

Wesley College

APPLICATION FOR ADMISSION

PROPOSED STUDENT

SURNAME

GIVEN NAMES (in full)

Checklist

Please enclose:

a) The original or a colour copy of Applicant's most recent report from present school

b) Copy of Birth Certificate.

c) Copy of Applicants Passport.

d) Copy of Parents Residency (Applicable to Parents who were not born in New Zealand).

e) Copy of Immunisation Certificate Required

f) A copy of your most recent electricity account to confirm address details.

Address to which application must be sent:

Wesley College
Enrolment Administration
P.O. Box 58
Pukekohe 2340

Phone: (09) 2370224, Email: admin@wesley.school.nz, Website: www.wesley.school.nz

APPLICATION FOR ADMISSION

Student's Name: _____
Surname Given Names

Student's Preferred Name: _____ (the name student is known by)

Circle: Male / Female Date of Birth: _____ Current Age ____ yrs ____ mths

Ethnic Background: _____ Nationality / Citizenship: _____

Present School _____ Yrs 11, 12 & 13
 NZQA National Student No: _____
(Refer NZQA Result Notice)

For NZ Maori:

Iwi/Hapuu Affiliation _____

Language(s) Spoken at Home: _____

Church affiliation: _____

SPECIAL CHARACTER INFORMATION

Please state your association with Te Hahi Weteriana/The Methodist Church of NZ or another Methodist Church.

Please state your previous association with Wesley College, eg. the applicant is the son/daughter of a former student?
House Affiliation: School, Simmonds, Stanton, Winstone (please circle)

The applicant wishes to enrol as:

		in Year	9	10	
Boarder	<input type="checkbox"/>		11	12	13
Day Student	<input type="checkbox"/>	(circle appropriate Year level) to commence in 20_____			

COURTS/JUSTICE/FAMILY SUPPORT NOTIFICATION/ YOUTH JUSTICE SERVICE

Please indicate if there has been any involvement with the following:

	Yes	No
• Child, Youth and Family Service [CYFs]	<input type="checkbox"/>	<input type="checkbox"/>
• Youth Justice Service	<input type="checkbox"/>	<input type="checkbox"/>
• Youth Worker / Youth Development Schemes	<input type="checkbox"/>	<input type="checkbox"/>

If you have indicated 'Yes' please explain what that involvement is: **Please use a separate sheet of paper if necessary**

NON-DISCLOSURE
Any non-disclosure of relevant information relating to the above may lead to your son/daughters place in the hostel being withdrawn.

LEARNING SUPPORT/RTLb/MOE INTERVENTION

Please indicate if your child is receiving or has received Learning Support, RTLb and/or MOE Intervention.

	Yes	No
• Learning Support	<input type="checkbox"/>	<input type="checkbox"/>
• RTLb/MOE Intervention	<input type="checkbox"/>	<input type="checkbox"/>

To be completed by both parents/guardians

MOTHER/GUARDIAN

FATHER/GUARDIAN

Relationship to Student: _____

Relationship to Student: _____

Full Name: _____

Full Name: _____

Private Address: _____

Private Address: _____

Postal Code: _____

Postal Code: _____

Phone: _____

Phone: _____

Name of Work: _____

Name of Work: _____

Phone (Work.): _____

Phone (Work.): _____

Occupation: _____

Occupation: _____

Email Address: _____

Email Address: _____

Mobile Phone No: _____

Mobile Phone No: _____

NEXT OF KIN (To be notified in case of emergency)

Name _____

Relationship _____

Address _____

Phone (Home) _____

Mobile _____

Name _____

Relationship _____

Address _____

Phone (Home) _____

Mobile _____

FOR OVERSEAS STUDENTS: Please supply name and address of New Zealand Guardian (i.e. the person responsible for housing student during College holidays):

Name: _____ Relationship to pupil: _____

NZ Address: _____

Phone: _____ Mobile: _____

Also: please supply copies of Residence Permits and Visa details as appropriate.

DECLARATION:

1. I am the Natural Parent/Adoptive Parent/Legal Guardian.
2. I agree that if he/she is so admitted:-
 - (a) He/she shall be subject to the rules and regulations of the College.
 - (b) To pay such agreed fees as may from time to time be charged by the Wesley College Trust Board
 - i) in advance at the beginning of each term; or
 - ii) by weekly/fortnightly automatic payment to start the first week of January and to continue whilst (s)he is enrolled at Wesley College
 - (c) To give one term's written notice of my intention to remove him / her from the boarding hostel or to pay one half term's fees.
 - (d) To his/her receiving such instruction as the Board of Trustees and / or Wesley College Trust Board may from time to time decide to allow in terms of Section 3 of the Contraception Sterilization and Abortion Act 1977.
 - (e) To his/her taking part in religious observances and religious instruction as determined by the Principal, subject to Section 32 of the Private Schools Conditional Integration Act.
 - (f) The Principal is given the authority to stand down or suspend pupils from the Hostel for any breaches of College rules or for unacceptable behaviour. It is acknowledged that the Principal has the sole discretion to decide what behaviour is unacceptable and I / we agree to abide by that decision.
[Note: (i) any decision to exclude a pupil from the hostels is made by the Discipline Committee of the Wesley College Trust Board; and
(ii) the provisions for disciplinary matters in the school are contained in the Education Act 1989]
 - (g) I agree to my son/daughter being drug and/or alcohol tested at the request of the Principal and/or appropriate SLT member should he/she be found using, in possession of and/or dealing in illegal substances. The results will be reported to the Principal and/or appropriate SLT member, parents/caregivers and/or the police if required.
 - (h) The Principal is given the authority to act "in locum parentis" in the event of an accident or other circumstance resulting in my / our child requiring emergency medical treatment and all prior reasonable steps have been taken to contact me / us.
3. I agree to images of my son/daughter being published in the Collegian, on the College Website and / or in any other publications for the purpose of recognizing my/our child's achievements and promoting/advertising Wesley College.
4. Accounts should be sent to those listed below who are directly responsible for the payment of the accounts.
5. I/We understand that if payment is not received by the due date and if referred to a collection agency then all collection, legal costs and any expenses associated with the Collection Agency action will be borne by the person/organisation responsible for payments of Wesley College accounts.

