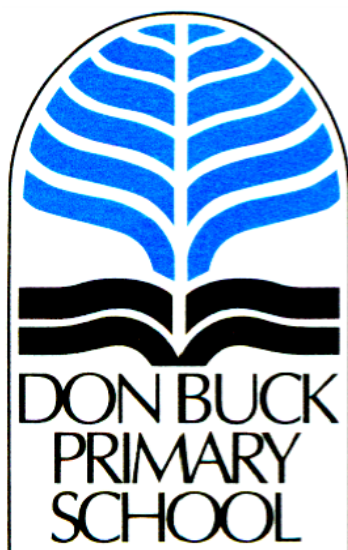


DON BUCK PRIMARY SCHOOL

# Enrolment Pack



*"Seize the Day"*  
*"Rarawhitia te Ra"*

**2019**

**STUDENT DETAILS:**

**FIRST NAME(S):** .....

**SURNAME:** .....

Preferred First Name: ..... DATE OF BIRTH: ...../...../.....

Preferred Surname: ..... GENDER :  Male  Female (please tick)

**PHYSICAL ADDRESS:** .....

.....Post code .....

Home Phone Number: .....

**PREVIOUS SCHOOL:** .....

Year Level at Previous School: .....

**PARENT / CAREGIVER 1 DETAILS:**

**FIRST NAME:**..... **SURNAME:** .....

TITLE:  Mrs  Mr  Ms  Miss                      LEGAL GUARDIAN:  YES  NO

RELATIONSHIP TO CHILD:  Mother  Father  Aunt  Uncle  Grandmother  Grandfather

Other: .....

**PHYSICAL ADDRESS:** .....

.....Post code.....

**HOME PHONE:** ..... **MOBILE PHONE:** .....

**WORK NUMBER :** ..... **OCCUPATION:** .....

**EMAIL:** ..... **WORK PLACE:** .....

**PARENT / CAREGIVER 2 DETAILS:**

**FIRST NAME:**..... **SURNAME:** .....

TITLE:  Mrs  Mr  Ms  Miss                      LEGAL GUARDIAN:  YES  NO

RELATIONSHIP TO CHILD:  Mother  Father  Aunt  Uncle  Grandmother  Grandfather

Other: .....

**PHYSICAL ADDRESS:** .....

.....Post code.....

**HOME PHONE:** ..... **MOBILE PHONE:** .....

**WORK NUMBER :** ..... **OCCUPATION:** .....

**EMAIL:** ..... **WORK PLACE:** .....

**OFFICE USE:** Birth Certificate / Passport Number: \_\_\_\_\_ Date Enrolled: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_ Year: \_\_\_\_\_

NSN: \_\_\_\_\_ Enrolment No : \_\_\_\_\_

Proof of address received \_\_\_\_\_

**EMERGENCY CONTACT DETAILS:**

Please indicate which of these contacts will be able to pick your child up by car if we cannot contact you.

1 FIRST NAME: ..... FAMILY NAME: .....

Phone: .....

RELATIONSHIP TO CHILD:  Aunt  Uncle  Grandparent  Family friend  Other .....

2 FIRST NAME: ..... FAMILY NAME: .....

Phone: .....

RELATIONSHIP TO CHILD:  Aunt  Uncle  Grandparent  Family friend  Other .....

**ETHNICITY INFORMATION:**

ETHNIC GROUP/S: *Please tick appropriate boxes (up to three)*

MAORI *please also indicate your iwi ...*

IWI 1: .....IWI 2: .....IWI 3:.....

NZ EUROPEAN  SAMOAN  TONGAN  COOK ISLAND MAORI  OTHER: .....

COUNTRY OF BIRTH: *(if other than New Zealand)*.....Home Language.....

TIME LIVED IN NEW ZEALAND: \_\_\_\_\_Years \_\_\_\_\_Months Date of arrival in NZ \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENTS' COUNTRY OF BIRTH: MOTHER:..... FATHER:.....

**PRIOR PARTICIPATION IN EARLY CHILDHOOD EDUCATION:**

- Was ECE regularly attended?  Yes, for the last \_\_\_ year(s)  
 Not regularly, only occasionally or with no ongoing schedule  
 No, did not attend ECE

Please enter the number of <b>hours per week</b> for up to three services (a-f) Or <b>tick the appropriate box</b> (g-j)	ECE 1 (hrs/wk)	ECE 2 (hrs/wk)	ECE 3 (hrs/wk)
a) Kohanga Reo			
b) Playcentre			
c) Kindergarten or Education and Care Centre			
d) Home based service			
e) Playgroup			
f) Correspondence School – Te Aho o Te Kura Pounamu			
g) Attended, but only outside New Zealand		Only place a tick (✓) in the box(es) at left, if section above is left blank.	
h) Attended, but don't know what type of service			
i) Did not attend			
j) Unable to establish if attended or not			

**Did your child attend one or more Early childhood Education service(s) in the six months prior to starting school?**

The above Early Childhood Education information is a requirement as directed from the Ministry of Education.

