



# The Catlins Area School

Te Kura Taumata O Catlins | To be the best you can be

## Enrolment Document

Date:

Please circle Year Level below:

1 2 3 4 5 6 7 8 9 10 11 12 13

Enrolled By:

Date Enrolled:

First Day:

Checked By:

### General Information

Students are entitled to enrol at the school at any time. All fields must be filled in completely. If not applicable, please write N/A. Please be assured that any information you provide is treated as strictly private and confidential.

### A: Particulars of Student

Legal Surname		Legal First Name	
2nd Name		Preferred First Name	
Gender		Address	
Home Phone			
Cell Phone		Post Code	
Country of Birth		Date of Birth	
1st Language		Other Languages	
Last school attended		Date left	

#### New Zealand Citizens

NZ Birth Certificate Number		NZ Passport Number	
NZ born	Yes / No	If not, date of entry to NZ	
NZ Citizenship Number			

#### Non New Zealand Citizens

Date of entry into NZ		Student Passport Number	
Residence Permit Number	Yes / No	OR Student Visa Number	
Parent Visa Number		OR Refugee Status	Yes / No

**Cultural Identity (please tick your cultural identity and if you have two, please place 1 and 2 by each)**

British/ Irish	Middle Eastern	Chinese	Fijian
Indian	Japanese	Korean	NZ European
Niuean	Other European	Other Asian	Other SE Asian
Other Pacific Peoples	Sri Lankan	Tokelauan	Tongan

NZ Māori – Iwi \_\_\_\_\_

Please state your first language i.e. English/ Cantonese \_\_\_\_\_

**B: Primary Caregivers**

This is the person legally responsible for the student, living at the same address as the student.

It is The Catlins Area School's expectation that all students will reside permanently with their natural parent(s) or Legal Guardian for the duration of the student's attendance at The Catlins Area School. Contact with parents and recording of student progress can be conducted by email. Please complete the email section clearly.

Caregiver 1		Caregiver 2	
Surname		Surname	
First Name		First Name	
Relationship to student		Relationship to student	
Occupation		Occupation	
Employer/ Workplace		Employer/ Workplace	
Home Number		Home number	
Business Number		Business number	
Cellphone		Cellphone	
Email		Email	

### C: Secondary Caregivers

Parents or other adults that have responsibility for the student, but do not live at the same address.

Secondary Caregiver 1		Secondary Caregiver 2	
Surname		Surname	
First Name		First Name	
Relationship to student		Relationship to student	
Occupation		Occupation	
Employer/ Workplace		Employer/ Workplace	
Home Number		Home number	
Business Number		Business number	
Cellphone		Cellphone	
Email		Email	

Are there any specific custody orders that the school should be made aware of? Please circle either YES or NO:

Yes

No

### D: Emergency Contact(s)

Surname		First Name	
Phone number		Relationship to student	

### E: Sibling Information

Please complete if applicable:

Brother(s) / Sister(s) currently attending The Catlins Area School

Name	Year	House

Do you wish your son/ daughter to be in the same House as the sibling? Yes No

(Once a house has been allocated, it cannot be changed)

## F: Background Information/ Interests

Hobbies and Leisure Activities:	
Community Involvement:	
Music, Drama, Dance (please indicate and performing art that your child participates in)	
Sports (please indicate sports that your child participates in, or would like to participate in at The Catlins Area School)	
Other Personal Interests and Aspirations	
Awards (please indicate awards, certificates or other responsibilities your child has achieved)	

## G: Language Ability

Is English your second language?	Yes	No
What is your first language?		
How long have you lived in NZ?		

## H: Special Circumstances

**Does the student have a medical or physical disability, or a learning difficulty that may affect his/her classroom learning?**

**Examples would be but are not limited to, Autism, Asperger, Dyslexia, Dyspraxia, Epilepsy**

My son or daughter has a physical disability?	<b>Yes</b>	<b>No</b>
My son or daughter has a learning difficulty?	<b>Yes</b>	<b>No</b>

Has your son or daughter been involved with any additional learning programmes at previous schools?

