



SECTION 1: STUDENT

SURNAME
FIRST NAMES
KNOWN NAME
NZ ADDRESS
DATE OF BIRTH
MOTHER'S NAME
FATHER'S NAME
LIVING WITH
NATIONALITY
ETHNIC GROUP
FIRST LANGUAGE
SCHOOL OF ORIGIN
OVERSEAS BORN

SECTION 2: MAORI BILINGUAL CLASS

I / We would like my / our child to be placed in this class. YES / NO

SECTION 3: STUDENT MEDICAL

MEDICAL/PHYSICAL CONDITIONS, ALLERGIES Please note conditions eg Asthma, Bee Sting, Diabetes, Epilepsy, Vision and degree - MILD / MODERATE / SEVERE

MEDICATION Please note details of medication that needs to be taken at school. Please also note details of any SELF MEDICATION procedures.

DOCTOR
SPECIALIST

SECTION 4: PARENTS / CAREGIVERS

PARENT/CAREGIVER 1:

RELATIONSHIP
TITLE
SURNAME
FIRST NAME
ADDRESS
HOME PHONE
WORK PHONE
MOBILE PHONE
EMAIL ADDRESS
LEGAL GUARDIAN
OCCUPATION

PARENT/CAREGIVER 2:

RELATIONSHIP
TITLE
SURNAME
FIRST NAME
ADDRESS
HOME PHONE
WORK PHONE
MOBILE PHONE
EMAIL ADDRESS
LEGAL GUARDIAN
OCCUPATION

In the case of ILLNESS, ACCIDENT or INJURY, I give permission for my child to receive non-prescription medicines, eg Panadol, Throat Lozenges on the rare occasions as deemed necessary by the school staff.

In the event of an EMERGENCY/SERIOUS ACCIDENT, involving my child, I give permission for my child to be taken to an A&E or Hospital for treatment.

(SIGNED) Parent / Caregiver / Legal Guardian
Date
EMERGENCY CONTACT 1
EMERGENCY CONTACT 2

## SECTION 5: AGREEMENTS

**HOMEWORK** I / We approve of my / our child having regular Homework. YES / NO

**ACCESS** I / We, as the legal guardians of the above named child, will inform Pasadena Intermediate School in writing, of any issues pertaining to access.

**PRIVACY ACT** *The Privacy Act requires us to obtain your informed and signed consent to store and access the data you have provided in this Enrolment Form.*

I / We give permission for the information I / we have provided in this Enrolment Form, to be stored and accessed by Pasadena Intermediate School staff.

**ACCEPTABLE USE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGIES** I/We have read the Pasadena Intermediate School ACCEPTABLE USE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGIES AGREEMENT (Page 4) and give my/our child permission to use the Information and Communications Technologies facilities and resources as provided by Pasadena Intermediate School and understand my/our child is required to follow the guidelines as detailed in the AGREEMENT.

I/We further understand that there is a potential for my/our child to access information on the internet that is inappropriate for intermediate students and that every reasonable effort will be made by Pasadena Intermediate School to restrict access to such information, but that my/our child is ultimately responsible for restricting himself/herself from inappropriate information.

**RELEASE FOR ONGOING USE OF STUDENT WORK AND APPEARANCES** *The school uses a range of learning technologies to enhance student learning. We publish material on the Internet for educational purposes, to promote our school and to share the results of learning within the school community and with global audiences. This may include examples of student's work and the inclusion of student appearances on our own or other Websites. Student appearances may include, their name, scanned, digital, or video records or representations of students taking part in school or class events, or illustrating events or activities.*

*This RELEASE gives the school the right to select any appropriate student work or appearance to publish online. The material may remain online for any given period of time. Parents/Caregivers/Students have the right to withdraw permission for all or some student work or appearances at any stage, and the material will be removed.*

I / We give Pasadena Intermediate School -

The right to publish samples of the above named student's work on the school's Homepage/Intranet or to submit this work to be considered for publication on the Ministry of Education's website, Te Kete Ipurangi – The Online Learning Centre.

