



Enrolment Form

Please complete ALL sections of this Enrolment Form

Students Full Name:.....				Start Year of Enrolment: 20.....				
Enrolling Year Level (please circle)		9	10	11	12	13	In-Zone [] or Out of Zone []	
Previous School:								
Siblings (currently or previously at HPC):								
Parents (are you a past pupil?):								
<input type="checkbox"/> Proof of address – IN ZONE applications ONLY								
<input type="checkbox"/> If born in New Zealand a photocopy of student's Birth Certificate or passport								
<input type="checkbox"/> If NOT born in New Zealand include photocopies of student's: <ul style="list-style-type: none"> • Passport and • Immigration documentation showing Residency Status or Student Visa (This must include the passport from page with photo and the visa page for both student & parents)								
Agreement between Hauraki Plains College, Parents/Caregivers and the Student (Please ✓ or ✗ each of the following and sign below)								
<input type="checkbox"/> I / We authorise Hauraki Plains College to obtain relevant information from my child's previous school to assist in their further education at this school.								
<input type="checkbox"/> I / We give permission for the above named student's photo/image, comments, work and achievements to be published in school documentation digitally or in print for the purpose of celebrating individual, group or school achievements.								
<input type="checkbox"/> I / We give permission to provide support agencies with information about what my child will do when they leave school (e.g. employment or further education). Refer Privacy Act 2020 (back page).								
<input type="checkbox"/> I / We have read and agree with following the Hauraki Way (page 5)								
<input type="checkbox"/> I / We have read and agree with following the ICT Responsible Use agreement (page 6)								
<input type="checkbox"/> I / We have read and agree with following the Education Out of the Classroom agreements (page 7)								
<input type="checkbox"/> I / We agree that the above named student will abide by the rules and regulations of Hauraki Plains College as stated in the Prospectus / General Information Guide.								
<input type="checkbox"/> I / We are aware that there are medical and dental practitioners available to students at Hauraki Plains College.								
<input type="checkbox"/> I / We are aware that there are Student Support and Guidance services at Hauraki Plains College which may include the facilitation of small groups.								
Parent Signature:						Date: / /		
Student Signature:						Date: / /		
Office Use Only:						Student ID:		
Start Date:	River:	Class:	Hapu:	Enrolled by				

Student Information

Legal Surname <small>(as on Birth Certificate)</small>				
Legal Full Name <small>(as on Birth Certificate)</small>				
Preferred Name				
Birth Date / /	Gender:	Start Date at HPC / /
Country of Birth				
Students Ethnicity <small>Please tick as appropriate (this information is required by the Ministry of Education for statistical purposes).</small>	<input type="checkbox"/> Maori <input type="checkbox"/> NZ European <input type="checkbox"/> Fijian	Iwi 1: _____ <input type="checkbox"/> Australian <input type="checkbox"/> Indian: _____	Iwi 1: _____ <input type="checkbox"/> Tongan <input type="checkbox"/> Asian: _____	<input type="checkbox"/> Samoan <input type="checkbox"/> Other: _____

Parent / Caregiver Information - 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.

Residence A – Parent/Caregiver(s) student lives with all or most of the time

CG1	Relationship to Student	Title	First Name	Surname	Mobile
CG2	Relationship to Student	Title	First Name	Surname	Mobile
Physical Address	Number/Street		RD #	Town	Postcode
Postal Address <small>(If different from above)</small>	Number/Street		RD #	Town	Postcode
Home Phone		Work Phone	CG1	CG2	
Email (CG1)			Email (CG2)		

Residence B – Parent/Caregiver(s) of student also lives with, i.e. shared custody agreement

CG1	Relationship to Student	Title	First Name	Surname	Mobile
CG2	Relationship to Student	Title	First Name	Surname	Mobile
Physical Address	Number/Street		RD #	Town	Postcode
Postal Address <small>(If different from above)</small>	Number/Street		RD #	Town	Postcode
Home Phone		Work Phone	CG1	CG2	
Email					
Do you wish to receive a copy of your student's school report?				YES	NO
Do you wish to receive a copy of the school e-Bulletin and newsletter?				YES	NO

Emergency Contact – In case of emergency it may be necessary to contact another person if caregivers are unavailable, e.g. relative, friend, neighbour

Relationship to Student	Title	First Name	Surname	Mobile
Address	Number/Street		Town	Home Phone

Parent(s) not in a living arrangement with student – A natural mother or father not living with a child* i.e. no shared custody agreement

Please list here any such person(s) you wish the school to recognise

Mother's Full Name:	Father's Full Name:	
Home Address:	Home Address:	
Home Phone:	Home Phone:	
Mobile:	Mobile:	
Work Phone:	Work Phone:	
Email:	Email:	
Do you wish to receive a copy of your student's school report?	YES	NO

Custodial Statement

Are there any formal custodial arrangements concerning your child?	YES	NO
If YES, please give details (and provide verified copies of) any custodial arrangements or court orders:		

Medical Details - This form is intended to collect additional health information and to assist the school in the care of students while at school and/or outside of school during a school related activity. All information is held in accordance with the Privacy Act 2020. This form is important, and parents / caregivers / guardians should take care in completing it.

Medical Conditions (Please list any allergies, medicines, conditions, or disabilities that the school should be aware of)		
I consent to my child being given Panadol for pain relief if required	YES	NO

Learning Support Details – Tick any of the conditions that apply and write more details in 'other'

Medical	Sensory	Physical	Learning
<input type="checkbox"/> Attention Deficit	<input type="checkbox"/> Vision	<input type="checkbox"/> Arm / Hand	<input type="checkbox"/> Reading
<input type="checkbox"/> Autism Spectrum	<input type="checkbox"/> Hearing	<input type="checkbox"/> Back / Leg	<input type="checkbox"/> Writing
<input type="checkbox"/> Depression		<input type="checkbox"/> Head Injury	<input type="checkbox"/> Slow Processing
<input type="checkbox"/> Anxiety		<input type="checkbox"/> Dyspraxia	<input type="checkbox"/> Diagnosed Dyslexia
<input type="checkbox"/> Diabetes		<input type="checkbox"/> Muscular / Neurological	<input type="checkbox"/> Diagnosed Dysgraphia
<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Diagnosed Dyspraxia
<input type="checkbox"/> Tourette Syndrome		<input type="checkbox"/> Pregnancy / Baby care	<input type="checkbox"/> Diagnosed Dyscalculia
Other:	Other:	Other:	Other:

Fill in this timeline of what has happened, been diagnosed, treated, provided etc. Consider events or contributions by medical specialists, doctors and hospitals, physiotherapists, occupational therapists, psychologists, Level C assessors, reading recovery, private tutors, teacher aide time, speech / language therapy, RTLB, RTLit, BLENZ resource teachers, Reader, Writer, Computer, extra time etc

Age	Event/Action/Comment as appropriate

Please send copies of recent specialist reports to: studentservices@aurakiplains.school.nz

Is there any additional information you would like us to know?

The Hauraki Way: Self-Discipline in a Supportive Environment

The Hauraki Way expresses the standards of behaviour we have for all students. We believe that young people learn best in an environment where there are non-negotiable boundaries and high expectations with a no blame, no shame, no excuses approach. The Hauraki Way applies at all times; this includes any time or place when a student of HPC can be identified as such either through uniform, membership of a school team or group or any other means. It includes from the time of leaving until returning home and all other occasions which are school activities or events.

H

Hands off People and Property: our *Safety standard*.

Except in legitimate sporting activities, any kind of physical contact including pushing and fighting, bullying, gang style handshakes, hugging, theft of property and touching are off limits.

A

Allow Learning to Happen: our *Classroom standard*.

It is not ok to disrupt the learning of others. Students who are disruptive will be withdrawn from class in the first instance and a behaviour management plan implemented.

U

Use Appropriate Language: our *Respect standard*.

Swearing, abusive and inappropriate talk is unacceptable, either when communicating with fellow students, to staff, on the sports field, on the street or any other occasion within the hearing of members of the wider school community.

R

Remember your Manners and RMK: our *Character standard*.

An attitude of respect for self and others is a measure of good character. Manners open doors that even the best education cannot.

A

Alcohol, Smoking and Drugs (and any other illegal behaviours) are not on: our *Legal standard*.

We have zero tolerance to any behaviours that are illegal and police will be informed. This includes, but not limited to: alcohol, smoking, drugs and vaping, theft, weapons and breaches of the Harmful Digital Communication Act.

K

Keep it Kind. Keep it Tidy. Keep it Honest: our *Integrity standard*.

If you can be anything, be kind; don't be mean. Be a tidy kiwi within our environment. Do the right thing, even if it is the hard thing. This includes academic honesty.

I

Instructions must be Followed; Adults are in Charge: our *Authority standard*.

Students are expected to follow the reasonable instructions of staff. This ensures an orderly and respectful environment for learning.

W

Wear our Uniform with Pride: our *Identity standard*.

When it comes to uniform, we sweat the small stuff since uniform is a visual symbol of the collective pride and identity of our school.

A

Arrive on Time and stay within School Boundaries: our *Right Time and Place standard*.

We expect students to be in the right place, at the right time with the right attitude.

Y

You are Responsible for your own Actions: our *Accountability standard*.

We believe that choices have consequences, and that students need to be held to account for inappropriate behaviours. This applies to all behaviours including use of digital technologies.

ICT Responsible Use Agreement

When using information & communications technologies (ICT) at Hauraki Plains College I will always be a good digital citizen.

This means that I will;

Be a confident and capable user of ICT.

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

Use ICT for learning as well as other activities.

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.

Think carefully about whether the information I see online is true.

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.

Be able to speak the language of digital technologies.

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.

Understand that I may experience problems when I use technology but that I will learn to deal with them.

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.

Always use ICT to communicate with others in positive, meaningful ways.

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.

Be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I 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.

Always respect people's privacy and freedom of speech online.

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.

Help others to become a better digital citizen.

Being a good digital citizen is something that we all must 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.

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 to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

Education Outside of the Classroom (EOTC) Blanket Consent means students can participate in EOTC events which occur during the course of a school day, on-site or in the local area, and at a low risk level. Example events include Ngatea Water Gardens, local open days, Thames Town Hall, etc. These events will be managed according to the school's safety management procedures for such events. Information will be communicated about these events, but parental consent will not be requested. Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments, or the event continues overnight, specific consent and health information will be required. Student details will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that parents provide us with up-to-date information, that is accurate and complete, to allow us to plan appropriately for EOTC.

Jaco Dreyer, EOTC COORDINATOR jacod@haurakiplains.school.nz

Medical and Support Agreements

- In an emergency the school may act on my behalf.
- Should my child require pain management the school may administer pain relief, as indicated on their enrolment form.
- 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.
- If my child has extra support needs, I have informed the school and have been involved in the individual support planning for this activity to be successful for my child.
- 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, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- Any medical costs not covered by ACC or a community service card will be paid by me.

Parent/Caregiver Agreements

- I agree to my child taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- I have read the EOTC activities information covered by the blanket consent, and I understand the specific risks associated with involvement in these.
- I understand that these risks cannot be completely eliminated.
- I understand the school will identify any foreseeable risks or hazards and implement effective management procedures to eliminate or minimise those risks.
- I know that I am able to ask any questions of the school about the activities my child will be involved in, to gain a better understanding of the risks involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- I understand that the school will encourage all ākonga to participate to their full potential, and for some ākonga a support plan will be implemented following discussion with whānau to achieve this.
- I understand that behaviour will be monitored and support put in place to promote the full participation of all ākonga.
- I understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, they will be sent home at my expense.
- I understand that the school does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.

Student Agreement

- I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
- I realise that this requires me to take on genuine responsibility for my own learning and the safety and that of myself and others.
- Follow the rules and instructions of staff and other supervisors at any event.
- Take part in all activities within 'challenge-by-choice' options.
- Ask for support if I need it, knowing that the supervising adults want to support me to be successful.
- Declare any medical conditions that could affect my participation in the event.
- Accept the rules set by the school for any event, even if they are different from what is accepted at home.

I understand that my whānau/parent/caregivers will be contacted, and I may be sent home at their expense if:

- My actions are considered unacceptable by staff
- I break the school drugs and alcohol policy
- My actions put myself or others in any danger

The information provided on the school enrolment forms and other related information provided by families is required to enable the school to comply with its purposes and functions under the Education Act 1989 and other enactments.

The Information will be held by the school and used the following ways:-

1. Relevant personal information on individual students and families will be available to staff or those duly appointed responsible for:
 - enrolment and academic progress at school
 - administering fees and other charges
 - maintaining and updating records
 - providing additional academic and personal support
 - general administration of school activities
 - supporting welfare of students
2. The school is also required to provide some personal information (usually name, date of birth, parent contacts) to some other agencies.

The agencies which may require the school to provide this information include:

 - Ministry of Education
 - Education Review Office
 - Special Education Services
 - New Zealand Police
 - Department of Justice
 - New Zealand Children and Young Persons Service
 - Crown Health Enterprise
 - New Zealand Income and Support Services
 - New Zealand Law Society
3. The school may provide the Public Health Nurse with enrolment and contact information.
4. The school may provide names, addresses and phone numbers to our Parent Teacher Association.
5. The school provides academic and personal records, and confidential references, for students enrolling at other institutions, e.g. Polytechnics, Universities, and when students transfer to another school.
6. With a student's approval the school provides to employers on request confidential reports when students apply for a position.
7. Information about students may be provided to researchers conducting academic research or research related to welfare and wellbeing of students.
8. The school may advise media of academic or other activity which your child is engaged in.
9. The school may use your address and phone number to forward mail or messages or pass on the same for others to forward messages relating to the current and further education of your child.

Holding of Personal Information:

The personal information you supply will be held permanently within the school's record system. While your child / children are enrolled at this school you are asked to update any information which has changed.

Previous Enrolment:

Completion of an enrolment form authorises the school to obtain from previous schools and institutions attended by your child copies of records held by them concerning your child.

Compliance with the Privacy Act 2020:

Hauraki Plains College undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 2020. In accordance with the provisions of the Act, the school will on request make available to you the personal information it collects from you about your child, and will make appropriate corrections to that information to ensure that the information held is accurate.