



STUDENT ENROLMENT FORM

STUDENT DETAILS		<u>Ministry of Education require a Copy of Child's Birth Certificate</u>		Boy/Girl	Birth date:
SURNAME:		Early Childhood Centre:			
FIRST NAMES:		Current Level at previous School:			
Address:		Previous Schools:			
Email address:		1.			
PARENT/CAREGIVER:		2.			
Title	Family Name:	First Name:	Relationship to Child:		
		3.			
		4.			
		Ethnicity:		Iwi/Hapu:	
		Home Language:			
PARENT/CAREGIVER:		NZ Residency: YES / NO			
Title	Family Name:	First Name:	Relationship to Child:		
		Date of Entry to NZ			
		Country of Birth:			
Residential Address:		<u>Contact Parent : Mother / Caregiver</u>			
		1. (Home)			
Residential Address:		2. (Mobile)			
		3. (Work)			
Name/s of Legal Guardians:		<u>Contact Parent : Father / Caregiver</u>			
		1. (Mobile)			
		2. (Work)			
EMERGENCY CONTACT NAMES:					
1 st		Mobile			
2 nd		Mobile			
FAMILY DOCTOR:		Phone No:			
CUSTODY/ACCESS ARRANGEMENTS:		COURT ORDER ISSUED? (Circle) YES / NO			
		Date issued:			
HAS THE STUDENT EVER BEEN STOOD DOWN OR EXCLUDED / EXPELLED FROM ANY SCHOOL? YES / NO					
HEALTH PROBLEMS: Allergies:		Medication:		Serious Medical Problem:	
OTHER DETAILS				<u>Sight:</u>	
Learning and Behaviour Needs:				<u>Speech:</u>	
Special Needs:				<u>Hearing:</u>	
IMMUNISATION CERTIFICATE:		Sighted	YES / NO	Requested	YES / NO
				Completed	
				YES / NO	
NAMES OF MEMBERS OF FAMILY LIKELY TO BE ATTENDING THIS SCHOOL IN THE FUTURE.		1	DOB		
		2.	DOB		
<p>In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate or secondary school. I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies.</p>					
Signature of Parent/Caregiver _____				Date _____	



AWHITU

DISTRICT SCHOOL

Health & Safety Profile (Student)

This information is gathered to comply with the school's health and safety requirements. All details will remain confidential. For safety reasons, please provide information that is accurate and complete.

Student's Name:							
Address:							
Phone number:							
Doctor:		Phone:					
	Address:						
Medic Alert number (if relevant):							
1 x Please tick if your child has any of the following conditions:							
	Migraine		Epilepsy		Asthma		Diabetes
	Travel sickness		Fits of any type		Heart condition		Dizzy spells
	Colour blindness		Nose bleeds		Other		
	Other: (please specify)						
	What treatment is required at school:						
2. Is your child currently taking medication that you would like the school to be aware of? Yes / No							
	If yes: What condition is the medication for?						
	What is the name of the medication?						
	Are there any other treatments your child is having that you would like the school to be aware of?						
3. Is your child allergic to any of the following?							
	Food	Yes / No	Details:				
	Insect bites or stings	Yes / No	Details:				

	Other allergies?	Yes / No	Details:
What treatment is required at school:			

If your child has received support in the past from other agencies e.g. Whirinaki counselling etc. and you would like to discuss this with the Principal or your child's teacher, please make an appointment.

Emergency Contact Details (Please provide details for two emergency contacts.)

Emergency contact 1: Name:

Address:

Day phone:

Mobile phone:

Relationship to child:

Emergency contact 2: Name:

Address:

Day phone:

Mobile phone:

Relationship to child:

Privacy Requests: If you request not to give the school authorization to publish the first and surname of your child/ ren or publish any photographs of them, please write their name/ s below.

Room	Name
Name:	
Signature:	Date:

If any of the above information changes, please contact the school office so we can update our records and continue to provide the appropriate care for your child/ren,
We do not provide or administer Panadol to students.



STUDENT BUS BEHAVIOUR AGREEMENT

This **Student Bus Behaviour Agreement** applies to students travelling on a Bus, including going to and from school, to Manual/Technology, and on school trips.

