



Enrolment Form

Student details

Entry year level *tick one* 9 10 11 12 13 14

Legal last name (family name):

Legal first name (given name):

Preferred last | first names (if different):

Gender: Male / Tāne Female / Wahine Gender Diverse / Ira tāngata _____

Date of birth: ___ / ___ / ___

Ethnicity: Select as many that apply

- Māori
- Pasifika
- NZ European
- Other

If other, please state:

Country of Citizenship:

If not a NZ citizen, do you have NZ Residency?

- Yes
- No

If not a NZ citizen, when does your visa expire?

Date: ___ / ___ / ___

Māori students please state your iwi:

Language spoken:

Previous Schools?

To enrol at Greymouth High School you must provide one of the following:

If born in NZ

- New Zealand birth certificate
- Current New Zealand passport

If born outside NZ

- Foreign birth certificate Visa
- Foreign passport

Student Phone (mobile):

Primary residential address:

Flat, house or rapid number

Street or Road Name

Suburb

Town/City

Post Code:

Student mailing address (if different from above):

Flat, house or rapid number

Street or Road Name

Suburb

Town/City

Post Code:

Siblings

Full name

Age

School

Year

Full name

Age

School

Year

Primary Caregiver

Secondary Caregiver

Last name:

First name:

Relationship to student:

Phone (home):

Phone (mobile):

Email:

Address:

Employer Name:

Phone (work):

Occupation:

If you are unavailable, and we need to make contact, can we discuss this student with your partner?

Yes No

Last name:

First name:

Relationship to student:

Phone (home):

Phone (mobile):

Email:

Address:

Employer Name:

Phone (work):

Occupation:

If you are unavailable, and we need to make contact, can we discuss this student with your partner?

Yes No

Primary Caregiver 2

Secondary Caregiver 2

Last name:

First name:

Partners Employer:

Partners Phone (work):

Partners Phone (cell):

Partners Email:

Please provide details of any legal custody/access issues the school needs to be aware of:

Last name:

First name:

Partners Employer:

Partners Phone (work):

Partners Phone (cell):

Partners Email:

Emergency Contact Person

We will always try to contact the caregivers listed on this form first, however should we be unable to do so, we require the name of an emergency contact person who is not named here e.g. a grandparent, aunt or uncle, friend, neighbour, or another trusted person. This person will not routinely be sent school information

First name (given name):

Last name (family name):

Relationship to student:

Address:

Flat, house or rapid number

Street or Road Name

Suburb

Town/City

Post Code:

Phone:

Cell Phone:

Medical Information

Name of Doctor:

Name of medical centre:

Dentist Name:

Can your child be given Paracetamol & Ibuprofen at school?

Yes No

Is your child up-to-date with immunisations?

Yes No

Do you give permission for us to take your child to an emergency doctor/dentist in the event that we cannot contact you or your emergency contact person?

Yes No

Do you consent to your child participating in our Hearing Screening school programme?

Yes No

Does your child require medication at school?

Yes No

If yes, please provide details:

Medical Conditions

Does your child have any medical conditions/allergies?

Tick One

Yes No

Condition

Severity

Medication

Condition

Severity

Medication

Please provide any other medical details:



Extra Learning Assistance

Has your child received extra support for learning at previous schools? Yes No

Details of extra learning support (e.g. ESL, RTLB, reading recovery):

Does your child have a specialist report (psychologist, literacy assessor etc.)? Yes No

Report details (please provide a copy):

Please provide any other details we need to be aware of, e.g. your child is boarding, has other needs, language difficulties etc.?

Bus Transport

Will this student be travelling by bus?

Yes

No

Emergency Bus Billet:

Please provide details of a person located in town who we can contact if buses are not operating

First name (given name):

Last name (family name):

Phone:

Phone (mobile):

Address:

Post Code: _____

Please select the bus route student will use:

- Kumara Camerons Paroa Cobden
 Dobson Punakaiki Blackball Runanga
 Rotomanu Totara Flat Nelson Creek

Will this student be dropped off at the door or within walking distance of home?

Yes No

If no, provide details of where student will be dropped:

How will they get home from there?

Please explain any other relevant bus transport information

Bus Transport Code of Conduct

I understand and accept the following school bus rules:

- When I am a seated passenger, I will remain in my seat for the whole journey
- I will not eat on the bus or throw anything inside or out of the bus
- If I am a standing passenger, I will stand quietly and not push or move around the bus
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver)
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver
- I will respect the property of the bus operator at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way)
- I will not engage in any behaviour that could put the driver or other students at risk
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty at all times
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs
- My behaviour at all times will reflect our "Arch Values"

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

IF THIS CODE OF CONDUCT IS BROKEN:

- The student will be placed on daily report for one week and the caregiver will be notified immediately
- If no improvement is evident after one week, an interview will be arranged between the student, caregiver(s), and school
- If there is still no improvement, travel on a school bus will be withdrawn, and the caregiver will be required to find alternative transport to get the student to school

In extreme cases of misbehaviour, the privilege of travelling on a school bus could be withdrawn immediately.

Student Signature: _____ Date: ___/___/___

Parent/Guardian Signature: _____ Date: ___/___/___

School philosophy and Standards: Partnership

Our community has high expectations of our staff and students. To achieve the best possible learning for our students, we need to work in partnership: Board, Staff, Parents and Students. We ask parents/caregivers and the enrolling student to commit to and sign the following statement in support of the Partnership

As parent/s or caregiver/s of a student at Greymouth High School, I/we accept the Values of the school that have been established by the Greymouth High School Board of Trustees (see below) and behavioural expectations and rules that support the Values.

I/we acknowledge that these Values are in place to support all students to achieve as per the school's Vision (see below).

I/we are aware that the details of the student uniform and personal appearance are published in the Parent Guide and the Student Handbook and that these will be adhered to.

School behaviour standards are stated in the Parent Guide, the Student Handbook and in posters in many parts of the school. School routines are published in the Student Handbook and Behaviour Management System.

Student Signature: _____ Date: ___ / ___ / ___

Parent/Guardian Signature: _____ Date: ___ / ___ / ___



GREYMOUTH High School
Te Kura Tuarua O Māwhera

OUR VISION
The heart of learning in our thriving community.

Greymouth High School is welcoming to everyone, with an inclusive culture based on respectful relationships. Every student enjoys their experience of school while developing the capabilities and values to make a positive difference in their communities. In this way, we play a key role in the future of Māwhera.

OUR VALUES: ARCH

<p>AKORANGA</p> <p>A learning community in which relationships allow for both student and teacher to be learners and teachers.</p>	<p>RESPECT</p> <p>Showing respect by caring for self, each other, guests and our environment.</p>	<p>COMMUNITY</p> <p>Strong and positive relationships throughout our school community, with associated rights and responsibilities, giving a sense of belonging.</p>	<p>HAUORA</p> <p>Valuing the wellbeing of everyone in our school community.</p>
---	--	---	--

WHĀIA TE ITI KAHURANGI: STRIVE FOR SUCCESS

Education Outside the Classroom Consent at Enrolment

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off-site. EOTC includes sport and recreation; cultural experiences; and the range of subjects offered to students.

EOTC is part of the curriculum of Greymouth High School because we believe that it is beneficial to students to see things 'for real', to experience movement and adventure.

Parental consent

For any event that has a perceived risk greater than usual 'in classroom' activities, or any event overnight, or any event taking your child out of class for more than a period or costing you money, you will be asked for informed consent.

This means you should be helped to understand the risks and only give consent when you are happy that we have managed the risks appropriately.

For events that are of 'normal' risk and take place during a school period without costing you money, we ask for parental consent at time of enrolment (see enrolment form). This means that you have accepted that we will manage risks appropriately and that we do not need to ask you for consent at the time.

Risk management

We take our responsibility for your child's safety seriously. All EOTC activities require staff to undertake an analysis of the risks and identify the management strategies required to eliminate, isolate and minimize those risks. At GHS we use a risk analysis management system (RAMS) and safe activity plans (SAP). The documentation is available from the teacher in charge of any activity for which you're being asked to consent to. While pre-event planning is vital, the actions of staff as managers of the students is most important in risk management.

Every activity contains an element of risk, including doing nothing! It is our view that risk, managed appropriately, can be beneficial to student learning. "Acceptable risk" relies on communication so that you can decide what is acceptable to you.

Communication

It is expected that parents/caregivers are informed in advance of the events/activities through letters, newsletters and the website. An EOTC letter should state all relevant details including risks. If you have any questions, you should ask them before signing consent.

It is the responsibility of parents/caregivers to inform school of changes to contact and/or medical details and to alert teachers in charge of EOTC to any specific concerns.

I/we agree to the participation of my/our child in Education Outside the Classroom (EOTC) and sport activities/events while a student at Greymouth High School.

Yes

No

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.