The right to publish the above named student's appearances on the school's Homepage/Intranet or to submit the appearances to be considered for publication on the Ministry of Education's website, Te Kete Ipurangi – The Online Learning Centre.

**SUPPORT** I / We have read the Pasadena Intermediate School enrolment information and the Pasadena Intermediate School Code (Page 4), and agree to support Pasadena Intermediate School in its standards and expectations in providing appropriate educational programmes for all students.

**MEDICAL** I / We agree to provide appropriate medical care for my / our child and to take any necessary action to prevent the spread of a condition from my / our child to other children.

**ACCURACY** To the best of my / our knowledge the information I / we have provided is correct.

.....  
(SIGNED) Parent / Caregiver / Legal Guardian

.....  
(SIGNED) Parent / Caregiver / Legal Guardian

.....  
Date

## SECTION 6: STUDENT TO COMPLETE

### DETAILS:

SURNAME .....

FIRST NAMES .....

KNOWN NAME .....

PRIMARY SCHOOL .....

### FAVOURITE SCHOOL SUBJECTS/ACTIVITIES

.....

.....

### INTERESTS

.....

.....

### CLASS PLACEMENT:

Name ONE or TWO STUDENTS from your PRIMARY SCHOOL, you would like to be in your class at PASADENA INTERMEDIATE SCHOOL next year.

.....

.....

Name ONE or TWO STUDENTS from YEAR 7 AT PASADENA INTERMEDIATE SCHOOL THIS YEAR, you would like to be in your class at PASADENA INTERMEDIATE SCHOOL next year.

.....

.....

### AGREEMENTS:

I have read, and discussed with my parents, the Pasadena Intermediate School ACCEPTABLE USE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGIES AGREEMENT (Page 4), and **AGREE** to follow the guidelines.

I have read, and discussed with my parents, the Pasadena Intermediate School PASADENA CODE (Page 4), and **AGREE** to follow the guidelines.

I have read, and discussed with my parents, the Pasadena Intermediate School STUDENT DAY TRIP CONTRACT (Page 4), and **AGREE** to follow the guidelines and meet the conditions.

.....  
(SIGNED) Student

.....  
Date

## SECTION 7: HELPERS' INFORMATION

To provide the best possible education experience for our students, we rely heavily on the support of our parents/caregivers. When parents/caregivers assist with school activities, it is important that we have relevant information about them, we ask them to undertake tasks that best suit their skills and we provide them with detailed information about planned activities, about expectations and about procedures.

As a good management practice, we gather as much of the above information at this time, store it electronically and access it as and when parents/caregivers make themselves available to assist with school activities.

New Ministry of Education guidelines for Education Outside The Classroom events, now require that we collect this information.

We would ask that you take the time to complete all the items below.

### PARENT/CAREGIVER 1:

SURNAME .....

FIRST NAMES .....

CHILD'S NAME ..... ROOM No. ....

GENDER Female / Male HOME PHONE .....

MOBILE PHONE .....

EMAIL ADDRESS .....

#### QUALIFICATIONS / SKILLS

First Aid Certificate Yes / No CPR Certificate Yes / No

Life Saving Certificate Yes / No Current Drivers Licence Yes / No

Other Coaching & Instructor Certificates: (Please Detail)

.....

.....

Swimming Ability .....

**VEHICLE** .....

Make Model

Registered: Yes / No

Registration No .....

Current WOF or COF: Yes / No

Current Insurance: Comprehensive / Third Party

All Passengers Have Seat Belts: Yes / No

**As a parent / caregiver volunteer helper taking part in a school EOTC Event:**

I am willing to follow Pasadena Intermediate School Policies, Procedures and Regulations pertaining to health and safety and EOTC Events.

I am willing to comply with requests of Pasadena Intermediate School staff and will follow safety procedures they have set.

I am willing to assist in aspects of running the event, based on information I have supplied above.

I accept the terms of my involvement as stated above.

.....

(SIGNED) Parent / Caregiver / Legal Guardian Date

### PARENT/CAREGIVER 2:

SURNAME .....

FIRST NAMES .....

CHILD'S NAME ..... ROOM No. ....

GENDER Female / Male HOME PHONE .....

MOBILE PHONE .....

EMAIL ADDRESS .....

#### QUALIFICATIONS / SKILLS

First Aid Certificate Yes / No CPR Certificate Yes / No

Life Saving Certificate Yes / No Current Drivers Licence Yes / No

Other Coaching & Instructor Certificates: (Please Detail)

.....

.....

Swimming Ability .....

**VEHICLE** .....

Make Model

Registered: Yes / No

Registration No .....

Current WOF or COF: Yes / No

Current Insurance: Comprehensive / Third Party

All Passengers Have Seat Belts: Yes / No

**As a parent / caregiver volunteer helper taking part in a school EOTC Event:**

I am willing to follow Pasadena Intermediate School Policies, Procedures and Regulations pertaining to health and safety and EOTC Events.

I am willing to comply with requests of Pasadena Intermediate School staff and will follow safety procedures they have set.

I am willing to assist in aspects of running the event, based on information I have supplied above.

I accept the terms of my involvement as stated above.

.....

(SIGNED) Parent / Caregiver / Legal Guardian Date

## SECTION 8: DESIGNATED CAREGIVER

RELATIONSHIP .....  
eg Agent, Uncle, Grandmother ...

TITLE Mrs / Mr / Ms / Miss

SURNAME .....

FIRST NAME .....

NZ ADDRESS .....

Number Street

Suburb Post Code City Country

HOME PHONE .....

WORK PHONE .....

MOBILE PHONE .....

EMAIL ADDRESS .....

OCCUPATION .....

**INDEMNITY AGREEMENT, FOR STUDENT LIVING WITH A DESIGNATED CAREGIVER, COMPLETED and SIGNED**

YES / NO

## **PASADENA INTERMEDIATE SCHOOL**

### **ACCEPTABLE USE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGIES AGREEMENT**

Information and communications technologies and the internet are increasingly important resources for students' learning. They provide access to a vast amount of information and opportunities to interact and work with students, schools and people in different geographic areas.

The content of many of the available resources on the internet is beyond the school's control.

It is important that students and parents/caregivers are aware that some of the material available via the internet is inappropriate and of the responsibilities students have when using the information and communications technologies facilities and resources at the school.

As responsible members of the Pasadena Intermediate School community, all students are expected to follow the agreed guidelines.

#### **All Students Using the Information and Communications Technologies Facilities and Resources at Pasadena Intermediate School Will:**

1. Use the internet for a specific educational purpose that is part of a class or school programme.
2. Exercise good judgement when visiting sites. Sites visited will be relevant to the topic of study and research. Some sites contain inappropriate material, students will not visit these sites intentionally. If students visit a site and find it contains inappropriate material they will leave it immediately.
3. Always check sources, as information that can be found on the internet is not guaranteed to be accurate or true.
4. Never access, have in their possession, or use restricted files, including copyrighted, obscene, pornographic, offensive, violent, dangerous, illegal and discriminatory files. Music files are usually copyrighted, wrestling sites are classified as violent, some material from television programmes is offensive. Computer games, including those that can be accessed on the internet, must not be run or stored on the Network.
5. Be polite and use appropriate language in on-line communications. Be careful not to make statements or inferences that may offend people of other cultures and beliefs. Not send or display offensive messages, pictures, or material of any kind.
6. Ensure personal privacy by not supplying names, addresses or telephone numbers.
7. Respect the privacy and property of others and never change any application or file belonging to another person.
8. Never loan their Network Logon Password, allow another person to use their Account or use another person's Password or Account. As the owner of a Network Logon Password, accept responsibility for its use.
9. Respect all security provisions on the school's computer network and information and communications technologies facilities, and never attempt to gain access to any part of the Network they do not have the right to.
10. Use their time on computers, information and communications technologies facilities and resources and the internet wisely.
11. Always report any misuse of the school's information and communications technologies facilities or resources.

