share skills / offer parental assistance.

Classroom / Library – Parent Support	Please tick ✓
• Buddy reading	
• Classroom support	
• Covering books, filing books, etc	
• Maths games (1 on 1, or with groups)	
• Resource making	
• Trips	
Cultural	
• Cultural advice and support – school programmes, protocols, etc	
• Diwali	
• Hangi	
• Kapa Haka	
• Matariki	
• Pasifika Fono Group	
• Samoan Independence Day	
• Samoan Performance Group	
• Whanau Group	
Pastoral	
• Breakfast club	
• Getting to school – walking bus, pick ups on rainy days	
• Lunches	
Sport	
• Coaching teams	
• Managing teams	
• Organising events	
• Sports days	
Environmental	
• Gardening club	
• School environment – painting etc	
Promotional / Fundraising	
• Friends of the School	
• School fundraising events	
Community involvement	
• Road patrol assistance	
• Trade/Handyman skills	
Other	
•	

Your Name: \_\_\_\_\_

Phone no: \_\_\_\_\_

Email: \_\_\_\_\_

# RANDWICK SCHOOL DIGITAL CITIZENSHIP AGREEMENT



We live in a digital world where we are using technology all of the time. It is important that we know how to act safely and responsibly when using technology to care for ourselves and others.

When I'm at school, I will use all technology for learning purposes only. I will only use my personal and class login and I will take care of the technology tools that I use.

I will listen to my HEAD by protecting my private information and the information of others:

- Only using my own log in and logging out when I'm finished.
- Not sharing my login or password with others.
- Not sharing information with people I don't know.
- Not clicking on popups or links that I'm not sure about.

I will listen to my HEART by respecting myself and others when I'm online:

- Only using kind, caring and appropriate language.
- Only recording footage of people that is kind and caring.
- Not sharing or forwarding gossip or mean comments by email, phone, social media etc.
- Not posting information or photos of someone else without their permission.
- Remembering that my digital footprint should not harm others and that it can never be deleted forever.



I will listen to my GUT by making sure that I am safe and appropriate online:

- Only visiting appropriate *learning* websites and sending *learning* emails from my school account.
- Telling an adult immediately if I end up on an inappropriate website.
- Not believing everything I see / hear online. Check a range of sources if you're unsure.
- Following copyright laws and not copying information directly.
- Only downloading "creative commons" content – images, music, videos etc that are legal to use.

I will STAND UP and say NO to cyber bullying.

- I will tell an adult if someone is being unkind or hurtful online.
- I will stand up to online bullies and tell them it's not ok.
- I will be a role model by being a great digital citizen.

**I agree to follow the Digital Citizenship Agreement and I know that if I don't follow these guidelines I may not be allowed to use technology tools at school.**

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

Child's Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Caregiver's Name \_\_\_\_\_

Parent/Caregiver's Signature \_\_\_\_\_

Date: \_\_\_\_\_

## PHOTO USE PERMISSION:

I DO / DO NOT give permission for my child's photo to be used on the school website, or in other publicity, publications.

SIGNED: \_\_\_\_\_



## Home / School Partnership Agreement

- Confidence – standing up for what is right and believing in yourself.
- Relationships – valuing and supporting others, working positively together and caring and respecting each other.
- Love of learning – wanting to learn in and out of school, ask questions, solve problems, follow passions and think in different ways.
- Can do attitude – being the best that you can be, persevering and overcoming obstacles.
- Identity – knowing who you are, where you're from, your unique gifts and what drives you.
- Communication – listening actively, speaking confidently, sharing ideas including using a range of tools and technologies.
- Responsibility – doing the right thing, making positive choices, respecting others and property, making a difference for others and knowing your place in the world.

At Randwick School we have high expectations for our children and we know that for your child to succeed we need to work together for them to reach their full potential. We ask that parents commit to supporting their child in the following ways:

It is important that whānau work with the school to best support your children to meet their needs so we ask you to keep regular contact with the school and to attend information evenings, whānau hui and to assist with school events when you can.

Throughout the year there will be opportunities to meet with staff to find out how your child is progressing and what you can do at school to support them. We ask you to attend these meetings with your child.

For children to make the most of their learning time they need to be at school at 8.45am and be prepared for learning. Children are expected at school every day unless there is a justified reason and parents are asked to phone the school on (04) 568 5621 or text (027) 568 5621 before 9.15am to inform the school if your child will be absent and why. We ask that dental, medical and specialist appointments are made out of school times.

Children will bring homework to complete to support their school learning. It is really important that your child/ren sees that you value learning. We ask you to support and encourage your children to complete their learning e.g. listening to them read each night.

Randwick School has a “Healthy Eating” and “Water Only” policy. We are a Free Lunches School which means that the government provides free lunches for every student every day. The school provides healthy morning tea food for all students so there is no need to bring food from home.

I support the school’s vision and values and will encourage my child to meet the school’s behaviour expectations. Yes / No

I agree to support my child to get them to school on time and every day (unless the absence is justified). Yes / No

I agree to support my child’s learning at home. Yes / No

I agree to attend learning conversations throughout the year. Yes / No

Child’s name:

Parent’s signature: