



# Cashmere High School

*Te iringa o Kahukura*

## **2018 Enrolment Form**

### **2018 Year 9 Enrolments**

close 4pm, 28<sup>th</sup> July 2017

### **2018 Year 10-13 Enrolments**

close 4pm, 1<sup>st</sup> September 2017

172 Rose Street – Christchurch 8024

[www.cashmere.school.nz](http://www.cashmere.school.nz) – [office@cashmere.school.nz](mailto:office@cashmere.school.nz)

## Criteria for Enrolment

The enrolment criteria are listed in the Enrolment Procedures leaflet in the Prospectus.

Please complete Part A **or** Part B

### A. Students residing in 'Home Zone'

- Priority 1** - All students whose usual place of residence is in the 'Home Zone' are entitled to enrol at Cashmere High School  
NOTE: Evidence must be attached for this permanent residential address (eg, rates, power bill, telephone account)

### B. Students residing outside the 'Home Zone'

- Priority 2** – students with siblings (brothers and/or sisters) currently attending Cashmere High School

Name and Year Level \_\_\_\_\_

- Priority 3** – students with siblings (brothers and/or sisters) who previously attended Cashmere High School

Name and Year attended \_\_\_\_\_

- Priority 4** – students who are children of parents who previously attended Cashmere High School.

Name and Year attended \_\_\_\_\_

- Priority 5** – Students who are children of Board of Trustees employees

- Priority 6** – All other applicants

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 student's first day of attendance at the school, your student 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.

# 2018 Application Form

**Entry level to Cashmere High School:**

**Year 9 Year 10 Year 11 Year 12 Year 13** (circle one)

## Student Details:

**Last Name** (as on Birth Certificate/Passport) \_\_\_\_\_

**First and Middle Names**

(as on Birth Certificate/Passport): \_\_\_\_\_

**Preferred First Name** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Post Code** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Student's Cell Phone** \_\_\_\_\_

**Male / Female** (circle one) **Date of Birth** \_\_\_\_\_

**Name of current school** (or last attended) \_\_\_\_\_

**Ethnicity:**

NZ European

Maori  Iwi/Tribe(s) \_\_\_\_\_

Other  Please specify \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_

**Citizenship:**

NZ

Other  Please specify \_\_\_\_\_

**Is English your first language?** Yes No (circle one)

If no, what is the main language spoken at home? \_\_\_\_\_

**Sibling Information:**

Brother or Sister currently attending CHS \_\_\_\_\_

CHS House (circle one) **Blake Britten Cooper Ngata Rutherford Sheppard**

**Special Education**

Is this student ORS funded

**Yes/No** (circle one)

**NB – A copy of the student's NZ Birth Certificate, or passport must be attached to this application form. If not a NZ Citizen, please provide proof of residency/eligibility to enrol.**

## **Explanation of Terms: Primary/Secondary Caregivers and Emergency Contact**

### **Examples:**

- If a student lives with both parents at the same address, then the parents are the primary caregivers. It is unlikely that there will be a secondary caregiver.
- If the student lives with a parent and their partner, then the parent is a primary caregiver. The partner is usually listed as the other primary caregiver.
- If the student lives with a parent and no other adult, then the parent will be the only primary caregiver.

If none of the above examples apply, please read the following explanations.

**Primary Caregiver/s** – may include up to two adults that have guardianship of a student (eg, parents or parent and a partner). The student lives most or all of the time with the primary caregiver. The primary caregiver is the main point of contact with the school.

**Secondary Caregiver/s** – can include up to two adults (eg, parent that the student does not live with most or all of the time). The secondary caregiver may have partial or no guardianship of the student.

### **NOTE:**

The school sends all communication to the student's primary and secondary caregivers.

Both primary and secondary caregivers will be provided with independent personalised access to our web portal. This will allow them to view student attendance, reports, NCEA results (if applicable) and other school information.

**Emergency Contact** – an adult that will be contacted by the school if the primary or secondary caregivers are not contactable at the time of any emergency. The emergency contact is not one of the primary or secondary caregivers. They do not receive any communication from the school.

**PLEASE NOTE:** It is important to include an email address in your details as the usual way we communicate with parents/caregivers is via email (this includes sending school reports, and most other communication).

