



Rodney College Enrolment Form 2024

Student Information

Surname: First Name(s):

Preferred Name (if different): Gender: Male / Female / Non-binary Date of Birth:/...../.....

Year level: Previous School: Leaving date:/...../..... Start date at Rodney College:/...../.....

Name of Family Member(s) who attend (or have attended) Rodney College: House:

Student Personal Email: Student Cell Phone:

Are you a NZ citizen? Yes / No Do you have NZ residency? Yes / No Nationality: New Zealander Other

College Use Only ID number: Whanau:

Ethnicity

NZ Maori Pasifika Fijian Chinese NZ European
Iwi: Tongan Tokelauan Indian European
Iwi: Niuean Cook Island Maori Other Asian Other (Specify)
 Samoan Other Pacific Island

Parent or Guardian information

Caregiver 1

Title: Mr Mrs Ms Miss

Surname: First Name:

Relationship to Student:

Address:

Email:

Occupation:

Phone: Home: Work:

Mobile:

Postal Address (if different):

Caregiver 2

Title: Mr Mrs Ms Miss

Surname: First Name:

Relationship to Student:

Address:

Email:

Occupation:

Phone: Home: Work:

Mobile:

Alternative Emergency Contact *(if caregivers 1 and 2 are not available)*

Name: Mr/Mrs/Ms

Phone: Relation to student:

For BOT Election use: If student does not live with natural parents, give their name/s and address/es

Travel Arrangements

Do you intend to travel by bus? Yes No If YES, please tick one of the following:

Wayby/Cleasby	<input type="checkbox"/>	School Rd/Cames Rd	<input type="checkbox"/>	Tauhoa	<input type="checkbox"/>
Port Albert	<input type="checkbox"/>	Mangawhai South	<input type="checkbox"/>	Te Hana/Silverhill	<input type="checkbox"/>
Tapora/Wharehine	<input type="checkbox"/>	Mangawhai North	<input type="checkbox"/>	Pakiri/Whangaripo	<input type="checkbox"/>
Tomarata	<input type="checkbox"/>	Topuni/Oruawharo	<input type="checkbox"/>		

Additional Support:

1. Has your son/daughter had behaviour or attendance issues at school (eg stood-down or suspended)? Yes No

If YES, please give details:

2. Has your son/daughter

- | | | | | | |
|----------------------|--------------------------|-----------------------------|--------------------------|-----------------------|--------------------------|
| MoE Learning Support | <input type="checkbox"/> | Speech / Language Therapist | <input type="checkbox"/> | SPELD | <input type="checkbox"/> |
| Oranga Tamariki | <input type="checkbox"/> | Occupational Therapist | <input type="checkbox"/> | Counsellor | <input type="checkbox"/> |
| Police | <input type="checkbox"/> | Hospital | <input type="checkbox"/> | Other (specify below) | <input type="checkbox"/> |
| RTLB | <input type="checkbox"/> | | | | |

If YES, please give details:

.....

3. Has your son/daughter been part of any of these special assistance programmes in school?

Reading/Writing Assistance Mathematics Assistance ESOL RTLB

Leadership/High Ability

1. Has your son/daughter held leadership roles at school? Yes No Specify

2. Does your son/daughter have high interest in any co-curricular activities? (eg dance, Kapa Haka, sport, 2nd language)

If YES, please give details:

Dietary Requirements

As part of our Healthy School Lunches Programme, your child will have the option of having a healthy lunch each day.

Does your son/daughter have any particular dietary requirements? Yes No

Please indicate the requirement:

Gluten Free Dairy Free Lactose Free Vegetarian Vegan Nut Allergy

Other:

Bus Travel Agreement

This Bus Code of Conduct sets out rules for travel on the school buses to ensure the safety of the driver and passengers.

I will remain in my seat for the whole journey.

I will not eat on the bus or throw anything inside or out of the bus.

I will always respect the driver and other students and their property (includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).

I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver.

I will not engage in any behaviour that could put the driver or other students at risk.

I will follow instructions of the bus driver and duty teachers.

I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

Normal school rules apply on the buses.

Consequences:

Not following these rules can result in the privilege of travelling on a school bus being withdrawn.

