

# Taieri College

## Enrolment Form

### Office use only

Date	Ent	Ckd
INZ	OUTZ	SLT



Starting Year: 20 \_\_\_\_\_

Year: 7 8 9 10 11 12 13

### STUDENT DETAILS

Surname:		First & Middle Names:	
Preferred Name:		Date of Birth: / /	Gender: M F
Residential Address:			
Postcode:			
Telephone – home		Student's Mobile:	
Student's Email			
Current School:			Current Year Level:
Other Siblings At Taieri College (please list their names)			
Nationality: <input type="checkbox"/> NZ European <input type="checkbox"/> Maori/Pasifika - iwi if applicable _____ <input type="checkbox"/> Other (please state): _____			
First Language:		Language Spoken at Home:	
NZ Birth Certificate No. (a copy must be attached) <b>OR</b>		NZ Passport No. (a copy must be attached)	
<b>OR Non-New Zealand Citizen</b>			
Student Passport No.:	Resident Permit No.:	Visa No.	
<b>Copies must be attached</b>			
<b>STUDENT LIVES WITH ... (please circle)</b> Both Parents    Mother    Father    Caregiver    Other: _____			
<p>'Caregiver' is the term used by the Ministry of Education to describe the person(s) taking care of the student. This may include a stepmother, stepfather, partner, whānau, relative, homestay or legal guardian – whoever has day to day responsibility for the student.</p> <p><b>Are there any specific access/custody orders that the college should be aware of?      Yes / No</b></p> <p>If 'yes', please provide a copy of the access/custody order.</p> <p>Any further information you feel the college should be aware of?</p>			
Swimming Ability: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Limited <input type="checkbox"/> None			

## PARENT/CAREGIVER DETAILS (1)

Surname	First Names	Title – Mr/Mrs/Miss/Ms
Relationship to Student		
Address:		Post Code:
Home Telephone	Mobile	
Email Address		
Workplace and Occupation		Work Telephone

## PARENT/CAREGIVER DETAILS (2)

Surname	First Names	Title – Mr/Mrs/Miss/Ms
Relationship to Student		
Address:		Post Code:
Home Telephone	Mobile	
Email Address		
Workplace and Occupation		Work Telephone

## ALTERNATIVE CONTACT DETAILS

Surname:	First Names:	Title – Mr/Mrs/Miss/Ms
Relationship to Student:		
Address:		Post Code:
Home Telephone:	Work Telephone:	Mobile:

## HEALTH INFORMATION

**Medical details** (List any medical condition/allergy/disability/mental health issues Taieri College should be aware of). **Please explain how this may affect your child's performance or activities at college, or provide any health plans that have been developed with their current school.**

Name of Doctor/Medical Centre:	Name of Dentist:
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- I consent to medical information being given to the appropriate staff.  
 I consent to my son/daughter receiving over-the-counter medication such as Panadol for minor ailments.

NB: Prescribed medications for students are securely stored in the office.  
Please see the office staff for a form.

Initials:

## SUPPORT

List any support, within the college, your child may benefit from. Please tick those applicable and provide details.

Counsellor

Learning Support

ORS

Other: .....  
 .....

Office:

## OPTION CHOICES (not required for Year 7 or 8 students)

### YEAR 9

**Option Choices (Please number 1 to 5 to indicate order of priority, with 5 being an alternative)**

**Group A** – Choose at least one (1)

Food Technology

Hard Materials Technology

Textiles Technology

**Group B** - You must choose three (3) more options. Choices may come from Group A or B

Agricultural / Horticultural Science

Design & Visual Technology

Drama

Economics

French

Japanese

Music Performance

Sports Studies

Taonga Whakapaipai

### YEAR 10 - You must choose five (5) single semester options

1.	2.	3.	4.	5.
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### YEARS 11, 12 AND 13 – Option Choices:

1.	2.	3.
4.	5.	6.

