



Phone (04) 569 1821

79 Korokoro Rd, Korokoro, Lower Hutt 5012 www.korokoro.school.nz

Office use only

Start date: ____/____/____ NSN Number: _____

Birth Cert No: _____ or DOB Verification/Visa/Passport: _____

Immunised: Yes ☐ No ☐

ENROLMENT FORM

Student Details

Legal Surname: _____ Preferred surname: _____

First name/s: _____ Preferred name: _____

Gender: _____ Date of Birth:(dd/mm/yy) _____

(Photocopy of Birth Certificate or passport required for enrolment)

Country of birth: _____ Language spoken at home: _____

NZ Citizen: ☐ Yes **OR** NZ Resident: ☐ Yes (Copy of Resident visa required)

Current School Year level: _____

Student will be the eldest at this school? ☐ Yes ☐ No

If No, please name brothers/sisters who are attending this school: _____

Parent/Guardian Details

Mother/Guardian: Name: _____ Occupation: _____

Home address: _____

Phone:(home) _____ Phone:(work) _____

Mobile: _____ Email: _____

Father/Guardian: Name: _____ Occupation: _____

Home address: _____

Phone:(home) _____ Phone:(work) _____

Mobile: _____ Email: _____

Lives with: Mother: ☐ Yes / ☐ No Father: ☐ Yes / ☐ No Shared Custody: ☐ Yes ☐ No

Court order Issued? ☐ Yes ☐ No **Please attach further information as required**

Early Childhood Education (New Entrant Pupils)

Please indicate any Early Childhood Education this student has received: (if starting in New Entrant Class this year)

- | | |
|---|---|
| 1. ☐ Kohanga Reo | 2. ☐ Play Centre |
| 3. ☐ Kindergarten or
Early childhood Education Centre | 4. ☐ Home Based Care |
| 5. ☐ Attended, but only outside New Zealand | 6. ☐ Did not attend any services |

Was ECE regularly attended? Name of Daycare: _____

☐ Yes, for ____ year/s and approximately ____ hours a week

☐ No, not regularly

Previous ECE or School Attended/Learning or Behaviour Needs

School or Preschool last attended: _____ Year Level: _____

Learning /behaviour needs: _____

Specialist Needs / Resourcing / Agencies: _____

Preschoolers Attending in the Future

- | | |
|----------------|-------------------|
| 1. Name: _____ | Birth date: _____ |
| 2. Name: _____ | Birth date: _____ |
| 3. Name: _____ | Birth date: _____ |

Ethnicity Details

Please choose up to 3 Ethnic Groups and mark 1, 2, 3 in preferential order:

☐ NZ European/ Pakeha

☐ Other European (specify) _____

☐ NZ Maori:

☐ Pacific Islands (specify) _____

Please indicate Iwi Affiliations

☐ Indian (specify) _____

•

☐ Asian (specify) _____

•

☐ Other (specify) _____

Medical Details

Name of Doctor: _____ Phone: _____

Allergies or Medical Conditions: _____

Medication Required: _____

Vision/Speech/Hearing or any other concerns: _____

My child is fully immunised: ☐ YES (copy of certificate required) or ☐ NO

B4 School Check Completed: ☐ YES (copy of certificate required) or ☐ NO

Parent/Caregiver Declaration

The information on this form is collected and used by the school in educating your child, and for associated school activities. It is available to all staff of the school and to members of the Board of Trustees. Please advise the school if you have any concerns about disclosure of any of the information within the school.

You have the right to request access and to request correction of information held about you/your child by the school. We do request that you keep the school updated immediately with any changes in personal details or contact information.

I agree that the school will take action on my behalf in case of sudden illness or injury, and that the school may forward my child's name and address to a potential intermediate or secondary school. Korokoro School will from time to time publish student work and images for public viewing – this could be online using the school website, Facebook page or in a print publication. These forums offer an opportunity for students, teachers and parents to celebrate achievement and success within the classroom. It also allows parents to share in some of the events and activities undertaken at school.

Korokoro School Protocols with regard to publishing work and images:

- All material will be carefully vetted by an appropriate member of staff prior to the school initiating a publication in any forum.
- No personal information, other than a child's first name, will accompany any work or images that the school posts.
- Parents and Caregivers reserve the right to have any work or image of their child removed from the school website or Facebook page.