THIS BUS AGREEMENT IS BETWEEN: Student _____ Parent / Caregiver _____

Bus Operator: Murphy Buses-Ritchies Murphy Transport Solutions Ltd and Awhitu District School

The caregiver and the student should ensure they have read and understood this document, which is to be adhered to for the safety of the **BUS DRIVER AND STUDENTS** travelling on the school bus. The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in a classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

I agree to abide by the behavioural expectations described below:

1. I will observe the requirements and instructions of the Bus Driver and Teacher responsible for bus duty at all times.
 - a. I WILL RESPECT the property of the Bus Company at all times
 - b. I WILL NOT eat on the bus or throw anything in or out of the bus
 - c. I UNDERSTAND THAT ANY DAMAGE CAUSED TO THE BUS BY ME will result in my caregiver paying the cost of repairs
2. I will not engage in any behaviour that could put the bus driver and other students at risk.
 - a. NO Shouting and/or speaking loudly on the bus
 - b. NO Standing up from my seat and moving around the bus
 - c. NO Pushing, verbal or physical abuse to other students on the bus
3. When I am a seated passenger, I will remain in my seat for the whole journey.
4. I will respect other students' property at all times.
5. I will use socially acceptable language when conversing with the bus driver and other students.
6. I will keep my phone in my bag.

BUS MONITOR:

- To help younger students onto the bus and help them off.
- To ensure students remain in their seats and are well behaved.
- To report good behaviour on the bus where students will receive CBG (*Caught Being Good*)
- To report inappropriate bus behaviour to the Principal.

REWARDS FOR GOOD BEHAVIOUR:

Students who display the appropriate behaviour on the bus will receive CBG (*Caught Being Good*) award. They are placed in the CBG box in the office and a CBG will be drawn out for a prize award at school assemblies.

CONSEQUENCES FOR BREAKING THIS BUS AGREEMENT:

- The student will be placed on a daily report for one week and the caregiver will be notified immediately.
- If no improvement is evident after one week, an interview will be arranged between the student, caregiver, and school.
- If there is still no improvement, travel on a school bus will be withdrawn and the caregiver will be required to find alternative transport to get the student to school.
- In an extreme case of misbehaviour, the privilege of travelling on a school bus could be withdrawn immediately.
- If the bus driver deems a behaviour to be distracting or unsafe, the bus driver will stop the bus until it is safe to continue on route.
- The School Principal will be kept informed of students' misbehaviour on the bus and the above process will be adhered to.

PARENT & BUS BEHAVIOUR AGREEMENT

I / We agree to abide by the conditions of this contract and understand the consequences if my child does not.

SIGNATURES

Caregiver: _____ Student: _____ Date: _____



AWHITU
DISTRICT SCHOOL

STUDENT PERMISSION TO ATTEND LOCAL SCHOOL TRIPS

I GIVE PERMISSION FOR MY CHILD to go on School Trips to local community venues e.g.

- ARC Park Brook Rd
- Awhitu Landcare
- Bhana's Store
- Bush Walk
- Farm Visits
- Matakawau Domain
- Matakawau Hall
- Manukau Peninsula Playcentre
- Trees for Survival Class Group - planting on farms

This permission will be for the length the student attends Awhitu School.

I understand that I will be informed by newsletter or notices, when a trip is planned but I will not be required to give written permission for every local trip.

Trips further afield e.g. Waiuku or beyond will require separate parental permission form.

Date: _____

Student Name/s: _____

Phone (Landline or Mobile) _____

Signed by Parent: (print name clearly) _____ Signature: _____



AWHITU
DISTRICT SCHOOL

**ONLINE PUBLICATION
PRIMARY STUDENT IMAGE AND WORK**

I _____ (name of parent/legal guardian) have read and understand the Awhitu District School Guidelines below re online publication of student images and student work.

As the parent or legal guardian of _____ (full name of the student)

I AUTHORISE / DO NOT AUTHORISE (circle one) Awhitu District School to publish images of him/her on the internet, as well as any work that he or she may create at school, in strict compliance with the school guidelines (see below) for the online publication of student image and student work.

I agree that this consent shall continue until I withdraw my consent by notifying the School or he or she ceases to be enrolled at Awhitu School whichever happens first.

I confirm that I have the necessary authority to give this permission.

Name of Parent

Signature of Parent

Date:



GUIDELINES:

1. Awhitu District School will publish students' material only on its own website. This may include examples of students' school work and images of students and groups of students in activities at the school. **The website is www.ahwitu.school.nz.**
2. Awhitu District School publishes student material online for the following three main purposes:
 - To educate the student in accordance with the national curriculum, including the role and use of technology in society
 - To encourage the student to be part of, and participate in, the school community
 - To promote the school in the wider community
3. Awhitu District School acknowledges that it cannot control who accesses the school website (on which students' images or material is published), or who copies images or material from the website.
4. Awhitu District School will identify students on the website only by their first name and year at school. Students' surnames, home addresses and telephone numbers will not be available on the website.
5. Awhitu District School will not publish a student's image or work without written authorisation from the student's legal guardian(s). The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student.
6. Awhitu District School will not publish material online that may defame anyone, be objectionable, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which may include the correction of spelling and grammatical errors.
7. The school principal is available to answer any enquiries from parents or students about the operation of the school's policy for the publication of student images and work.