Yes

No

Student Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

I/ We wish to raise the following concerns about my/our child's involvement in sport/ EOTC

ENROL Privacy Statement and Usage

The information held in ENROL is collected under the authority of [section 237 of the Education and Training Act 2020 \(the Act\)](#). The Ministry of Education is responsible for the management and storage of the information held in ENROL and uses ENROL information in accordance with the Act and the Privacy Act 2020. See the ENROL Privacy Statement [here](#).

Parental Consent for School Publications

I understand that photographs taken by the school may be used to promote the school in various publications including the school website and Facebook page and agree that my child's photograph and name may be used for this purpose.

I give consent for my child's photograph and name to be used Yes No

Parents/Caregiver Financial Responsibility

The funding received by schools only provides for the basic curriculum delivery. We pride ourselves by offering enhanced learning opportunities for all students. To allow this we rely on contributions from parents/caregivers. These contributions are detailed in the course outlines and on the stationery lists.

I/we agree to pay any reasonable costs that the school may incur from loss or damage to school resources or property caused by your child. Yes No

To take ownership of any end product in Technology subjects I/we agree to pay associated costs as outlined in the course/options handbook. Yes No

I/we agree to pay for costs relating to activities or events that are not essential to teaching the curriculum. I understand that I/we will be advised of any associated cost before we agree to participation in any extra-curricular activity or event. Yes No

Chromebooks

Does your child come from a Toki Pounamu School? Yes No

Do you need to purchase a Chromebook? Yes No

Parents Association

Our role is to

- Support student activities at our school
- Support school activities
- Organise activities to raise funds

The Parents' Association meet on the first Wednesday of each month during term time. Meetings are informative and include a report from the Principal about the school. These meetings are advertised in the school Newsletter.

We welcome your involvement.

I would like to be involved and know more about the GHS Parents' Association Yes No

Student Cellphone Use

In line with Government regulations, our cellphone policy states that cellphones must be 'away for the day' including breacktimes and lunchtimes. This means that phones either do not come with the student to school (recommended) or are switched off and in their bags during the full school day. This includes students who are on a school course or visit outside the school grounds and during breacktimes.

If a parent or caregiver needs to contact their child urgently during the day, they should call the office or contact their child via their school email address.

Some students may need a phone for the monitoring of medical devices; this will be allowed. Please inform the student office with the medical information.

I will comply with the school rules regarding cellphone use.

- I understand that my cellphone must be away for the day (8:45am – 3pm)
- I understand that if I do bring my cellphone to school, it must be switched off and in my bag during the school day (including at break times)
- I understand the consequences for inappropriate use of a cell phone as per the Cellphone Policy

Student Signature _____ Date ____/____/____

Parent/Guardian Signature _____ Date ____/____/____

Responsible Use Agreement for Chromebooks

Chromebooks are available for short-term borrowing to students who, for genuine reasons, do not have their own - e.g. broken and awaiting repair or replacement. Chromebooks are issued for up to one day at a time, and they must be returned at the end of day (or earlier, if agreed with Library staff).

Conditions of Use

I will comply with the school rules regarding Chromebook use.

- I understand the consequences for inappropriate use of a Chromebook
- I understand that I must return my borrowed Chromebook to the Library at (or before) the end of the day

I agree that I will:

- Respect others, use appropriate language at all times and not slander or defame anyone
- Not disclose personal information about anyone using any digital device. This includes disclosing a person's real name, telephone number, address or any other information which could be used against them
- Not be in possession of, send, access, or store any material that is obscene or offensive or inappropriate
- Use the Chromebook responsibly and at the agreed times
- Not use my Chromebook to send false information
- Respect the privacy of communications belonging to others
- Not use my Chromebook to send messages that bully or harass other students or pass on defamatory information about others
- Not download inappropriate material from the Internet to a Chromebook
- Report any security problems regarding the use of a Chromebook to a teacher
- Be responsible for the security of the Chromebook during the school day
- Ensure that if I lend my Chromebook to someone else that I will take responsibility for the appropriate use of it

I agree to all of the above stated rules and I acknowledge that any breach of the rules will result in the Chromebook being confiscated and/or withdraw the privilege of borrowing a Chromebook and/or this Responsible Use Agreement being cancelled

Yes No

Student Signature _____

Date ____/____/____

Parent/Guardian Signature _____

Date ____/____/____



Enrolment Checklist

When submitting your application, please attach all relevant documentation including:

- Birth certificate or current passport | Visa
- Legal custody | access information
- Relevant medical information - including proof of immunisations
- Bus transport details
- Extra learning assistance information