**CUSTODY / ACCESS RESTRICTIONS:**

Please attach the necessary documentation to your completed enrolment form

Briefly outline any issues that you feel we should be aware of: .....

.....  
.....

WE RECOMMEND THAT YOU SPEAK TO THE PRINCIPAL and/or TEACHER ABOUT ANY ISSUES THAT MAY BE A CONCERN.

**MEDICAL INFORMATION:**

ASTHMA:  Mild  Moderate  Severe

EPILEPSY:  Mild  Moderate  Severe

ECZEMA:  Mild  Moderate  Severe

BLADDER:  Mild  Moderate  Severe

NOSE BLEEDS:  Mild  Moderate  Severe

BEE STINGS:  Mild  Moderate  Severe

SPEECH:  Mild  Moderate  Severe

HEARING:  Mild  Moderate  Severe

VISION:  Mild  Moderate  Severe

OTHER: (e.g. Allergic to Peanuts) ..... Mild  Moderate  Severe

I consent to my child's vision and hearing being tested Yes / No

MEDICATION : Please note details if your child requires medication at school:

.....

OK for school to administer PANADOL tablets if necessary: Yes / No

DOCTOR'S DETAILS: .....Phone: .....

**LEARNING / BEHAVIOUR NEEDS**

Please state any special learning, ability or behaviour needs your child may have:

.....

**PARENT / CAREGIVER AGREEMENT:**

- I have completed all relevant sections of the enrolment form and the information supplied is correct.
  - I have supplied copies of documentation where applicable (i.e. Birth Certificate, Passport, Immunisation Certificate, proof of address)
  - My child will be attending school regularly.
  - My child will abide by the School Policies.
  - My child will wear the correct Don Buck Primary School uniform.
  - I give permission for my child's records to be obtained from their previous school.
  - I understand and accept that school records containing information about my child may be shared with education and/or health officials, and will be forwarded on to the next school my child attends.
  - Along with all staff at Don Buck School, our Community Constable, our Public Health Nurse and our SWiS (Social Worker in Schools), will be involved in your child's care and well being while they attend our school.
- If you do not wish your child/ren to access this important pastoral caring please indicate No

I give permission to include my child's work, image or name in school newsletters and/or school website Yes / No

I give permission for my child to have milk on Monday through to Thursday mornings Yes / No

I understand that the information stated on this form is true and correct and agree to be part of the learning process of my child:

Name of Parent/Caregiver: .....

Signature of Parent/Caregiver: ..... Date: .....

Members of your family likely to be attending this school in the future

1.....Birth date:...../...../.....

2.....Birth date:...../...../.....

**DON BUCK PRIMARY      Internet Users Policy**

**The use of the Internet at Don Buck Primary School is a privilege not a right.**

The Internet is made available to students under the following conditions.

**The Internet use shall be for the purpose of:**

Providing information for students such that they may have a better understanding of subject matter.

**Students**

Students shall be able to use the Internet under the following conditions.

An **application to use the Internet** shall be sent home and returned signed by the relevant caregivers. The policy statement and a code of conduct will form the basis of the documentation that the caregiver and students agree to. When the signed application is returned to school, the child/children will then use the Internet under adult supervision.

**Internet User Policy - Code of Conduct**

The following **code of conduct** will be adhered to by all those using the School's Internet connection.

**Guideline 1 : General statement**

The Internet is provided for the education of and the improved delivery of curriculum material.

**Guideline 2 : Use of service**

- No profanity, obscenities or any other language that could be construed as such, is to be used in any Email messages.
- No private information is to be distributed to other parties at any time. This includes reposting of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity.
- Deliberate attempts to gain access to any site containing inappropriate material will be dealt with by the management of the school.
- All copyright, privacy and international laws are to be abided by at all times.
- At no time will people place orders for goods or services over the Internet using the school name, title or funds.
- The downloading of material from the Internet is not to be attempted. People may speak to the ICT team about anything they want downloaded and the site will be checked to ensure appropriateness.
- Any deliberate attempt to spread viruses through the network will be dealt with by the management of the school.

**Guideline 3: Liability**

- Don Buck School is not and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
- Don Buck School has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all Internet users' safety and effective use of the Internet.

**Don Buck School      Application for an Internet License**

Name of Student .....

As the parent/guardian/caregiver of the student identified above I have read the Policy Statement relating to the use of the Internet in the school and I understand that the intention of the use of the Internet within the school is for educational purposes. I understand that Don Buck School has taken all possible precautions to make the Internet as safe as possible for all users. I also agree to support the school in any action it may take to ensure that the code of conduct, as described in the Policy Statement, is followed.

Parent/Caregiver's Name.....

Contact Phone Number .....

Signature..... Date .....