Student Signature: Parent/caregiver Signature:

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

If this Bus Travel Agreement is broken, we have a three step policy

Step 1 The first misbehaviour. The student will be given a verbal warning and reminded of the three step policy. The misbehaviour will be recorded.

Step 2 The second misbehaviour. A letter will be sent home outlining the behaviours and signalling further consequences.

Step 3 The third misbehaviour. The student will be stood down from using the bus for the period of 5 school days

RODNEY COLLEGE

Culture of Learning

We have four pou:

Manaakitangi	Care, Respect, Inclusive, Equity, Empathy
Ako	Learning, Collaboration, High Expectations, Curiosity
Hauora	Well-being (Social, Physical, Mental, Spiritual), Expressing thoughts and feelings, Beliefs, Values
Whanaungatanga	Relationship, Friendship, Community, Cooperation, Pride, Tukana-Teina

Student Signature:

Rodney College Bring Your Own Device Agreement

As a parent of a student, who is expected to bring their own device to Rodney College, you are required to read this Agreement which outlines the rights and responsibilities of Rodney College, the teaching staff of Rodney College, the students of Rodney College and the parents and caregivers of the students of Rodney College. By signing this agreement, you are committing yourself and your child to following these expectations.

Rodney College is responsible for:

1. Providing a strong and reliable computer network that is available to the school community for the purposes of learning and teaching.
2. Maintaining fast and reliable internet access to its staff and students.
3. Providing a safe and consistent Internet filtering process that aims to protect all users from misuse as long as the network is used for its intended purpose.
4. Providing through academic classes an integrated learning programme that promotes the safe and appropriate use of electronic devices.
5. Maintaining the ability to monitor activity of users of the network which it will do randomly and periodically.
6. Maintaining a number of computers for student and staff use on the campus.
7. Providing secure areas where the school can be safely stored under supervision during Physical Education classes.

Rodney College has the right to:

1. Randomly and periodically monitor activity of users of the network.
2. Inspect a student's device pertaining to their current schoolwork, being mindful that the student's private content should remain private.
3. Discipline a student who has not complied with warnings for inappropriate use of their device by teachers, by lowering Internet speed or blocking a student from the Internet for a period of time. In cases of serious breaches of this policy by students, permanently suspend the student's use of a device and/or inform appropriate external agencies/authorities, including the New Zealand Police.
4. Expect students to meet their responsibilities specified in this agreement and in the Cybersafety Agreement.

Rodney College Teachers are responsible for:

1. Working within the school's responsible use policy for staff as outlined in the Cybersafety Agreement.
2. Ensuring that the teaching and learning provided in their classroom makes best use of the available technology, including students accessing learning material.
3. Maintaining a high standard of behaviour in the class, so that all students can access the Internet and use their devices safely and to the best advantage educationally.
4. Informing the IT Technician of continued inappropriate use of a device and recording on Kamar (Student Management System).

Rodney College Teachers have the right to:

1. Restrict the use of the device in their class when an alternative learning strategy is being used.
2. Require students to produce handwritten work at times.
3. Issue a verbal warning to a student for inappropriate use; tell a student to turn off their device and store in their bag for continued inappropriate use.
4. Inspect all work and apps on the school screen/folder. Private apps should be in a separate folder.

Rodney College students are responsible for:

1. Signing and following the Cybersafety Agreement.
2. The contents of their own device. If another person uses the device, the student who owns device, is responsible for ensuring the device is used properly.
3. Taking all due care in looking after their device. Loss or breakage is the responsibility of the owner of the device.
4. Ensuring that the device is fully charged at the beginning of each day.
5. Keeping their passwords to the college's network and any other programs, secure and private.
6. Not using their device or the college network inappropriately.
7. Not using the device to bring the college into disrepute.
8. Keeping their private information off their home screen.
9. Ensuring that Facebook, games and private emails do not appear on the school screen/folder.

Rodney College students have the right to:

1. Bring a mobile internet capable device to school. 2. Store private content on their device and that content will remain private.

2. To use their device before school, at breaks and after school in any way they choose so long as it is accordance with the responsibilities outlined above.

The Parent or Caregiver is responsible for:

1. Endeavouring to provide their child with a device.
2. Discussing the contents and implications of this contract and the Cybersafety Agreement with their child.
3. Remaining aware of what their child is doing with their device.
4. Ensuring their child understands the value of the device and respects it.
5. Notifying the school of any suspected misuse of the device in school time or on the school network.
6. Recording and storing the serial number of the device.
7. Where possible, making sure the device is covered by their home contents policy.

Rodney College is not responsible for breakage, loss or theft of devices.

.....

Agreement Confirmation

Student Name:

Parent/Caregiver Name:

I/we accept the rules, expectations and conditions as outlined in this agreement for my child bringing their own device to Rodney College.

Student signature:

Parent/Caregiver signature:

Date:

RODNEY COLLEGE CYBERSAFETY USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that 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.

We understand that Rodney College will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements through strategies including monitoring software.
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues.

Section for student

My responsibilities include:

- I will read this cybersafety use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the school's ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the [relevant staff member] if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student:

Whanau class:

Signature:

Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent:

Signature: **Date:**

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.

Blanket Consent for EOTC

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

- Our school believes in using a range of environments and experiences to enhance our students' learning.
- We have ready access to the outdoors in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of event	Description	Type of consent
A	On site- in the school grounds (i) Lower risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment (ii) Separate consent for each event or programme
B	Off-site events in the local community occurring in school time. (i) Lower risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment. (ii) Separate consent for each event or programme
C	Off-site events - finishing after school finishes (i) Lower risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment. (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower risk environments (ii) Higher risk environments*	(i) Separate consent (ii) Separate consent for each event or programme

*Involves risk assessed to be greater than that associated with the average family activity.

All EOTC activity categories require staff to undertake an analysis of risks and implement strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

BLANKET CONSENT

I/we agree to the participation of _____ (Student Name) In *lower risk* category **A** and **B** and **C**

EOTC events while a student at Rodney College

I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

Name: _____ (Parent) **Signature:** _____

Date: _____

Name: _____ (Parent) **Signature:** _____

Date: _____

Information and Publications

The school is sometimes obliged by law to give information to Government Departments (eg the Ministry of Education, and the Ministry of Health) but except for contact details explained below your information will not otherwise be disclosed without your authorisation.

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. 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.

You have the right to request access and to request correction of information held about you by the school. We would be grateful if you could contact the school office if any details need to be changed, especially contact details.

From time to time the school takes photographs of students to record activities within the school for the students' learning journals, for the school newsletter, for the school website and for local newspapers. It is the school's policy that any photos for publication are positive depictions of students. Please advise the school if you have any concerns about publication of your child's photos.

Parent / caregiver signature:

Parent/Caregiver/Guardian Declaration:

- I request that the above-named student be enrolled at Rodney College.
- I agree that the above-named student will wear the correct school uniform and abide by the rules, regulations and discipline procedures of Rodney College.
- I will ensure that the above-named student attends school regularly. If they are unable to attend, I will let the school know as soon as possible.
- I give permission for the College to obtain school records, and any other information relevant to my/our child's welfare, from previous schools. Students may request to view and correct any errors in their records.
- In an emergency, I give permission for medication to be administered and agree to meet any costs incurred.
- I will uplift our son / daughter from school if their sickness or injury keeps them from attending classes.
- I agree that non uniform items or inappropriate articles can be confiscated. Rodney College takes no responsibility for confiscated or inappropriate items brought on to the school site that may be subsequently lost or misplaced.
- I agree that Rodney College is not responsible for costs associated with any accident or injury sustained during a school related activity.
- I agree that electronic devices are brought to school at owners' risk and should be used for educational purposes. If used inappropriately, the device may be confiscated and will need to be collected by a parent.
- I agree to pay all associated course material and EOTC/sports trip costs.
- I will notify the school immediately of any change to the above-named student's details.
- I will notify the school each day my son/daughter is not able to attend school and will state the reason why.

I / We agree that all the information provided in this enrolment form is completely true and accurate.

Signature of Parent / Caregiver:

Signature of Rodney College Enrolment Representative:

Date: