



APPLYING TO ENROL AT SWANSON SCHOOL

Please visit our Swanson School website www.swanson.school.nz
Our 'Parents' tab has helpful information on:

- School Calendar/Events
- New Enrolments (*check zoning eligibility*)
- School Uniform
- Stationery Lists
- School Hours/Term Dates

Application Preparation

With an Application for Enrolment, we need to **receive completion of all the attached documents** (enrolment pack).

PLUS - Important documents that we also require:

- **NZ Birth Certificate** (or Nationality Birth Certificate and Passport, with NZ Residency Visa or Student Visa) (*mandatory requirement*)
- **Evidence of family name Address** (e.g. utility bill, water bill, rates bill, tenancy agreement) *for zoning confirmation* (*mandatory requirement*)
- **Immunisation Record** (Plunket book and/or Immunisation record from GP - please ensure child's name details are on the documentation)
- **School Reports** (If transferring from another School, please provide latest School reports)

When the application and all supporting documentation are completed, please bring to Swanson School reception (during School hours). *We can assist with the copy of originals if required (ie birth certificate).*

At that stage we can then make a future appointment for you and your child to meet with a Deputy Principal.

NB: Any questions re application preparation and submission, please email marilynh@swanson.school.nz

Info at July 2024





Swanson School Enrolment Form

Date Received: Intended Start Date:	Office use only <input type="checkbox"/> This child is able to be enrolled at Swanson School
House:	<input type="checkbox"/> In-Zone <input type="checkbox"/> Out-of-zone

STUDENT DETAILS

Legal Surname:	Preferred Surname:	Birthdate:	Gender:
Legal First Names:	Preferred First Name:	Landline:	Mobile Phone:
Address:		Cargiver's email address:	
What ethnic group/s does your child relate to?		Country of Birth: If not born in New Zealand, do you have: <input type="checkbox"/> NZ residency? <input type="checkbox"/> Student Permit? <input type="checkbox"/> Work permit? <input type="checkbox"/> Fee paying student? Date of Entry to New Zealand:	
IWI/HAPU (if applicable up to 3 Iwi may be recorded)		Names of other siblings at Swanson School:	
Name and birthdates of siblings likely to attend Swanson School in the future:	Place in family: out of:	Main Language/s spoken at home: 1. 2. 3.	Is one or more of the caregivers a migrant? <input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT/cAREGIVER CONTACTS

Title:	Family Name:	First Name:	Relationship to child:	Occupation
Residential Address:		Home Phone: Work Phone: Mobile:		Email address:
Title:	Family Name:	First Name:	Relationship to child:	Occupation
Residential Address:		Home Phone: Work Phone: Mobile:		Email address:

EMERGENCY CONTACTS

Title:	Family Name:	First Name:	Relationship to child:	Occupation
Residential Address:		Home Phone: Work Phone: Mobile:		Email address:
Title:	Family Name:	First Name:	Relationship to child:	Occupation
Residential Address:		Home Phone: Work Phone: Mobile:		Email address:

CUSTODY / ACCESS ARRANGEMENTS (attach separate sheet if more space necessary)

COURT ORDER ISSUED? <input type="checkbox"/> yes <input type="checkbox"/> no
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PREVIOUS EDUCATION

Early Childhood Education Name of centre: <input type="checkbox"/> Never attended an early childhood centre <input type="checkbox"/> Kindy, playcentre, childcare or homebased centre	<input type="checkbox"/> Pacific Is. early childhood group or playgroup <input type="checkbox"/> Attended Kohanga Reo <input type="checkbox"/> Attended early childhood centre but type unknown	Previous School	Time attended
		Current Class / year level:	No. of schools attended:



HEALTH

Swanson School Enrolment Form

Does Your Child Have A Problem With Any Of The Following? (If Yes Please Tick, otherwise leave blank)		<input type="checkbox"/> Immunisation Certificate Sighted <input type="checkbox"/> Immunisation Completed
<input type="checkbox"/> Frequent Coughs and Colds <input type="checkbox"/> Asthma or Wheeze <input type="checkbox"/> Eczema <input type="checkbox"/> Difficulty with Speaking Clearly In Sentences <input type="checkbox"/> Wetting Pants <input type="checkbox"/> Soiling Pants	<input type="checkbox"/> Bed Wetting <input type="checkbox"/> Frequent Ear Infections <input type="checkbox"/> Hearing Problem <input type="checkbox"/> Eyesight Problem <input type="checkbox"/> Behaviour That Worries You <input type="checkbox"/> Special Needs Background (E.G. Esol, Ors)	Does Your Child Take Medicines Regularly? If Yes, What Medicine?
		Is Your Child Allergic to Anything? If Yes, What Are They Allergic To?
I give permission for appropriate data to be shared with the following agencies: <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Specialist Education Services <input type="checkbox"/> Resource Teacher Learning and Behaviour (RTLb) <input type="checkbox"/> School-wide in-house issues i.e. PTA contacting parents by phone regarding working bees, Policy Development etc <input type="checkbox"/> Oranga Tamariki (Previously Child Youth and Family)		
Our family doctor is: Phone No: _____ Address: _____		
Additional Information You Feel the School May Require (Learning and Behaviour, Special Needs): 		

