



Year 3 - 6

**Enrolment Forms
and
Information**

WELCOME TO TE HURUHI SCHOOL

Dear Parents / Caregivers

These 2 booklets (Enrolment Information and Parent Handbook) are to help you enrol your child at Te Huruhi School.

Included in this booklet is a:

- Pupil Enrolment Form
- Student's strengths and needs form
- Stationery Pack / School Donations
- Internet Usage Policy and Permission
- Dental Services Enrolment Form
- Hearing and Vision Consent Form



All forms can be returned to the Te Huruhi School office between 8:00am and 3:00pm. You will also need to bring a birth certificate and immunisation records before your child starts. Our Deputy Principals Phil Wainwright and Tess Parlane are happy to meet with you to discuss the enrolment process and answer any questions that you may have.

Process once we have your forms:

5 Year Olds (first school child has been enrolled at)

Once your enrolment information has been received arrangements can be made for school visits. Our school visits are normally on Tuesday mornings from 8:30am to 10:30am. We encourage children to visit twice before starting school. Parents are required to stay with their children during these visits.

At Te Huruhi School we have 'School Start Dates' for new entrant children once every 3 weeks. Please check 'Enrolling your child' in the School Information Book.

Entry Day

On the 'School Start Day' children and parents are taken directly to the classroom and introduced to the teacher.

Children transferring from another school

Children usually start school on the day following completion of enrolment forms. This process is to allow us to review the information that you have provided about your child's strengths and needs etc to ensure that we place them in an appropriate classroom. For every student on enrolment, *proof of citizenship and date of birth* is required. Failure to produce this information will result in the child not being able to attend school until this information is supplied.

We hope that when your child's start at Te Huruhi School it is an easy and memorable experience. If you have any questions or queries do not hesitate to contact the school office and talk to the Deputy Principals Phil Wainwright or Tess Parlane.

We look forward to seeing you at school soon.

Regards

Adam Cels

Principal

ENROLMENT FORMS

Please fill in the following information and return to the Te Huruhi School office.

Pupil Information

Legal surname:	Legal first name / s:
	Preferred first name:
Eldest child at this school: Yes / No	Boy / Girl DoB: / /
Place in family: of	Current class / year level:
	Previous school / centre:
Physical Address:	Postal Address (If different from physical address)
Home Phone:	Mobile:
Ethnicity	Iwi / Hapu
1.	1.
2.	2.
3.	3.
Residency / Citizenship? Yes / No (if no enter details below)	Home Language:
Date NZ entry:	Country of Birth:

Parent /s Caregiver / s Details

Parent / Caregiver 1 Details	Title:
Legal surname:	Legal first name:
Relationship to pupil:	Country of birth:
Physical Address:	Workplace:
	Occupation:
Home phone:	Workplace phone:
Home phone:	Mobile:
Email:	
Parent / Caregiver 2 Details	Title:
Legal surname:	Legal first name:
Relationship to pupil:	Country of birth:
Physical Address:	Workplace:
	Occupation:
	Workplace phone:
Home phone:	Mobile:
Email:	Family Doctor

Emergency Contact Details

Emergency Contact Details 1	
Legal Name:	Home phone:
Relationship to pupil:	Mobile:
Emergency Contact Details 2	
Legal Name:	Home phone:
Relationship to pupil:	Mobile:

Custody Access

Court Order Issued: Yes / No / NA	Extra copy of school report sent to address:
Information:	

Members of family likely to be attending Te Huruhi School in the future

1.	DoB:	2.	DoB:
3.	DoB:	4.	DoB:

Early Childhood Education

Was ECE regularly attended? (Please select and circle option below)
Yes, _____ for the last _____ year / s
Not regularly, only occasionally or with no on-going schedule
No, did not attend ECE

Did your child attend an ECE service in the 6 months prior to starting school? (Please enter the hours per week for up to 3 services)	ECE 1 (hrs/wk)	ECE 2 (hrs/wk)	ECE 3 (hrs/wk)
a. Kohanga Reo			
b. Playcentre			
c. Kindergarten or Education and Care Centre			
d. Home based service			
e. Playgroup			
f. Correspondence School - Te Aho o Te Kura Pounamu			

Only place a tick in the boxes if the section above is left blank	tick
g. Attended, but only outside New Zealand	
h. Attended, but don't know what type of service	
i. Did not attend	
j. Unable to establish if attended or not	

Health, Learning and Behaviour

Has your child had a B4 School Check Yes / No	Immunisation Cert	Learning Behaviour Needs:
B4SC Health?	Sighted Yes / No	
B4SC Development?	Requested	
B4SC Behavioural?	Completed Yes / No	

