

Date
(Office Use Only)



Cashmere High School Enrolment Form for 2012

2012 Year 9 enrolments please complete and return by 4.00pm Friday 5 August 2011 to:

2012 Year 10-13 enrolments are due by 4.00pm Friday 26 August 2011

The Principal
Cashmere High School
172 Rose Street
CHRISTCHURCH 8024

All applications must attach a copy of:

- The student's New Zealand Birth Certificate or Passport
- The student's latest school report.

Proof of Residence: **In Zone enrolments** must attach a copy of a Telephone or Power Account or Tenancy Agreement.

Student Details

Student's Surname			
First Names			
Preferred first name			
Physical Street Address and Postcode			
	Male / Female <i>(circle one)</i>	Home phone number	Student's cell phone number
Date of Birth	/ / Day Month Year	Student's email address	
School the student is currently attending (or last attended) and Year Level / Class:			

Entry level to Cashmere High School : *(circle one)* Year 9 Year 10 Year 11 Year 12 Year 13

Special Education Is this student ORRs funded? Yes / No *(circle one)*

Sibling Information

Will this student be the eldest sibling at this school when s/he starts? Yes / No *(circle one)*

Brother(s) or Sister(s) currently attending CHS: Name(s)

Brother(s) or Sister(s) belong to which house: *(circle one)* **Blake Britten Cooper Ngata Rutherford Sheppard**

Other brother(s) or sister(s) who previously attended CHS – include the years enrolled:

Ethnicity (For statistical purposes only)

With which of the following ethnic group(s) does the student identify? *(please circle)*

New Zealand European **New Zealand Maori** Name iwi

Other *(specify)* Passport Number
Country of Origin First Language

Student in NZ on a Student Visa Yes / No *(circle one)* Expiry Date:

Permanent Resident Status Yes / No *(circle one)*

If you are not a New Zealand resident please bring your passport with this Enrolment Form.

Priority Right of Entry

1. Students residing within the school's zone have priority right of entry.

If there are still places available after the receipt of applications from students within the zone, other applications received by the due date will be accepted in the following order of priority:

2. Siblings of current students of Cashmere High School.
3. Siblings of former students of Cashmere High School.
4. Children of former students of Cashmere High School.
5. Children of Board employees of Cashmere High School.
6. Any other applicants will be selected by ballot.

Enrolments received after the due date will be placed at the end of the balloted waiting list.

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to attend the school. Students must also be living with a family member or responsible adult who has been given "primary duty of care" and is responsible for the student's welfare.

The Ministry of Education advises that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority for enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary. If the Board has reasonable grounds for believing that the given in-zone address is not a genuine, on-going living arrangement with the primary caregiver, the Board may decline an offer of a place.

Student's Residential Address details

Does this student live within the geographical zone?

Yes / No (*circle one*)

Proof of residence will be required if you answered **yes** to the above question.

Please attach a copy of a Telephone Account or Power Account or Rental Agreement with this enrolment form.

Is the street address supplied the student's usual place of residence

Yes / No (*circle one*)

If you live out of the geographical zone, under which priority (as above) do you wish to apply for enrolment?

(You may wish to attach a letter)

Priority

2

3

4

5

6

(*circle one*)

Agreement for Use of Computers and the Internet

As a prerequisite for using computers and the Internet at school, students at Cashmere High School agree:

- Not to load any programs onto school computers, via the internet or any other means.
- To use storage media only with teacher permission and to have these virus checked at school before using.
- Not to interfere with settings or alter programs on school computers.
- Not to reveal my own password to others or use other students' passwords or other personal details such as phone number or address.
- Not to use unsuitable, inappropriate, offensive or illegal material.
- To use electronic mail or enter chat rooms only with teacher permission each time.
- To use appropriate language when sending email.
- Not to order, sign-up or give out email address for anything online without teacher permission.
- Not to use any method to bypass school internet security.

I understand that inappropriate use of the internet or computers may result in withdrawal of their use at school.

Student's Signature:.....

Caregiver is a term used by the Ministry of Education to describe the person(s) taking primary duty of care of the student. The school understands that in most cases, this/these person(s) is/are the parent(s) of the student.