Yes

No

Do you have something you would like to discuss with us at the time of Enrolment with our SENCO?

Yes

No

**If yes, to any of the questions in this section please give a brief description:**

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If you have reports from Educational Psychologists, Medical Professionals, Occupational Therapists or any other professional, please attach them to this enrolment form.

### **I: Guidance**

Has your child received support from Counsellors at his/ her previous school?

Yes

No

Have any other agencies or services been involved:

Child Youth and Family/ Oranga Tamariki?

Yes

No

Child and adolescent mental health services

Yes

No

Private Practitioner

Yes

No

Other

Yes

No

### **J: Medical Details**

PLEASE NOTE IF YOU HAVE NOT ADVISED THE CATLINS AREA SCHOOL OF A CONDITION OR ILLNESS FOR WHICH YOUR SON/ DAUGHTER MAY REQUIRE MEDICAL TREATMENT (AND COMPLETED THE RELEVANT CONSENT FORM) WE MAY NOT BE ABLE TO PROVIDE APPROPRIATE MEDICAL SUPPORT OR ASSISTANCE AS REQUIRED.

Name of Doctor \_\_\_\_\_

Phone Number \_\_\_\_\_

Address of Doctor \_\_\_\_\_

## FOR ASTHMA SUFFERERS ONLY

Does your child have an ASTHMA ACTION PLAN?      Yes      No

If YES, Please hand a copy to the school office. If using preventers, the Asthma Society recommends having an Action Plan which requires updating every 6 to 12 months. See your Doctor or Practice Nurse.

## MEDICATIONS

For those students who have a medical condition and require regular medication, it is advisable to leave a supply of their labelled medication with the school office e.g. Epi-Pen, Antihistamines for Allergies, Medication for Migraines, Insulin for Diabetes and an Inhaler for Asthma etc. Furthermore, please contact the office to discuss these requirements, and to obtain a copy of the Parental Consent Form which will allow the office staff to administer the prescribed medication.

Regular medication(s): \_\_\_\_\_

\_\_\_\_\_

## HEARING

Does your child suffer from any hearing loss?      Yes      No

Does your child wear a hearing aid?      Yes      No

If the hearing loss is significant enough to affect their learning, please describe the ways in which your child is affected below:

\_\_\_\_\_  
\_\_\_\_\_

## EYESIGHT

Does your child suffer from any vision impairment or concerns?      Yes      No

Does your child wear glasses?      Yes      No

Does your child wear contact lenses?      Yes      No

If the vision impairment is significant enough to affect their learning, please describe the ways in which your child is affected below:

\_\_\_\_\_  
\_\_\_\_\_

## K. Medical Form

To assist us in providing the best possible care for your child in any illness/ emergency situation, please complete the following questionnaire in as much detail as possible.

While this information is strictly confidential, it may be necessary for the safety of your child and others, to inform relevant staff of medical conditions. This Medical Form will be filed in the school office. The school realises that family circumstances and a student's health may change during the course of their schooling. It would be very much appreciated if the school is notified as soon as possible by contacting the school office on (30) 415 8036.

PRINT STUDENT NAME:			HEALTH NOTES	MEDICAL CONDITIONS (Tick)
Allowed Panadol	YES	NO	Example: Medication required for sensory loss, factors that may affect the student's behaviour, or any other conditions that the school should be made aware of?	<input type="checkbox"/> ADHD <input type="checkbox"/> Allergies <input type="checkbox"/> Asthma <input type="checkbox"/> Back/ Neck Problems <input type="checkbox"/> Depression <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Glandular Fever <input type="checkbox"/> Haemophilia <input type="checkbox"/> Headaches/ Migraines <input type="checkbox"/> Heart Condition <input type="checkbox"/> Hepatitis A/ B/ HIV <input type="checkbox"/> Mild Cerebral Palsy <input type="checkbox"/> Nose Bleeds <input type="checkbox"/> Peanut allergy <input type="checkbox"/> Past Illnesses/ Operations <input type="checkbox"/> Sleep Disorder
Allowed Ibuprofen	YES	NO		
Do you consent to your child seeing an onsite appointed dental service provider ?	YES	NO		
FAMILY DOCTOR: NAME				
FAMILY DOCTOR: PHONE NUMBER				
FAMILY DENTIST: NAME				
FAMILY DENTIST: PHONE				
<p>PERMISSION FOR ADMINISTERING MEDICATION (E.G. Panadol, Mylanta, Topical creams, Cough Syrup). In some circumstances it is necessary for medication to be given for such things as headaches, period cramps, and colds etc. I give permission for the school to administer treatment if necessary.</p> <p>In case of an accident or emergency and the school cannot contact you, or if the accident is serious, the school may:</p> <ul style="list-style-type: none"> <li>• Transport of my son/ daughter to an Accident and Emergency Clinic for treatment</li> <li>• Call an ambulance if hospitalisation is required</li> <li>• Administer Epi-Pen, Antihistamine or any prescription medication you have labelled and supplied as the Caregiver/ Guardian for your student (together with the Consent Form)</li> <li>• Use our Ventolin Inhaler in an asthma emergency, if own medicine is unavailable</li> </ul> <p>I give permission for The Catlins Area School to make such arrangements as are necessary, including those listed in the case of an accident or emergency, for the treatment of my son/ daughter and agree to meet any costs incurred.</p> <p><b>Parent/ Guardian Permission</b></p> <p>_____ Signature</p> <p>_____ Date</p>			<p><b>REACTIONS</b></p> <input type="checkbox"/> Anaesthetics <input type="checkbox"/> Aspirin <input type="checkbox"/> Asthma <input type="checkbox"/> Bee or Wasp Stings <input type="checkbox"/> Codeine <input type="checkbox"/> Food Allergy <input type="checkbox"/> Hay fever <input type="checkbox"/> Insect Bites <input type="checkbox"/> Penicillin <input type="checkbox"/> Sunlight <input type="checkbox"/> Other (Specify) <p><b>VACCINATIONS</b></p> <p>Has your child completed their childhood immunisation programme? Yes or No</p> <input type="checkbox"/> Diphtheria <input type="checkbox"/> Hepatitis <input type="checkbox"/> HIB <input type="checkbox"/> HPV <input type="checkbox"/> Measles <input type="checkbox"/> Meningococcal B <input type="checkbox"/> Mumps <input type="checkbox"/> Polio <input type="checkbox"/> Rubella <input type="checkbox"/> Tetanus <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Other (Specify)	

## **L: The purpose of the Privacy Act, 1993**

I hereby acknowledge:

- The information in this enrolment application has been provided voluntarily
- The Board of Trustees of The Catlins Area School is collecting the information for the purpose of providing a database of information relating to the future education, guidance, monitoring and reporting of students' progress and pastoral care. In an emergency, at the discretion of the Principal, information from the file could possibly be given to an agency such as the police or a doctor.
- The information collected may be used for a variety of statistical and research purposes, but ensuring that no individual can be identified.

## **N: School Donation**

The school charges each student a school donation. The donation will help to pay shortfalls in government funding to cover items such as class materials, curriculum-related class trips, computer technology, library books, sports and cultural equipment, or any such purpose as may be approved by the Board of Trustees. The Board will take good care that the money paid by parents will be properly administered and used for the purposes approved by the Board under its statutory authority as determined by the Education Act. Receipts will be issued on payment of donations. The donation is tax deductible.

## **O: Student/ Undertaking**

I request that I be admitted to The Catlins Area School.

I understand the IT responsible use agreement, Code of Conduct and Sports Guidelines and Rules and Sport Registration Form, and General Terms and Conditions as set out in the enrolment documentation and will always abide by these.

I understand that I will participate in cultural and extra-curricular activities at the school.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **P: Parent/ Guardian/ Student Undertaking:**

**I/We agree** to abide by The Catlins Area School's IT responsible use agreement document, outlining the students' rights and responsibilities regarding the use of IT.

**I/We agree** to pay for activities, school trips, sports, subject consumables where appropriate, workbooks and co-curricular activities and events that are identified in the course selection website, or by correspondence.

**I/We agree** to my son/ daughter's participation in school cultural activities.



**I/We hereby** undertake with The Catlins Area School Board of Trustees to observe the conditions and expectations as outlined in the enrolment documentation, so far as they affect me and the student enrolled.

**I/We consent** to my son/ daughter's photograph or work being used for publicity material (e.g. on our prospectus, or website, or in displays).

**I/We** agree to the use (including disclosure) of the above information by the staff of the college for any purpose related to the education and well-being of the student concerned.

**I/We** declare that the information provided on this enrolment application is true and correct.

**SIGNATURE OF CAREGIVER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF CAREGIVER** \_\_\_\_\_ **DATE** \_\_\_\_\_

Enclosed with your Form, confirm you have read the following documents, and will keep these for your records/ information:

- IT Responsible Use Document
- Code of Conduct and Sports Guidelines and Rules and Registration Form
- Bring Your Own Device Form
- Completed Student Enrolment Form

#### **Checklist**

- For New Zealand Citizens – Birth Certificate or Passport or New Zealand Citizenship Certificate.
- For Non New Zealand Citizens – Copies of Student's Passport with Residence Permit or Student Passport with Student Visa and Parent Passport with Work Permit
- A copy of your son/ daughter's latest school report (if applicable)

**Please return your completed application, addressed to Carol Bloxham, Principal's P.A., The Catlins Area School, 1 Stuart Street, Owaka 9535**



# **The Catlins Area School**

## **ICT Responsible Use Agreement**

### **for Students**

### **New entrant to Year 3**

When using information & communications technologies (ICT) at The Catlins Area School I will always be a good digital citizen.

This means that I;

- Am becoming a confident and capable user of ICT.
- Will use ICT for learning as well as other activities.
- Understand that I may experience problems when I use technology but that I will learn to deal with them.
- Will always use ICT to communicate with others in positive ways.
- Will set aside digital devices when asked to by teachers or other students
- Will keep my user account private

#### **Student Declaration**

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I break this responsible use agreement, I may lose access to school IT services including the use of the internet, on school owned devices or any personally owned device used at school.

Student Name:

Student Signature:

Date:

# Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I understand that student work and images of my child may be used in school sanctioned social media and promotional materials.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

## Responsibilities of the School

In the interest of maintaining a safe environment, the school reserves the right to conduct an audit of its computer network, internet access facilities, computers and other school ICT equipment. This may include any stored content, and all aspects of its use, including email. For this purpose, any electronic data or files created or modified on behalf of the school on any ICT device, regardless of who owns it, is the property of the school.

The school may monitor traffic and material sent and received using the school's ICT infrastructures.

The Catlins Area School believes that ICT is an integral part of teaching and learning, but is aware that when using it we may experience challenges from time to time. To this end the school may deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data. Filtering should enhance the teaching and learning process rather than restrict it. In situations where this is not the case, students should inform the school rather than attempting to circumvent filtering or monitoring systems.

## Breaches of this Agreement

A breach of this agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, activities such as abuse or harassment or misuse of the school ICT in a manner that could be harmful to the safety of staff or students, or call into question the user's suitability to be in a school environment.

If there is a suspected breach of this agreement involving privately-owned or school-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation.

In addition to any inquiry undertaken by the school itself, it may be necessary to notify an applicable law enforcement agency at the commencement, during or after our investigation.

Parent Name:

Parent Signature:

Date:



# **The Catlins Area School ICT Responsible Use Agreement for Students (Y4 to Y13)**

When using information & communications technologies (ICT) at The Catlins Area School I will always be a good digital citizen.

This means that I;

- Will be a confident and capable user of ICT.

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

- Will use ICT for learning as well as other activities.

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

- Will think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

- Will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

- Understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

- Will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

- Will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

- Will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

- Will set aside digital devices when required to by teachers or my peers

I understand that some activities have the best learning outcomes when I am not using a digital device and will set the device aside when asked, without negotiation or argument. If my digital device becomes a distraction to me, or the people around me I understand that I may be asked to surrender it until my parents collect it from school (it will be turned off when surrendered and secured in the office safe).

- Will keep my user account private

Your user accounts is provided exclusively for your use. You are responsible for all the activity that is associated with your account. Please don't share your account details with anyone. To help maintain the

security of your account please use a strong password. If you suspect that your account details are known by someone else, then please let the school know.

- Will help other to become a better digital citizen.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

## Responsibilities of the School

In the interest of maintaining a safe environment, the school reserves the right to conduct an audit of its computer network, internet access facilities, computers and other school ICT equipment. This may include any stored content, and all aspects of its use, including email. For this purpose, any electronic data or files created or modified on behalf of the school on any ICT device, regardless of who owns it, is the property of the school.

The school may monitor traffic and material sent and received using the school's ICT infrastructures.

The Catlins Area School believes that ICT is an integral part of teaching and learning, but is aware that when using it we may experience challenges from time to time. To this end the school may deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data. Filtering should enhance the teaching and learning process rather than restrict it. In situations where this is not the case, you should inform the school rather than attempting to circumvent filtering or monitoring systems.

## Breaches of this Agreement

A breach of this agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, activities such as abuse or harassment or misuse of the school ICT in a manner that could be harmful to the safety of staff or students, or call into question the user's suitability to be in a school environment.

If there is a suspected breach of this agreement involving privately-owned or school-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation.

In addition to any inquiry undertaken by the school itself, it may be necessary to notify an applicable law enforcement agency at the commencement, during or after our investigation.

## Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

Student Name:

Student Signature:

Date:

# Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
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- is aware of ICT challenges and can manage them effectively
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- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I understand that student work and images of my child may be used in school sanctioned social media and promotional materials.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent Name:

Parent Signature:

Date:



# The Catlins Area School

## SPORTS GUIDELINES AND RULES

### **Attendance and participation in Annual School Sports Competitions, School Tournaments (School Attendance and Injury)**

#### **ATTENDANCE**

A student is required to attend school regularly with only justified absences for illness and/or injury (or situations of a compassionate nature) to be able to participate as a member of TCAS sports teams in school competitions.

If a student is absent from school due to illness or injury during the day of a school sports competition, that student may not be allowed to play in the school sports competition on the same evening.

#### **TOURNAMENTS**

The following rules will apply to all students who wish to attend a sports tournament:

##### **Attendance:**

In the first instance each student's attendance record will be taken into consideration. If attendance is found to be unsatisfactory the student will not be given permission to attend sporting tournaments and will be required to attend school.

##### **Injury:**

If a student is injured or ill (which has resulted in them being a non-playing member of the team) prior to sporting tournaments they will not be able to accompany the team to the tournament and are expected to remain at school (unless in hospital or at home due to the serious nature of the illness/injury).

Students injured prior to a tournament, but have since been deemed fit to participate in the tournament must provide a letter from an appropriate medical practitioner acknowledging the student has been cleared to participate in the named sports tournament.

##### **Injured Player During Tournament:**

A player injured or becoming ill during tournament may remain with the team at tournament, unless their injury or illness is of a serious nature.

This document should be read in conjunction with the Sport Registration Form.





# The Catlins Area School

## SPORT REGISTRATION FORM

If students wish to play sport for The Catlins Area School they must abide by the following conditions:

Students must:

1. Accept the composition of the teams as selected by those in charge.
2. Have an obligation to the coach/team/school when they commit themselves to a school team.
3. Uphold the reputation of the school before, during and after the sporting event.
4. Attend all practices, games and meetings and be on time.
5. Abide by the TCAS Code of Conduct.
6. Wear the correct uniform as designated by the organising staff at all times required.
7. Abide by the Sports Attendance, Injury and Illness Guidelines of the school.
8. All fees must be paid in advance of the sport or tournament commencing.
9. Students who transport themselves to sporting fixtures must have the appropriate license to do so.