Signed

Relationship to Child:

Date:

Privacy Act

In terms of the privacy act, I understand that the information on this form is collected to form part of the essential information the schools holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate or secondary school. Under the terms of the privacy act the school must seek information from parents/caregivers to share information with appropriate school itinerant specialists. Parents/caregivers will still be fully informed on issues relevant to their children and no action will be taken without prior consultation but it will mean that the school may share school collected data, such as home numbers and addresses with, for example, the dental clinic, public health nurse and guidance teachers. This information has traditionally been shared without consultation before the privacy act came into operation.

I understand that the school will take action on my behalf in case of sudden illness or injury, and i agree to abide by school policies.

Signed (Parent/Guardian):

Date:

For office use only

BIRTHDATE VERIFIED:		ADMISSION NUMBER:	
SCHOOL INFORMATION PACK ISSUED:		DATA ENTERED ON SCHOOL RECORDS:	
NEW CLASS:		DATA ENTERED ON ENROL:	
ROOM NUMBER:		DATE OF ENTRY:	
SCHOOL FEES PAID:		MANUAL FEES PAID (Y7/8 ONLY):	



Swanson School

PARENT CONSENT FOR EOTC ACTIVITIES

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the school grounds and off-site.

Our students participate in a wide range of learning opportunities within and outside the school grounds. Students, especially senior students, may participate in a wide range of sporting events outside the school throughout the year. All class teachers are encouraged to provide extension and enrichment opportunities for their students. These learning opportunities sometimes require travel outside the school, and may extend outside school hours.

Our school uses a process, which is monitored by the Principal and Board of Trustees, to identify and manage risk for all activity types. The Ministry of Education EOTC Guidelines identify four activity types, each with recommended parent/caregiver consent (as outlined below).

Event Type	Description	Type of consent required (Ministry Guidelines)
A	On-site – in the school grounds	
	Lower risk – e.g. sports day, horticulture, adventure-based learning (ABL) activities, painting murals, measuring for mathematics	Covered by blanket consent
	Higher risk – e.g. school pool or climbing wall	Covered by blanket consent Parents will be notified
B	Off-site – short visits in the local community within school hours	
	Lower risk – e.g. museum, art gallery, botanic gardens, sports and recreation events	Covered by blanket consent Parents will be notified
	Higher risk – e.g. aquatic environments (river, beach), cross-country training	Covered by blanket consent Parents will be notified
C	Off-site – day trips, which extend out of school hours	
	Lower risk – e.g. farm visit; day hike in a local park or in local bush; city visit; train, bus or ferry trip; swimming	Covered by blanket consent Parents will be notified
	Higher risk – e.g. skiing, waka ama, rock climbing, swimming in natural environments (beach, river), field trip involving chemicals or heavy machinery	Separate consent for each event and risk disclosure
D	Off-site – multi-day trips further afield	
	Lower risk – e.g. trip to another region; sports tournaments; field trips to urban environments, historic sites, and "front country" (having well-formed tracks)	Separate consent for each event
	Higher risk – e.g. overseas trips; field trips into natural water, bush, or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present); outdoor education camps; outdoor pursuit journeys in the "back country" (for example, biking, tramping, canoeing)	Separate consent for each event and risk disclosure

Staff analyse the risk associated with all EOTC activities, and identify strategies eliminate, isolate, and/or minimise the risks. You can read more about our school's **EOTC policies and procedures** on our SchoolDocs site – there is information specifically for parents in a topic called Communicating with Parents.

BLANKET CONSENT FOR EOTC ACTIVITIES

Please fill in your child's name and the name of the school.

I/We agree to the participation of _____
in **all** Type A and B and **lower risk** Type C EOTC activities while a student at Swanson School.

I/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.

Parent/caregiver name _____

Signature _____ **Date** _____

Parent/caregiver name _____

Signature _____ **Date** _____



Publication of Material Procedures

Rationale

From time to time the school may wish to display material on the website, on Facebook, in newsletters and in classrooms. This may include examples of students' work and photos of students.

