

## Years 7-13 Secondary School Enrolment Form

\*\*\*All applications must have attached a copy of: the student's New Zealand Birth Certificate, NZ Citizenship Certificate or Passport showing Student Visa, Residency Permit.. Proof of address must be sighted (ie Power Bill, Rates, Tenancy Agreement)

### Student Details

Student's Surname	
First Names	
Preferred first name	
Gender	Male / Female
Home address and postcode	
Date of Birth	/ /
Home phone number	
Student's cell phone number	
Parents' email address	
Student's email address	
Last school attended	
Year level / class	
Entry level to Hornby High School	Yr 7   Yr 8   Yr 9   Yr 10   Yr 11   Yr 12   Yr 13
Brother(s) or sister(s) currently attending HHS	

### Ethnicity

- NZ European   
  NZ Maori – Iwi \_\_\_\_\_ hapū \_\_\_\_\_  
 Filipino   
  Samoan   
  Tongan   
  Other, please specify

Is the student a New Zealand Citizen? Yes/No

If no, where was student born? \_\_\_\_\_

Student in NZ on a Student Visa? Yes/No

Date student arrived in New Zealand? \_\_\_\_\_

Language spoken at home (other than English)? \_\_\_\_\_

### Learning Information

ESol support given previously	Yes / No	RTLB	Yes / No
Special Assessment Conditions	Yes / No	Educational Psychologist Report	Yes / No
Special Education (ORRS funded)	Yes / No	Teacher Aide Support	Yes / No
Gifted and Talented	Yes / No	Other, please specify	

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.

<b>Caregiver Number 1</b>	
Surname	
First Names	
Mr / Mrs / Miss / Ms	
Street Address & Postcode	
Postal Address (if different)	
Telephone numbers:	Home: _____ Work: _____ Mobile: _____ Email: _____
Relationship to Student:	

<b>Caregiver Number 2</b>	
Surname	
First Names	
Mr / Mrs / Miss / Ms	
Street Address & Postcode	
Postal Address (if different)	
Telephone numbers:	Home: _____ Work: _____ Mobile: _____ Email: _____
Relationship to Student:	

<b>Emergency Contact</b> (family member or friend in Christchurch)	
Surname	
First Names	
Mr / Mrs / Miss / Ms	
Street Address & Postcode	
Postal Address (if different)	
Telephone numbers:	Home: _____ Work: _____ Mobile: _____ Email: _____
Relationship to Student	

**Guardianship:**

Both Parents  Mother (sole custody)  Father (sole custody)  Other

Do custodial arrangements apply in regards to access? Yes/No (if yes, please supply documentation)

## Publication Information Permission:

Student name: \_\_\_\_\_

In compliance with the Privacy Act of 1993, Hornby High School requires consent from parents/caregivers to publish the name, photographs or work of their son or daughter in any of the School's publications, on the website and on the school facebook page, should the need arise.

The school publishes: a school newsletter, a website and social media sites which are kept current with news, events, celebrations and press releases.

To **consent** to all of the above, please enter a **tick** in each box below, sign and date at the bottom of the page.

To **refuse** permission in any of the areas listed below place a **cross** in the box where permission is not granted and sign and date below. If boxes are left **blank** or signature is missing we will assume consent is granted.

Photo published in print media     Photo published on website and social media     Press Release

We hereby authorise the Principal to approach this child's previous school in order to gather information on his/her school record and to disclose personal information to Government agencies, such as the Ministry of Education, Ministry of Social Development, The New Zealand Qualifications Authority and other relevant institutions.

The information is kept in a student file and also in a computer database. The student file may also contain copies of reports, letters and other relevant information. School staff have access to the information.

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Enquiries

The school welcomes any enquiries from parents or students 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 which can be found at [www.hornby.school.nz](http://www.hornby.school.nz).

