

EMERGENCY CONTACTS (other than Caregivers detailed above and who reside in the Wellington area)

Name : _____ Relationship : _____

Address : _____

Phone : (Home) _____ (Mobile) _____ (Work) _____

Name : _____ Relationship : _____

Address : _____

Phone : (Home) _____ (Mobile) _____ (Work) _____

STUDENT HEALTH DETAILSAre there any health problems, special needs or illnesses of which the school should be aware? YES NO Does your child have to take medication during the school day? YES NO

If 'yes' please specify _____

Name of family doctor / medical centre: _____ Phone Number: _____

Do you give permission for your child to be given Panadol for minor discomfort/headaches? YES NO **CIVIL DEFENCE EMERGENCY INFORMATION**Are you as parents/caregivers working in Wellington or any other areas that could prevent you coming to school to collect your child in an emergency situation? YES NO

If you were prevented from coming to school who else could pick your child up?

Name : _____ Contact Number : _____

Are there other parents of students here at school that your child could leave with?

Does your child have siblings to pick up from another school / institution? YES NO

If so, what are their names and what school/institution do they attend?

Does your family have an emergency plan? YES NO

If so, where is your family's meeting point : _____

PERMISSIONS**Publicity**Publication of student's name and photograph on the Fergusson Intermediate School Website, Facebook or in publications. YES NO **School / Class Trips**I give permission for my child to participate in school trips and events which may involve bus travel, transportation in staff vehicles, parent helper vehicles or walking to venues within a reasonable distance to Fergusson Intermediate. I also understand that we will be kept informed about these trips and events. YES NO

ZONING DECLARATION

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.

The Ministry of Education has advised that parents/caregivers should be warned of the possible consequences of deliberately attempting to gain enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g.

- 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 on-going basis.

Before enrolment takes place (i.e. before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be genuine, ongoing living arrangement, the board may withdraw any offer of place it might have made on the basis of the given address.

After attendance has begun, 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 gaining priority in enrolment at the school, then the Board may review the enrolment. Unless the parents/caregivers can give satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under Section 110(1A) of the Education Act 1989.

I can confirm that the address I have provided to the school in this enrolment form 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 _____

Date : _____

PROOF OF ADDRESS : We will only accept the following evidence of residence in zone :

- A recent (less than two months old) **electricity bill** for an in-zone property indicating residents of at least one month in the name (s) of the Parent or Legal Guardian of the applicant
OR
- A recent **Upper Hutt City Council Rates Notice** or a completed **Tenancy Agreement** and Bond Lodgement Form for an in-zone property in the name(s) of the Parent or Legal Guardian of the applicant. **PLUS** a recent utility bill, such as a telephone landline or home and contents insurance policy, in the name (s) of the Parent or Legal Guardian of the applicant.

PLEASE NOTE : The Board may request further documentation at any time. Applications will only be processed once all documentation has been received. The school may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

DECLARATION BY PARENT/S OR CAREGIVERS

I/We hereby declare the information supplied to the school is correct and my/our son/daughter/ward shall be subject to all rules, regulations and expectations of the school.

I/We have read and discussed the **Internet Acceptable Use Agreement** on the back page of this enrolment form with our student and we have signed the agreement.

The information requested is retained by the School and will be used for the following purposes :

- To provide information to the Ministry of Education
- To maintain contact with Parents and Caregivers
- To facilitate the operation and administration of the School
- To enable contact and appropriate treatment in the event of emergency and student illness

I/We authorise Fergusson Intermediate to use the information set out in this enrolment form for the purposes set out above.

Signature : _____ Relationship to Student : _____

Signature : _____ Relationship to Student : _____

Date : _____

FERGUSSON INTERMEDIATE SCHOOL : INTERNET ACCEPTABLE USE AGREEMENT FOR STUDENTS

Fergusson Intermediate School has the facility for students to access the Internet for educational purposes. All users will use the Internet responsibly and within the law :

As a student, I understand that :

1. School and personal computers are to be used only to support teaching and learning.
2. Cell phones are turned off and locked in class cupboard during school hours unless used as part of a learning activity.
3. I must always use my own username and password while accessing the internet or school email (no personal emails).
4. I will not access, view or pass on offensive or inappropriate material.
5. I must never subscribe to any newsletters, chat rooms, memberships etc with my school account.
6. The computers are a shared resource and must not be tampered with.
7. **All of my internet usage will be logged, monitored and filtered.**
8. I need to report any damage or faulty computer hardware and will be liable for any costs incurred to replace or repair computer hardware that is damaged as a result of wilful or careless behaviour.
9. **The internet can only be assessed when a teacher is actively supervising internet use.**
10. Access and use of Fergusson email from home is covered under this agreement (i.e. logged, monitored, filtered, appropriate material).
11. Social Media will not be accessed or used while at school noting the FIS advocates the strict following of age guidelines for social media use.

As a student, I understand how important it is to:

1. Respect the copyrights on music and software. Downloading games, illegal or copyright music or software will not be permitted.
2. Not waste computer resources e.g. paper.
3. Remove immediately from the screen (within 5 seconds) any material that would not be allowed at school that I accidentally come across and tell the teacher straight away.
4. Be responsible for privacy and security by not giving anyone on the internet personal details about myself or others.

Students failing to adhere to these guidelines will have their account disabled for a period agreed upon by the student's teacher, Mr Clark or Mr Kenny. A new Acceptable Use Agreement will then have to be signed before the student's account is re-enabled.

Parents are also urged to discuss and monitor student home computer use - see <http://www.netsafe.org.nz> for more information or help.

I promise to follow the school policy for use of Information Communication Technologies. I understand that access to the school computers and the internet is a privilege and that my access will be removed if I do not follow the above policy.

Student Signature

Parent/Caregiver Signature

ENROLMENTS CHECKLIST

Applications for in zone places can only be accepted once the student is living in the school zone with his/her parent(s) or legal guardian. Please note that living 'in the school zone' means that a student has their main residence in the school zone. Please also note that the school will not accept the temporary transference of guardianship to someone living in zone as evidence that a student is living in zone.

PLEASE CHECK YOU HAVE PROVIDED THE FOLLOWING DOCUMENTS :

- Students born in New Zealand : A Birth Certificate or Passport.
- Students born outside New Zealand : Passport and Residency Permit or Student Visa for NZ Passport or Citizenship Certificate.
- Immunisation Certificate

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