Student Name \_\_\_\_\_ Year Level: \_\_\_\_\_

I will abide by the rules above when representing the school at any sporting fixture.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_



# The Catlins Area School

Te Kura Taumata O Catlins | To be the best you can be

## Code of Conduct

At all times students are expected to behave in a manner which makes The Catlins Area School community a safe environment, conducive to learning, where students show respect and consideration for others. This includes during travel to and from school.

### At The Catlins Area School we:

- Are thoughtful, co-operative and tolerant to each other, to staff and to visitors.
- Respect others' right to learn without interruption.
- Are well-mannered, considerate and friendly to each other, to staff and to visitors and the wider community.
- Are proud of your school environment and keep it clean, safe and attractive.
- Wear the school uniform correctly and behave well at all times

This makes it easier for us all to learn and work together.

## Unacceptable Conduct

The Catlins Area School sets high standards and expectations for students in the quality of behaviour expected. These standards will be met through personal responsibility and positive encouragement by staff and the support of caregivers.

The following are examples that contravene The Catlins Area School Code of Conduct: N.B. The list is not exhaustive and judgements by the Principal and Board of Trustees may augment this list.

- Failure to adhere to the uniform standards and every aspect of the Code of Conduct
- Disruption of classroom learning
- Rude or abusive language to other students/staff/members of the public
- Lying, concealing or failing to tell the whole truth
- All types of verbal, physical, cyber harassment/bullying that may cause harm to any individual or group, or any discrimination on the basis of disabilities, religious affiliation, race, gender, or sexuality
- Truancy/Out of bounds areas
- Defiance/Disobedience

- Inappropriate use of ICT (including mobile devices / phones) and / or not adhering to the IT responsible use agreement.
- Damaging or stealing property
- Physical, verbal violence / assault
- Possession and/or use of weapons, tobacco, alcohol or harmful/banned drugs or substances\*, or replicas and substitutes for banned substances / Items
- Lighters or any other items that have the potential to cause harm or concern or cause offence, must not be carried onto the school grounds.

## **UNIFORM AND GROOMING STANDARDS**

Every student will wear correct uniform. This applies to students who are:

- Attending the school (except for Year 13 students with special permission)
- Travelling to or from school
- Attending school functions
- Representing the school
- Identifiable as The Catlins Area School students in a public place.

School uniform items, such as trousers, skirts and blouses must not be modified. Tapering trousers and narrowing blouses and skirts is not permitted. Modified items will need to be replaced.

The school is judged in public by the uniform standards shown by students. We value the support of parents to ensure the standards are adhered to as agreed upon enrolment.

Incorrect uniform or a combination of school uniform, the sports uniform or mufti is unacceptable. Students not in correct uniform are required to have a note from home explaining the reason for their discrepancy and the note is to be handed to the house teacher for approval at the start of the day concerned. The house teacher, if appropriate, will issue the student with a temporary Uniform Pass.

Please ensure all items are labelled clearly with name inside the garment.

### **Uniform or grooming exemptions for cultural or other reasons.**

Exemptions from the uniform or grooming standards may be sought where its literal application could unduly infringe upon a student's religious, cultural or other beliefs. Requests for exemptions from the general standards must be made in writing to the Principal, and must state both the exemption sought and the belief which could be compromised if the exemption were not granted. The granting of any exemptions to the general standards shall be at the sole discretion of the principal.

## **Personal Appearance Standards**

### **Hair**

- Students must wear their hair tidy and styled in a *conventional way*.

This means:

- Hair must be clean and clear of the face and eyes.
- No unnatural colours, extreme colouring, or streaks and patches of colour.
- No spikes, skin-heads, Mohawks, or areas with greatly varying lengths
- No signs, letters, or symbols cut into the hair (or eyebrows).
- In the case of clipped hair, a No. 2 or above is acceptable.

