



# Belmont School

*Mā te mahi tahi ka piki kōtuku  
Succeeding together*

709 Western Hutt Road  
Lower Hutt 5010  
Phone (04) 565 0306  
admin@belmont-lowerhutt.school.nz

## ENROLMENT FORMS

### To complete this enrolment form Belmont School and the Ministry of Education requires:

- All sections of the above form completed (*mark N/A where information not applicable*)
- For students born in New Zealand: Your child's Birth Certificate or current Passport
- For students born outside of New Zealand: Your child's current Passport and Residency Permit or Student Visa
- An Immunisation Certificate completed by your doctor
- Proof of Address for In zone students
- A completed Student Permission Form including the Responsible Use Agreement
- Proof of Address for In zone students

Also required if applicable to your child:

- Administration of Medication form
- Allergic Reaction Action Plan form

### What happens after the enrolment forms are received by Belmont School?

Once you have submitted these forms the information will be processed and we will hold your pre enrolment on file. As **Belmont School is governed by an Enrolment Scheme** students will be enrolled if they live within the home zone. All other pre enrolments will be held for our out of zone ballot which is held in May (for Terms 3 & 4 of that current year) and October (for Terms 1 & 2 of the next year). All enrolment scheme and ballot information can be found on our [school website](#). *The enrolment of out of zone students is governed by the provisions of the Education and Training Act 2020.*

On acceptance and closer to the date of your child's 5th birthday we will contact you about your child's transition to school. This will include an invitation to a Pre-School Information Meeting with our New Entrant Teachers and your child's transition to school visit dates. These visits are usually on the three Thursday mornings before your child starts school, from 8:50am–11:30am. (These dates can differ with school holidays etc). The transition visits are designed to enable your child to become familiar with the school environment and routines, but, most importantly, to become comfortable with the teacher and other children in their class. This transition programme provides many opportunities for these special relationships to develop.

## STUDENT DETAILS

*Legal Names: (Legal Names are the names that appear on this child's Birth Certificate or Passport)*

*Preferred Names: (These are the names that this child is known by. These may be the same as legal names)*

	Legal Names		Preferred Names
First Name		First Name	
Middle Name		Middle Name	
Last Name		Last Name	
Date of Birth		Gender	
Home Address	Street Number & Name		
	Town & Postcode		

### STUDENT ETHNIC INFORMATION

Ethnicity 1		Ethnicity 2	
Iwi 1 (if Māori)		Iwi 2 (if Māori)	
Country of Birth		Country of Citizenship	
Date Entered New Zealand (if not born in NZ)			
Languages	Child's First Language		
	Other languages spoken		

### EARLY CHILDHOOD EDUCATION (ECE)

	Main ECE	2nd ECE	3rd ECE
Name of ECE			
Age when attending			
No. of regular hours attending per week			

### OTHER EDUCATION ATTENDED IF NOT A NEW ENTRANT APPLICATION

Previous or Current School (if applicable)			
Current Year Level			

### SIBLINGS

Position of child in family (eg 1 of 2)		Current siblings at Belmont (name and year)	
Younger siblings (name and date of birth)		Former siblings at Belmont (name and year)	

### PRIMARY CONTACTS

	<b>Primary Contact 1</b>	<b>Primary Contact 2</b>
Name		
Relationship to child		
Address	Street no & name:  Town & postcode:	Street no & name:  Town & postcode:
Phone	Home: Mobile: Work:	Home: Mobile: Work:
Email for school correspondence		
Occupation		
Languages spoken		
Child lives with (please circle)	Both Parents      Mother      Father      Shared Custody      Caregiver	
Other information such as Restricted Access, Court Orders	<i><b>If a protection order or court order exists for your child, please ensure that copies are attached to this enrolment. Feel free to make an appointment with the Principal if you wish to discuss the circumstances in confidence.</b></i>	

### STUDENT AND EMERGENCY CONTACTS

*These contacts will be used to notify of any student sickness, absences etc. Please include primary contacts below and list them in priority order*

	1st Contact	2nd Contact	3rd Contact
Name			
Best contact ph number			
Relationship to child			
Lives with child (Yes/No)			
Can be contacted in an emergency (Yes/No)			
Can collect child in an emergency (Yes/No)			

### EMERGENCY EVACUATION

In addition to the above, the following people can collect my child from Belmont School if there was an emergency evacuation and I/we could not get there to collect them.

Names & phone numbers:

## MEDICAL INFORMATION

Doctor		Phone number	
<b>MEDICAL CONDITIONS AND ALLERGIES</b>			
Medication can be held in a secure cupboard for students. If you would like medication to be held for your child at school, please complete the Administration of Medication form available <a href="#">here</a> or from the school office. Students are not permitted to hold medication in their school bags/classroom.			
Medical conditions & treatment			
Allergies & treatment	Should your child suffer from <b>any</b> Allergies, please complete an <b>Allergic Reaction Action Plan</b> form available <a href="#">here</a> or from the school office.		

## OTHER AGENCIES INVOLVED WITH YOUR CHILD'S DEVELOPMENT

If your child has been or is being seen by other agencies to support their development please give details below.

<input type="checkbox"/> Child Development Service Details:	<input type="checkbox"/> Early Intervention Details:
<input type="checkbox"/> Speech & Language Therapy Details:	<input type="checkbox"/> Ministry of Education Details:
<input type="checkbox"/> Psychologist/Behavioural Support Details:	<input type="checkbox"/> Other Details:

## SUPPORTING TRANSITION TO BELMONT SCHOOL

*It is important to us that your child has a successful transition to our school. We have a Learning Support Coordinator who may visit your child at their Early Childhood Centre or talk with their previous school to learn more about their strengths, interests and learning needs. By talking with current teachers, we can further understand what works best for your child in an education setting.*

I give permission for Belmont School's Learning Support Coordinator to contact my child's Early Childhood Centre or previous school to support their transition to school.



# Digital Citizenship Responsible Use Agreement

## BELMONT SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Belmont School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Belmont School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and sometimes things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

## BELMONT SCHOOL'S ROLE

Belmont School supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

## YOUR RESPONSIBILITIES

As a student of Belmont School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Use personal devices sensibly.** Personal devices are not to be used during the school day. They need to be handed to the teacher when you arrive at school and collected at the end of the day.

## WHEN THINGS GO WRONG ONLINE

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers will help you to sort it out. If you see things online that make you feel worried or upset, your teachers will help you sort it out. The important thing is to tell a teacher or another adult you trust.

**Online bullying.** Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week. You can get hold of them on the phone 058638723, or their website at [netsafe.org.nz](http://netsafe.org.nz)

### STUDENT STATEMENT

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Belmont School. There may be some actions that my school might have to take.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Name of caregiver giving permission	
Date of caregiver giving permission	Signed:

### PARENT / CAREGIVER DECLARATION

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Name of caregiver giving permission	
Date of caregiver giving permission	Signed:



## Student Permission Form

Child's name:

### Medical Treatment

I give permission for the school to sanction any required emergency medical treatment and agree to abide by the school's protocol for decision making.

(please circle) **YES / NO**

### Walks In the Local Environment

I give permission for my child to go on walks in our local environment for educational purposes appropriate to the school environment. Specific permission will be sought for trips involving greater distances or high risk situations.

(please circle) **YES / NO**

### Applying Sunscreen

I give permission for my child to have sunscreen applied as necessary during outdoor activities.

(please circle) **YES / NO**

### Publication of Student's Name and Photos on Facebook

I give permission for Belmont School to publish my child's first name and photo on Facebook & the school website acknowledging celebrations.

(please circle) **YES / NO**

### Photography/Reproduction of Student Work

I give permission for Belmont School to use examples of my child's work or photographs of my child while taking part in various activities at school. These photographs could appear on our website or on promotional material or other forms of media eg. newspaper, television etc. If students are to be identified by name, specific permission will be sought.

(please circle) **YES / NO**

### Internet Safety ([please read the Responsible Use Agreement](#))

My child and I have read the Belmont School Responsible Use Agreement and we are aware of the school's initiatives to maintain a Net Safe learning environment, including my child's responsibilities. My child and I agree to abide by the Responsible Use Agreement

I have completed the Parent Declaration and returned with the enrolment forms.

(please circle) **YES / NO**

Name of caregiver giving permission

Date of caregiver giving permission

Signed:

***Unless otherwise notified this permission will remain current for the duration of your child's time at Belmont School.***



## Privacy Statement

The school collects the information on this form to:

- » enrol your child at school
- » assess the educational needs of your child
- » ensure the school gets the correct resources from the Ministry of Education for your child.

The school collects and uses your child's information in accordance with the Privacy Act. The school sends some of your child's information to the Ministry of Education and other education and health agencies. The school will not provide your child's information to any other people or organisations without your authorisation, unless needed by law.

**Youth Service:** The Ministry of Education shares your address and phone number information with the Ministry of Social Development (MSD) as part of the Youth Service initiative. Youth Service identifies young people who may have difficulty finding future employment, training or further education. Youth Service uses the contact information to find these young people and support them into education or training when they leave school.

### OFFICE USE ONLY

<input type="checkbox"/> eTAP Notes:	<input type="checkbox"/> MEDICAL Details:
<input type="checkbox"/> ENROL Details:	<input type="checkbox"/> ALLERGIES Details:
<input type="checkbox"/> ACCESSIT Details:	<input type="checkbox"/> Other Details: