



PAPANUI HIGH SCHOOL ENROLMENT FORM – YEAR 2023

PO BOX 5220 – CHRISTCHURCH 8542 – admin@papanui.school.nz

STUDENT INFORMATION	
Legal Family Name:	Date of Birth:
Legal Given Name(s):	
Preferred Name:	First Language:
Street Address:	Suburb:
City/Town:	Post Code:
Telephone: Home:	Student Cell:
Previous School:	Gender: Male / Female / Gender diverse

ELIGIBILITY	
Year Level enrolling in (please circle)	9 10 11 12 13

This is an **In Zone** Enrolment. (i.e. student lives permanently in the school zone)

OR

This is an **Out of Zone** Enrolment.

I understand a ballot will be held for Out of Zone places for the 2023 Year 9 cohort

Please tick	Enrolments must provide the following information. For out of zone, this helps determine your ballot priority.	
	The student's sibling is currently enrolled at the School	Name
	The student had a sibling attend in the past	Name
	The student's parent(s) are former students of the School	Name
	The student's parent is employed by the School's BOT	Name

Please provide the following documentation for ALL enrolments

Proof of residence:

Copy of rental agreement **or** rates invoice **or** copy of electricity account **or** telephone account.

Others Documents required:

Copy of student's birth certificate or passport.

If born outside of New Zealand please provide

Copy of student's Permanent Resident Permit and/or Permanent Resident Visa.

If not a New Zealand or Australian resident, please also provide
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A copy of student's passport

A copy of Student Visa Expiry date

A copy of Parent's Work Visa Expiry date

A copy of refugee information (if applicable)

CAREGIVER INFORMATION (see attached notes for explanation)	
Primary Caregiver 1. - Parent or caregiver student lives with	
Mr, Mrs, Ms, Miss, Dr, Mx (please circle)	Full Name:
Relationship to student:	Address:
Home phone:	
Cell phone:	
E-Mail Address:	Occupation:
Name of Workplace:	Workplace Phone:

Primary Caregiver 2. (if applicable)	
Mr, Mrs, Ms, Miss, Dr, Mx (please circle)	Full Name:
Relationship to student:	Address:
Home phone:	
Cell phone:	
Contact E-Mail Address:	Occupation:
Name of Workplace:	Workplace Phone:

Secondary Caregiver - Parent or Caregiver student does not live with	
Mr, Mrs, Ms, Miss, Dr, Mx (please circle)	Full Name:
Relationship to student:	Address:
Home phone:	
Cell phone:	
Contact E-Mail Address:	Occupation:
Name of Workplace:	Workplace Phone:

Please note: The school requires copies of documents that restrict a parent, (other than the enrolling parent /caregiver) access to seeing their child or obtaining information about them. Non-custodial parents are legally allowed to see school reports and will be given access to the school parental portal.

Emergency contact – We use this contact if we cannot get hold of you. We cannot give information to this person about a student’s attendance or progress.	
<input type="checkbox"/> I confirm this person is aware of this responsibility and are aware of my wishes should my child require immediate medical care	
Mr, Mrs, Ms, Miss, Dr, Mx (please circle)	Full Name:
Relationship to student:	
Daytime phone:	
Cell phone:	

ETHNIC GROUP (please tick up to three boxes)	
<input type="checkbox"/> NZ Pakeha/European	
<input type="checkbox"/> Maori	Iwi/Tribe (please specify): _____
<input type="checkbox"/> Pasifika	eg Samoan, Tongan, Cook Island, Fijian (please specify): _____
<input type="checkbox"/> Asian	eg Chinese, Korean, South East Asian (please specify): _____
<input type="checkbox"/> Middle Eastern	(please specify): _____
<input type="checkbox"/> African	(please specify): _____
<input type="checkbox"/> American	(please specify): _____
<input type="checkbox"/> Other European	(please specify): _____
<input type="checkbox"/> Other	(please specify): _____

HEALTH

If your child has a condition that can become life threatening e.g. anaphylaxis, the school requires an action plan from the doctor or specialist to manage this condition. Please hand this into the school office. It is your responsibility to update this annually.

