



**PREVIOUS NEW ZEALAND SCHOOL:** .....

**FULL NAME(S) OF OTHER SIBLINGS NOW AT OTUMOETAI COLLEGE:**  
..... DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_ YEAR LEVEL: .....  
..... DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_ YEAR LEVEL: .....

**NAME OF PERSON(S) FOR MAIL TO BE SENT TO:** .....  
**POSTAL ADDRESS IF DIFFERENT FROM ABOVE:** .....

**STUDENT MOBILE:** ..... **STUDENT EMAIL:** .....

**BUS TRANSPORT:** Are you applying for a Bus Pass? YES  NO

**CULTURAL IDENTITY:** If you ticked NZ Maori, state iwi(s): ...../...../.....  
New Zealander  NZ Maori  Pacific Island General  Asian General   
Chinese  Samoan  Cook Island Maori  Other .....

**FIRST LANGUAGE:** ..... **LANGUAGE SPOKEN AT HOME (if different)** .....

Does your student need English Language Support? **YES / NO**

**CONFIDENTIAL**

Has your son/daughter been stood-down or suspended from a school? NO  YES

IDENTIFY ANY PARTICULAR HOME SITUATION THE SCHOOL SHOULD BE AWARE OF: .....

**RELEVANT MEDICAL DETAILS:** (Please Circle if any are applicable)  
ALLERGY ASTHMA BEE STINGS DIABETES EPILEPSY HEART HEARING MIGRAINE SIGHT

Please provide further details: .....

Any Medications: .....

**NB** Any medication brought to school must be held by the school nurse.

The school offers a free dental service. I give permission for my son/daughter to be part of this dental service. ....  
(Signature)

**OUTSIDE AGENCIES:** Please specify if you have had any previous involvement with:  
MOE Group Special Education i.e. ORRS funding, Child and Adolescent Mental Health Service (CAMHS), CYPFA.  
Other Agencies: .....

**UNDERTAKING FROM PARENTS/GUARDIANS OR CAREGIVERS:**

I/We request that the above named student be enrolled at Otumoetai College.

I/We agree that all policies and procedures of the College will be followed and also that consequences will follow for those who fail to meet these.

I/We hereby authorise Otumoetai College to obtain relevant details from my/our son's/daughter's previous school to assist their further education at Otumoetai College.

I/We understand and have signed Otumoetai College's Parent/Caregiver Financial Agreement and Internet Use Policy and agree that the College can contact me/us by email or text message regarding any school matters.

Signatures of Adult(s) responsible for the student: 1. ....  
Date: \_\_\_/\_\_\_/\_\_\_ 2. ....



# OTUMOETAI COLLEGE

## PARENT/CAREGIVER FINANCIAL AGREEMENT

As a state secondary school Otumoetai College has the statutory responsibility to deliver the national curriculum at no cost to parents/caregivers.

Parents/Caregivers are invited to make a donation to help towards the purchase of additional resources and equipment for the college. The donation is set at \$120.00 per student with a family maximum of \$180.00.

Parents/caregivers will continue to be expected to provide stationery for **all** courses. This has long been standard practice in all New Zealand schools.

To enhance the delivery of the curriculum each student will be issued with an Identity (ID) Card at a cost of \$6.00. Junior students (Years 9 and 10) will be issued with a Student Diary at a cost of \$6.00. Payment of these 2 items would be appreciated.

The college must have the agreement of parent(s)/caregiver(s) for these additional costs. Where these items are accepted by your son/daughter the College requires your acceptance of these costs.

- The cost of course materials, used by your son/daughter, which will be taken home or consumed. Where a student uses school provided materials and payment is not received any product remains the property of the college. Each year these costs will be itemised in the Subject Planning booklet.
- The college will make every endeavour to secure parent/caregiver signature(s) for all subjects and associated costs, selected by students. Initials .....
- The cost of camps, field trips and similar non-compulsory activities that incur costs that must be paid by parents/caregivers of students who elect to participate in them. Initials .....
- The costs incurred by student entry to national qualifications are the responsibility of parents/caregivers. Initials .....

Financial assistance is offered by either time or automatic payments or confidential arrangement through the Principal.

I Parent/Caregiver of ..... (*student's name*) agree to the conditions and payment of costs that I have read and initialled.

.....  
**Signature:** (*Parent/Caregiver*)

### PERSONAL PROPERTY

All personal property should be clearly marked with the owner's name; the return of lost property is then made possible.

Valuable items should **NOT** be brought to school; the responsibility for these articles is solely the pupils; this includes electronic devices, eg cell phones, iPods, MP3 players in particular. Parents / Caregivers are advised to ensure that their insurance policies cover loss or damage to student property.



# OTUMOETAI COLLEGE

## HOME ZONE RESIDENCE DECLARATION FORM

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 currently live at an in-zone address but 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 enrol at the school.

The Ministry of Education has advised that parents should also be aware of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g.

- Renting accommodation in-zone on a short-term basis
- Arranging temporary board in-zone with a relative or family friend
- Using the in-zone address of a relative or friend as an 'address of convenience' with no intention to live there on an ongoing basis.

Before enrolment takes place (i.e. before attendance begins), if the Board of Trustees / Principal has reasonable grounds for believing that the given in-zone address will not be a genuine on-going living arrangement, the Board / Principal may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board / Principal may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board / Principal may annul the enrolment. This course of action is provided for under Section 110A of the Education Act 1989.

The Board or Management **may** require at least two of the following pieces of documentation to accompany an application.

Bank Statement / Rental Agreement / Power A/C / Phone Account / Gas Account / Home Insurance Policy

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Name: .....

Address: .....

Suburb: ..... Postcode: .....

This is my permanent address:                      YES                          NO   

Length of time resided at this address: ..... (Years) ..... (Months)

Owner / Tenant ..... (Signed)



# OTUMOETAI COLLEGE

## ICT USER AGREEMENT

**Student's Name:**

This **ICT User Agreement** is between the above named student, their parents/caregivers and Otumoetai College.

Otumoetai College has made a significant financial investment in modern Information Communication Technologies (ICT) to improve student learning and achievement. All students of Otumoetai College have the opportunity to use modern ICT equipment and systems to improve their learning and achievement, within and outside of school. Use of Otumoetai College ICT equipment and systems is a privilege, not a right.

### Definitions:

The term **Information and Communication Technologies (ICT)** used in this document includes: computers (e.g. desktops and laptops), storage devices (e.g. flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (e.g. video, digital, webcams), video projectors, mobile phones, PDAs, gaming consoles, video and audio players/receivers (e.g. CD and DVD players), cables, network infrastructure, software, internet access and any other ICT devices or facilities as they come into use.

The term **Personal Electronic Device** used in this document refers to all personal electronic items brought to school (e.g. laptops/notebooks/netbooks, mobile phones, flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players and PDAs).

The term **Vandalism** is defined as any attempt to harm, modify, deface or destroy physical computer equipment data, software or the computer network configurations. All users are expected to immediately report any problems. Only software authorised by the ICT Services manager may be used or accessed.

All students are expected to use all ICT equipment and systems in a respectful and responsible manner for school-related work only. Unacceptable use would include acts of a malicious or annoying nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT equipment or systems without authorisation, plagiarism, gaming, impersonation or identity theft, spoofing, gambling, fraud, copyright infringement, social networking or cheating in an examination.

This **ICT User Agreement** applies to the use of all school ICT or privately owned ICT in school-related activities both in school and away from school. Students and their parents/caregivers need to read and sign this **ICT User Agreement** before the student may use the school's ICT equipment and systems.

### Care and Use of ICT Equipment and Facilities

Students must:

- Treat all ICT equipment and facilities with respect and use them in a responsible manner.
- Not damage, lose or steal any equipment and not damage ICT facilities or network.
- Not gain access to restricted parts of the network.
- Use only storage devices that are approved by ICT Services.
- Not engage in electronic vandalism, unauthorised access to or theft from the school's ICT equipment and systems (e.g. introducing viruses and hacking).
- Report any damage to ICT equipment and facilities to their teacher immediately.

## Consideration for Others

Students must:

- Act in a respectful and responsible manner towards others.
- Not store, display or send information which may cause offence to others (e.g. text messaging, email messages, or creating, displaying or sending inappropriate graphics, and recording or playing inappropriate audio or video files). If you are in any doubt about what could cause offence to others it is important that you discuss this with your teacher.
- Obtain permission from any individual before photographing, videoing or recording them.
- Ensure that electronic communication does not cause offence, harass or harm others.

## Copyright and Licensing

Students must:

- Obey copyright laws and licensing agreements.
- Not download movies, games, videos and music from the internet.
- Not bring to school illegally downloaded or otherwise acquired movies, games, videos and music.

## Internet

Students must:

- Act in a respectful and responsible manner when using the internet. Access to the Internet is a privilege, not a right.
- Use the internet for school-related work only.
- Be polite. Students must not insult other users of the internet.
- Not use the internet to access, copy, create, display, store, send, download or distribute information that could be considered inappropriate, cause offence to others or is illegal.
- Not give personal addresses, phone numbers or passwords over the internet.
- Not access social networking sites (e.g. Bebo, MySpace and Facebook) or unapproved email accounts (e.g. hotmail) unless express permission is granted by your teacher, this exception is strictly for school work only.
- Not watch or download music, videos or movies without the teacher's permission.
- Not use any form of concealment software or website to bypass the school's internet security. The use of "Proxy Web" sites is expressly forbidden.

## In the event of accidental access to inappropriate, offensive or illegal information students must:

1. Not show other students.
2. Switch off the monitor immediately.
3. Report the incident to the teacher immediately, who will inform the ICT Services (Helpdesk) as soon as possible.

## Password and Personal Details

Students must:

- Keep their computer account password confidential.
- Not share their personal details (e.g. home address, phone numbers, email address, passwords, login names) with others.
- Not allow another person access to their computer account.

## Personal Electronic Devices

Students must:

- Use their Personal Electronic Devices in a respectful and responsible manner.
- Understand that they bring Personal Electronic Devices at their own risk. The school takes no responsibility for loss, damage or theft of Personal Electronic Devices.
- Switch off all Personal Electronic Devices during lessons. Students may only use their Personal Electronic Devices during lessons if the teacher has granted permission for a specified learning purpose.
- Not use Personal Digital Devices to access, copy, create, display, store, send, download or distribute information that could be considered inappropriate, cause offence to others or is illegal.
- Not have a mobile phone or any other Personal Electronic Device in their possession during any assessment (e.g. tests and exams), in compliance with NZQA examination standards. Failure to do so may be regarded as cheating.

Students may use Personal Electronic Devices during non-class times, as long as they are used in a respectful and responsible manner.

## Posting Information

Students must:

- Ensure that all information submitted on to the school intranet and the internet is school-related work only, and it must not cause offence to others.

## Software

Students must:

- Not load any software, from any source including the internet, onto any school equipment. This includes use of such technologies as Bluetooth, infrared, and wireless, and any other similar technologies which may be developed.
- Not copy software from the school onto any Personal Electronic Device unless specifically directed to do so.

## Storing Information

Students must:

- Gain permission from their teacher to store information from school ICT equipment or systems on to any personal storage device.

## Student ID Cards

Only students' presenting (their own) an Otumoetai College student ID card will be issued portable ICT equipment e.g. netbooks, laptops. The students' ID card may also be required from time to time to obtain school resources.

- Ensuring that students' identity is safeguarded.

## Wastage

Students must:

- Not waste ICT resources and bandwidth through unnecessary and inappropriate uploading and downloading of material (e.g. information, photographs, graphics and videos) to and from the internet.
- Avoid unnecessary printing.

Otumoetai College reserves the right to monitor information on the school's ICT equipment and systems at any time. If there is a suspected breach of this *ICT Users Agreement*, the matter may be investigated by the school. The school may ask to check privately owned ICT equipment as part of its investigation into the alleged breach of this ICT Users Agreement.

## Consequences

If a student damages school ICT equipment or systems, it may be necessary for the school to inform parents/caregivers, who may be responsible for the cost of repairs or replacement. In addition, students who breach this agreement can expect the following possible consequences:

- Discussing the incident with the student.
- Informing parents/caregivers.
- Blocking student access to school ICT equipment and/or systems for a period of time.
- Terminating student access to school ICT equipment and/or systems.
- Taking disciplinary action (e.g. section 27, Stand down or Suspension).
- Informing the Police.

**Vandalism of equipment will result in the immediate withdrawal of all computer privileges and may also result in other school disciplinary action.**

## Parents/Caregivers Agreement

- I have read and discussed this ICT User Agreement with my child.
- I understand that Otumoetai College has made a significant financial investment in ICT to improve student learning and achievement.
- I also understand that the use of Otumoetai College ICT equipment and systems is a privilege, not a right.
- I agree to support the school in ensuring that ICT equipment and systems is available for the benefit of all students and staff.
- I will contact the Principal if there is any aspect of this user agreement I would like to discuss.

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

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

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

## Student Agreement

- I have read and understood my responsibilities.
- I understand that Otumoetai College has made a significant financial investment in ICT to improve student learning and achievement.
- I also understand that the use of Otumoetai College ICT equipment and systems is a privilege, not a right.
- I will take proper care of school ICT equipment and systems.
- I agree to abide by this agreement and support the school in ensuring that ICT equipment and systems is available for the benefit of all students and staff.
- I will ask my teachers if I am not sure about anything to do with this agreement.
- I know that if I breach this use agreement there may be serious consequences.

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

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

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

**This agreement will remain in force as long as the student is enrolled at Otumoetai College.**

**If it becomes necessary to add or amend any information or rule, parents/caregivers will be advised in writing.**

# JUNIOR CURRICULUM

## YEAR 9 COURSES

### Full Year

English, Mathematics, Physical Education & Health, Science and Social Science

### One Term

Drama, Music, Visual Art, Digital Business, Graphics, Materials Technology, Food Technology/Nutrition

### Language Option

Te Reo Maori (half year), Spanish (10 weeks), Japanese (10 weeks)

*Students who select half year Te Reo Maori will have Music included in the course.*

*Access to these courses is available in Year 10 with no Year 9 prerequisite.*

### Language Option Selected:

<b>First Choice:</b>	<b>Second Choice:</b>
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## YEAR 10 COURSES

### Full Year

English, Mathematics, Physical Education & Health, Science and Social Science

### Optional Subjects

Plus a selection of the following, amounting to two full year equivalent courses. To fit with Ministry of Education regulations, the only restriction is that students must choose at least one course (full or half year) from both Columns One and Two.

Column One	Column Two	Other Courses being offered:
ARTS Drama ** Drama / Performing Arts Music * Visual Arts *	TECHNOLOGY Food and Nutrition * Hard Materials – Wood * Hard Materials – Metal * Soft Materials * Digital Design * Digital Science * Graphics *	Business ** Personal Finance ** Japanese Spanish Te Reo Maori
* Available as full year or half year courses ** Available as half year course only Subjects without an asterisk are available as full year courses only		

### Subjects Selected:

Full / Half Year	Full / Half Year	Half Year	Half Year

# SENIOR CURRICULUM

## YEAR 11-13 COURSES

The multi-level senior school timetable evolves in response to student choice and student demand. At a point in late January it becomes fixed and students have to accept a fixed timetable structure. Students may also not get their first preference as class size becomes a significant factor.

Entry into courses is determined by subject prerequisites and/or Head of Department approval.

Students need to access the Subject Selection Booklet (available on the College website) to select a programme of study. All Year 11 students study 6 subjects, Year 12 students study 5 subjects. If they wish to study a 6<sup>th</sup> subject students must make an application which will be negotiated with their Deans. All Year 13 students study 5 subjects.

### Student Programme:

Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6 (Yr 12 Deans approval required)

### SUBJECTS OFFERED IN THE SENIOR SCHOOL

Subject	Year Level		
	11	12	13
Accounting	▪	▪	▪
Art Design		▪	▪
Art Exploration		▪	
Art History			▪
Art Visual	▪		
Automotive Studies		▪	
Biology		▪	▪
Building/Construction & Allied Trades	▪	▪	
Business	▪	▪	▪
Chemistry		▪	▪
Classical Studies		▪	▪
Computer Media		▪	▪
Computer Skills	▪		▪
Computing (for National Certificate)	▪	▪	▪
Digital Media	▪	▪	
Digital Science	▪	▪	▪
Directions		▪	▪
Drama	▪	▪	▪
Early Childhood Studies		▪	▪
Economics	▪	▪	▪
Electronics	▪	▪	▪
Elite Sports Programme			▪
Employment Skills	▪	▪	
English	▪	▪	▪
English / Literacy	▪		
English – University Entrance			▪
Fashion and Design		▪	▪
Gateway		▪	▪
Geography	▪	▪	▪
Graphics and Design	▪	▪	▪
Health		▪	▪
Health and PE	▪		
History	▪	▪	▪
Horticulture – Industry Based	▪	▪	
Horticulture – NCEA	▪		
Hospitality	▪	▪	▪

Subject	Year Level		
	11	12	13
International English	▪	▪	
Japanese	▪	▪	▪
Making Music			▪
Marine Studies		▪	▪
Mathematics	▪	▪	
Mathematics Advanced Learners	▪		
Mathematics Alternate 1 / 2	▪	▪	
Mathematics with Calculus			▪
Mathematics Modular	▪	▪	
Mathematics Statistics & Modelling		▪	▪
Mechanical Engineering	▪	▪	
Media Studies	▪	▪	▪
Music	▪	▪	▪
Music Contemporary	▪	▪	
Musicianship	▪	▪	
Office Administration		▪	▪
Office Skills	▪		
Outdoor Education		▪	▪
Painting			▪
Performing Arts	▪	▪	▪
Photography		▪	▪
Physical Education (Practical)	▪	▪	
Physics		▪	▪
Science	▪	▪	▪
Social Science	▪		
Sociology		▪	▪
Spanish	▪	▪	▪
Sports Science	▪	▪	▪
Technical Skills			▪
Technology – Food	▪	▪	
Technology – Metal	▪	▪	
Technology – Product Dev. & Design			▪
Technology – Soft Materials	▪	▪	▪
Technology – Wood	▪	▪	
Te Reo Maori	▪	▪	▪
Tourism & Travel		▪	▪