Guidelines

- The school will identify students only by their first name and year at school in material published online.
- Home addresses and telephone numbers will not be available.
- All the student material published online may be subject to an editing process, which will include the correction of spelling and grammatical errors.

I (name of parent/legal guardian) have read and understood the above procedures.

As the parent or legal guardian of (full name of student), I authorise the School to publish photos of the student, as well as any work that he or she may create while enrolled at school.

I confirm I have the necessary authority to give this permission.

..... Date:
Signature of parent or legal guardian

Student Room No.



SWANSON SCHOOL
Whāia te ara hōu Navigating new pathways

Student ICT and Internet Safety Agreement

Students

These are the rules I must follow:

1. I cannot use the Internet at school without signing and handing in this Agreement.
2. I am not allowed to try and look up things on the Internet which I know are not for children. If I accidentally come across dangerous, mean or rude material I will immediately tell the teacher, without showing any other students.
3. I agree that:
I will take care of our computers in the following ways:
 - I will not bring software from home to use on a school computer.
 - I will not print anything without the permission of the teacher.
4. I will look after myself sensibly by:
 - Not giving anyone on the Internet information about myself or others – this includes addresses and phone numbers.
 - Telling the teacher if I come across any problem or if I am not feeling safe.

I understand that if I break this agreement in any way I may lose the right to use the Internet and computers at school. As well, the school may tell my parent/caregiver and may also take disciplinary action against me.

Name: Class:

Signature: Date:

Parents / Caregivers

I have gone over the information in this agreement with my child and explained its importance.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet or other communication technologies, it is the responsibility of my child to have no involvement in such material or activities. I also understand this Agreement applies to communication technologies my child brings into the school environment.

Name:

Signature Parent/Caregiver: Date:

Reviewed:



SWANSON SCHOOL
Whāia te ara hou Navigating new pathways

Peanut Allergy Safety

Should peanuts be banned from schools?

Many early childhood centres and some schools have banned peanuts.

There are good arguments for both sides. Peanut allergy is a potentially life-threatening condition. It makes sense to eliminate any possibility of exposure in a setting with young children who cannot be expected to understand all the problems of management, let alone the implications of having a life-threatening reaction. On the other hand, without fool proof methods of guaranteeing peanut detection 100 percent of the time, there is no way to enforce a true "peanut-free" school. It would be difficult to do detailed inspections of all food brought into school by other students, assuming that everything had an ingredient label, and most families would not be expected to have adequate knowledge of peanut allergy to be able to make school lunches peanut-free -- nor could they be expected to have that motivation. Some also argue that a "false sense of security" results from a school that claims to be peanut-free, resulting in decreased vigilance and monitoring over time.

Another problem is that older children who never have to face dealing with "real-life" situations of hidden exposures, such as cross contamination, because they have been in peanut-free environments at home and at school, may be at a disadvantage when they go to college and eventually are on their own. In addition, there is the consideration of the children with other life-threatening food allergies. Do we also ban milk, eggs, wheat, soy, tree nuts, seafood, etc., from schools to accommodate these other students? These are by no means easy questions to answer and are the subject of many debates in local communities. Fortunately, most schools and families usually are able to agree on very practical school plans.

At Swanson School:

At Swanson we ask that parents/caregivers of children in Kakano and Pihinga do not send any peanut containing products to school with your child. This specifically includes peanuts, peanut butter and muesli bars. Food products that contain traces of nuts are acceptable.

This has been implemented because a student in your child's classroom has a severe i.e. life threatening, food allergy to peanuts.

We are asking for your help to provide the student with a safe school environment.

Please sign, date and return this form to let us know that you have read and understand this message:

Parent/caregivers signature: _____ Date: _____



SWANSON SCHOOL
Whāia te ara hou Navigating new pathways

Prior-participation in Early Childhood Education

Did the child regularly attend Early Childhood Education?

Instructions: "Regularly attend" means the child was booked into a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

- ☐ Yes, for the last ____ year(s) .
- ☐ Not regularly, only occasionally with no on-going schedule.
- ☐ No, did not attend ECE.

Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

Instructions:

1. If the child was attending more than one service *at the same time*, please enter hours per week for up to three services.
2. If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the *last service only*, not both.
3. If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of **hours per week**.