Vision:	Specialist Needs / Resourcing / Agencies:
Hearing:	
I consent to my child's vision and hearing being tested Yes / No	
Allergies:	
Medication:	Other information / requests:
Speech:	
Serious Problem:	
I give permission for the school to contact medical professionals to discuss the health and wellbeing of my child	Yes / No

Privacy Statement: The information collected will be used by the school for enrolment and forms as essential part of the information held by the school on your child. The records made from this information may be reviewed on request. The information collected may be disclosed to appropriate education, health and welfare authorities and for data gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Parent Approvals: I agree that the school will take action on my behalf in case of sudden illness or injury, to abide by the school's policies, that my child's work and image may be used in accordance with the school's online publishing policy / procedures and that the school may forward my child's name and address to a potential intermediate or secondary school.

Parent / Caregiver Signature: _____ **Date:** _____

Office Use Only

Birth date verification: Birth Certificate No _____ or Passport No _____	School Admission No: _____
Records Requested: / /	Records / Information Received: / / Bus Route: _____
Date of entry: / /	Year level: _____ Teacher: _____ Room: _____
NSN: _____	Data Entered: / /
Enrol: Academic Attendance Behavioural Custodial Health Personal	
Enrolment form acknowledged: _____	Parents contacted re: school visits and start date: _____

Child's Name

Year 3 - 6

STUDENT STRENGTHS AND NEEDS

Descriptor	1	2	3	4
Plays cooperatively with others				
Takes turns				
Makes friends easily				
Knows own address				
Knows own phone number				
Can recognise and write name				
Enjoys learning				
Is curious, asks questions, is observant				
Learns things quickly; good memory				
Has an extensive vocabulary				
Is passionate about one or more interests				
Is self confident / social / outgoing				
Has personal sensitivity / is compassionate				
Is reliable / responsible for age				
Vivid imagination / highly creative				
Has a sense of humour				
Well organised / uses time well / plans				
Sticks with tasks until completed				
Writes stories / poems at home				
Enjoys reading				
Can concentrate intently on an activity for sustained periods of time				
Constructs models, charts, craft in spare time				
Strives to maintain personal high standards				
Listens carefully and can follow instructions				

Things you should know about my child:

Key
 1 Always
 2. Frequently
 3. Sometimes
 4. Not Yet

My child's areas of strengths: e.g maths, literacy, science, arts, sport cultura:l

Concerns or worries I have for my child at school:

Key friendships that school should be aware of:

TE HURUHI SCHOOL PERMISSION TO PUBLISH STUDENT IMAGES

Agreement in relation to the publication of student photos, video images or work in newsletters, newspapers and online.



In relation to:

Students Name

Room

Steps

1. Please read the following options.
2. Please select one of the options by ticking the appropriate box at the bottom of this page.
3. Parents / Caregivers - please record your details, date and sign at the bottom of the page.

[A] Full Agreement - Images and Child's Work Published Everywhere

It is agreed that **photos / video clips, child's work** may be published:

- On the internet ie school or class website
- In the newspaper
- In the school newsletter

If required only the first name will be used to identify the child.

[B] Partial Agreement- Only Child's Work Published Everywhere

It is agreed that my **child's work only** may be published:

- On the internet ie school or class website
- In the newspaper
- In the school newsletter

If required only the first name will be used to identify the child.

[C] No agreement to publish

- **No images or examples of the child's work** may be published in any form

Option A - **Full Agreement - Images and Child's Work Published Everywhere**

Option B - **Partial Agreement - OnChild's Work Published Everywhere**

Option C - **No agreement to publish**

Parent Name	Date
Signature	

INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)



PARENT DECLARATION

I understand that Te Huruhi School is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who:

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, economic activities and social activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a policy which outlines the schools digital citizenship approach and how this supports teaching and learning.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any convenient time.

Child's Name	
Child's Room	
Parent Signature	
Parent Name	
Date	

INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)

Introduction

Te Huruhi School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizens.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.



STUDENT RESPONSIBLE USE AGREEMENT INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)



When using information & communications technologies (ICT) at Te Huruhi School I will always be a good digital citizen.

This means that I:

Will be a confident and capable user of ICT.

- I know what I do and do not understand about the technologies that I use. I will get help where I need it.

Will use ICT for learning as well as other activities.

- I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

Will think carefully about whether the information I see online is true.

- I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

Will be able to speak the language of digital technologies.

- When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

Understand that I may experience problems when I use technology and that I will learn to deal with them.

- I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

Will always use ICT to communicate with others in positive, meaningful ways.

- I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

Will be honest and fair in all of my actions using ICT.

- I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

Will always respect people's privacy and freedom of speech online.

- I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

Will help others to become better digital citizens.

- Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online

then I will speak up rather than just watch it happen.