#### **Network Directories**

12. Be directly responsible for their own Network Folder and all material published on the WEB and located in their WEB (\_html) Folder.
13. Never publish or make hyper links to any material that is restricted as described in (4) above, or contains information and other subjects which are detrimental to the school or is commercially based or contains advertising.
14. Have the required Folders (eg Classwork, ICT Work) in their Root (Top level) Folder.

#### **E-Mail**

15. Have an individual E-Mail address that has the following format - logonname@pasadena.school.nz
16. Will access E-Mail from any school computer, or from home via the Internet, by selecting the 'STUDENT' link from Pasadena's Home Page (<http://www.pasadena.school.nz>).

The consequences of not following the guidelines in this Agreement could include :- restricted information and communications technologies facilities and resources and/or Internet access; loss of Information and communications technologies facilities and resources and/or Internet access.

## **PASADENA INTERMEDIATE SCHOOL**

### **THE PASADENA CODE**

Pasadena Intermediate School is a friendly, helpful and caring school. The school programme design and emphasis are on appropriate learning for all students. A school can only operate efficiently and happily at this level with the co-operation of all students.

The Pasadena Intermediate School Code has been developed to promote this co-operation and to provide you with clear expectations of acceptable standards of behaviour.

1. All students are expected to display self discipline, common sense and a respect for the rights of others.
2. All students are expected to attend regularly and be on time for all school activities.
3. All students are expected to participate in school sports, arts, social and cultural activities.
4. All students are expected to give of their best in all school activities.
5. All students are expected to be courteous and sensible at all times. They are expected to allow others to learn without interruption.
6. All students are expected to be sensitive to the feelings of others and to display tolerance of difference including gender, race, culture, religion and ability.
7. Assault, violence, physical abuse, verbal abuse, bullying, social, sexual, religious, physical, intellectual, cultural, age, gender harassment and foul language are considered anti-social and unacceptable forms of behaviour.
8. All students are expected to be honest. Property and possessions belonging to others will be left alone.
9. All students are expected to contribute to keeping the school clean, safe and an attractive environment and to treat school property with care and respect.  
Vandalism and graffiti are considered anti-social and unacceptable forms of behaviour, and for negligent or deliberately damaged school property students/parents/caregivers can expect to be asked to make an appropriate reimbursement.
10. When a student leaves the school, all property belonging to the school is to be returned and any outstanding accounts are paid in full.
11. All students are expected to wear full and correct school uniform at all times.
12. Cigarettes, matches and other dangerous goods, substances and instruments are not permitted at Pasadena Intermediate School.

## **PASADENA INTERMEDIATE SCHOOL**

### **STUDENT DAY TRIP CONTRACT**

#### **I understand that EOTC Events**

Day or part day trips to Point Chevalier Library, The Auckland Zoo, Western Springs Lakeside Park, MOTAT, Western Springs Stadium, Western Springs College, and local primary schools;

Day or part day trips for school sports activities: Swimming Sports, Duathlon, Cross Country, Athletic Sports;

Day or part day trips for inter school sports activities: Zone and Champion of Champions Meets, Competitions and Tournaments;

Day or part day trips for Waterwise;

Day or part day trips for visits to places of interest: museums, galleries, theatres, displays, companies and associations;

Day or part day trips for competitions, displays and performances

**are opportunities for me to learn and practice skills, and for me to gain attitudes and values in an environment outside the classroom.**

**I realise that during these events I am required to take responsibility for my own learning and for the safety of myself and that of others.**

#### **I agree to do the following to make this happen:**

Abide by the expectations described in the Pasadena Intermediate School Code;

Show courtesy and consideration to others at all times;

Follow the rules and instructions of staff, volunteer helpers and other supervisors at the event;

Take part in all activities within challenge-by-choice options;

Look after myself and my personal belongings;

Declare medical conditions that could affect my participation in the event;

Accept the rules set by the school and the venue for the event, even if they are different from what is accepted at home.

**I understand that my parents / caregivers will be contacted and I may be sent home at their expense if:**

My actions are considered unacceptable by staff;

I breach school policies, regulations and procedures;

My actions put me or others in any danger.