*Any issues about whether a hairstyle is compliant with these standards will be determined by the Principal, having regard to what would be generally be considered presentable for a person representing an organisation in public.*

If the hair is below the shoulder line, it must be tied up.

Students must be clean shaven at all times.

### **Body Adornment**

- Students may not wear makeup of any kind. If nail polish is worn, it must be colourless.
- Students are permitted to wear a pair of small, plain studs - one plain stud in the lower part of each earlobe. A plain small stud is metallic (gold/silver colour), or a pair of small, plain sleepers - one plain sleeper in the lower part of each earlobe. A small, plain sleeper is of less than 15mm in diameter. A plain, flat nose stud is permitted.
- No other visible body piercings (including tongue studs) are allowed.
- A wrist watch may be worn.
- Necklaces or cultural insignia such as pounamu, if worn, must not be visible.
- No other jewellery is permitted.

### **Unisex Physical Education Uniform** (Required for all classes in the Physical Education Learning Area)

- Black PE Shorts
- Regulation PE sports shirt with crest (from school office).
- Sports shoes and white sports socks



## The Catlins Area School Uniform - Phase in by 2019

Please note that some items in the pictures do not have the school crest embroidered, they are samples only. Items that will normally have crests when finalised are indicated in the lists. Students may choose from the range of items available dependant on personal preference and weather conditions.

### Junior School (Years 1-8)

Polo Shirt with Crest  
Navy Half-Zip Polar Fleece with Crest  
Navy Merino Vest or Zip Sweater  
Navy Skort  
Navy Skirt  
Navy Drill Shorts  
Navy Pants  
Navy Track Pants (no branding)  
Any school suitable shoes

### Senior School (Years 9-13)

White shirt, long or short sleeves  
Optional Tie (must be worn with blazer)  
Optional Navy Blazer with crest (can be purchased, or borrowed from school)  
Kilt - Napier Tartan  
Triple Pleat Skirt - Napier Tartan  
Navy Drill Shorts  
Navy Pants  
Navy V-Neck Wool Vest or Jersey with crest  
Navy Merino Vest or Zip Sweater  
Black nuggetable shoes (no canvas, boots or ballet style)

### Uniform Accessories

Black stockings  
Black over the knee socks  
White ankle socks  
Coloured band socks (Navy and Gold) to be worn with shorts  
Black/Navy/White Thermal  
Black/Navy/White Skivvy  
Navy bucket hat, navy wooden beanie  
Plain navy or black scarf in winter

### All students

School soft-shell jacket with crest or Plain Black/Navy Coat

There will be three school uniform suppliers, Schooltex (available online and though the Warehouse), Kukri and Merino Wool for School. Some items are generic.





## The Catlins Area School Student BYOD Agreement

I, \_\_\_\_\_ (write name) am a student at The Catlins Area School and I own a chromebook / laptop / iPad / tablet / other device with an internet connection (please circle the devices that apply to you) that will be used as an educational tool.

I understand:

1. All devices brought to school are my responsibility and the insurance for my device is my parents responsibility.
2. Devices brought to school are for my use only.
3. While the school takes all reasonable steps to minimise risk it takes no responsibility for any loss or damage which might occur.
4. My device is for my use only during class time, I may be directed by the teacher to put my device away at any time.
5. Any misuse of my device will incur serious consequence, starting with a suspension of google drive and contact made with parents.
7. Apps and software on devices must be checked by parents or teachers before being downloaded and kept up to date, particularly antivirus software.
8. Teachers will encourage the use of personal digital devices whenever appropriate to support my learning, and this is the purpose of having my device at school.
9. We use Google Drive for cloud storage and I am allowed to access this at home with parent permission.
10. Rules governing the use of any school owned digital device will apply to student owned devices while they are at school. This includes adherences to the Copyright act and the IT Responsible Use Document.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_