<b>MUSIC</b>	<b>Student Name:</b>	<b>Contact Phone:</b>
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**Circle the choice of instrument you would be interested in learning:**

- |            |             |                    |       |             |               |         |
|------------|-------------|--------------------|-------|-------------|---------------|---------|
| Trombone   | French Horn | Tenor Saxophone    | Oboe  | Euphonium   | Clarinet      | Drums   |
| Trumpet    | Baritone    | Baritone Saxophone | Tuba  | Bass Guitar | Bass Clarinet | Timpani |
| Percussion | Cornet      | Alto Saxophone     | Flute | Guitar      | Piccolo       | Vocals  |

**Circle any groups you would be interested in being a part of:**

- |                                |                                   |                   |                 |
|--------------------------------|-----------------------------------|-------------------|-----------------|
| Symphonic Band                 | Concert Band (Junior Band)        | Jazz Band         | Stage Band      |
| Bella Diva Choir (Girls Choir) | Bel Coro Choir (Auditioned Choir) | Percussion Groups | String Ensemble |
| Clarinet Ensemble              | Flute Ensemble                    | Rock Band         | Talent Quest    |

**Please list instruments, with names of tutors, your student is either currently learning or has learnt with in the past. This includes singing lessons.**

Instrument	Tutor	Length of time Learning / Grade

<b>SPORT</b>	<b>Student Name:</b>	<b>Contact Phone:</b>
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**Circle your choice of Sports:**

- |                     |                |                     |                     |                    |
|---------------------|----------------|---------------------|---------------------|--------------------|
| Athletics           | Badminton      | Basketball          | Canoe Polo          | Cricket            |
| Cross Country       | Cycling        | Equestrian          | Dressage            | Golf               |
| Gymnastics          | Hockey – Field | Hockey – Inline     | Hockey - Underwater |                    |
| Indoor Bowls        | Karting        | Lawn Bowls          | Mountain Biking     | Motorcross         |
| Netball             | Rock Climbing  | Rowing              | Rowing – Indoor     | Rugby League       |
| Rugby Union         | Skateboarding  | Skiing              | Snowboarding        | Soccer             |
| Softball            | Squash         | Surfing             | Swimming            | Table Tennis       |
| Tennis              | Touch Rugby    | Triathlon           | Ultimate Frisbee    | Volleyball - Beach |
| Volleyball – Indoor | Water Polo     | Whitewater Kayaking | Yachting            |                    |

Please list any sport achievements of note: (eg Representative teams)

.....

.....

**Parents / Guardians – Our Sports Office relies on community help for Coaching, Team Management and Officials. Are you interested in assisting in a supported role for any of these sports?**

**YES**  **NO**  If yes, what sport .....

Type of help .....

Contact me on Phone: ..... Email: .....

<b>LEARNING CONSIDERATIONS</b>	<b>Student Name</b>	<b>Contact Phone:</b>
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Please identify any considerations associated with your daughter/son's learning that would assist us in placing and supporting your child.

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**Cognitive and Educational Assessment for Learning Difficulties attached?** YES  NO

# Check List

To speed up the enrolment process, please use this check list to ensure you have attached all relevant documents to this application:

Completed all pages of this enrolment form

Provided a copy of Students Birth Certificate or Current Passport

***Eligibility to enrol is dependent on receipt of a birth certificate***

***If the student was not born in New Zealand:***

Provided a copy of relevant documents / visas page 1

Read, initialled and signed the Parent/Caregiver Financial Agreement page 3

Read, completed and signed the Home Zone Residence Declaration page 4

Ensure the student has read and signed the Student ICT User Agreement pages 5-8

***If the student is a Year 9:***

Completed the Language Option page 9

***If the student is a Year 10:***

Completed the Subject Selection section page 9

***If the student is Year 11, 12 or 13:***

Completed the Subject Selection section page 10

Completed the Music, Sport and/or Learning Requirements sections (where applicable) page 11

**Thank you for your application for Enrolment**