I confirm that I have read and I acknowledge the above

Please list any medical issues or concerns the school should be aware of and state the severity of these e.g. mild, moderate, severe:

Please list any medication the student is taking:

Family Doctor:

Telephone:

PERSONAL INFORMATION AND THE PRIVACY ACT (1993)

The school collects personal information from its students so that they can be enrolled, have their attendance and progress recorded, be entered for examinations, or be contacted by the school. The school also collects information about the caregivers of the student so that they may be informed of student progress, or contacted in an emergency. Personal information may be disclosed to other education agencies, such as the Ministry of Education, the New Zealand Qualifications Authority and to Government agencies such as the New Zealand Police and the Ministry of Social Development (MSD) if they demonstrate a statutory right to obtain it. This is so that young people who 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. Personal information may be retained by the school after the student leaves in order for the school to maintain a list of past students.

Under the Privacy Act 1993 you have the right to access all personal information held by the school about you or your child. You also have a right to ask the school to correct any information held which is inaccurate. You can exercise that right by applying to the school. You also have an obligation to advise the school if or when any of the personal information you have provided changes.

If for any reason your enrolment is not accepted, this enrolment form and the accompanying documentation will be destroyed.

STUDENTS TRANSFERRING FROM ANOTHER NEW ZEALAND SECONDARY SCHOOL

An interview will be held to discuss subjects etc. Please bring the school reports and NZQA transcript to this meeting.

SPECIAL EDUCATION

Is this student ORS funded? Yes / No

Is this an enrolment for the Kimi Ora Department? Yes / No

ZONING INFORMATION

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school as an in-zone student.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary, for example:

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an 'address of convenience', with no intention to live there on an ongoing basis.

If the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board of Trustees may review the enrolment. This course of action is provided for under Section 11 OA of the Education Act 1989.

I confirm that the address which I have provided to the school will be the usual place of residence of _____ (student name) when the school is open for instruction. I will advise the school of any subsequent change of address.

Signed: (Parent) _____

I have read the enclosed enrolment scheme information. I am making an enrolment application as an

In Zone applicant

Out of Zone applicant

Signed: _____

Student

Parent/Caregiver

Date: _____

CONDITIONS OF ENROLMENT

- I hereby make an application to enrol the above student at Papanui High School under the terms and conditions of the school prospectus, which I accept as applying to the student.
- I guarantee that the student will attend regularly and I will endeavour to see that he/she obeys all school rules.
- I certify that all information entered on this enrolment form is factually correct at the time of completion.
- I consent to the disclosure of personal information to agencies which demonstrate a statutory right to obtain it.

Please tick to show your agreement

- As a parent I grant permission for the school to take photographs and video of my child during school activities and that the school may use those photographs and video on the Papanui High School website, school newsletters and in marketing material for the school.
- As a parent, I grant permission for my child to have their photo taken for the School Student Management System and Review.
- I give my permission for teachers or a person authorised by the school to take or send my son/daughter out of school with other members of his/her class to visit places of interest or instruction in the community as part of their organised study, or in a group or team to take part in organised co-curricula activity, (as outlined in attached EOTC information).
- We have read and will abide by the rules around the use of the internet, the school network and personal devices being used on the school network, (as outlined in attached BYOD information).
- We will notify the school immediately if there is a change of address, or change of caregiver or health status of our child.
- We have provided a copy of, passport or birth certificate and proof of address.
- We have seen and understand the Code of Conduct for Papanui High School.

Parents/Caregivers to sign: _____

Student to sign: _____ Date: _____

ALUMNI

We are updating our Alumni database. Have any members of your family attended Papanui High School? If yes, give name, contact details and approximate years of attendance, including email address if applicable:



Student Use of ICT at Papanui High School

At Papanui High School ICT (Information, Communication, Technology) is an integral part of our school culture. In order for you to get the most out of these opportunities, you will need to become a digital citizen.

A digital citizen:

- 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** and **ethical behaviour** 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

(www.mylgp.org.nz)

All Year 9 students will participate in a 5 period ICT programme which will help them to meet and understand these criteria.

All students are issued with a user name and password. These will give the student access to the school network, and Google Apps (Google Mail, Google Docs, Google sites & Google Calendar). In order to use the school network and ICT equipment students will need to adhere to the Cybersafe rules below. Please sign on the enrolment form to acknowledge you understand The Conditions of Use of ICT at Papanui High School.

1. I will not allow anyone else to use my username.
2. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not, at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that these rules also apply to mobile phones. I will only use my mobile phone at times that I am permitted to during the school day.
6. While at school, I will not:
 1. access, or attempt to access, inappropriate, age restricted, or objectionable material
 2. download, save or distribute such material by copying, storing, printing or showing it to other people
 3. make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

7. If I accidentally access inappropriate material, I will:
 - a. not show others
 - b. turn off the screen or minimise the window and report the incident to a teacher immediately.

8. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure that the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, ipad, ipod, USB device) I bring to school or any school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

10. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.

11. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes
 - a. not intentionally disrupting the smooth running of any school ICT systems
 - b. not attempting to hack or gain unauthorised access to any system
 - c. following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - d. reporting any breakages/damage to a staff member.

12. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

13. I understand that the school may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

14. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

15. I understand that my electronic devices are my own responsibility and that I must keep them safe both physically and online. The school is not responsible for loss or damage to a my personal electronic devices.

PAPANUI HIGH SCHOOL



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 co-curricular events also (e.g. sport, music, etc)

Our school believes in using a range of environments and experiences to enhance our students' learning.

We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community, such as local businesses and recreational facilities. These areas offer rich learning opportunities for our students. Our students need to learn how to be safe both in and out of school. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/children 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 events in the school grounds (i) Lower risk environments (ii) Higher risk environments*	(i) No consent sought or blanket consent (ii) Separate consent for each event or programme
B	Off-site events in the local community occurring before, during, and after 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 residential overnight events (i) Lower risk environments (ii) Higher risk environments*	(i) Separate consent for each event or programme (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 the risks, and identify the management strategies required to isolate and minimise the risks. Emergency procedures are also in place.

BLANKET CONSENT

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

EOTC events while a student at **PAPANUI HIGH SCHOOL**

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/Caregiver)

Signature: _____

Date: _____

Name: _____
(Parent/Caregiver)

Signature: _____

Date: _____

Note:

1. Examples of Low Risk EOTC activities may include: Science – practical work outside, Museum/Art Gallery/Court visit, debating trip, local business visit, visit to a local aged care facility, etc.
2. Examples of High Risk EOTC activities may include: surfing activity, kayaking trip, high ropes course visit, horse trials, challenging day tramp, overnight trip to Wellington, etc.



PAPANUI HIGH SCHOOL

Explanation of Terms: Primary/Secondary Caregivers and Emergency Contact

Examples:

- If a student lives with both parents at the same address, then the parents are the primary caregivers. It is unlikely that there will be a secondary caregiver.
- If the student lives with a parent and their partner, then the parent is a primary caregiver. The partner is usually listed as the other primary caregiver.
- If the student lives with a parent and no other adult, then the parent will be the only primary caregiver.

If none of the above examples apply, please read the following explanations.

Primary Caregiver/s – may include up to two adults that have guardianship of a student (eg: parents or parent and a partner). The student lives most or all of the time with the primary caregiver. The primary caregiver is the main point of contact with the school.

Secondary Caregiver/s – can include up to two adults (eg: parent that the student does not live with most or all of the time). The secondary caregiver may have partial or no guardianship of the student.

NOTE:

The school sends all communication to the student's primary and secondary caregivers.

Both primary and secondary caregivers will be provided with independent personalised access to our web portal. This will allow them to view student attendance, reports, NCEA results (if applicable), and other school information.

Emergency Contact – an adult that will be contacted by the school if the primary or secondary caregivers are not contactable at the time of any emergency. The emergency contact is not one of the primary or secondary caregivers. They do not receive any communication from the school.

PLEASE NOTE: It is important to include an email address in your details as the usual way we communicate with parents/caregivers is via email (this includes sending school reports and most other communication).



Papanui High School

Code of Conduct

For parents, caregivers and visitors

Papanui High School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Papanui High School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language ▪ insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression ▪ deception/fraud
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Papanui High School policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.

Dealing with breaches of the Code of Conduct

How Papanui High School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with.

Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Further information

Supporting policies and procedures

These policies and procedures are available on our SchoolDocs site. See papanui.schooldocs.co.nz

- Employer Responsibility Policy
- Complaints
- Health, Safety, and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances
- Harassment
- Smokefree Schools
- Visitors
- Legislation and Administration Policy
- Communication
- Privacy

Relevant legislation

- Education Act 1989, section 139C
- Trespass Act 1980, section 3