Caregiver Number 1

Surname			
First Names			
Title : Miss / Mrs / Ms / Mr / other (<i>specify</i>)			
Physical Street Address & Postcode			
Postal Address if different from above			
Telephone Numbers:	Home		
	Work		
	Cellphone		
	E-mail		
What relationship is this person to the student: eg Mother, Father, other (<i>specify</i>)			

Caregiver Number 2

Surname			
First Names			
Title : Miss / Mrs / Ms / Mr / other (<i>specify</i>)			
Physical Street Address & Postcode			
Postal Address if different from above			
Telephone Numbers:	Home		
	Work		
	Cellphone		
	E-mail		
What relationship is this person to the student: eg Mother, Father, other (<i>specify</i>)			

Emergency Contact

In cases of emergency if the caregivers cannot be reached it may be necessary to contact another person

Surname			
First Name			
Title : Miss / Mrs / Ms / Mr / other (<i>specify</i>)			
Telephone Numbers:	Home		
	Work		
	Cellphone		
What relationship is this person to the student: e.g. aunt, friend, other (<i>specify</i>)			

Checklist (please ✓ the box)

This application for a place at Cashmere High School must include the following and will not be completed until ALL the documents required are supplied. Incomplete applications cannot be accepted for enrolment.

All Enrolments

1. A copy of the student's Birth Certificate or Passport is attached
2. A copy of the student's latest school report is attached
3. The student has signed the agreement for use of computers and the internet
4. The Student's Health Record has been completed and signed
5. The permission slip for Level 1 and 2 EOTC Events has been signed

In Zone Enrolments Only

6. Proof of Residence -A copy of a telephone or power account, or tenancy agreement is attached

Declaration:

In the event of fraudulent information being given the application will be annulled.

- I/We understand that making a false declaration is an offence.
- I/We confirm that the address provided to the school is the student's usual place of residence when the school is open for instruction.
- I/We have read the statement on Personal Information and the Privacy Act (1993) below.
- I/We have read the statement on Health as above.
- I/We have read the Prospectus.
- I/We have read and understand Cashmere High School's policy for the online publication of student images and student work and the guidelines contained in the policy.
- I/We give permission for images and work to be published online and in school publications.
- I/We give permission for participation in all EOTC Level 1 & 2 events.
- I/We agree to pay for subject option costs my child selects and uses, and costs they may incur from loss or damage to school resources.
- I/We understand the agreement for use of Computers and the Internet.
- I/We agree that the above named student shall observe all of the rules and regulations that the school may from time to time publish.
- I/We agree that our son/daughter will not use a cellphone, MP3 players or iPods during timetabled classrooms.
- I/We shall meet all of the charges relating to classroom materials and all other curriculum and co-curriculum charges.
- I/We understand that there is a requirement to attend all classes unless a justified reason is supplied by the parent/caregiver which may include a medical certificate.
- I/We declare that all of the information on this form is true and correct.

Caregiver 1: _____ Caregiver 2: _____ Date: _____
(Where practicable both signatures are required)

Student's signature: _____ Date for entry to Cashmere High School: _____

Personal Information and the Privacy Act (1993)

The Privacy Act 1993 protects the information you give the School and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The School collects personal information from its students so that they can be enrolled at the School, have their attendance and progress recorded, be entered for examinations, or be contacted by the School. The School also collects information about the caregivers of the student so that they may be informed of student progress, or contacted by the School, and because the safety of the student is important. Personal information may be disclosed to other education agencies, such as the Ministry of Education and the NZ Qualifications Authority; and to Government agencies such as the NZ Police if they demonstrate a statutory right to obtain it. Personal information may be retained by the School after the student leaves in order for the School to maintain a list of past students. Personal information may also be disclosed to the Cashmere High School Parent Teacher Association to assist in compiling its membership register. Under the Privacy Act 1993 you have the right of access to all personal information held by the School about you. You also have a right to ask the School to correct any information held which is inaccurate. You can exercise that right by applying to the School. You also have an obligation to advise the School if/when any of the personal information you have provided changes. If for any reason your enrolment is not accepted, this enrolment form will be destroyed.

Student's Health Record

In order for us to care for your student in any illness/emergency situation, please complete the following:

Student's Name:	Date of Birth:
Doctor:	Surgery Phone Number:
Dentist:	Surgery Phone Number:

Ring your dentist and register your child for free dental care (Ages 13-18)

Has the student ever suffered from:

Medication Required:

(These can be stored at the Health Clinic)

Asthma	(circle one) Yes / No	
Diabetes	Yes / No	
Epilepsy	Yes / No	
ADD/ADHD	Yes / No	
Migraine	Yes / No	
Hearing	Yes / No	
Sight	Yes / No	
Any other medical condition or disability?		Medication

Does the student suffer an allergic reaction to:

Stings, Food, Medication, Other	Yes / No	Medication
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Immunisations Status:

Reminder – Gardasil vaccine for HPV is available free from your G.P. for girls aged 12

Did your child receive Tetanus booster aged 11 (DTAP)	Yes / No (circle one)
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In Case of Illness, Accident or Emergency

Cashmere High School provides a free health service during normal school hours. This clinic is staffed by a registered nurse who offers a range of services including all aspects of health and well-being. As part of her role, the nurse will provide first aid and dispense non-prescription medicines when required, eg panadol and antihistamine.

