

Enrolment Booklet



Aspiring Attitudes, Inspiring Actions

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| Enrolment Information |

Welcome to Pekerau Primary School. If you have not already had a tour around our wonderful school please ask at the office and we will be more than happy to show you around.

In this enrolment package you will find:

* School Values
* Uniform Pricelist
* ICT Responsible Use Consent
* Photograph consent
* Enrolment Form
* Kickstart Programme Information
* Paracetamol consent

When you decide to enrol your child, please bring with you:

* This Enrolment pack – with forms signed
* Child’s Birth Certificate or Passport
* Child’s Plunket book – with Immunisation record. If you do not have a Plunket book you can get an immunisation certificate from your doctor.
* 2 Emergency contact names, addresses and phone numbers
* Information regarding any relevant health concerns

School bell times:

* Start 8.55am
* Morning tea 11.00am to 11.20am
* Lunch 12.35pm to 1.25pm
* Finish 2.55pm

School Donation and Fees:

* Donation : $50 per year for one child or $70 per year for a family
* Paper fee: $20 per year per child

If you have any queries, please do not hesitate to call the office – 07 871 6025

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| Kickstart Programme |

Kickstart is for children who will attend Pekerau Primary School when they turn 5. Children, with their parent/caregiver can attend up to 5 weeks before they start school.

Our **Kickstart Programme** is able to set the scene for attending school and the rules and routines of classroom life and the ability to work around change are practised. Opportunity is given to ask questions, understand instructions and to practice writing own names. We also practice letter formation and number knowledge while also enjoying poems and stories.

We also have a Mentor Programme available through some Kindergartens, so occasionally you will see our senior children buddied up with some children attending our Kickstart programme.

Once you have handed in your enrolment forms we can enrol your child in this programme and organise a start date best suited for your child.

The Kickstart to School Programme will:

* Ensure a smooth transition to school.
* Build children’s readiness for school.
* Introduce children to school routines, rules and expectations in a safe environment
* Familiarise children with toilets etc.
* Give parents guidance with their children’s learning.

**Kickstart takes place every Wednesday from 1:35pm till 2:30pm.**



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| Uniform Pricelist |

Pekerau Primary School uniform is compulsory. As we are a Sunsmart accredited school our school hat is compulsory for Terms 1 and 4 when the sun is at its hottest.

**All school uniform items are purchased from the school.**

Polo Shirt $36.00

Navy Polo Fleece $55.00

School Jacket (optional) $45.00

Culottes $38.00

Shorts $36.00

Cargo Pants – Long $39.00

Bucket Hat $15.00

All uniform items have our school logo and are available from the school office.

FOOTWEAR: black shoes with navy/black socks or black sandals.

WINTER: Girls can also wear black/navy stockings under the culottes.



**Top Tip: Name all clothing clearly to avoid clothing being lost.**

**Prices subject to change**

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| Morning tea & lunch sales |

**Morning Tea - available from the office every day**

**Bumper Bar: $2.00 Rookie cookie 2 for $1.50**

**Gluten Free cookie $2.50 Breakfast Bar: $2.00 Bumper Slice $2.50 Bliss Balls: $2.00**

**LUNCH**

**Pita Pit available Fridays only Orders must be in by 8.55am**

**$4 meat and 2 fillings or $5 meat and 4 fillings**

**Includes a free apple.**

**Must be the correct money *cash only please***

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| Digital Technologies Responsible Use Agreement |

Junior School Responsible Use Agreement

***Looking After Me by***

• Only going on the computer when I have permission.

• Only going to pages or apps that I am allowed to go to.

• Only sharing pictures and stories about myself when my teacher tells me to.

• Talking to my parents and teacher about all of my online friends.

• Telling my teacher or parents if anyone is unkind to me on the computers/tablets/Smart TVs/digital cameras or using the computers in the wrong way.

• Telling my teacher and parents if I bring in any personal devices into school.

***Looking After Others by***

• Helping others when working with computers/tablets/Smart TVs/Digital cameras.

• Only saying nice things about people.

• Asking before I share a picture or story about a person.

• Only going to places online that are nice

• Tell my parents or teacher if I or someone else go to a place online that is nasty, unkind or rude.

***Looking After Property by***

• Looking after all of the computers/tablets/Smart TVs/Digital cameras.