# Student's Health Record

<b>Name</b>		
level)	(surname)	(first name) (year
<b>Gender</b> M / F	<b>Date of Birth</b> / /	<b>Ethnicity / Languages Spoken</b>
<b>Doctor's Name</b>	<b>Doctor's Practice</b>	<b>Phone Number</b>

***Ring your preferred dentist and register your child for free dental care (ages 13-18)***

Please tick and detail if your son/daughters has, or has had, any of the following complaints:	Details (feel free to attach a separate piece of paper):
<b>ADHD / ASD / Learning Disorder</b>	
<b>Asthma</b> (List medications & frequency of attacks)	
<b>Eczema</b> (List creams)	
<b>Epilepsy</b> (List frequency of seizures, medications, & name of specialist if relevant)	
<b>Migraines</b> (List medications used)	
<b>Visual Problems</b>	
<b>Physical Disability</b>	
<b>Anxiety</b> (List people involved and any medications)	
<b>Depression/Low Mood</b> (list people involved/medications)	
<b>Operations</b> (please give details)	
Any other medical condition or disability we should be aware of?	

<b>Does your child suffer an allergic reaction to (please circle):</b>	<b>Treatment required (medication/ambulance/GP):</b>
Stings      Food      Medication	

Regular medications currently used by your child:		
Name of medication	Dose	How many times per day?

<p><b>Declaration</b></p> <p>1. I agree to my child having a basic health check with the school nurse and free basic vision testing (at school with Specsavers Hornby). I also agree to a free assessment (HEADSS) of my child in Year 9 to support good health, better learning and early detection of health issues.</p> <p>2. In the event of an injury or an event that requires medical attention, if I am unable to be contacted 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 an event not accident related I agree to meet any costs incurred. I understand the school is not responsible for any medical costs.</p> <p>3. I understand when necessary and for safety reasons, my child's medical information may be shared with relevant staff. If my child has an emergency plan I understand it will be updated yearly or as required, and be available to all staff to use in an emergency.</p> <p>4. I give permission for the office staff to dispense Panadol and assist with emergency medications if necessary. I agree the school nurse can give Panadol (pain), Ibuprofen (pain) and Loraclear (hayfever) and other first aid treatments. <b>Please tick this box if you would like to be rung <u>BEFORE</u> any of these are given</b> <input type="checkbox"/></p>
<p><b>Signed:</b> _____ (Parent/Caregiver)      <b>Date:</b> _____</p>



Kia ora koutou. Talofa. Kia Orana. Malo e lelei. Bula. Fakaalofa atu. Hello parents and caregivers.

During your child's time at Hornby High School, they will be offered to participate in age appropriate Health curriculum classes.

The Ministry of Education recommends that all Y7-10 students should participate in a sexuality education programme. The teaching of sexuality programmes is supported by the New Zealand Health Curriculum.

The students will have the opportunity to be involved in a Sexuality Education programme which is derived from the New Zealand Health curriculum. At all year levels, this programme is tailored to the students particular year level. The programme will run for approximately six weeks in Term 2 or Term 3. The purpose of this programme is to educate the students about all aspects of sexuality, ways to keep themselves safe, how to be assertive when decision making and to understand strategies to manage changes.

The sexuality programme is designed to educate the students and prepare them for situations that may arise. This programme does not encourage students to be engaging in inappropriate activities.

Parents and caregivers have the right to decide if their child is to participate in this programme or be withdrawn. If you wish for your child not to participate in this programme please email or call the principal, Robin Sutton.

If you wish for your child to participate, no further action is necessary.

If you would like to discuss anything regarding this programme or you have any worries, please don't hesitate to email or call me.

Kind regards,

Alex Aitken (HoD Health)

Email: [ak@hornby.school.nz](mailto:ak@hornby.school.nz)

Phone: (03) 349 5396

## Generic Parental Permission for Type A and B 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 Type A and B EOTC events while they attend Hornby 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 Co-ordinator (Mr Allan Kane) 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 your reading the table below, signing the form at the bottom of the page and returning this letter with your Enrolment Form.

Type	Definition	Example of Events	Consent etc required
A	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 the Head of Department</li> <li>Sports and House events need approval of Senior Leadership Team (SLT)</li> <li>Parent/Guardian blanket consent gained on submission of this form</li> </ul>
B	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"> <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 (eg Antarctic)</li> <li>CantaMaths 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 SLT approval via EOTC form</li> <li>After school events require approval of sports co-ordinator</li> <li>Parent/guardian blanket consent via this form.</li> </ul>

Student's Name \_\_\_\_\_

I give permission for this student to participate in all EOTC Type A and B events while he/she attends Hornby High School.

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ICT User Agreement

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

- I understand that I will be issued with a Google account, including an email address to facilitate my learning at HHS,
- 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 of alter programmes 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 during school time I will only use my HHS account (hornby.school.nz) for school work and I will not be logged into any other account.

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

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent / Caregiver Declaration:

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

- I/We understand that my child will be issued with a Google account, including an email address to facilitate learning at HHS.
- 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 and completed the Publication Information Permission form.
- I/We have read and completed the Student Health Record.
- I/We agree to pay for the subject and activity costs my child selects and uses.
- I/We agree to pay costs that may be incurred from loss or damage to school resources.
- I/we understand the agreement for Use of Computers and the Internet above.
- 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 player or iPod during timetabled class times unless directed by the teacher.
- 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: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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, 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 Hornby High School's PTA 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 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.



**Te Huru Huru Ao o Horomaka  
Hornby High School**

**ENROLMENT SCHEME**

**Home Zone**

All students who live within the home zone described below and shown on the attached map shall be entitled to enrol at the school. (Includes both sides of the road unless otherwise stated)

**Primary zone**

From the intersection of:

- Yaldhurst Road and Russley/Masham Road,  
South on the West side only of Masham Road to Buchanans Road,
- South east along the Buchanans Road to Racecourse Road, (including Dumfries Drive, Armilla Lane, Cicada Pl, Kinross Street, Zenith Place, Fiona Place, Peebles Drive, and Glenleith Lane)
- South east on the western side only of Racecourse Road to Lowther Street,
- South east on the western side only of Lowther Street to the Main South Road,
- South west on Main South Road to Symes Road,
- East on Symes Road to Hayton Road,
- North, then east, on Hayton Road to Mcalpine Street
- East on Mcalpine Street to Curletts Road,
- South along the western side only of Curletts Road to the Christchurch Southern Motorway,
- South west on the northern side only of Christchurch Southern Motorway to Halswell Junction Road,
- West along the northern side only of Christchurch Southern Motorway (Stage 2) to Shands Road,
- North east on Shands Road to the transmission lines north of Marshs Road
- North along the transmission lines to Waterloo Road (including 620 to 648 Main South Road),
- South west on Waterloo Road to Pound Road,
- North on the eastern side only of Pound Road to Roberts Road,
- South east on Roberts Road to the transmission lines,
- North along the transmission lines to Buchanans Road,
- West on Buchanans Road to Jarnac Boulevard (including all addresses on Buchanans Road to Pound Road)
- North on Jarnac Boulevard to Yaldhurst Road (including all addresses in the Delamain and Yaldhurst Villae subdivisions)
- East on the south side only of Yaldhurst Road to the Russley/Masham Road intersection (including addresses from 473 to 481 Yaldhurst Road).

**Secondary zone**

From the intersection of:

- Yaldhurst Road and Russley/Masham Road,  
South on the West side only of Masham Road to Buchanans Road,
- South east along the Buchanans Road to Racecourse Road, (including Dumfries Drive, Armilla Lane, Cicada Pl, Kinross Street, Zenith Place, Fiona Place, Peebles Drive, and Glenleith Lane)
- South east on the western side only of Racecourse Road to Lowther Street,
- South east on the western side only of Lowther Street to the Main South Road,
- South west on Main South Road to Symes Road,
- East on Symes Road to Hayton Road,
- North, then east, on Hayton Road to Mcalpine Street
- East on Mcalpine Street to Curletts Road,
- South along the western side only of Curletts Road to the Christchurch Southern Motorway,
- South west on the northern side only of Christchurch Southern Motorway to Halswell Junction Road,
- West along the northern side only of Christchurch Southern Motorway (Stage 2) to the Main South Road,
- South west on Main South Road to Curraghs Road
- North on Curraghs Road to Maddisons Road,
- North on the east side only of Curraghs Road to Jowers Road,
- North on Jowers Road to West Coast Road (SH73),
- East on the south side only of West Coast Road (SH73) to Chattertons Road,
- North on the east side only of Chattertons Road to Mcleans Island Road,
- North, then east on Mcleans Island Road to Aviation Drive,
- South on Aviation Drive to Pound Road,
- South on Pound Road to Ryans Road,
- South east on Ryans Road to Russley Road (including Grays Road to number 60),
- South on the western side only of Russley Road to the Russley/Masham Road intersection.

Proof of residence within the home zone may be required.



Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school, and on the school website. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.

### **Special Programmes**

The school operates the following special programme: **Te Whānau Reo Māori**

Students who live within the school's home zone and meet the criteria for enrolment in Te Whānau Reo Māori will be enrolled ahead of out of zone students.

Numbers for Te Whānau Reo Māori are limited. The total number of places in Te Whānau Reo Māori will be determined by the Principal after consultation with the Te Whānau Reo Māori teachers.

### **Whaingā ara totika (Enrolment Guidelines):**

The criteria for acceptance into Te Whānau Reo Māori are as follows:

1. All prospective students must demonstrate commitment to learning Te reo Māori me ōna tikanga and whanau commitment to Kaupapa Māori is essential. Previous experience in a bilingual class and commitment will be assessed during a whanau interview prior to acceptance into the programme. Following the interview staff will meet to discuss the whanau commitment to the programme and assess the student's suitability and likelihood of success in the programme prior to a position being offered.
2. For students who meet the proficiency requirement in (1) above, priority for acceptance into the programme is in the following order:
  1. Applicants residing within the home zone and with siblings attending Te Whānau Reo Māori.
  2. Applicants residing in the home zone.
  3. Applicants residing outside the home zone with siblings currently attending Te Whānau Reo Māori.
  4. Applicants with extended whanau connections (eg cousins).
  5. All other applicants.
3. If there are more applicants in any priority group than places available, a ballot will be conducted.

### **Out of zone enrolments**

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school, and on the school website. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