This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Sybersafety Rules for Students

Section C: Cybersafety Use Agreement form

Instructions for parents* / caregivers / legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
 2. Discuss the cybersafety rules with your child.
 3. Sign the Use Agreement form – Parent (Section C) and return that page to the school office.
 4. Please keep sections A and B for future reference.
- The term ‘parent’ used throughout this document also refers to caregivers and legal guardians.

Important term used in this document:

- a. The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’
- b. ‘**Cybersafety**’ refers to the safe use of the Internet and ICT equipment / devices, including mobile phones
- c. ‘**School ICT**’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment / devices as outlined in (d) below
- d. The term ‘**ICT equipment / devices**’ used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs) and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players / receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- e. ‘**Objectionable**’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information can be found on NetSafe’s website www.netsafe.org.nz/ua

SECTION A: INTRODUCTION

The measures to ensure the cybersafety of Awhitu District School outlined in this document are based on our core values.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. The school's focus is on educating students to use technologies purposefully, safely and with understanding.

This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and signed consent must be returned to school, or students will no longer be able to use the school network and ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school may monitor traffic and material sent and received using the school's ICT network including any data within the Awhitu District School google domain. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B: STUDENT USE AGREEMENT FORM (STUDENTS)

These rules will help us to stay safe when using ICT at school:

This is an agreement between students, parents and our school to ensure the best care and responsibility is exercised with devices during each student's time at Awhitu District School. There are two important areas to acknowledge:

1. Responsible Use Agreement
2. Personal Electronic Devices

1. Responsible Use Agreement

Student agreement:

- I will respect the school equipment by always looking after it and keeping it safe.
- I will respect others by always using devices to interact with everyone in a kind, positive and helpful way.
- I will make the most of this opportunity to learn lots of new things and to share these with others.
- I will always be in the right place, at the right time when I am online. If in doubt I will ask my teacher or parent.
- I will respect the creators of any images/music/videos/programmes I find when online, and only use their work if I have their permission.
- I will protect my password, keep it safe and never share it with others.
- I will never put any personal information online without permission from teachers.

Personal information includes: Names, address, email address, phone numbers, photos

- I will log out when I am not using a device.
- I understand that I cannot continue to use school ICT equipment unless my parents/caregivers have signed my use agreement form (see Section C) and the completed form has been returned to school.

Parent agreement:

- I will interact with my child's learning in a kind. Positive and helpful way.
- I will respect the terms of this agreement and ensure my child is encouraged to be a responsible user.
- I understand that, if my child damages a device in any way, I may be liable for the repair costs. If an iPad is damaged the cost may be up to \$800, if a Chromebook is damaged the cost may be up to \$400.

School agreement:

- To educate students about the digital environment.
- To ensure the classroom environment adheres to the digital citizenship curriculum.
- To monitor student use of digital devices whilst at school.
- To support parents in engaging with student work.

User Conditions

When using your device

1. No food or drink is allowed near your device.
2. If you are charging your device while using it, you must work in a space so that no one will be able to walk or damage your charger while you are using it. Make the cables will not create a hazard to the device or other people.
3. If you are working at a table, keep your device away from the edges and other contents that could lead to the damage of your device.
4. If you are working on the floor, choose a space where people can see you so they don't trip over and hurt you, themselves or the device.
5. If you leave the classroom or house your device must be locked in the chosen safe place.

When moving your device

1. If you are passing your device to anyone or carrying your device you must:
 - Ensure the lid is closed.
 - Carry it with two hands.
 - Only carry one device at a time.
 - If taking outside, consider the weather conditions before leaving the classroom and protect the device if necessary.

Once you have finished using a device

1. Make sure that you have logged out of your account.
2. Ensure that the device is returned to its storage area within the classroom and that, if it needs charging, it is plugged into the appropriate charging outlet.

2. Personal Electronic Devices

Student agreement:

- If I bring a personal electronic device to school, I will hand it into the office on arrival and collect it after 2.30pm.

Parent agreement:

- I understand that, should my child bring a device to school and fail to hand it in, it will be confiscated from them and I will be required to collect it from the school office.
- I will encourage my child to be a responsible user of their device.

School agreement:

- To ensure that all devices are signed in and out, and a stored securely in the office during school hours.

I understand that if I break any of these rules the school may need to contact my parent (s) and there may be consequences for my actions.

SECTION C: PARENT AGREEMENT FORM / STUDENT USE

To the parent/caregiver, please read carefully to check you understand your responsibilities under this agreement.

1. Sign the appropriate section on the form.
2. Detach and return form to the school office.
3. Keep the document for future reference.

I understand that Awhitu District School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education, designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace.
- At times create accounts to access online tools, with appropriate expectations, procedures and monitoring, to ensure the focus is learning.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will support the school's cybersafety programme, encouraging my child to follow cybersafety rules, to always ask the teacher if they are unsure about ay use of ICT.
- I take responsibility to implement appropriate procedures, monitor and support my child's digital activity outside of the school environment.
- Take responsibility for monitoring the appropriateness of software installed and social media services. (If classes have accounts it does not mean this is always appropriate for your child, outside the strong filtering and monitoring of the school environment).
- I will contact the principal or ICT Lead Teacher to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.
- This agreement still stands if students are required to have a school device at their home for the purposes of distance learning.

Additional information can be found on the NetSafe website www.netsafe.org.nz/ua



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Empowering our students to care, adapt and succeed with PRIDE

I HAVE READ THIS CYBERSAFETY USE AGREEMENT and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of student

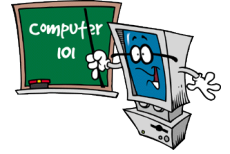
Name of Parent / Caregiver:

Parent / Caregiver signature: _____

Date:

PLEASE NOTE:

This agreement for your child will remain in place as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.



COMPUTER AND INTERNET USE

Student Agreement:

I understand that:

- The only purpose for classroom computers and other IT Resources in Awhitu District School is to support teaching and classroom learning
- Awhitu District School will do its best to keep me safe while using global information systems such as email and the internet
- I know that I am not permitted to access material through the internet which is:
 - offensive
 - dangerous
 - inappropriate and illegal at school
- I am forbidden to pass on such material by copying, storing or printing it
- If I use email at school I am not permitted to send any messages which are:
 - offensive
 - dangerous
 - inappropriate and illegal at school
- Each time I use the internet at school I must have a teacher's permission. I am not permitted to use:
 - Chat Rooms
 - Newsgroups
 - Sites I have been told to *not use*

I understand how important it is to:

- Respect the copyright on software that prohibit copying
- Use only school software on school computers
- Take care not to scan or display graphics, record or play sounds, or type messages which would cause offence to others
- Not give anyone on the internet information about myself or anyone else – this includes address, phone number, photograph or credit card information
- Immediately tell the teacher if I accidentally come across any material that would not be allowed at school and switch off or close the screen

STUDENT

I _____ Class/Year: _____ have read this agreement and know the importance of the school rules for the use of computers and the internet. I know if I break these rules, I might lose the right to use a school computer and the school may take other disciplinary action against me.

Student Signature: _____

Date: _____

PARENT / CAREGIVER

I _____ have read this agreement and understand that my child is responsible for using school computers and the internet as outlined here. I have gone through the agreement with my child and explained its importance and that there may be consequences for breaking the agreement.

I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate at school, or illegal material on the internet and through email, it is the responsibility of my child to have no involvement in such material.

Parent Signature: _____

Date: _____



TIME TABLE FOR SCHOOL BUSES

MORNING BUSES

BUS 1. Morning Bus Run – Starts at Big Bay

7.25am	Bus leaves Big Bay
7.30am	Hudson Beach Rd/Grahams Beach Hall
7.40am (approx.)	Tram Gully Rd/Colbeck Rd
7.45am (approx.)	Awhitu School

Same Bus does the morning POLLOK BUS RUN

8.05am	Given Rd (bus turns around here)
8.10am	Pollok Hall
8.15am (approx.)	Awhitu School

BUS 2. Morning Bus Run – Starts at Gap Rd, Orua Bay

7.25am	Gap Rd, Orua Bay
7.30am	Boiler Gully Rd
7.40am	Awhitu Central / Awhitu Central Rd
7.45am	Colbeck Rd
7.55am (approx.)	Matakawau Rd
8am (approx.)	Awhitu School

AFTERNOON BUS (One Bus Only for 2 Bus Runs)

FIRST AFTERNOON BUS RUN: 2.30PM

Matakawau Rd
Awhitu Rd /West Coast Rd / Pollok Hall
Lee Gully Rd - Hamlin Rd (*Out-of-Zone students' change to a Waiuku Bus at this Junction*)

This Bus returns to School from Pollok Area at approximate time 3.05pm.

SECOND AFTERNOON BUS RUN: 3.10PM

Awhitu Rd
Brooks Rd
Colbeck Rd
Awhitu Central Rd
Awhitu Central (bus stays on Manukau Heads Rd and stops near Church)
Boiler Gully Rd
Gap Rd / Orua Bay
Graham Beach Rd / Graham Beach Hall
Big Bay

Bus from Waiuku to Awhitu School - Leaves from Waiuku Library at 7.30pm (must be there by 7.25pm)