## FINANCIAL AND ADMINISTRATIVE INFORMATION

Please tick as required	Both Parents Jointly	Father	Mother
Invoices / Accounts to be sent to:			
Reports / Newsletters are to be sent to:			

## PRIVACY STATEMENT

- The information on the form is collected to form part of the essential information the college holds on your child.
- The information collected will be used by the college for the following purposes; enrolling your child at Taieri College, assessing the education needs of your child and ensuring the education services and resources in respect to your child are provided to the college.
- The records made from this information may be viewed on request by the family at the college.
- These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.
- The information collected may be disclosed to education and health sector agencies in accordance with the principles of the Privacy Act. Except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

## DIGITAL CITIZENSHIP AT TAIERI COLLEGE

### Responsible Use Agreement

Digital technology continues to create opportunities to learn and connect our school community. Taieri College believes in using a digital citizenship model to support safe, responsible, and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

Taieri College recognises a student's right to receive a high-quality education in a safe online and offline environment. We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- supporting students who need help dealing with online incidents
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

As a student of Taieri College and a member of our community, it is expected that you will positively contribute towards making our school a place that is safe, respectful, and fair online and offline. This means enacting our school values in online spaces and helping to shape a positive online culture. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done or contact Netsafe at [www.netsafe.org.nz](http://www.netsafe.org.nz).
- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher or parent.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate, or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network, or the online security of another person is never okay at any time.
- **Recognise others' work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio, and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.

**Online bullying.** Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it is never okay at any time. This type of harm does not usually just go away. It is important to keep the evidence of what is happening to you or someone so this can be investigated. Do not put yourself at further risk by continuing any contact with the person or people who are bullying online or creating harmful or hurtful content. It is very important to let someone at school know what is happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support.

**Report a problem.** You should report an online incident or if you suspect something is happening online as soon as you can to your Form Teacher or Dean. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

I understand these apply to all devices used at school whether they are owned by Taieri College or if it is my personal device. I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities. I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the Responsible Use Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school.

## EDUCATION OUTSIDE THE CLASSROOM

Education outside the classroom (EOTC) is the name given to all activities that occur outside the classroom, both on and off the school site. This includes curricular and extra-curricular activities. Our staff believes in using a range of environments and experiences to enhance student learning and value giving students EOTC opportunities. Hence, we need your consent for your son/daughter to take part in EOTC learning.

By signing the undertaking, this will cover:

1. Activities in the school grounds conducted outside the classroom and may include activities where some level of risk may have to be managed, for example, use of the climbing wall.
2. Off-site activities in the local community including visits to local galleries, sport and recreation facilities.

N.B. All EOTC activity categories require staff to undertake an analysis of risks, and identify management strategies to eliminate, isolate and minimise risk. Specific consent will be sought where higher risk-activities are to be undertaken.

## PARENT/WHANAU UNDERTAKING

1. I request that my child be admitted to Taieri College.
2. I have read the college prospectus and agree to abide by and uphold the guiding principles, code of conduct, values, uniform guidelines and general terms and conditions as set down by the college bylaws.
3. I/We **consent / do not consent** (please circle) to allow Taieri College to gather relevant student information from past education and health providers. I / We consent to the disclosure of relevant information to education and health providers during future transition processes.
4. I/We **consent / do not consent** (please circle) Taieri College to publish images of my child on the Internet, as well as any work that s/he may create at college, in strict compliance with Taieri College's policy for the online publication of student images and student work and the associated guidelines.
5. I/We confirm that I/We have the necessary authority to give this permission.
6. I/We agree to uphold the rules concerning discipline, attendance, uniform, costs, books, and other matters pertaining to the welfare and good conduct of the college, as published in the prospectus and website.
7. I/We understand that the information supplied on this form will be used for the purposes of admission decisions, college-related activities, and Ministry of Education returns. It will be accessed only by staff members of Taieri College.
8. I/We have the right to inspect and update details at any time.
9. I/We agree to pay costs as prescribed by the Board of Trustees for classroom materials, stationery, sports, and other such activities.
10. **Family circumstances may change in the course of a year. The more up-to-date information we have, the better. Please notify the college of any changes to a living arrangement, address, contact numbers, or health issues AS SOON AS POSSIBLE by a note or an email to [office@taieri.school.nz](mailto:office@taieri.school.nz)**

## STUDENT DECLARATION – UNDERTAKING AND RESPONSIBLE USE AGREEMENT

I understand and agree to abide by and uphold the guiding principles, code of conduct, values, uniform guidelines and general terms and conditions as set down by the college bylaws and Responsible Use Agreement.

Name of student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /

## PARENT DECLARATION

I have read the EOTC guidelines, the Undertaking and Responsible Use Agreement 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.

Name of parent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /