



# Ormiston PRIMARY SCHOOL

<b>P U P I L</b>	Legal Surname ..... Preferred Surname ..... Eldest Child at this School ..... Address .....  Phone ..... Mobile ..... Email ..... Home Language ..... Residency/Citizenship? Yes/No If No, Enter Details Below Date NZ Entry ..... Country of Birth .....	Legal First Name/s ..... Preferred First Name ..... Boy/Girl D.O.B. .... /... /...    Current Year Level ..... Previous School/Centre ..... Address ..... Ethnicity .....                                  Iwi/Hapu ..... 1. ....    1. .... 2. ....    2. .... 3. ....    3. .... Zone .....    In / Out    N/A
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<b>P A R E N T S  /  C A R E G I V E R S</b>	Title: ..... Legal Surname ..... Residential Address (If different from pupil) ..... ..... Country of Birth .....  Title: ..... Legal Surname ..... Residential Address (If different from pupil) ..... ..... Country of Birth .....  Emergency Contact Name 1 ..... Relationship to Pupil ..... Home Phone ..... Mobile Phone ..... Emergency Contact Name 2 ..... Relationship to Pupil ..... Home Phone ..... Mobile Phone .....	First Name ..... Relationship to Pupil ..... Workplace Hours ..... Occupation ..... Home Phone ..... Work Phone ..... Mobile Phone .....  First Name ..... Relationship to Pupil ..... Workplace Hours ..... Occupation ..... Home Phone ..... Work Phone ..... Mobile Phone .....  Doctor ..... Phone ..... Dental Clinic ..... Phone ..... Name/s of Legal Guardian/s ..... .....
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C U S T O D Y	Court Order Issued? <span style="float: right;">Yes / No</span>	Extra Copy of School Report To .....
	Attach further information as required	Address .....
	.....	.....
	.....	.....
	.....	Email Address .....

E A R L Y  C H I L D H O O D	Was ECE Regularly Attended?	Please enter the number of hours per week for up to three services (a-f) or tick the appropriate box (g-i)		
	.... Yes, for the last ..... year/s	ECE 1	ECE 2	ECE 3
	.... Not regularly, only occasionally or with no ongoing schedule	(hrs/week)	(hrs/week)	(hrs/week)
	.... No, did not attend ECE	(a) Kohanga Reo	_____	_____
	Did your child attend an ECE service in the six months prior to starting school? Yes / No	(b) Playcentre	_____	_____
		(c) Kindergarten or Education and Care Centre	_____	_____
		(d) Home Based Service	_____	_____
		(e) Playgroup	_____	_____
		(f) Correspondence	_____	_____
		(g) Attended, but only outside NZ	_____	_____
	(h) Attended, but don't know what type of service	_____	_____	
	(i) Did not attend	_____	_____	
	(j) Unable to establish if attended	_____	_____	

H E A L T H  L E A R N I N G  B E H A V I O U R	Has your child had a before school check? <span style="float: right;">Yes / No</span>	Learning/Behaviour Needs
	Has your child had a before school health check? <span style="float: right;">Yes / No</span>	.....
	Has your child had a before school developmental check? <span style="float: right;">Yes / No</span>	.....
	Has your child had a before school behavioural check? <span style="float: right;">Yes/ No</span>	.....
	Immunisation Certificate? <span style="float: right;">Yes / No</span>	.....
	Immunisation Certificate Sighted? <span style="float: right;">Yes / No</span>	Specialist Needs/Resourcing/Agencies
	Immunisation Certificate Requested? <span style="float: right;">Yes / No</span>	.....
	Immunisation Certificate Completed? <span style="float: right;">Yes / No</span>	.....
	Vision:	.....
	Hearing:	.....
	I consent to my child's vision and hearing being tested <span style="float: right;">Yes / No</span>	.....
	Allergies .....	Other Information/Requests
	Medication .....	.....
	Speech .....	.....
	Serious Problems .....	.....
(Attach further information as required)	.....	

<b>P R I V A C Y</b>	<p><b>Privacy Statement:</b> <i>The information collected will be issued by the school for enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school. 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.</i></p>	<p><b>Parent Approval:</b> <i>I agree that the school will take action on my behalf in case of sudden illness or injury.</i></p> <p>Parent/Caregiver Signature .....</p> <p>Date ..... / ..... / .....</p>
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<b>O T H E R</b>	<p>Members of your family likely to be attending this school in the future</p> <p>1. .... D.O.B. .... / ..... / .....</p> <p>2. .... D.O.B. .... / ..... / .....</p> <p>3. .... D.O.B. .... / ..... / .....</p> <p>4. .... D.O.B. .... / ..... / .....</p>	<p>Additional Information</p>
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<b>O F F I C E</b>	<p>Birth Date Verification <span style="float: right;">Yes / No</span></p> <p>Birth Certificate Number ..... or Passport Number .....</p> <p>Records/Information Requested ..... / ..... / .....</p> <p>Records/Information Received ..... / ..... / .....</p> <p>Number of previous enrolments ..... Year Level .....</p> <p>Teacher ..... Room .....</p> <p>Issued - Health Card <span style="float: right;">Yes / No</span></p> <p>School Information Pack <span style="float: right;">Yes / No</span></p> <p>Additional Information</p>	<p>School Admission Number ..... / .....</p> <p>Date of Entry ..... / ..... / .....</p> <p>School Stamp</p>
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<b>E N R O L</b>	<p>NSN Number .....</p> <p>Date Entered ..... / ..... / .....</p> <p>Other .....</p>	<p>Academic</p> <p>Attendance</p> <p>Behavioural</p> <p>Custodial</p> <p>Health</p> <p>Personal</p>
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## Enrolment Checklist

The school needs to be able to establish the student's residence within its zone.

Please ensure you provide the following:

1. Copy of current Electricity Account attached.

If you have recently moved into our school's zone, you may attach a Sale & Purchase or Tenancy Agreement. However, if you attach either of these documents as proof of residence, you will also be required to provide a copy of your first Electricity account as soon as received. You may also be required to complete a Statutory Declaration to support this documentation.

2. Copy of the student's birth certificate, if born in NZ, attached.

3. If not born in New Zealand, passport MUST be sighted and copied by the Ormiston Primary staff

4. Date of First Entry into New Zealand completed, if applicable

5. Immunisation information completed

6. Enrolment Information Disclosure Declaration signed below

APPLICATION CANNOT BE ACCEPTED UNLESS ALL DOCUMENTATION HAS BEEN SUPPLIED.

### Enrolment Information Disclosure

The information set out on the Application for Enrolment form relating to prospective students is requested because the school needs to know certain matters about applicants, for administrative and educational purposes.

This information is subject to certain protections under the Privacy Act 1993 and the school will only use this personal information for these administrative and educational purposes.

Please note that this is an application for enrolment only. Enrolments will be accepted according to Ministry of Education guidelines.

1. I confirm that my child's permanent residence is within the school's "home" zone.

2. School donations are set yearly by the Board of Trustees. This enables the school to provide a range of further educational benefits to students. The school appreciates the contributions made by parents and caregivers through their payment of school donations.

3. Learners and parents of Ormiston Primary School are expected to follow school policies.

4. All learners are expected to wear school uniform every school day.

5. Working in an online environment is an integral part of learning. While the school will do its best to restrict access to inappropriate sites, the learners must take responsibility for, and abide by school guidelines around, correct use of the internet.

6. All learners are required to arrive on time for school at 8.55 am. Any absence is to be notified by parent or guardian promptly - please phone the school as early as possible and leave a message.

7. All parents and caregivers are required to provide accurate information to the school on enrolment.

8. We use photographs of learners involved in school activities on our website, school prospectus, newspaper articles and sites under our school domain. If you do not wish your child to be photographed on these occasions, please tick this box.

9. While due care is exercised, the school cannot accept liability for personal injury, loss or damage to learner's property.

10. In signing the application for enrolment, I understand that the information in this application is true and correct.

### DECLARATION

I, Mr/Mrs/Ms/Miss \_\_\_\_\_ have read, understood and accept the above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **Digital Citizenship - Ormiston Primary School**

Ormiston Primary 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 (and Digital Technologies)
- will use ICT (and Digital Technologies) 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 (and Digital Technologies) to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT (and Digital Technologies)
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

Because we know this is important for us all, we ask everyone, the staff, learners 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.

**Learner - Digital Citizenship, Interim Responsible Use Agreement**  
**Ormiston Primary School (to be discussed with caregiver)**

<b><i>When using Digital Technologies at Ormiston Primary School will always be a good digital citizen. This means that I;</i></b>	<b><i>Please check</i></b>
1. Will be a confident and capable user of Digital Technologies. <ul style="list-style-type: none"> <li>I know what I do and do not understand about the technologies that I use. I will get help where I need it.</li> </ul>	✓
2. Will use ICT (and Digital Technologies) for learning as well as other activities. <ul style="list-style-type: none"> <li>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.</li> </ul>	
3. Will think carefully about whether the information I see online is true. <ul style="list-style-type: none"> <li>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.</li> </ul>	
4. Will be able to speak the language of digital technologies. <ul style="list-style-type: none"> <li>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.</li> </ul>	
5. Understand that I may experience problems when I use technology but that I will learn to deal with them. <ul style="list-style-type: none"> <li>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.</li> </ul>	
6. Will always use ICT (and Digital Technologies) to communicate with others in positive, meaningful ways. <ul style="list-style-type: none"> <li>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.</li> </ul>	
7. Will be honest and fair in all of my actions using ICT (and Digital Technologies). <ul style="list-style-type: none"> <li>I will never do anything online that I know will hurt anyone. I will make sure what 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.</li> </ul>	
8. Will always respect people's privacy and freedom of speech online. <ul style="list-style-type: none"> <li>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.</li> </ul>	
9. Will help others to become a better digital citizen. <ul style="list-style-type: none"> <li>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.</li> </ul>	



## Interim Digital Citizenship, Responsible Use Agreement for Ormiston Primary School

### Learner Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own. I understand that if I breach this responsible use agreement, I may lose access.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent Declaration

I understand that our school is supporting learners 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 (and Digital Technologies)
- 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 (and Digital Technologies) challenges and can manage them effectively
- uses ICT (and Digital Technologies) to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT (and Digital Technologies)
- 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 and associated procedures which outlines the schools digital citizenship approach and how this supports teaching and learning. *\*These documents will be available on our school website.* I understand that the school provides access to the internet and other digital technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by learners 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 learners to consider how their actions can affect themselves and those around them.

**I have read the learner 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 learners can experience challenges when using technology, but that the school makes every effort to support learners 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.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_