• Telling a teacher if I see someone is being silly with the computers/tablets/Smart TVs/Digital cameras.

• Not downloading movies, games/apps or music.

• Checking that the information I get on the web is correct.

• Not leaving rude or unkind messages on other people spaces

**Student Declaration**

I understand that these guidelines for responsible use are to be followed when using any technology while at Pekerau School or while on any school activity.

I understand that Pekerau School reserves the right to refuse ICT services, including the use of the internet.

Signed …………………………………………Parent Signature………………………………….

Name ………………………………………………………………………………………………….

Date ………. /……../………

Senior School Responsible Use Agreement

***Looking After Me by***

• Choosing online names that are suitable and respectful.

• Not telling anyone my username and password.

• Logging out of every computer every time I use it to keep my online environment safe.

• Only inviting people you actually know in the real world to be your friends in the online world.

• Only visiting sites that are appropriate and respecting the rules that web sites have about age. (Some sites are only for adults. If you wouldn’t feel comfortable showing the web site to you parents or grandparents then it’s inappropriate. These sites can include online age restricted games that are not for children to use. Do not visit these sites as they are not for you.)

• Setting your privacy settings so only the people you know can see you and your personal information.

• Only putting information online that is appropriate and posting pictures that are suitable. (Not everyone seeing your proﬁle or pictures will be friendly or kind.)

• Always reporting anything that happens online which makes you feel uncomfortable or unhappy.

• Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

***Looking After Others by***

• Showing you care by not sending hurtful or nasty messages to other people, or by forwarding messages that are unkind or inappropriate.

• Not getting involved in conversations that are unkind, mean or bullying. REMEMBER- Everything you write online stays online forever.

• Reporting any conversations you see that are unkind, mean or bullying. (Imagine if the things being written were about you. If you would ﬁnd these hurtful then they are wrong.)

• If you visit a disrespectful or inappropriate online site by accident, close it and tell your teacher or an adult. (Some websites are disrespectful because they show people behaving inappropriately or illegally- or are racist or unkind. Show respect for others by avoiding these sites.)

• Showing respect for other’s privacy by not trying to get into their online spaces without invitation, by not annoying them or copying their pictures.

***Looking After Property by***

• Looking after all of the computers/tablets/SMART TVs/ digital cameras at school.

• Not plugging my USB or any other storage device into any school computer or TV.

• Not stealing other people’s property. It’s easy to download music, games and movies, but downloading media that you have not purchased is just the name given to stealing online.

• Not sharing with others the music, movies, games and other software that you own.

• Checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.

• Looking after other people’s web sites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you ﬁnds.

***Student Declaration***

I understand that these guidelines for responsible use are to be followed when using any technology while at Pekerau School or while on any school activity. I understand that Pekerau School reserves the right to refuse ICT services, including the use of the internet.

Signed……………………………….Name …………………………………………..Date ………. /……../………

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| Use of Photographs in School Media |

I understand that my child’s photograph may be taken during school activities, ranging from classroom to outdoor activities, such as cross country and athletics.

If at any stage you wish to withdraw this consent, please notify the school office.