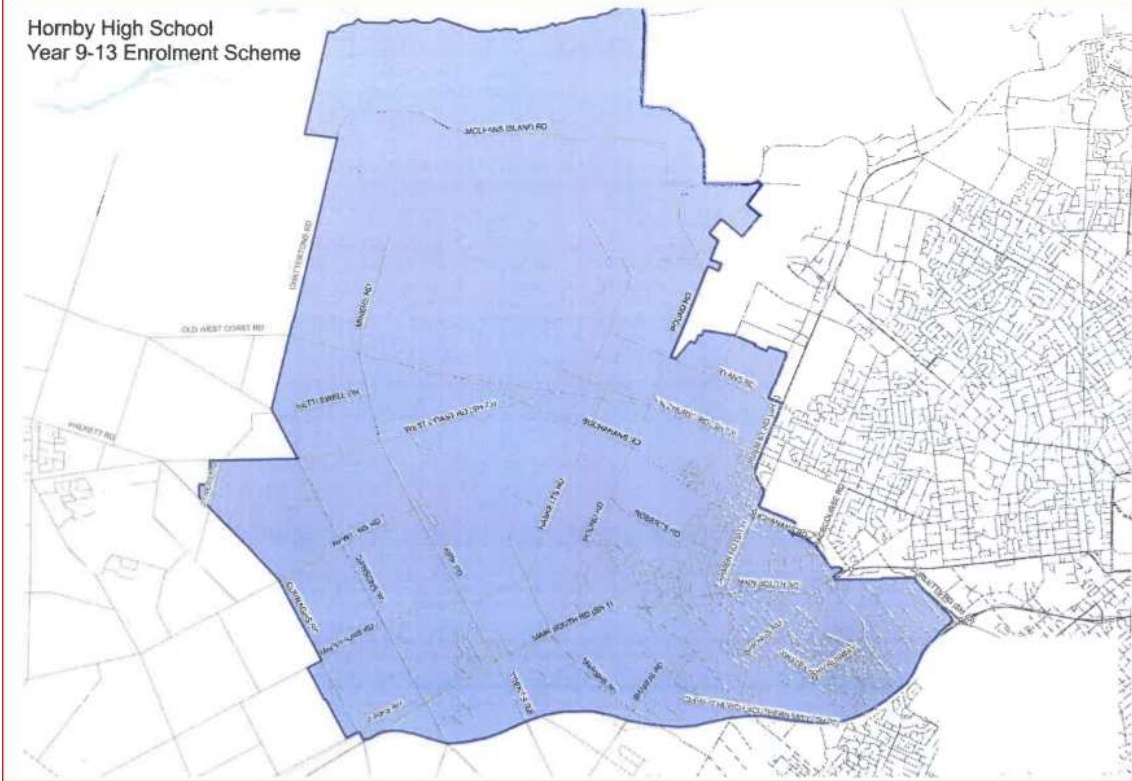
The order of priority in which applicants who live outside a school's home zone are to be offered places at the school is as follows:

- a. first priority must be given to any applicant who is accepted for enrolment in a special programme run by the school;
- b. second priority must be given to any applicant who is the sibling of a current student of the school;
- c. third priority must be given to any student who is the sibling of a former student of the school;
- d. fourth priority must be given to any applicant who is a child of a former student of the school;
- e. fifth priority must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school;
- f. sixth priority must be given to all other applicants.

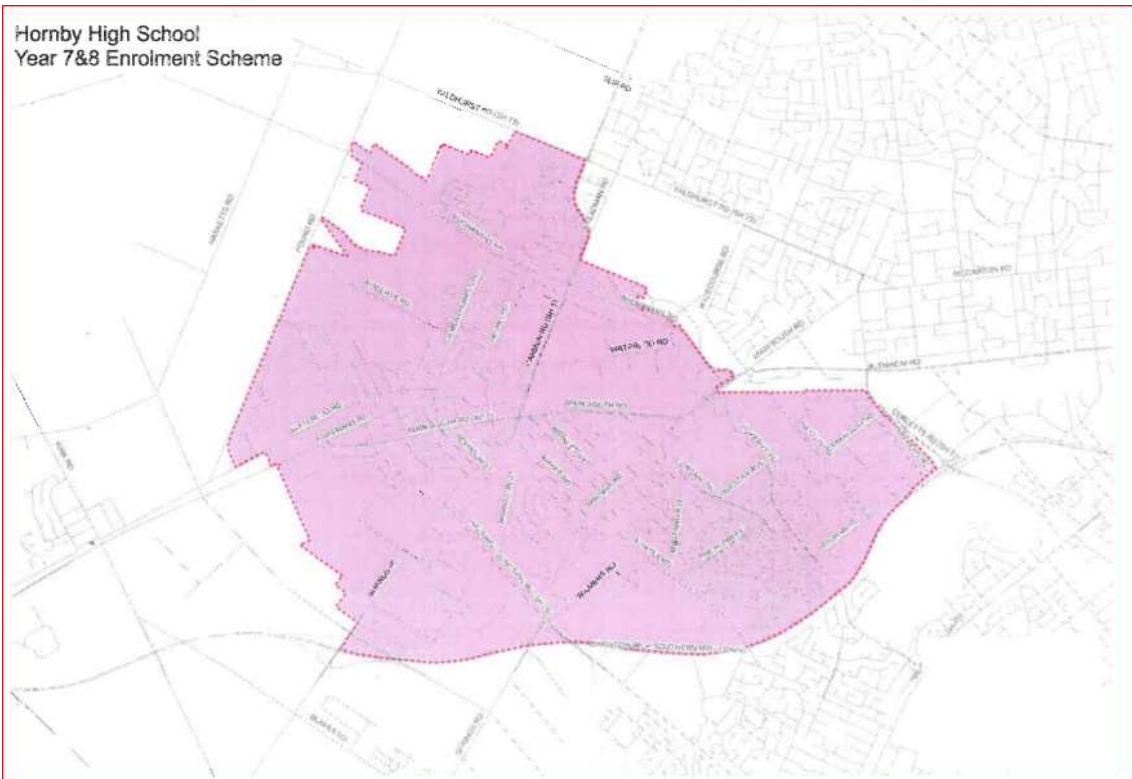
If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

