

Welcome to Kerikeri Primary School, please find enclosed important information to complete your child's enrolment.

School Information Pack

Enrolment Zone:

Please check that you live within our enrolment zone.

Enrolment Form:

Please complete and return with the required documentation listed below.

Ko Wai Au? form:

Please complete and return.

ICT supplementary information:

Please read and retain.



Scan to visit KKPS Enrolments online

Enrolment Documentation Required:

- ☐ Completed Enrolment form
- ☐ Birth Certificate or Passport
- ☐ Proof of Address  
(eg Tenancy agreement, Power Bill)
- ☐ Immunisation record if any
- ☐ Visa (if required)

School Uniform:

The official uniform is only available from DD Gold, 59 Hobson Avenue, Kerikeri (opposite the skate park and behind Good Year Tyres).

Phone 09 407 1527

Wearing correct school uniform is a condition of enrolment at Kerikeri Primary School. More information can be found in the school information booklet.

Room no: ..... Start Date:.....

Teacher: .....

Visits:

New Entrant visits are from 8.50am to 10.15am, please come slightly earlier to sign in to the office and bring a piece of fruit for fruit break.

1st .....  
Collect Stationery List/Police vetting form/Kindo information

2nd.....

3rd .....

Bus .....  
Separate bus form must be completed before your child can catch a bus

Pick up time/location:.....

Drop off time/location:.....

Police vetting form:

This is optional, if you would like to help at the school or on school trips we require you to be vetted. The process can take 6 weeks so we encourage parents to complete this on enrolment. Please collect a vetting form from the school office. The school is required to view the applicant and sight 2 forms of ID to process vetting.

Kindo information:

Kerikeri Primary School does not accept cash or eftpos, but you are able to pay and give permission for your child online. It is our preferred method of payment and we encourage you to set up your account as soon as possible.

Oral Health Enrolment and Consent:

You can collect a form from the school office or register your child for funded oral health through the Northland District Health Board website.

[northlanddhub.org.nz](http://northlanddhub.org.nz)

**KERIKERI PRIMARY SCHOOL (#1034)**  
**Enrolment Scheme Description**  
**Effective from 01 January 2018**

The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

**Home Zone**

All students who live within the home zone described below and shown on the attached map shall be entitled to enrol at the school.

Starting at the corner with Waiare Road, the zone travels east along Pungaere Road, and turns north into SH10. It continues travelling up the centre of the highway to 2777 SH1 on the Western side of the road (the intersection with Takou Bay Road), where it turns around, retracing south to the Kerikeri River. The zone then follows the river to the Kerikeri inlet and the coastline around the end of Wharau Road.

It then travels west along Wharau, Kerikeri Inlet and Cobham Roads, and turns into Hobson Avenue and follows Kerikeri Road to SH10. Travelling south down the highway the zone includes Cottle Hill and Wakelin Roads

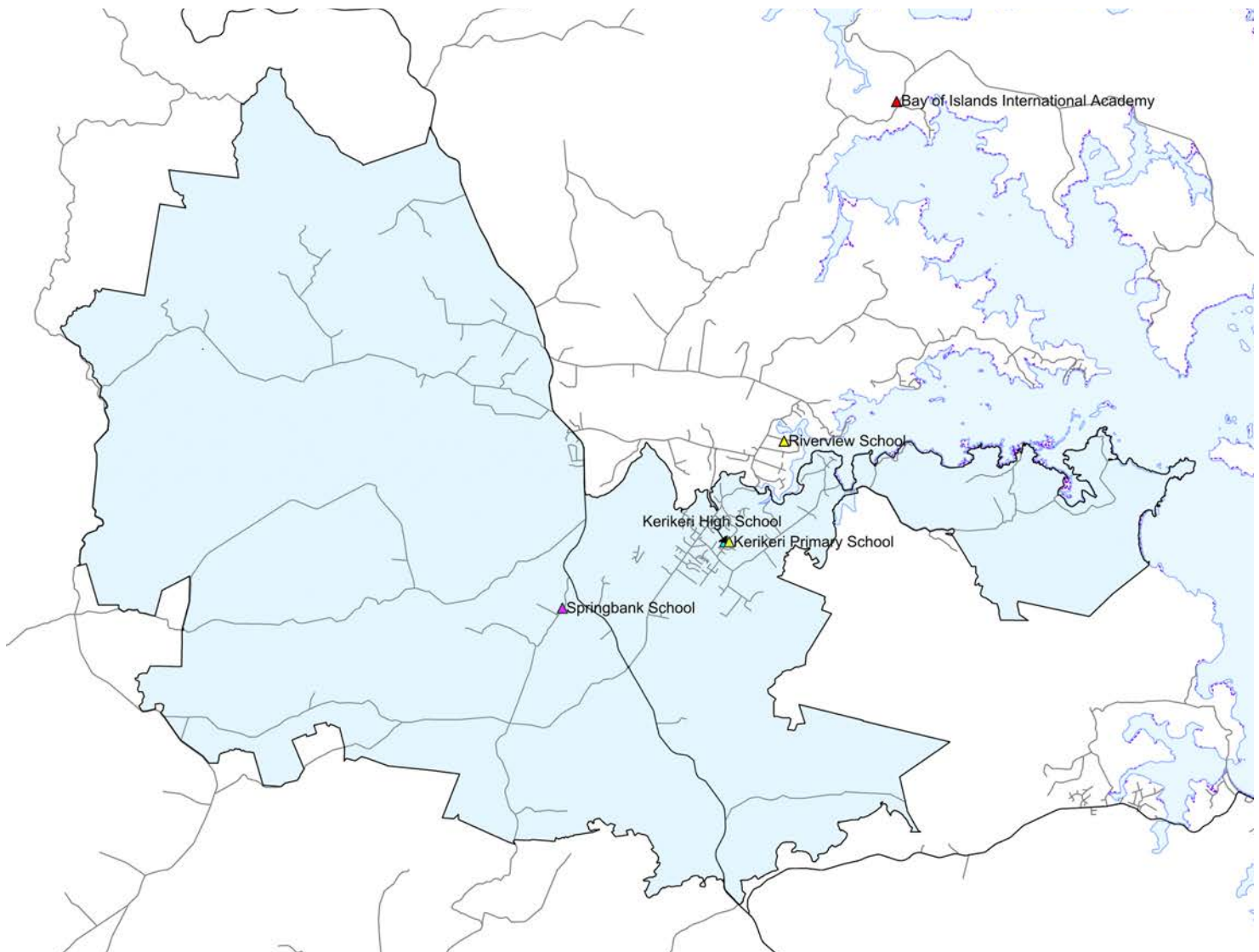
before turning around at the corner of Puketona Road (SH11 - excluded).

The zone travels back up the centre of the highway to Te Ahu Ahu Road (excluded). It then travels across country to cross Waimate North Road at the southern boundary of No. 655 Waimate North Road and continues north-west (No. 660 Waimate North Road included) until it reaches the intersection of Wiroa Road and Ladore Roads.

It continues along Ladore Road until it reaches the intersection of Waiare Road (excluded) where it retraces back along Ladore and Wiroa Roads and turns up Waimate North Road and SH 10 before turning into Puketotara Road and following Mangakaretu Road around and back to Puketotara Road. The zone retraces to SH10, travelling along the centre of the highway back to Pungaere Road and the starting point at the Waiare Road intersection.

All residential addresses on both sides of the boundary roads and all no-exit roads off the boundary roads are included in the zone unless otherwise stated.

Proof of residence within the home zone is required.





# Enrolment

## Form

(One form per pupil)

Please bring all documents listed

- |  |   |
|--|---|
| <input type="checkbox"/> Birth Certificate<br>(Original must be sighted) | <input type="checkbox"/> Proof of Address |
| <input type="checkbox"/> Immunisation                                    | <input type="checkbox"/> ICT Agreement    |
| <input type="checkbox"/> Passport & Visas                                | <input type="checkbox"/> TW               |

### OFFICE USE ONLY:

Date started:.....

Date Received:.....	<input type="checkbox"/> Etap .....	Enrolment no:.....
Date due to start: .....	<input type="checkbox"/> ENROL .....	Notes:
Year Level: .....	<input type="checkbox"/> Email	
Room no: .....	<input type="checkbox"/> EMER Folder	
Teacher: .....	<input type="checkbox"/> ESOL - supplementary form	
Roopu: .....	NSN no:.....	

### 1. PUPIL DETAILS:

Legal First Names:	Legal Surname:	
Preferred First Names: (if different to above)	Preferred Surname: (if different to above)	
Date of Birth:	Gender: Male Female (please circle)	
Citizenship:	Ethnicity (up to three):	
Iwi student belongs to - if applicable (up to three):		
Country of Birth:	Date of entry to NZ:	Visa type:
What is your first language:	Is English your second language?:	

### 2. TE WHAKATUPURANGA: would you like your child to be in the Māori Bilingual class? (waiting list may apply)

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Māori Bilingual Option	Yes No (please circle)
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### 3. PARENT / CAREGIVER 1 where child lives: emergency contact 1

First Names:	Surname:
Residential Address (Pupil and Caregivers):	
Post Code:	
Phone:	Email:
Relationship to Child:	Parent ethnicity:
Parent country of birth:	

### 4. PARENT / CAREGIVER 2: emergency contact 2

First Names:	Surname:
Residential Address:	
Post Code:	
Phone:	Email:
Relationship to Child:	Parent ethnicity:
Parent country of birth:	

Child lives with: Both Parents Mother Father (please circle) Other ..... (please specify)

Custody Arrangements (if applicable):

### 5. EMERGENCY CONTACTS 3 and 4 - caregivers will be first point of contact

Contact 3. Name:	Relationship to Child:	Phone:
Contact 4. Name:	Relationship to Child:	Phone:

## 6. ADDITIONAL CHILDREN IN THE FAMILY

Name 1:	DOB:	Already attends KKPS   Intending to enrol (please circle)
Name 2:	DOB:	Already attends KKPS   Intending to enrol (please circle)
Name 3:	DOB:	Already attends KKPS   Intending to enrol (please circle)

## 7. MEDICAL & DIETARY INFORMATION:

Allergies and Medical Conditions:	
Medication:	
Doctor's Name/ Medical Centre:	Phone:
Dietary information:	

## 8. B4 SCHOOL CHECK:

B4 School Check:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, please advise	Hearing test:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Eyesight test:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Further information:						

## 9. EARLY CHILDHOOD and PREVIOUS EDUCATION: please tick one

<input type="checkbox"/> Kindergarten, Playcentre, Education & Care or Home based service.	Years/Months attended:	_____
<input type="checkbox"/> Kohanga Reo	Hours attended per week:	_____
<input type="checkbox"/> Pacific Islands Group or Playgroup	Name of ECE or previous school:	_____
<input type="checkbox"/> ECE Group, type unknown, including overseas		
<input type="checkbox"/> Did not attend any type of ECE Centre / Service		

## 10. LEARNING or HEALTH SUPPORT/FUNDING:

Is your child currently receiving extra support and / or funding at ECE or school? If you are unsure, please check with your current education provider. If yes, please explain:

Yes No (please circle)

If yes please circle all options that apply:

Special Ed / Oranga Tamariki / TRK (Te Roopu Kimiora)  
Speech Therapy RTLB / RTLIT / OT / Early Intervention

## 11. TRANSPORT please tick one

<input type="checkbox"/> Pupil will walk to/form school	<input type="checkbox"/> Pupil will be dropped off/collected	<input type="checkbox"/> Pupil will catch bus
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If you wish your child to use the School Bus, you must contact the school and make arrangements **BEFORE your child will be allowed to use the bus. There is strict rules about what bus a child is eligible to catch and bus fare will be charged if you are not eligible.**

## 12. Please read STUDENT INFORMATION supplement

<input type="checkbox"/> I have read the Bring Your Own Device (BYOD) use agreement, and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.
<input type="checkbox"/> I have read the Information & Communications Technologies (ICT) use agreement, and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.
<input type="checkbox"/> I have internet access at home: Yes No (please circle)

## 13. DECLARATION:

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds regarding my child. All information relating to this child can be used for school purposes and for the PTA or BOT.

