

Welcome to Kerikeri Primary School

Please find enclosed important information to complete your student's enrolment. Please complete one form per student.



This School Information Pack Contains:

Enrolment Zone

Please check that you live within our school zone on the website:

<https://www.educationcounts.govt.nz/find-school>

Ko Wai Au Form

Please complete and return this with the required documentation.

ICT Supplementary Information

Please read this and retain.

Required Documentation:

Completed Enrolment Form

Proof of ID (Birth Certificate or Passport)

Copy of Student/Resident Visa (If applicable)

Proof of Address

(e.g Tenancy Agreement, Power Bill - to be provided and dated within 30 Days of student's start date)

Hero App (School Communication):

We use the HERO app to communicate with parents and caregivers.

Please download this app once your enrolment is confirmed.



Kindo App (Permissions and Payments):

Kerikeri Primary School is a cashless school.

We only accept payments and permissions via the Kindo App.

Please download this app once your enrolment is confirmed.



Police Vetting (Optional):

If you would like to help at school or on school trips, we require you to be police vetted. The process can take up to **6 weeks**, so we encourage parents to complete this at the time of 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 complete the vetting process.

Teacher:

Room Number:

Start Date:





Enrolment Form

Documents Required			
Birth Certificate		In Zone	
Passport		Out of Zone	
Visa		TW Waitlist	
Proof of Address		ESOL	

Office Use Only:	Date Received:
Notes:	Date Due to Start:
	Date Started KKPS:
Year Level:	Entered HERO:
Room:	HERO ID:
Teacher:	Entered ENROL:
Roopu:	NSN Number:
Student Email:	First Schooling Date:
	EMER Printing:

1. STUDENT DETAILS

Legal First Names:	Legal Surname:
Preferred First Name (if different to above):	Preferred Surname:
Date of Birth:	Gender: Male Female
Citizenship:	Ethnicity (up to 3):
Iwi Student Belongs to (if applicable and up to 3):	
Country of Birth:	Visa Type: Student/Resident Date of Entry to NZ:
What is your student's first language?	Is English your student's second language (if applicable): Yes No

2. TE WHAKATUPURANGA (Māori bilingual unit - waiting list may apply)

We would like Te Whakatupuranga Yes	We would not like Te Whakatupuranga No
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3. PARENT/CAREGIVER 1 (Where student lives)

First Name:	Surname:
Residential Address: (Student and Caregiver):	
Mobile:	Email:
Relationship to Student:	

4. PARENT/CAREGIVER 2

First Name	Surname:
Residential Address:	
Mobile:	Email:
Relationship to Student:	

5. CARE ARRANGEMENTS

Student Lives with: Mum/Dad/Other:
Custody Arrangements (If applicable):
Anything Formal in Place? (If yes, please provide a copy):

6. EMERGENCY CONTACTS (Other than Parents/Caregivers)

1. Emergency Contact Name:	Mobile:	Relationship to Student:
2. Emergency Contact Name:	Mobile:	Relationship to Student:

7. SILBLING(S) ALREADY AT KKPS		
1. Name:	3. Name:	
2. Name:	4. Name:	
8. MEDICAL AND DIETARY INFORMATION		
Allergies and Medication Conditions:		
Please let us know of any medication taken at home or at school:		
Doctor's Name/Medical Centre:		Phone:
Dietary Information:		
9. B4 School Check:		
B4 School Check: Yes/No	Hearing: Pass/Fail	Eyesight: Pass/Fail
10. EARLY CHILDHOOD AND PREVIOUS EDUCATION (Please tick one):		
Kindergarten, Playcentre, Education & Care, or Home Based Service		
Pacific Islands Group or Playgroup	Kohanga Reo	
Did not attend any type of ECE Centre/Service	ECE Group, Type Unknown, Including Overseas	
Years Attended:	Hours Attended Per Week:	
Name of ECE or Name of Previous School:		
11. LEARNING OR HEALTH SUPPORT/FUNDING:		
Is your student currently receiving extra support and/or funding at ECE or school?		Yes/No
If you are unsure, please check with your current education provider.		
If yes, please explain:		
Please also circle any support which may be relevant:		
Special Ed/Speech Therapy/ RTLb/RTLIT/OT/Early Intervention/Oranga Tamariki/TRK (Te Roopu Kimiora)		
12. TRANSPORT - Please Circle One Option		
Student will walk to/from school	Student will be dropped off/collected	Student will catch a bus
<i>If you wish your student to use the school bus, you must contact the school and make arrangements before your student will be allowed to use the bus. There are strict rules about what bus a student is eligible to catch and bus fares you will be charged if you are not eligible. Please note bus services are only available to and from the student's home address.</i>		
13. ICT AGREEMENT		
I have read the information and Communications Technology (ICT) use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my student's responsibility.		
Signed:	Date:	
13.DECLARATION & STUDENT INFORMATION SUPPLEMENT		
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 student. All information relating to this student can be used for school purposes and for the PTA or BOT.		
I give permission for my student's first name, image, or work to be published in the school newsletter and on the school app.		
I give general consent for my student 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 student 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 student 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 understand that my student is required to wear the full school uniform to school each day.		
I confirm that the information I have given in completing this form is true and correct.		
Signed:	Date:	



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?

What are your child's interests?

What are your child's strengths?

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

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

To the Parent/Caregiver/Legal Guardian:

Please read this document and indicate that you have done so on the KKPS enrolment form Question 14. Please keep this document for future reference.

STUDENT IMAGES - CONSENT INFORMATION

Please confirm permission in Question 14 of the KKPS enrolment form.

School Responsibilities

- 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.
- 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.
- 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.
- The school publishes images and students' work that positively depict the student and school.
- The school seeks students' consent before publishing their work.
- 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.

Student Images

- 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.
- 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.
- 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.
- 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.
- 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.

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

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.

ICT AGREEMENT - CONSENT INFORMATION

Please confirm that you have read and understood this information in Question 13 of the KKPS enrolment form.

School Responsibilities

At our school, we will:

- 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.
- 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.
- Respond to any breaches in ICT use in an appropriate manner; this may be the restriction of device use.
- Welcome enquiries from parents or students about Cybersafety issues.
- 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.
- Provide internet access through the Kerikeri Primary School wireless network.

Student Responsibilities

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.
- **Will use ICT for learning as well as other activities.** 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.
- **Will 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.
- **Will 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 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.
- **Will 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.

- **Will 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.
- **Will 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.
- **Will help other to become a better digital citizen.** 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.
- **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. The following attributes are applied:
 - ❖ 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.