**Hornby High School  
Year 9-13 Enrolment Scheme**



**Hornby High School  
Year 7&8 Enrolment Scheme**



# Hornby High School Uniform

(Prices correct as at 20 July 2020)



Shirt or blouse short sleeved	\$55
Shirt or blouse long sleeved	\$60
Skirt	\$90
Shorts	\$60
Cardigan	\$95
Jersey	\$95
Trousers	\$75
Jacket / polar fleece lining	\$135
Socks (3 pack merino)	\$28
Socks (3 pack cotton)	\$23
PE Shirt (school logo)	\$40
PE shorts (school logo)	\$35
Ties / Scarf	\$30 (each)
Beanie	\$15
Blazer / yellow pinstripe / logo (optional)	\$260
Sunhat / Caps	\$15 (each)

Hours (term time only) Wednesday and Thursday 1-4pm

Prices are GST inclusive and are correct as at 20 July 2020

Bank Account 030855 0333812 00  
Payment cash, cheque, credit card, Eftpos  
Layby welcome.

Uniform shop situated at Hornby High School  
180 Waterloo Road Chch 8042  
Phone 349 5396 extension 870  
[uniform@hornby.school.nz](mailto:uniform@hornby.school.nz)



**Uru Manuka  
Education Trust**  
c/- 190 Waterloo Road  
Hornby  
Christchurch  
8042

## Purchase Bundle includes

1. **Acer C732 Chromebook**
2. **3 year manufacturer's warranty** starts Jan 2020
3. **Bag** - Targus Education Work-in Clamshell with 3 year manufacturer's warranty.
4. **Accidental Damage, Loss or Theft Insurance\*** starts Jan 2020 for up to 3 years with \$zero excess.  
2 Repair Claims and 1 Replacement  
Protection against accidental damage or loss of the device including theft.

Amount

**\$520.00 GST  
inc**

Total to be paid in **Full \$520.00**

Please complete the form and make a payment through internet banking

<https://www.urumanuka.org.nz/buy-a-chromebook>

**Last day for ordering is 19 January 2020 to ensure delivery to the schools for the first day of term.**

Payment details :

**Uru Mānuka Education Trust: ASB 12-3441-0091909-00**

**Please include the following details with your payment**

**Particulars (Student First Name)**

**Reference (School Name)**

**Code ( Student Surname)**

If you have trouble contact your school office who will help you through the process.  
Schools whose learners can access this Package: Hornby Primary, Gilberthorpe, Hornby High School, Wigram, South Hornby, Yaldhurst, St Bernadette's , Mairehau High, New Brighton Catholic, Belfast, Rawhiti, Marshland, St Francis of Assisi, Parkview Pārua

The device will be delivered, configured and ready to go in 2020 at your child(s) school.

\*conditions apply, please refer to the Accidental Damage, Loss or Theft Insurance policy document for full terms and conditions. Terms & Conditions: Offer is not available in store,



## Hornby High School now has a School App!

Go to the App Store on your Apple or Android device and **Search 'SchoolAppsNZ'** to download the app onto your device.

Then search 'Hornby High School' to find your school's app.