I have read the Korokoro School Protocols and give the following permissions with regard to publishing work and images on the school website:

I give permission for my child's work and image to be published. (Aforementioned protocols to apply).

Yes ☐ No ☐

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school or until such time as a new agreement is signed.

Signed: _____ (Parent/Guardian)

Date: ____/____/____



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Cybersafety Use Agreement For Korokoro School Students

Dear Parent/Caregiver,

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are beneficial to the teaching and learning programmes at Korokoro School, and to the effective operation of the school. Our school has robust cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

Given the constantly changing nature of ICT we need to periodically review and amend practices and procedures. We have recently revised our student user agreements to include, amongst other things, the use of wireless and handheld devices. 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 alongside our legislative and professional obligations. This use agreement includes information about obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

Korokoro 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 this use agreement. 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.

As a parent / caregiver please:

- Read this Cybersafety Use Agreement Document.
- Discuss the information with your child and explain why it is important (at a level comfortable and appropriate to the age of the child).
- Sign the agreement.
- Encourage your child to follow the cybersafety rules and support the cybersafety programme.
- Encourage your child to ask their teacher should they be unsure about any use of ICT, cybersafety and/or this use agreement.

Thank you in advance
Martin Hookham

Cybersafety Use Agreement

Important terms 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), storage devices (such as USB and flash memory devices, CDs, DVDs, 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.

Rules to help keep Korokoro School Students Cybersafe

As a safe and responsible user of ICT your child needs to keep themselves and other people safe by agreeing to:

1. Use school ICT equipment only after parents/caregivers have read, discussed with child and signed the use agreement form (see last page) and the completed form has been returned to school.
2. Only use the computers and other school ICT equipment for schoolwork.
3. Ask the teacher first when unsure about permission to do something involving ICT.
4. Use own user name/password at all times (if one is provided).
5. Keep passwords secret.
6. Go online or access the Internet at school only if a teacher gives permission and only to complete instructed school work and tasks.
7. Never use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, never:
 - Attempt to search for things online known to be unacceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. In the event that anything mean or rude or not acceptable at our school is accidentally accessed on any ICT, students should
 - not show others
 - Turn off or minimise the screen and
 - Get a teacher straight away.
10. Never download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws and that the network isn't infected by viruses.
11. Having permission from both home and school before bringing any ICT equipment/device from home. This includes things like mobile phones, iPods, electronic games, cameras, and USB drives.
12. Never connecting any device (such as a USB drive, camera, phone or other wireless devices) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. Understanding that school cyber safety rules apply to any ICT device brought to school.
14. Asking my teacher's permission before giving out any personal information online. Personal Information includes: Name, address, email address, phone numbers, photos.
15. Respect all school ICT equipment and treating all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
16. Acknowledge that if these rules are broken the school may inform parents. In serious cases the school may take disciplinary action.

Korokoro School Cybersafety Use Agreement Form

Please ensure that you have read the section titled “Rules to keep Korokoro School Students Cybersafe” and that you have talked to your child about these rules to the extent in which it applies to them (We understand and realise that younger children will need you to paraphrase and select what is relevant). Then sign the response form.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. Or until such time as it becomes necessary to add/amend any information or rule.

RESPONSE FORM

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. I have discussed the information with my child and explained why it is important.

Yes ☐ No ☐

Childs name _____

Parent/Caregiver Signature _____

Welcome to Korokoro School

New Student Questionnaire

Please could you fill in the following information and return to the enrolment forms. Thank you!

Child's name:

Nickname/preferred name at school:

Names of parents or guardians:

Siblings (if any) and ages:

Early Childhood Centre transitioning from (if applicable):

Any interests: (eg. animals, dancing, singing, tennis, reading, Lego etc.)

What makes your child tick/ what are they good at?

What might your child need help with?

Sports or activities your child does outside of school:

Any other important up to date information that you think we should know about your child (allergies, medical, dietary needs,etc)

What are your afterschool arrangements? (eg. Onsite after school care, pick up etc)

Your email address:

Many thanks for your support in filling this out. We look forward to working with you and your child this year. Please email us if you have any other information I should know.

Korokoro School Office
admin@korokoro.school.nz