



Rotokawa School Enrolment Form

Office Use Only

Intended Start Date _____ Actual Start Date _____ NSN Number _____

Class Number _____ Teacher _____

House Group: **KARAMURAMU ŌTAUIRA WAIKAWA WAIKAWAU**

Birth Certificate Attached: Yes / No

The information on this form will be used by Rotokawa School to maintain effective contact with the enrolled student's parents/caregivers and for appropriate school records as required by the Ministry of Education

Student Details

Family name of child: _____ First Name of child: _____

Middle name/s of child: _____

Preferred first name: _____ Gender: _____ Date of Birth: _____

Home address: _____

Mobile No: _____ Home No: _____

Contact Details of Parents / Guardian with whom the child lives:

First Contact in an emergency:

Surname: _____ First Names: _____

Work Phone: _____ Email: _____

Relationship to student: _____

First Contact in an emergency:

Surname: _____ First Names: _____

Work Phone: _____ Email: _____

Relationship to student: _____

Other Contact details

● **Other Parent/family members/friend:**

Surname: _____ First Names: _____

Work Phone: _____ Email: _____

Relationship to student: _____



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Country of Birth: *Please circle:* New Zealand Other (*please state*): _____

Citizenship: *Please circle:* NZ Citizen NZ Permanent Resident Other (*Please state*) _____

Ethnicity:

Student's ethnicities _____

Student's iwi affiliations (if appropriate) - Ngati Whakaue: YES / NO

1. _____ 3. _____

2. _____ 4. _____

The student's first language is _____

The language mainly spoken at home is _____

If my child is not currently enrolled in a New Zealand school I/We have attached a copy of the student's birth certificate or relevant passport pages (required by the Ministry of Education) Yes (please circle)

Information to Assist in the placement of your Child

Please attach any relevant data/information that you wish to share

Special circumstances / Sensitive information eg special needs, support or extension needed, family circumstances, custodial needs, things to be aware of:



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Reo Rua

Do you wish your child to be considered for:

Reo Rua Class Level 2 (50% to 80%) : YES / NO

Te Reo Māori is spoken 50% - 80% in the classroom to communicate and instruct.

You may be required to attend an interview to discuss if your child meets the criteria for Level 2 Te Reo. Attendance at school and whanau engagement are integral.

Parent / Caregiver Declaration

I / We acknowledge that the information given is correct and will be relied upon by the school.

I / We agree that our child will abide by school expectations, including the Digital Technology User Agreement

I / We understand that the information supplied will be used by the school to maintain effective contact with the enrolled student's parents/caregivers and appropriate school records as required by the Ministry of Education.

I / We agree to using our child's name, photo and school work on the school website and other school publications including social media and groups/organisations working directly with Rotokawa School. A full student information consent policy is available on request.

I / We also agree to the school:

Requesting relevant information from other schools for enrolment purposes, classroom/school support, transition and class placements.

Forwarding relevant information to another school for enrolment purposes, classroom/school support, transition and class placements.

Generic Field Trip/Sports Permission:

I give permission for my child

- to take part in Education Outside the Classroom (EOTC) provided by the school (all trips will be communicated via Skool Loop and Seesaw app and/or notices sent home.
- to travel outside school, using buses, walking or private vehicles for 'day only' trips as notified by the Teacher in Charge.
- I am available for transport / parent supervision (please circle one or both) and require ___ weeks notice.
- I will update all medical records and contact details as they change.

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

Phone: 07 345 6129 **Email:** admin@rotokawa.school.nz **Website:** www.rotokawa.school.nz

Please return completed enrollment form to the school office



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Health Profile

This profile is designed to assist with the care of students at school and on EOTC events

Child's Name: _____

Please tick if your child has any of the following:

- Migraine
- Diabetes
- Chronic Nose Bleeds
- Colour Blindness
- ADHD

- Epilepsy
- Travel Sickness
- Heart Condition
- Allergies
- Asthma

- Fits of any type
 - Dizzy Spells
 - Other (Please specify)
- _____

For overnight events:

Anxiety

Other (Please share concerns with your child's teacher)

Doctors Name: _____

Phone No: _____

Address: _____

Does your child take regular medication?

YES / NO

The school will only administer prescription medication to students whose parents have made a formal request. Parents/Caregivers need to complete a **Medicine Authority Form**. See school office for these.

Is a health plan required?

If YES, please state the injury/illness: A further form will be sent home to complete. _____

Medic Alert Number: _____

Details: _____



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Is your child allergic to any of the following:

	Yes	No	Please Specify
Prescription Medication			
Food			
Insect bites/stings			
Other			

What treatment is required?

When was your child's last tetanus injection?

Is your child fully immunised against Measles, Mumps and Rubella (MMR)? YES / NO

Outline any dietary requirements:

Is there any information we should know to ensure the physical and emotional safety of your child? (For example cultural practices; disability; anxiety about heights/darkness/small spaces; Family custody requirements; behaviour or emotional problems)

If YES, please state or attach the information: _____

Please tick:

- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform the school as soon as possible of any changes in the medical or other circumstances.
- I agree to my child receiving any emergency medical treatment. Any medical costs not covered by ACC will be paid by me. In the case of a medical emergency where no one can be contacted to obtain permission we agree to reimburse expenses incurred to the school.

Parents Signature: _____ Date: _____



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Rotokawa School Digital Responsible Use Agreement

Parent Declaration

For the time whilst your child is enrolled at Rotokawa School. If there are any changes, please see admin.

I understand that our 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, and economic 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	Respects the concepts of privacy and freedom of speech in a digital world
Demonstrates honesty and integrity in their use of ICT	Uses ICT to relate to others in positive, meaningful ways	Contributes and actively promotes the values of digital citizenship

I understand that our school has a policy and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning. *Available on request from the school office.

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 time.

INTERNET SAFETY

I have read the internet safety policy and understand that my child is responsible for using school equipment as outlined. I have discussed this agreement with my child and explained its importance and the consequences for breaking this agreement.

I understand that Rotokawa school will do its best to restrict access to any material which is contrary to the special character of Rotokawa School, would cause embarrassment to the school or be illegal to have. It is my child's responsibility to have no involvement with such material.

Signature: _____

Name: _____



Rotokawa School Enrolment Form

Rotokawa School Uniform

Rotokawa provides a bucket hat for the students to wear in Terms 1 & 4, however these are also able for you to purchase and take home.
 Sports uniforms aren't compulsory however if you feel that your child will be playing a number of sports these are available to purchase.
 Our uniforms are being supplied by LEGEND and are available from the school office. Sir Gordon Tietjens is the ambassador for this brand.

Shorts		\$30.00
Polo Shirt		\$25.00
Trackpants		\$45.00
Zipped Jersey		\$45.00
Pullover Jersey		\$45.00



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Bucket Hat		\$30.00
Netball Dress		\$50.00
Touch/Rippa/Rugby		\$50.00
Miniball		\$70.00
Hockey		\$50.00
General Sports Shirt		\$25.00
Surnames can be printed onto any uniform		\$5.00 per order

Payment Options		
Full Payment - Cash, Eftpos	Time/Part Payments	Work and Income Quotes



Rotokawa School Enrolment Form

Rotokawa School Uniform Order Form

Name of student:

Date:

Size	#	ITEM	COST	Total	Office Completed
		Polo Shirt	\$25.00 each		
		Shorts	\$30.00 each		
		Zipped Jersey	\$45.00 each		
		Pullover Jersey	\$45.00 each		
		Track Pants	\$45.00 each		
		Naming of items	\$5.00 all items		
		Sports Uniform			
		Sports Uniform			
			TOTAL		

Payment can be made into the following bank account:

Rotokawa School Board of Trustees

12-3155-0183896-00

Please use students name & uniform as reference

<p>Cash and Eftpos are available in the school office. Internet banking payments can be made to: 12-3155-0183896-00 Rotokawa School Board of Trustees</p>	<p>Minimum \$5.00 per week (based on an agreed number of weeks) for each set of uniforms. <i>Agreement will be signed prior to commencement of payments.</i></p>	<p>Come to the school office for a quote.</p>
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Rotokawa School Enrolment Form



Eastern Rotorua Kāhui Ako Learning Support Register Consent Form

Why we are sharing information?

Our school/kura/early childhood centre is part of a group of education providers that shares information to:

- identify children and young people who might need additional learning support
- ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- decide what additional learning support would help children and young people, whether individually or in groups
- support with transitions between schools within our Kāhui Ako.

The Ministry of Education may use information on the register for the purpose of administration and analysis, for example to find out about the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for numbers of staff and specialists, and other services and types of support.

What information we will share?

The members of our Eastern Rotorua Community of Learning - Kāhui Ako include: Lynmore Primary School, Owhata School, Rotokawa School, Mokoia Intermediate, Rotorua Lakes High School, STAND, Awhi Educare @ Owhata, BestSTart Lynmore, Central Kids Kindergartens – Owhata, Te Wharewhitinga o te Ra, Central Kids Kindergartens – Rotorua East, Eastern Suburbs Pre-School Inc, Lake Okareka Preschool Education Group, Learning Adventures Rotorua Tui, Ohana Kindy, Rotorua HomeBased Childcare, Stepping Stones Learning Environment, Tiaki Early Learning Centre, along with any new schools/centres who join the Eastern Rotorua Kāhui Ako and the Ministry of Education share information for a collective learning support register that contains:

- name, gender and ethnicity to identify support that reflects the child's identity, language and culture
- date of birth and year level, to identify support that is appropriate to their age
- the type of support needed
- any health issue, disability or learning difficulty that means a child needs particular types of support
- services and support they are already receiving

If you agree, we will put information about your child's additional support needs on the Eastern Rotorua Kāhui Ako Learning Support Register.

Who will see the information?

Only a small panel team of people will have access to the register for the purposes explained in the first paragraph. It will include

- a delegated school staff member with responsibility for learning support (e.g. special education needs teacher)
- the delegated Kāhui Ako Coordinator, ECE Leads (for ECE) and Principals
- the Learning Support Coordinators within our Kāhui Ako
- a resource teacher learning and behaviour
- the Kāhui Ako delegated MICAMHS clinicians
- the learning support facilitator (Ministry of Education staff member/s)

These people will meet regularly to discuss the register and how best to respond to the needs of children and young people on the register. Others may be contacted should they be supporting the purposes explained in the first paragraph.



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How will we keep the information safe?

Any information will be transmitted and stored securely via password protected files, which only authorised people will be able to access.

Information about children and young people no longer enrolled with an education provider in the Eastern Rotorua Kāhui Ako will be removed from the register.

Students no longer needing learning support will be kept on the register and monitored for a time then removed from the group register.

How can you see and correct the information?

You can request access to the information through the school/kura Principal and may correct any inaccuracies.

What will happen if you don't agree to your child's information being shared?

If you do not agree to your child's information being included on the register, we will still provide support for your child's needs within our school/kura/early learning service. But if your child's information is not on the register, they may not be able to gain early access to resources provided across the group.

You can decide to withdraw your consent at any time by contacting your school.

Eastern Rotorua Kāhui Ako Learning Support Register Consent Form

I agree to personal information about my child/ren being included on the register while my child is enrolled in an ECE/School within Rotorua East **Kāhui Ako** and that information being shared with the group of people listed for the purposes explained above.

Child's Name _____ School _____

Child's Name _____ School _____

Child's Name _____ School _____

Child's Name _____ School _____

Parent's Name _____

Caregiver/Guardian: _____

Signature _____

Date _____