I give permission for my child to receive non-prescription medicines such as panadol and antihistamine when necessary by the School's Registered Nurse. Yes / No (circle one)

If the School is unable to contact you, or if the accident is serious, I give permission for the school to either take my child to a Medical Centre or call an Ambulance. If an Ambulance is needed for a non accident incident I agree to meet any costs incurred.

Yes / No (circle one)

Parent/Guardian Signature: _____ Date: _____

Parental Generic Permission for Level 1 and 2 EOTC Events

Dear Parent/Guardian

Our 'Education Outside the Classroom' (EOTC) procedures require that we ask you for generic written permission for your child to participate in Level 1 and 2 EOTC events while they attend Cashmere High School. The purpose of this generic permission is to save time and resource costs when students participate in low risk events. You will still be given an information sheet (eg. costs, dates) by the Teacher in Charge and you still have the right to withdraw your permission at any time by contacting the EOTC Coordinator (Deputy Principal Blair Johnson) or the Teacher in Charge of the event.

Full written permission is still required for each individual event where the risk is deemed greater than Level 2 (and Teachers in Charge will complete Risk Analysis Management procedures for these).

We would appreciate you reading the table below, signing the form at the bottom of the page and returning this letter with your Enrolment Form.

Level	Definition	Examples of Events	Consent etc required
1	On site (within school)	<ul style="list-style-type: none"> Physical Education classes Practical lessons outside class Athletics Day Inter-house competitions 	<ul style="list-style-type: none"> Curriculum events need approval of HOF Sports and House events need approval of Senior Leadership Team Parent/Guardian blanket consent gained on submission of this form
2	Off site events occurring entirely during school time or finishing by approx. 6pm (includes Wednesday afternoon sport and teams involved in volleyball, basketball etc).	<ul style="list-style-type: none"> Sports exchanges Monday night volleyball Friday night basketball Twilight cricket School trips to museums, galleries, supervised centres (eg. Antarctic) Canta-Maths (competitions) Music performances 	<ul style="list-style-type: none"> All events where students need to leave the school grounds during class time need SLT approval via EOTC form After school events require approval of Sports Co-ordinator Parent/Guardian blanket consent via this form

Student's Name: _____

I give permission for this student to participate in all EOTC Level 1 & 2 events while he/she attends Cashmere High School.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Policy for the Online Publication of Student Images and Work

Purposes of online publishing

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the Internet. From time to time, we publish on the school's Internet website (www.cashmere.school.nz) material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school.

Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are three main reasons the school publishes student material online:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

GUIDELINE 1 The school will publish the material only on its own website www.cashmere.school.nz and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website The Online Learning Centre – Te Kete Ipurangi (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

GUIDELINE 2 The school publishes student material online for the following three main purposes:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

GUIDELINE 3 The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.

GUIDELINE 4 The school will identify students on the websites only by their first name and year at school. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

Copyright and online publishing

The school also wants to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the Internet without authorisation in the form of a copyright licence from the students.

GUIDELINE 5 The school will not publish a student's image or work without written authorisation from the student and the student's legal guardians.

GUIDELINE 6 Where the student's legal guardians do not authorise publication, but the student does, the school will try to resolve the dispute between the parents and the student. Where this is not possible, the school will decide whether or not to publish the information, taking into account the ability of the student alone to authorise the publication of the information and the student's best interests.

GUIDELINE 7 In any event, the school will not publish the information without the student's written authorisation.

GUIDELINE 8 The school will immediately remove all material relating to a student from its website if requested by the student.

School management of online publishing

The school will set the educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if the school holds the consent of the student and his/her parent to publish the student's material online. The material chosen must also meet the standards required for the website on which it is to be published.

For example, if the student's schoolwork is to be published on the school website, it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).

If the material is to be published on another website, such as The Online Learning Centre – Te Kete Ipurangi, then it must meet the publishing standards of that website.

GUIDELINE 9 The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the student's personal image or work online, as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

Enquiries

The school welcomes any enquiry from parents or students about the operation of this policy or to discuss enquiries about students' privacy.

Disputes

The school has a procedure to resolve complaints or other disputes. This procedure is contained in Board of Trustees Complaints Policy.