I consent / do not consent to my child’s photographs to be used within the Pekerau Primary School media ranging from, but not limited to, the Pekerau Primary School website; [www.pekerau.school.nz](http://www.pekerau.school.nz), , Facebook page and the fortnightly newsletter. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Student Enrolment Form 2017** | | | | | | |
| **Student's Legal First Names** | |  | | | | |
| **Student's Legal Surname** | |  | | | | |
| **Preferred First Name and Surname** |  |  | | | | |
|  |  |  |  |  |  |  |
| **Gender (please circle)** | | Male Female | | | | |
| **Date of Birth** | |  | | | Date of Birth Verified: Yes / No | |
| **Home Address** |  |  | | | | |
| **Postal Address (if different)** |  |  | | | Postcode | |
| **Phone Number** |  |  | | **Cellphone Number** | |  |
| **Email Address** |  |  | | | | |
|  | | | | | | |
| **Family Details** | | Eldest at this school: Yes / No | | | Place in family: out of | |
|  |  |  | | | | |
| **Citizenship** |  | | | Student born in New Zealand - Yes / No | | |
| **Special Religious or Cultural Practices the school needs to be aware of** | | | | |  | |
| **Main Language spoken at home** |  |  |  | **Other Languages** |  |  |
| **Ethnicity** | NZ Maori (Specify up to 3 Iwi) |  |  |  |  |  |
| (please circle up to three) | Asian (Specify) | | | Pacific Islander (Specify) | | |
| European (Specify) | | | Indian | | |
|  | NZ European | | | Other (Specify) | | |
|  | | | | | | |
| **Students born outside New Zealand must complete the following** | | | | | | |
| Student's Country of Birth |  |  |  | Date first enrolled in a NZ School | | |
| Child's Date of Entry into New Zealand | | | | | | |
| Parents' Date of Entry into New Zealand |  |  | Mother | | Father | |
| Status (please circle) NZ Citizen / NZ Resident / Student Visa or Permit / Visitor / Refugee | | | | | | |
| Type of Student (circle) Regular | | Sibling of PhD Student |  | Sibling of MFAT student | | International Student |
| Proof of Residency - Copy of the New Zealand Birth Certificate or Passport attached Yes / No | | | | | | |
| Child's Passport Number |  |  | Visa Expiry Date | | | |
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| **Preschool Details** | | Please complete Prior-participation in Early Childhood Education Form | | | | |
| **Previous School attended** | |  | | | | |
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| **Student Health Information** |  |  |  |  |  |  |
| Name of Doctor | | | | Phone No. | | |
| Illnesses / Allergies | | | | | | |
| Medication | | | |  |  |  |
| Immunisations Complete Yes / No Please provide verifications of all immunisations. | | | | | | |
| Immunisations records sighted and details recorded. Office: Yes / No |  |  |  | Office : Yes / No | | |
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| **Future Attendees - Names and dates of birth of any family members likely to attend this school** | | | | | | |
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| **Mother / Caregiver 1 Information** | | | (If caregiver ) - relationship to student | | | |
| First Name and Family Name | | | | | | |
| Home Address |  |  |  |  | Post Code | |
| Home Phone No | | | | Mobile Phone No | | |
| Occupation | | | | Work Phone No | | |
| Work Address | | | | Country of Birth | | |
|  | | | | | | |
| **Father / Caregiver 2 Information** | | | (If caregiver) - relationship to student | | | |
| First Name and Family Name | | | | | | |
| Home Address |  |  |  |  | Post Code | |
| Home Phone No | | | | Mobile Phone No | | |
| Occupation | | | | Work Phone No | | |
| Work Address | | | | Country of Birth | | |
|  | | | | | | |
| Student Lives with (please circle) Both Parents / Mother / Father / Caregiver 1 / Caregiver 2 | | | | | | |
| Restricted Access (if applicable) | | | | | | |
|  | | | | | | |
| **Emergency Contact other than Parent** | | | Name | | | |
| Relationship to Student | | | | | | |
| Home Address | | | | | | |
| Home Phone No | | |  | | | |
| Mobile Phone No | | | Work Phone No | | | |
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| **Family Declaration** | | | | | | |
| I give permission for my son / daughter to be treated as necessary by the school designated First Aider or Staff member Yes / No | | | | | | |
| I agree to follow all school policies / procedures / agreements Yes / No | | | | | | |
| I give permission for my child to participate in school supervised activities within walking distance of the school as detailed in the Information Booklet Yes / No | | | | | | |
| I give permission for my child to be videoed or photographed | | | | | | |
| 1. by a parent or a visitor to the school Yes / No | | | | | | |
| 2. by teachers and children for curriculum purposes within our school Yes / No | | | | | | |
| 3. by the School of Education in our role as a Normal School to show trainee teachers particular aspects of how teachers manage and teach in various curriculum areas and for other educational purposes Yes / No | | | | | | |
| In terms of the Privacy Act, I understand that the information on this enrolment form is collected to form part of the essential information that the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding on of the information when my child transfers to another school. I further approve of the forwarding of my child's name and address, on request, to a potential next school or health or educational agency. Yes / No | | | | | | |
| **Parent / Caregiver Signature:** | | | | | **Date:** | |
|  | | | | | | |
| **Office Use Only** | | | | | | |
| **Year Level** | | | **MOE Year Level** | | | |
| **Room No** | | | **Class Teacher** | | | |
| **Enrolment Number** | | | **Date enrolled at this school** | | | |