Please enter the number of hours per week for up to three services:	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kōhanga Reo			
b. Playcentre			
c. Kindergarten <i>or</i> Education and Care Centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School – Te Aho o Te Kura Pounamu			

Or

Please tick the appropriate box	
g. Attended, but only outside New Zealand	
h. Attended, but don't know what type of service	
i. Did not attend	
j. Unable to establish if attended or not	



SWANSON SCHOOL
Whāia te ara hou Navigating new pathways

Code of Conduct

We all want pupils of Swanson School to come to school ready and willing to learn. This can only happen with the support and cooperation of teachers, family and the child.

To ensure the success of your son or daughter, please take a few moments to review this Code of Conduct with your child. Explain to your child the importance of behaving appropriately and remind your son or daughter that the expectations listed are useful in both the educational environment and life in general:

At Swanson School

- We are kind, respectful and helpful to others
- We keep ourselves and others safe
- We do our best in the classroom
- We support each other's learning
- We take responsibility for our actions
- We respect and care for our environment

Bullying

Bullying is not tolerated at Swanson School.

Bullying is deliberate, hurtful behaviour that is usually repeated over a period of time. It occurs when one person tries to use power inappropriately over others. It is hard for people being bullied to defend themselves. Those who bully need help to change.

Some of the ways children bully others are name calling, saying or writing nasty things about them, leaving them out of activities or not talking to them, threatening them, or making them feel uncomfortable or scared, stealing or damaging their things, hitting or kicking them, or making them do things they don't want to do.

Bullying is NOT just part of growing up. You DON'T deserve to be bullied. Bullying is WRONG. We must ALL do something to stop it.

***Please sign as an indication that you have read and understood the
Code of Conduct and the statement about bullying.***

Child's Name: _____

Signed: _____ Date: _____

SWANSON SCHOOL LOCKDOWN INFORMATION FOR PARENTS

Preamble:

The Swanson School Board of Trustees believes that the safety of all students and staff in our school is paramount and takes every precaution to ensure the safety of all. The Board believes that Swanson School needs to be secured in an appropriate manner when dealing with a perceived or actual threat to the school community.

We take health and safety very seriously which is why we carry out regular emergency drills to practice and hone our procedures. There are clear, simple instructions for each drill displayed in every classroom and around the school. Teachers go over the drills with the students regularly each term to make sure they are familiar with the procedures.

A lock-down would be used anytime students need to be contained and protected inside school buildings. Events of this nature could include; chemical spill, gas leak, a dog in the playground, a swarm of bees or an intruder alert.

In lockdowns involving an intruder we are advised by the police as to what actions to take.

Preparedness:

1. Staff are educated on the requirements of these plans
2. Drills are organised for regular testing
3. These plans, are kept up-to-date (especially contact details) and physical copies maintained at appropriate locations
4. We maintain effective information for contacting parents in emergencies
5. We maintain appropriate stocks of food and other emergency equipment
6. Arrangements are made for regular checking/testing of equipment

Procedures for parents:

Lockdown procedures are determined by Police and/or Ministry of Education advice and require the cooperation of students, staff and parents.

We ask all parents to follow the protocol outlined below to ensure the safety of everyone:

- Any visitors to the school at the time of the emergency will comply with Swanson School's Emergency Procedures
- If you are notified that the school is 'in lockdown' this will be instigated by the NZ Police and only they are able to lift the 'lockdown'. Please do not try to enter the school grounds during a police initiated 'lockdown'. You may be putting yourself and others in danger. *It is likely that police will have access blocked until the situation is resolved.*
- Students will not be dismissed from school
- Communication between the school and the community in a lockdown will take place via Facebook, Instagram and group texting, to keep parents fully informed and to keep phone lines free for communication with the police. Please **do not call the school**.
- The School will, continue to update parents every 15-30 minutes through the above channels. Please be aware that our information may be limited – we will only be able to tell you what we know.
- **Please note – it may not be possible to immediately notify parents of a lockdown in force. Police may ask us not to notify parents to avoid concerned parents arriving in the area making the police job more difficult.**

- During the lockdown, students will not have access to their phones, laptops or other devices. This is for their own protection. Children are not to contact parents by cell phone or personal IT device
- School phones will not be manned, so please do not try and contact the school, or your child. All information will be sent to you through the channels outlined above as soon as it becomes available. We appreciate it is challenging not being able to contact your child but request that you follow this protocol
- Once the lockdown is over, parents will be contacted immediately
- All children to be picked up from the classroom by parents/caregivers and **must** be marked off on the class roll.

Thank you for your understanding and taking the time to familiarise yourself with this protocol.

.....

Please sign as an indication that you have read and understood the Swanson School Lockdown Information for Parent.

Child's Name.....

Parent/Caregiver.....Signed.....

Date.....