



Office Use only: Enolment No. ___ / ___	
Room. ___	Year ___ Teacher _____
NSN _____	
Start date _____	Visit Dates _____

ENROLMENT FORM

STUDENT DETAILS

Surname	First Name(s)	Preferred Name
Residential Address (evidence is required) _____ _____ _____	Date of Birth (Birth Certificate/passport/visa required)	
	Email address (Mother)	
	Email address (Father)	
Postal Code _____ In zone / Out of Zone	Gender: Male / Female	Year level: NE 1 2 3 4 5 6
Home Phone	New Entrants: We will advise the start date and two visit dates 4 weeks prior to your child starting at Greenhithe School	
Student lives with: Both Parents / Mother / Father / Guardian Other (please specify)	Name of siblings currently at this school _____ DOB: _____	Name of previous pre-school / School _____
	Name of siblings who may attend this School _____	Hrs/week Number of Years:

FIRST CONTACTS e.g. Mother /Father / Guardian

1 Full Name _____ Relationship to child _____ Address: _____ Home phone _____ Mobile: _____ Work phone _____	2 Full Name _____ Relationship to child _____ Address: _____ Home phone _____ Mobile: _____ Work phone _____
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ALTERNATIVE EMERGENCY CONTACTS e.g. relative/friend/neighbour

Full Name _____ Relationship to child _____ Daytime phone _____ Mobile phone _____	Full Name _____ Relationship to child _____ Daytime phone _____ Mobile phone _____
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MEDICAL INFORMATION

CUSTODY / ACCESS RESTRICTIONS

Doctors name Phone Existing Medical Conditions _____ _____ _____ Immunisations completed and Certificate received YES / NO	Note custody issues here (attach appropriate documents)
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ETHNIC BACKGROUND

What primary ethnicity would you like recorded on our school roll: _____

Other Ethnicities: _____

Country of Birth: _____ Language spoken at home: _____

Maori Iwi Affiliation 1. _____ 2. _____ 3. _____

PERMISSION AND CONSENT DETAILS

I give permission for my child to attend all local (within a short walk) Education Outside the Classroom Trips (EOTC) YES / NO
You will be informed if the class is taking a local trip.

* Individual permission will be sought for overnight trips and excursions in high risk situations.

I give permission for the school to seek medical attention in the event of an emergency, or being unable to contact me YES / NO

PRIVACY ACT 1993

The information on this form is collected and used by the school to provide education for your child, and it is also used for associated school activities. It is available to all staff of the school and to members of the Board of Trustees. Please advise the school if you have any concerns about disclosure of any of the information within the school.

The school is sometimes obliged by law to give information to government departments (eg Ministry of Education and Ministry of Health) but it will not otherwise be disclosed without your authorisation.

You have the right to request access and to request correction of information held about you by the school. We would be grateful if you could contact the school office if any details need to be changed, especially contact details.

Are there any special abilities/needs/issues the school should be aware of concerning your child?

PARENT STATEMENT

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means the address provided is the student's permanent place of residence.

The Ministry of Education has advised that parents should be warned of possible consequences of deliberately attempting to gain enrolment by knowingly giving a false address or making an in-zone living arrangement that they intend to be only temporary, e.g.

- Renting accommodation in-zone on a short-term basis;
- Arranging temporary board in-zone with a relative or family friend;
- Using the in-zone address of a relative or family friend as an address of convenience, with no intention to live there on an ongoing basis.

If the school has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of gaining enrolment into the school, then the Board may review the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

I confirm that the address I have provided to the school will be the usual place of residence of _____
(student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.

Parent signature _____ Date _____

Greenhithe School

Permission to Publish



By signing, I **agree** to **all** of the criteria below applying to my child:

- my / my child's photo
- my / my child's art work
- my / my child's written work
- recordings of me / my child's voice or instrument playing
- video of me / my child

to be used by Greenhithe School as follows:

- in annual class photos
- on a poster
- in a printed document
- on the school website
- on a class communications page e.g. Seesaw
- in promotional material for the school
- in a school newsletter
- in videos of productions or other performances
- in a newspaper article or television programme about the school
- in student-made videos about the school
- in media designed for professional learning

Student name:

Room number: _____

Student signature:

Date:

Parent/Caregiver name:

Signature:

Date:

Tick this box and sign above, if you **do not** agree with **all** of the Permission to Publish criteria as stated above.

***This agreement will remain in force as long as your child is enrolled at this school. If you wish to change your permissions in the future, please visit the school office to complete a new form. Thank you.**



Device and Internet Use Form Agreement: Year 0-2

To the parent/caregiver/legal guardian,

Please read each section carefully with your child, to check that you both understand your responsibilities under this agreement.

Student Responsibilities When I use the internet / device at school I will:

- * use the device when and where the teacher gives me permission
- * only access the internet with the teacher's permission and if an adult is present
- * be in control of the device and not share it with other students, apart from letting them see the screen
- * keep myself safe online and not give any of my personal information
- * only do things online that I would be happy to do in real life
- * only upload content if it is mine, or I have permission from anyone involved

I will not use a device / the internet to be mean, rude, or offensive to anyone.

Parents Responsibilities I give permission for my child to use the internet / a device at school and I will:

- * encourage them to use it responsibly
- * take an interest in how they are using the internet or devices at home
- * be aware of the content and applications on the device / internet
- * contact the school if I have any concerns about cyber safety or other related issues.