**Caregiver Details** (refer to information on previous page)

**Primary Caregiver 1**

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name (preferred): \_\_\_\_\_ Title: Mr/Mrs/Miss/Ms/Dr

Postal Address (if different from physical address on previous page):

\_\_\_\_\_ Post Code \_\_\_\_\_

Cellphone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

**Primary Caregiver 2**

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name (preferred): \_\_\_\_\_ Title: Mr/Mrs/Miss/Ms/Dr

Cellphone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

**Secondary Caregiver 1**

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name (preferred): \_\_\_\_\_ Title: Mr/Mrs/Miss/Ms/Dr

Physical Address: \_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address (if different from physical address): \_\_\_\_\_ Post Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

**Secondary Caregiver 2**

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name (preferred): \_\_\_\_\_ Title: Mr/Mrs/Miss/Ms/Dr

Cellphone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

**Emergency Contact** (someone other than above)

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## Student's Health Record

Doctor:	Surgery Phone Number:
Dentist:	Surgery Phone Number:

**Medical Information:**

circle one

**Medication Required:** (These can be stored at the Health Clinic)

Asthma	Yes / No	
Diabetes	Yes / No	
Epilepsy	Yes / No	
ADD/ADHD	Yes / No	
Migraine	Yes / No	
Stings, Food, Medication, Other	Yes / No	
Any other medical condition or disability?		

**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 paracetamol and antihistamine.

I give permission for my student to receive 'general sale' medicines such as paracetamol 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 student 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)

In the event of an Emergency which requires the school to close at short notice (eg, earthquake)

I give permission for my son/daughter to leave the school grounds after being checked off the roll by his/her form teacher.

**Yes / No** (circle one)

*Please note: If this permission is not given the student will remain at school, supervised, until collected by an authorised family member/caregiver.*

## Parental Generic Permission for Level 1 and 2 EOTC Events

Our 'Education Outside the Classroom' (EOTC) procedures require that we ask you for generic written permission for your student 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).

Level	Definition	Examples of Events	Consent etc required
1	On site (within school)	<ul style="list-style-type: none"> <li>Physical Education classes</li> <li>Practical lessons outside class</li> <li>Athletics Day</li> <li>Inter-house competitions</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum events need approval of Head of Faculty</li> <li>Sports and House events need approval of Senior Leadership Team</li> <li>Parent/Guardian blanket consent via this form</li> </ul>
2	Offsite 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"> <li>Sports exchanges</li> <li>Monday night volleyball</li> <li>Friday night basketball</li> <li>Twilight cricket</li> <li>School trips to museums, galleries, supervised centres</li> <li>Canta-Maths (competitions)</li> <li>Music performances</li> </ul>	<ul style="list-style-type: none"> <li>All events where students need to leave the school grounds during class time need Senior Leadership Team approval via EOTC form</li> <li>After school events require approval of Head of Sport</li> <li>Parent/Guardian blanket consent via this form</li> </ul>

# Responsible Use of ICT Agreement

To the student and parent/caregiver, please:

1. **Read carefully** the enclosed Cashmere High School Responsible Use Agreement and retain for future reference
2. **Sign the appropriate section on this form**

We understand that Cashmere High School will:

- Do its best to keep the school safe. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the responsible use rules and requirements detailed in use agreement
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreement
- Provide members of the school community with education designed to complement and support the responsible use agreement
- Welcome enquiries from students or parents/caregivers about issues around the responsible use of ICT.

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## Section for student

My responsibilities include:

- I will read the Responsible Use of ICT at Cashmere High School Agreement carefully
- Making sure my device is fully charged each day
- I will follow the responsible use rules and instructions whenever I use the school's ICT, or privately-owned ICT, on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- If I bring my own ICT devices (including cellphones/smart phones/laptops etc) onto school property I will take full responsibility for their safety. The school takes no responsibility for damage or theft.
- If another person uses my device or a school device I am logged into, the student whose device it is, is responsible for ensuring the device is used properly.
- I will keep the responsible use of ICT at Cashmere High School document somewhere safe so I can refer to it in the future

**I have read and understood my responsibilities and agree to abide by the Responsible Use of ICT at Cashmere High School Agreement. I know that if I breach this use agreement there may be serious consequences.**

Name of student: ..... Year Level: .....

Signature: ..... Date: .....

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## Section for parent/caregiver

My responsibilities include:

- I will read the Responsible Use of ICT at Cashmere High School Agreement carefully and discuss it with my student so we both have a clear understanding of our role in the school's work to maintain a safe ICT environment
- I will encourage my student to follow the responsible use rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.
- I will endeavour to provide my student with a device and will ensure it is clearly named (we recommend engraving)
- I will ensure that my student understands the value of the device they bring and respects it.
- I will record and store the serial number of the device at home.

**I have read this Responsible Use of ICT at Cashmere High School Agreement and am aware of the school's initiatives to maintain a safe learning environment, including my student's responsibilities.**

Name of parent: .....

Signature: ..... Date: .....

*Please note: This agreement for your student will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.*

## 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 full school report is attached
3. You have read and agree with the enclosed Responsible Use of ICT Agreement

### In Zone Enrolments Only

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

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## 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.
- 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 student selects and uses, and costs they may incur from loss or damage to school resources or property.
- I/We will be liable for any costs incurred from the recovery of any outstanding monies.
- 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 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.
- I/We give permission for my/our student to self-refer to the on-site Physio or Doctor.

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.