



**SPRINGSTON SCHOOL
ENROLMENT FORMS**

SPRINGSTON SCHOOL ENROLMENT FORM

Admission number		Admission date	
Date enrolment received	MALE/FEMALE		
IN OR OUT OF ZONE	IN	OUT	SIBLING?
			NAME:
			ROOM:
SURNAME			
FIRST NAMES			
PARENT / CAREGIVER SURNAME (IF DIFFERENT FROM CHILD)			
D.O.B: / /	IWI:		
BIRTH CERTIFICATE PRODUCED	YES	NO	
HOME ADDRESS			Post code
HOME PHONE		CELL PHONE	
PARENTS LIVING TOGETHER: YES/ NO			
EMAIL ADDRESS:			
RECEIVE NEWSLETTER VIA EMAIL? YES / NO			
NAMES OF BROTHERS/SISTERS LIKELY TO ATTEND IN THE FUTURE			
Name:	Age:	School:	D.O.B

CUSTODIAL ARRANGEMENTS			COPY OF COURT ORDERS	
			YES / NO	
PREVIOUS SCHOOL/S (if any):			CLASS LEVEL	Yr
NAME OF PRE-SCHOOL:				
TIME ATTENDED				
MOTHER'S NAME				
Occupation/Home Address:				
Employer:				
Phone:				
FATHER'S NAME				
Occupation/Home Address:				
Employer:				
Phone:				
EMERGENCY CONTACTS				
Name		Name		
Address		Address		
Phone		Phone		
ETHNICITY:				
NZ Maori	NZ European	Pacific Island	Asian	Other
Home Language				
HEALTH				
Attendance at Dental Clinic		Yes	No	
If privately treated – Name of dentist				
Family Doctor			Phone	
Medical Centre			Phone	
Allergies				

Treatment		
IMMUNISATION		
Certificate produced	YES	NO
Class level	Room No	Teacher
START DATE:		
VERIFICATION		
<ul style="list-style-type: none"> The information above is true and correct. I undertake to advise the school of any change in circumstances so that accuracy and contacts may be maintained. I understand that the school will take action on my behalf in case of sudden illness or injury. I undertake to abide by school policies. I have seen the school zone and confirm that I understand the enrolment of our child is subject to our meeting all of the conditions of the school's Zone Policy. 		
Confidentiality		
<ul style="list-style-type: none"> 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 about 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 to a potential secondary school. 		
SIGNED		DATE

Interested in helping out? Please circle anything you would like further information on.

The PTA	Being on the committee Fundraising
Helping Students	Helping in class. Helping individuals with reading, writing or mathematics. (Training provided) Choice and Challenge – Do you have a special talent that could enhance our Friday Choice & Challenge Programme?
Sports Coaching	Basketball Rugby Netball Hockey Soccer Other:
Sponsorship	I am interested in sponsoring the school

ONLINE PUBLICATION OF A PRIMARY STUDENT'S IMAGE AND WORK

Purposes of online publishing

The school uses a range of learning technologies to enhance student learning. These include email, internet and Web 2.0 tools (like blogging, YouTube). From time to time, we publish material on the school's Internet website (www.springston.school.nz), on class blogs or the school Library and News Blogs, and on YouTube/TeacherTube for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

The purposes of publishing student material are to educate our students according to the national curriculum, to encourage students to participate in our school community, and to promote the school.

We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.

Privacy and online publishing

In the interest of safety and security we require parent permission for the publishing of students' names or photographs on our website, and in our newsletters.

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993. We will share, if given your permission, no more than a student's first name and/or photograph. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

Copyright and online publishing

The school also wants to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the Internet without authorisation in the form of a copyright licence from the students.

Given the age of the students, the school has decided that it will not publish online any image of a student or work they have produced without the written permission of each student's legal guardians.

School management of online publishing

The school will set the educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if the school holds the consent of the parent to publish the student's material online. The material chosen must also meet the standards required for the website or blog, on which it is to be published.

For example, if the student's schoolwork is to be published on the school website or blog, it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).

If the material is to be published on another website, such as The Online Learning Centre – Te Kete Ipurangi, then it must meet the publishing standards of that website.

Enquiries

The school welcomes any enquiry from parents or students about the operation of this policy and has a designated privacy officer to discuss enquiries about students' privacy.

The school's privacy officer is: **The Principal**

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the student's personal image or work online as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

I give permission for my child's first name, photograph, or work to be published on the school website or in the newsletter.

I DO NOT give permission for my child's first name, Photograph, or work to be published on the school website or in the newsletter.

Child's name: _____

Parent/legal guardian/caregiver (circle as applicable):

Name: _____

Signature: _____ Date: _____

Rules To Help Keep Springston School Students Cybersafe

(Please discuss these with your child – then read the following page, sign and return the form at the bottom of that page)

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

1. I can only use school ICT equipment when my parent/s have signed my use agreement form (in the enrolment pack) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
Not show others
Turn off the screen and
Get a teacher straight away
8. I must not bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives and software.
9. I will ask my teacher's permission before I put any personal information online. **Personal information includes:**
Name
Address
Email address
Phone numbers
Photos
10. I will be careful and will look after all our school ICT equipment by:
Not being silly and playing around with it
Following our school cybersafety rules
Telling a teacher about anything wrong or damaged.

I understand that if I break these rules the school may need to tell my parent(s)

Springston School Cybersafety Use Agreement Form

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

I understand that Springston 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
- 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 by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

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

Please note: This agreement for your child will remain in force 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.

Please detach and return this section to school.

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/legal guardian: _____

Parent's signature: _____

Date: _____

EDUCATION OUTSIDE THE CLASSROOM (EOTC) CONSENT
LOW RISK ACTIVITIES

Level 1: School environment with low risk factors.

Level 2: Off-site events with minimal risk factors, occurring entirely in school time e.g. sports/cultural/PE/curriculum activities.

Level 3: Off-site events/activities with minimal risk factors occurring outside of school hours but within one day.

I give permission for my child to participate in activities/events within Level 1-3 classification as defined above.

I understand that this permission slip will cover my child during his/her time at Springston School.

Children who do not have a signed permission slip may be excluded from participating in the EOTC activity or event.

All Level 2-3 activities will be advertised in the school or class newsletter prior to the activity.

This agreement negates the need for individual permission slips for day-to-day EOTC events which are part of the extended classroom at Springston School.

Signed: _____ Date: _____