School Responsibility At Greenhithe School, we will:

- * encourage safe and effective use of technology and the internet
- * work within the school's digital technology guidelines
- * provide clear guidelines around the use of devices at school and at home

During school, teachers will guide pupils towards appropriate materials on the internet. If students are confronted with inappropriate material, they have to exit the site immediately and notify the nearest staff member. Digital technology at Greenhithe School is used in a controlled environment, with appropriate content filtering provided by Network 4 Learning

If a student breaches this agreement, they may lose the privilege to use school devices and networks, and the school's behaviour management plan may be invoked.

*This agreement will remain in force as long as your child is enrolled at this school. A new agreement will need to be signed in Year 3 when your child receives a Google account.

I understand and accept the responsibilities under this agreement.

Student Name:

Date:

Parent/caregiver signature:

Date:



Device and Internet Use Form Agreement: Year 3-6

To the parent/caregiver/legal guardian,

Please read each section carefully with your child, to check that you both understand your responsibilities under this agreement.

Student Responsibilities When I use the internet / device at school I will:

- *follow classroom and school rules and use my device when and where the teacher gives me permission
- *only access the Internet under adult direction and as part of a school programme or activity
- *be logged into my **own school Google account** at all times and I will not share my password with anyone
- *be in control of my device and not share it with other students, apart from letting them see the screen
- *only access the Internet via the school WiFi
- *take care of my device or allocated device so that it isn't damaged or stolen
- *stay safe by not giving my personal information to strangers
- *not hack or bypass any hardware and software security put in place by the school
- *not record any video or audio on my device without permission of those being recorded
- *not use any device to knowingly search for, link to, access or send anything that is offensive, not meant for children, mean to others or considered to be bullying. If I am not sure, I will ask a teacher
- *not damage computers, computer systems or computer networks. This includes the destruction or interference with other people's data and the wilful introduction of computer viruses
- *follow copyright laws. Material used directly from the Internet remains the property of the author or producer
- *use information on the web for research and study purposes, and I will always name my sources of information when transferring research findings from the web to my own work

I will not use a device / the internet to be mean, rude, or offensive to anyone.

I understand that mobile phones are not permitted to be used during school hours.

Parents Responsibilities I give permission for my child to use the internet / a device at school and I will:

- * encourage them to use it responsibly
- * take an interest in how they are using the internet or devices at home
- * be aware of the content and applications on the device / internet
- * contact the school if I have any concerns about cyber safety or other related issues.

As the parent/caregiver or legal guardian of the pupil signing above, I grant permission for my son or daughter to use email, the internet and school approved websites.

*I understand that my child will be held accountable for his/her own actions and support the school in any action that it may deem necessary in order to enforce the rules in this document.

*I also understand that some materials on the Internet may be objectionable and will be monitored via N4L (The Government managed Internet filtering system), and the school will take all reasonable precautions to deny access to such material.

School Responsibility At Greenhithe School, we will:

- * encourage safe and effective use of technology and the internet
- * work within the school's digital technology guidelines
- * provide clear guidelines around the use of devices at school and at home

During school, teachers will guide pupils towards appropriate materials on the internet. If students are confronted with inappropriate material, they have to exit the site immediately and notify the nearest staff member. Digital technology at Greenhithe School is used in a controlled environment, with appropriate content filtering provided by Network 4 Learning.

If a student breaches this agreement, they may lose the privilege to use school devices and networks, and the school's behaviour management plan may be invoked.

This agreement will remain in force as long as your child is enrolled at this school.

I understand and accept the responsibilities under this agreement.

Student Name:

Date:

Parent/caregiver signature:

Date:



Waitemata
District Health Board
Best Care for Everyone

Parent/guardian: Please return this completed form to the school office

SCHOOL VISION AND HEARING TESTING

Waitemata District Health Board provides free vision and hearing screening for children. This screening is carried out by Vision and Hearing Technicians who visit schools and provide Vision and Hearing clinics in various community locations.

VISION TEST:

Distance vision. A letter matching (or letter identifying) test determines whether the child can see what is expected at 4 meters distance.

HEARING TEST:

Audiometry. An audiometer is used to measure hearing. The child wears headphones, and drops a peg/bead into a basket every time a sound is heard.

Tympanometry. If the child does not seem to hear all the sounds with the audiometer test, tympanometry is used to show whether there may be 'glue ear' or some other blockage in the hearing system. A soft rubber cap seals the opening of the ear and a measurement is made of how well the ear drum reacts to sound and changes of air pressure.

Parents/caregivers will be informed of all results (including any problems identified).

If your child does not pass a vision or hearing screening test, you will receive a letter suggesting what to do, including recommended follow up.

Name of child.....NHI number.....
 Date of Birth...../...../..... Ethnicity.....
 School Room.....
 Child's address.....
Phone number..... Mobile

Family doctor (GP).....

I consent to vision and hearing testing for my child at school:

VISION TEST Yes.....No.....Comment.....

HEARING TEST Yes.....No.....Comment.....

Name of parent/ guardian.....

Signature of parent/guardian..... Date...../...../.....

The results of the screening will be stored in the Ministry of Education ENROL data base. Any information stored on this data base can only be accessed by properly authorised school personnel or Vision Hearing Technicians. If your child passed the vision and hearing test at age 4 (part of the B4 School Check), no further routine testing is needed at school.

Please return the attached School Vision and hearing Testing consent form to the Greenhithe School office with your enrolment information. We do not require a copy of your child's B4 School Check.