- I give permission for my child's first name, image, or work to be published in the school newsletter, on the school website, or the wider online community.
- I give general consent for my child to participate in EOTC (Education outside the classroom) within a 2.6km radius of the School during his or her normal classroom time allocation as approved by the Principal and EOTC Procedures.
- I give consent for the school to take action on my behalf in case of sudden illness or injury
- I give consent for my child to have hearing and vision screening at the school
- I agree to abide by school policies and procedures, copies of which are available online and will send my child in regulation uniform
- I will notify the school office if I change address or contact information and complete any necessary documentation.
- 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.
- I understand that KKPS is a 'water only' School and agree to abide by this policy.
- I confirm that the information I have given in completing this form is true and correct.

Name of Parent/Caregiver:	Date:
Signature of Parent/Caregiver:	



## Ko Wai Au? Who am I?

As part of getting to know your child before they start at Kerikeri Primary School, we ask if you could please fill this form out and give to the School Office. This form will then be passed on to your child's teacher.

Child's name: \_\_\_\_\_

Age: \_\_\_\_\_ ECE or previous school attended: \_\_\_\_\_

What are some of the hopes and aspirations you have for your child while at Kerikeri Primary School?

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What are your child's interests?

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What are your child's strengths?

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Any further comments that you would like to share about your child:

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*Thank you, we appreciate you taking the time to share this information about your child. It will help us to better get to know your child at our school.*



# STUDENT INFORMATION SUPPLEMENT

revision 23032022

To the parent/caregiver/legal guardian, please:

1. Read this document and indicate that you have done so on the KKPS Enrolment Form question 12
2. Keep this document for future reference.

## STUDENT IMAGES - CONSENT INFORMATION

CONFIRM PERMISSION IN QUESTION 12 OF THE KKPS ENROLMENT FORM

<b>School Responsibilities</b>	<ul style="list-style-type: none"><li>• To protect students' privacy and safety in relation to information about them, or images of them, published by the school, and protect students' copyright in relation to the material they create.</li><li>• Images of students and/or their work are published to recognise student achievement, report on learning to the school and wider community, and to promote the school.</li><li>• With consent, we share no more than a student's first name, image, or work in the school newsletter, on the school website, or in the wider online community.</li><li>• The school publishes images and students' work that positively depict the student and school.</li><li>• The school seeks students' consent before publishing their work.</li><li>• As the author of a copyright work, a student has the right to be identified when their work is exhibited in public, such as on the internet. At Kerikeri Primary School we prefer to identify the student by their first name and year at school only to protect their privacy. Requests for a child's full name to be published are considered by the Principal.</li></ul>
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<b>Student Images</b>	<ul style="list-style-type: none"><li>• Images of our students (photographs, video clips, etc), and examples of their schoolwork, are sometimes published in our newsletters, on our school website, and other online channels such as the school/class blogs, Facebook page, youTube, etc.</li><li>• The purposes of publishing student material are to educate our students according to the national curriculum, to encourage students to participate in our school community, and to promote the school.</li><li>• We believe it is important to celebrate children's achievement but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.</li><li>• In the interest of safety and security we require parents to give permission for their child's first name, image, or work to be made public.</li><li>• With consent, we share no more than a student's first name, image, or work in the school newsletter, on the school website, or in the wider online community.</li></ul>
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**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. Parents are welcome to contact the school to discuss these issues.

# ICT AGREEMENT

## CONFIRM THAT YOU HAVE READ AND UNDERSTAND THIS INFORMATION IN QUESTION 12 OF THE KKPS ENROLMENT FORM

### To the parent/caregiver/legal guardian, please:

Read this page carefully with your child, to check that you both understand your responsibilities under this agreement

<b>School Responsibilities</b>	<p>At our school, we will:</p> <ul style="list-style-type: none"><li>• Enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or other ICT equipment/devices at school or through school-related activities</li><li>• Work with children and their families to encourage and develop an understanding of the importance of Cybersafety through education including providing children with strategies to help keep themselves safe when using ICT</li><li>• Respond to any breaches in ICT use in an appropriate manner; this may be the restriction of device use</li><li>• Welcome enquiries from parents or students about Cybersafety issues</li><li>• Provide learning opportunities that are enhanced with the use of devices; however the use of devices is at the teacher's discretion and knowledge of appropriate learning; this may or may not be with the use of a device</li><li>• Provide internet access through the Kerikeri Primary School wireless network</li></ul>
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<b>Student Responsibilities</b>	<p>I will always be a good digital citizen. This means that I:</p> <ul style="list-style-type: none"><li>• <b>Will be a confident and capable user of ICT.</b> I know what I do and do not understand about the technologies that I use. I will get help where I need it</li><li>• <b>Will use ICT for learning as well as other activities.</b> I understand that technology can help me to learn. I also know it can 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><li>• <b>Will think carefully about whether the information I see online is true.</b> 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><li>• <b>Will be able to speak the language of digital technologies.</b> 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><li>• <b>Understand that I may experience problems when I use technology but that I will learn to deal with them.</b> I understand that there will be times when technology may not work as I expect 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><li>• <b>Will always use ICT to communicate with others in positive, meaningful ways.</b> 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><li>• <b>Will be honest and fair in all of my actions using ICT.</b> 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</li><li>• <b>Will always respect people's privacy and freedom of speech online.</b> 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><li>• <b>Will help other to become a better digital citizen.</b> 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</li></ul>
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happen

- **Will ensure the responsible safe care of devices.** If my thoughtless or irresponsible actions cause damage of a device, I may have to cover the cost of repair or replacement

- **Student 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 to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school. I will not use my device to be mean, rude, or offensive to anyone.

#### **Parent Responsibilities**

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
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- 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 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.

# BYOD AGREEMENT

## CONFIRM THAT YOU HAVE READ AND UNDERSTAND THIS INFORMATION IN QUESTION 12 OF KKPS ENROLMENT FORM

### To the parent/caregiver/legal guardian, please:

Read this page carefully with your child, to check that you both understand your responsibilities under this agreement.

<b>School Responsibilities</b>	<p>At our school, we will:</p> <ul style="list-style-type: none"><li>● encourage safe and effective use of technology and the internet</li><li>● work within the school's digital technology guidelines</li><li>● provide clear guidelines around the use of devices brought from home</li><li>● provide safe storage for students' devices when not at use, e.g. break times, Sports Days; however the responsibility for using this facility will be the students.</li></ul> <p>If a student breaches the BYOD agreement, they may lose the privilege of bringing their own device to school, and the school's behaviour management plan may be invoked.</p>
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<b>Student Responsibilities</b>	<p>When I bring my device to school I will:</p> <ul style="list-style-type: none"><li>● follow the school's digital technology rules</li><li>● use my device when and where the teacher gives me permission</li><li>● only access the internet with the teacher's permission and if an adult is present</li><li>● only use my own login and password</li><li>● be in control of my device and not share it with other students, apart from letting them see the screen</li><li>● charge my device at home so that it doesn't need charging at school</li><li>● follow procedures for storing my device safely in classrooms and take care of my device so that it isn't damaged or stolen.</li><li>● only use my device for learning</li><li>● only use my device during the learning times at school (not before school or at break times)</li></ul> <p>I will not use my device to be mean, rude, or offensive to anyone.</p>
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<b>Parent Responsibilities</b>	<p>I give permission for my child to bring their device to school and I will:</p> <ul style="list-style-type: none"><li>● read and discuss this agreement with my child</li><li>● encourage them to use it responsibly</li><li>● take an interest in how they are using the device</li><li>● be aware of the content and applications on the device</li><li>● be responsible for the device's maintenance and insurance</li><li>● take responsibility for the transportation of my child's device to and from school</li><li>● keep a record of the device's serial number and details</li><li>● ensure that my child's device is charged before bringing it to school</li><li>● contact the school if I have any concerns about cybersafety or other related issues.</li></ul>
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