## **DON BUCK PRIMARY SCHOOL UNIFORM POLICY**

All students attending Don Buck Primary School will wear the correct uniform as decided upon by the Don Buck Primary School Board of Trustees.

### Policy Statement

This policy provides framework for the wearing of the school uniform to ensure pride and self-esteem, identity in the community and to further foster the culture of Don Buck School.

### Implementation

1. The uniform is compulsory for all students and is part of the enrolment conditions of Don Buck Primary School.
2. School hats are considered part of the uniform and must be worn outside during Terms 1 and 4.
3. All items must be clearly named. It is the responsibility of the parents/caregivers to place identification on items.
4. Shoes / sandals must be black. Boots, jandals and high heeled shoes are not permitted.
5. Black tights or leggings can only be worn under a skort, skirt or shorts, not on their own. Socks must be plain black or white.
6. Only a wristwatch and a plain ring (such as a signet ring) may be worn. Students with pierced ears may wear one, small plain stud or sleeper in each ear lobe. For Health and Safety reasons we suggest that long hair is tied back.
7. The school uniform shall be regularly reviewed by a uniform committee, with the Board's approval.
8. The school uniform will be worn in its entirety.

## **UNIFORM ORDERING INFORMATION**

Don Buck Primary allows families 4 weeks from starting at our school to purchase uniform.

We have samples of the uniform available for you to try on your child to get the correct sizes. See our office staff to help you with this.

Once you have the correct sizes, we will give you an order form with details on how to order on line from our manufacturer. If you do not have internet access, please talk to the office staff.

We have letters available for WINZ – just ask Carolyn or Michelle for one.

### PRICES –

Unisex Polo Tees	\$28.00
Unisex Full zip polar fleece jacket	\$50.00
Unisex Cargo shorts	\$27.00
Unisex Cargo long pants	\$34.00
Girl's Skort	\$26.00
Girl's Bootleg pants	\$26.00
Cap	\$12.00
Sun hat	\$12.00
Freight per order	\$ 5.00

Footwear – Black shoes or sandals  
White or black socks.

## **INFORMATION SHEET FOR PARENTS/CAREGIVERS**



**Our Address :** 124 Don Buck Road, Massey  
**Phone :** (09)833.6005    **Fax :** (09)832.4065    **Email :** office@donbuck.school.nz

**Principal :** Jennice Murray  
**Deputy Principal :** Marie Feasey

**Secretary :** Carolyn Goffin  
**Bursar :** Mary Brayshaw  
**Attendance Officer :** Michelle Lewis

**School Times :** Bell at 8.50am for all children to go into classrooms and get ready to begin school.  
Bell at 8.55am to start classes  
Play time from 11.00am to 11.40am  
Lunch time from 1.00pm to 1.40pm  
School finishes at 3.00pm

Children are supervised from 8.30am – this is the ideal arrival time for pupils.

If your child is going to be away from school, or going to be late for school, PLEASE ring and leave a message.

Please write your child's name on their clothing, shoes, socks, jacket, bag etc.

Please DO NOT let your child bring their toys or sweets to school.

If you feel your child needs to bring a mobile phone to school, it must be handed to the office for safekeeping in the morning and picked up at the end of school. If a mobile phone is taken off a child during school hours, it will be kept at the office until an adult can pick it up.

**Stationery :** Stationery packs are available from our office

**Uniform :** This is ordered on line from our manufacturers - we have samples for you to try on your child for sizing.

**Newsletters :** These generally come home once a fortnight. They are given to each child in each family. If you do not appear to be getting them regularly, check up with the child's teacher or the office.

**Sick Children :** Please phone and leave a message on the absence line. Send a note to the teacher on their first day back. Please don't send your child to school if they are sick. Keep them at home until they are well again.

**Medication :** If your child requires medication to be held at school for Asthma, please see Carolyn or Michelle in the office. There is a special place for medication so the child can have access to it when required.

**Before/After School Care :** We have a SKIDS programme at our school which runs from 7.00am to 8.30am and 3.00pm to 6.00pm. Parent handbooks with all the information needed are available from the office.

**Bicycles to School :** This is always of great concern to us here. We would prefer that no pupils rode to school but understand we cannot enforce this. The law is broken when a bike is ridden on footpaths, so that is not an option. If your child is 10 years or older and it is absolutely essential that they ride to school, they need to be helmeted, have a safety checked bicycle with an accompanying bicycle locking device and know the Road Rules. We have our Traffic Inspector calling into the school in a few weeks and he will check that bicycle children know Road Rules. If your child is a rider, please let us know in writing, covering the following points,.

- Child's name
- The bike has been safety checked and he/she has been taught the road rules.
- His/her family takes responsibility for his/her safety as he/she rides to and from school.
- You have provided a safety locking device

**School Motto**  
***"Seize the Day"***  
***"Rarawhitia te Ra"***