

Enrolment Process for Waikowhai Intermediate



Waikowhai Intermediate now offers electronic enrolments. To access the electronic enrolment form:

1. Go to the homepage of our website (wai-int.school.nz)
2. Click on the link (<https://enrol.etap.co.nz>)
3. Enter our unique school code 1548
4. Fill in the form.

The parts of the enrolment form that are highlighted in pink are compulsory fields. The system will not allow you to proceed to the next page until these fields are completed. You will notice on some pages you will be asked to upload various documents. When documents have been uploaded correctly, the file name will turn blue. If your documents fail to load you can still proceed to the next page of the enrolment form. If you have problems uploading these documents, these can be sent directly to reception@wai-int.school.nz. An enrolment cannot be fully processed without supporting documentation.

Supporting documentation needed are:

- Eligibility criteria – this can be a New Zealand Birth Certificate, New Zealand Passport, Citizenship Certificate or a Student Visa
 - NZ born student – Birth Certificate
 - NZ Citizen – New Zealand Passport or Citizenship Certificate
 - Non NZ Citizen – Student Visa or Permanent Resident Visa
- Proof of Address – a utility bill/rental agreement, something that has your name and address on it. ***This is only needed for in zone applications.***
- Immunisation Forms – if your child is immunised, please provide a copy of their records.
- Cybersafety Contract – this needs to be signed and dated by the student and parent/caregiver. A chrome book will not be issued without a signed copy of this contract.

Out of Zone Enrolments – **Applications close 4pm Thursday 1st September 2022.**

In zone Enrolments – please submit all applications by **Friday 30th September 2022.**

If a ballot is needed this will take place on Thursday 8th September. Notification will be sent by email within three school days either offering a place for 2023, or the number on the waiting list. Families have 14 days to accept or decline the offer of a place after which time the place will be offered to another family.

For those unable to complete an electronic enrolment, please contact the school office on 621 0460 or email us at reception@wai-int.school.nz. We can email you a copy of an enrolment form for you to print, fill out and return to us or you can pop into our school office to collect a printed copy.

WAIKOWHAI INTERMEDIATE SCHOOL

APPLICATION FOR 2023 ENROLMENT

In-zone

Out of Zone



Please print the following details clearly so that we can accurately record the following information.

STUDENT DETAILS: Male Female Other Year 7 Year 8

First Name(s) _____ Family Name _____

Preferred Name _____ Previous School _____

Date of Birth _____ Place in Family _____ of _____ (eg 3 of 4)

Student lives with: Both Parents Mother Father Guardian Other (please circle)

CULTURAL IDENTITY:

Country of Birth _____ Country of Citizenship _____

Ethnicity _____ Iwi Affiliation _____

If not a NZ Citizen: Resident Permit Student Visa Date of entry into NZ _____

Languages Spoken: _____

HEALTH: Permission for school to administer Panadol Yes No

Please list any medical conditions which may affect your child's activities at school

Medical Condition _____

Medications _____

Doctors Name _____ Phone Number _____

Is your child fully immunised No Yes (please attach certificate)

OFFICE USE ONLY: Confirmation of Address Cyber Safety Contract

Accession Number: Immunisation Form Acceptance Letter

CUSTODY ARRANGEMENT:

Sensitive information (custody arrangements, restricted access, custody orders)



STUDENT LEARNING SUPPORT:

Does your child currently receive any of the following support?

RTL ESOL Other _____ (please state)

Learning needs: Is there any further learning or behavioural needs your child needs extra support with?

PARENTS/CAREGIVERS DETAILS:

(1) Title Mr Mrs Ms Miss (please circle) Relationship to Child _____

First Name _____ Family Name _____

Address _____ Suburb _____ Post Code _____

Email address _____

Home phone _____ Mobile _____ Work number _____

Occupation _____ Country of Birth _____

(2) Title Mr Mrs Ms Miss (please circle) Relationship to Child _____

First Name _____ Family Name _____

Address _____ Suburb _____ Post Code _____

Email Address _____

Home phone _____ Mobile _____ Work number _____

Occupation _____ Country of Birth _____

If your child does not arrive at school and we have not been notified, a text notification will be sent. **Please note** this can only be sent to one parent, not both. Please tick the box of the person you wish us to send it to.

Parent/Caregiver (1) OR Parent/Caregiver (2)



EMERGENCY CONTACTS: These need to be someone other than parents/guardians listed above

(1) Title Mr Mrs Ms Miss (please circle) Relationship to child _____

First Name _____ Family Name _____

Contact Number _____

(2) Title Mr Mrs Ms Miss (please circle) Relationship to child _____

First Name _____ Family Name _____

Contact Number _____

VISUAL IMAGES:

I give permission for my child's visual image to be used electronically eg Website, On-line Newsletters

Yes No

CONSENT FOR EXTRA ACTIVITIES:

At times during the school year, your child may be required to represent our school off-site in a sport team, field trip or a cultural activity. Notification for such events with details will be sent home prior to the event. Please tick one box.

I give permission for my child to travel off-site for school activities during school hours

Yes No

Under the Privacy Act 1994 I am happy to have information contained in this enrolment form used for the benefit of my child's schooling both at Waikowhai Intermediate School and for the purpose of their continued education.

I understand that the information provided may be used for school and Board of Trustees activities, and be passed to other Agencies who work with the school for education and health purposes. I accept the rules and regulations of the School, particularly those regarding the wearing of correct uniform and attendance.

I declare that all the information I have provided in this Application for Enrolment is true and correct.

Signature Parent/Guardian _____ Date _____

Out of Zone Students:

Please indicate the following:

- A sibling currently at Waikowhai Intermediate
- A sibling who is a past student at Waikowhai Intermediate
- A child of a parent who attended Waikowhai Intermediate

For a list of Streets allocated to our Zone please click here [Waikowhai Intermediate Streets In-Zone](#)

WAIKOWHAI INTERMEDIATE SCHOOL

CYBERSAFETY AT SCHOOL PROCEDURES



RATIONALE:

Waikowhai Intermediate School recognizes that the use of the Internet, computer network and other Information Communication Technologies (I.C.T.s including computers - networked or stand-alone) and all their associated applications (the Internet, mobile telephones, digital cameras, fax machines, scanners, audio and video devices and photocopiers) is a valuable education resource for the staff, students and the whole school community. It is also recognized that these resources can be misused and abused and therefore use of such resources is under the conditions and guidelines outlined in this document and the Cyber Safety Contract.

PURPOSE:

Information and Communication Technologies will be used to support and enhance research, communication and the sharing of information for educational purposes as outlined in the New Zealand Curriculum Framework.

GUIDELINES:

- At considerable expense to our school resources Waikowhai Intermediate provides one-to-one devices to children, they are therefore to be used with due care at all times.
- Should a teacher be informed of, or notice, inappropriate material being accessed by a student, the teacher will take action.
- All students must have a "Cyber Safety Contract" signed by the student and their parent/caregiver prior to their use of the school's network and other ICTs.
- Users will, at all times, respect the privacy and copyright of others. This means not attempting to access or use other people's passwords, files or email. Research sources will be acknowledged and care taken not to infringe copyright.
- Students will, at all times, identify themselves using only their first names and not disclose their own, or others', personal details.
- Email messages/ultranet messages must be courteous. No writing or sending of offensive material.
- Users will respect equipment and not use the ICTs in any way so as to interfere with the running of the network or the work of other users.
- Students may not download, or install, any files or software.
- Students will not be identified individually when images are published on the Waikowhai Intermediate School internet site.
- The teacher in charge of ICT will be notified of any occurrence of inappropriate material found or seen by students on the internet. All such incidents will be reported to parents/caregivers.
- All staff at Waikowhai Intermediate School are expected to personally follow the principles of responsible and appropriate use of ICTs and to sign the Staff Agreement for responsible I.T. use.

CONCLUSION:

Users are expected to demonstrate the same high standards of behaviour in the use of Information Communication Technologies as in any other school activity.

Office Copy - please sign and return:



WAIKOWHAI INTERMEDIATE SCHOOL CYBERSAFETY CONTRACT

Information and Communication Technologies (ICTs) include computers (networked or stand-alone) and all their associated applications, the Internet, mobile telephones, digital cameras, photocopiers, fax machines, scanners, audio and video devices.

1. I accept that the use of ICTs is for educational purposes.
2. I will identify myself in all correspondence by using my first name only.
3. I will not reveal any personal details, my own or those of other people.
4. I will respect the rights, privacy and property of others. This includes their passwords and files.
5. I agree not to access or search for unsuitable, offensive, or illegal material.
6. I will notify my teacher if I encounter material which I know to be of a doubtful or unacceptable nature.
7. I will respect the school's equipment and resources and report damage to a teacher.
8. I agree not to download any files from the network, or Internet, and will not install any software onto the school's computers.
9. In all my communications I will be courteous and use appropriate language.
10. I will respect copyright and acknowledge the source of my research material.
11. I understand that usage of the Internet is monitored and reviewed, and records kept of this usage.
12. I understand that inappropriate use of ICTs will result in disciplinary action.
13. I understand that wilful damage of ICT equipment may result in the school invoicing me for repairs.

STUDENT STATEMENT:

I have discussed the above conditions with my parent/caregivers and agree to abide by the letter and spirit of the Cyber Safety Contract.

SIGNED: _____ DATE: _____

PARENT STATEMENT:

I have read the school's Cyber Safety Procedures. I have discussed the above Contract with my child.

I give permission for my child to use ICTs for educational purposes.

I understand that in addition to the above conditions, the school further endeavours to protect my child's Cyber Safety through the use of firewall and Internet content filtering software. I recognise that no electronic monitoring system is 100% safe and that my child agrees to never attempt to deliberately bypass these systems, and will abide by the conditions of this Contract.

I consent to my child's school work, or image, being used as part of everyday classwork and to being displayed and/or published/distributed electronically. In this instance, my child will not be identifiable.

SIGNED: _____ DATE: _____

In – Zone Street List



A	Alaunia Pl, Albrecht Ave, Aldersgate Rd, Alex Boyd Link, Andes Pl, Anita Ave, Arundel St, Ascania Pl, Athenic Ave
B	Bagley St, Bamfield Pl, Beckett Way, Belfast St, Ben James Dr, Bluff Tce, Boyce Ave, Budgen St
C	Camellia Pl, Canberra Ave, Cape Horn Rd, Captains Retreat, Carlton St, Caronia Cres, Catton Cres, Clifton Rd, Commodore Dr, Cormack St, Culdaff Pl, Currie Ave
D	Dominion Road Ext, Doug Goodwin Pl, Drew St,
E	Eaton Rd
F	Fairsea Pl, Fairway Dr, Farnol St, Fickling Ave, Filgate St, Flavia Pl, Florence Daly Pl, Foote St, Frederick St, Freer St
G	Gaynor St, George Laurenson Lane, Gerbric Pl, Glass Rd, Glenveagh Dr, Goad Cres, Godwit Pl, Goodall St, Gothic Pl, Gregory Pl, Griffin Park Rd
H	Halleys Pl, Halsey Dr, Hames Tce, Hendry Ave, Hibiscus Rd, Hillsborough Rd (to motorway on/off ramp 151-707), Hillsdale Rd, Himalaya Cres, Hira Way, Hoskins Ave
I	Iberia Pl, Ira St
J	James Tyler Cres
K	Katavich Pl, Kelsey Cres, Kingswood Cres, Kathryn Ave, Kingshaven Close
L	Lifford Pl, Lilac Gr, Linden St, Littlejohn St, Locke Ave, Lynfield Pl
M	Marco Polo Ave, Mariposa Ave, Marydale Dr, McAlister Pl, McGregor St, McIlroy Ave, McKinnon St, Melrose Rd, Miriam Pl, Molly Green Pl, Mongorry Place, Morrie Laing Ave, Mauretania Pl
N	Nash Rd, Noton Rd, Noel Place, Nigara Cres
O	O'Casey Pl, Oakdale Rd, Olsen Ave, Orcades Pl, Oriana Ave, Orpheus Dr, Orsova Pl
P	Pallister Dr, Pascoe St, Penney Ave, Prentice Pl, Puketutu Rise
Q	Queenstown Rd (1-24), Quona Ave
R	Rajan Place, Ramelton Rd, Ranford St, Rangitane Pl, Rangitiki Cres, Raven Ave, Revel Ave, Rebecca Rise, Richardson Rd (up to White Swan Rd - odd numbers 435-569 / all numbers 569-750), Robson St, Rogan St, Rogers Way, Royal Viking Way, Rustic Ave
S	Saofaga Lane, Saran Pl, Shaw Way, Shirley Day Lane, Skipper Ave, Stamford Park Rd, Stanton Tce, Stavely Ave, Stephen Lynar Rd, Stranolar Dr, Strathnaver Cres, Sunnyridge Pl, Sylvania Cres, Sylvester Ave
T	The Avenue, Tropicana Pl
V	Vic Butler St, Viking Avenue
W	Waikowhai Rd, Wanganella Pl, Webster Ave, Wesley Bay Gld, White Swan Rd (1 – 146 +148), Whitmore Rd
Y	Yeats Way