(The signature indicates that the person /s and/or organization agrees and accepts the terms of the Declaration and responsibility for the payment of Wesley College accounts)

Print name: _____ Print name: _____
Mother/Guardian/Caregiver Father/Guardian/Caregiver

Signed: _____ Signed: _____

Street Address: _____ Street Address: _____

Postal Address: _____ Postal Address: _____
(If different from above) (If different from above)

Date: _____ Date: _____

2.(g) Under the Education Act 1989, I understand that my son/daughter will be asked to undertake a drug and/or breathalyzer test if the Principal and/or appropriate SLT member has reasonable grounds to believe that he/she may be under the influence of alcohol or an illegal substance, or is in possession of illegal substances. The results will be reported to the Principal and/or appropriate SLT member who may contact the family. The police may also be notified if required. Refusal to produce, reveal or surrender may result in disciplinary action being undertaken by the school.

Signature: _____ Date: _____
Parent

PRIVACY ACT 1993

1. The information you are requested to provide in completing this application form is personal information to which the Privacy Act 1993 applies.
2. Failure to provide the personal information requested in the form will mean that Wesley College is unable to consider the application.
3. All the personal information provided will be kept by Wesley College and used only for the following purposes, namely:
 - (a) assessing the proposed student's application for admission to Wesley College; and
 - (b) if the application is approved;
 - (i) the applicant's schooling at Wesley College; and
 - (ii) at the conclusion of the applicant's schooling, is retained indefinitely for record purposes.
 - (iii) Address and phone number details are collected at the time of enrolment and during the students' time at school so that the school can contact the parent or student as necessary.

Contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD).

This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.
4. Under the Privacy Act you have rights of access to and correction of all personal information provided in the Application for Admission form.

I understand that this information is being collected under the terms of the Privacy Act 1993.

INTERNET CONNECTIVITY/PERSONAL LAPTOP

Do you have home internet connectivity? (Please circle)	No Internet	Limited Internet	Fast Internet (Fibre)	Unlimited Fibre
Does your son/daughter have access to an internet connected laptop at home?		Yes	No	

DECLARATION STUDENT ICT DIGITAL CYBER SAFETY RESPONSIBLE USE AGREEMENT [Appendix 1]

STUDENT DECLARATION

I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.

I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do. With these rights, come responsibilities.

I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the User Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school.

Signed _____ Name _____ Date _____

PARENT/ GUARDIAN DECLARATION

I know that if my child behaves or acts in ways that do not align with those detailed in the User Agreement there may be consequences, which the school will talk to me about.

Signed _____ Name _____ Date _____

EDUCATION OUTSIDE THE CLASSROOM [EOTC] BLANKET CONSENT FORM [Appendix 2]

I/we give blanket consent for _____ to participate in low risk category A and B EOTC events as attached while enrolled as a student at Wesley College.

Signature: _____ Date: / /
Parent(s) / Guardians(s)

HEALTH HISTORY FORM

Please answer the following questions about the student that you are enrolling at <school> so that we can take care of them if they get sick or hurt. The form will be kept in the Nurse's office and the nurses will only share this information with others who need to know.

Students Name: _____ Date of birth: _____

Year Level: _____ Hospital Number (NHI): _____

Name of person filling out this form?

Name: _____ What is your relationship to the student? _____

Which Doctor/clinic does the student go to? _____ Phone No: _____

Which Dentist does the student see? _____ Date of last visit: _____

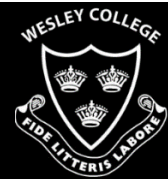
1. MEDICAL CONDITIONS

Has the student ever had any of the following things?

Medical Conditions	Yes	No	If Yes Why?
Have they ever been a patient in a hospital overnight?	Yes	No	If Yes Why?
Asthma (trouble breathing)			If Yes What is the name of the medicine they take?
Do they have an inhaler?	Yes	No	
Do they have an "Asthma Action Plan"?	Yes	No	
Diabetes (sugar in the blood)			If Yes What is the name of the medicine they take?
Do they take any medicines or injections?	Yes	No	
Epilepsy (fits or seizures)			If Yes What is the name of the medicine they take?
Do they take any medicines?	Yes	No	
Rheumatic Fever (heart problems) or any other heart problems	Yes	No	If Yes What is the name of the medicine they take?
Do they take any medicines or injections?	Yes	No	
Meningitis	Yes	No	
Is the student seeing a counsellor?	Yes	No	If Yes Why?
Is there anything else you think we should know about?(For example: OPERATION OR SERIOUS INJURY)	Yes	No	
Are there any other medicines that you haven't already mentioned?	Yes	No	

2. ALLERGIES: Is there anything that makes the student unwell if they eat it, breathe it or touch it?

Allergic Reaction To	What happens to them?



WESLEY COLLEGE PARENT AND BOARDING STUDENT CONTRACT

This signed contract confirms acceptance of a place in the Wesley College Hostel and agreement by Parents/guardians to abide with the terms and conditions as set out in this contract.

PARENT/GUARDIANS OBLIGATIONS:

1. To supply a full set of stationery and school uniform that is labelled with student code. The uniform must be sourced from the schools designated supplier or the school second hand shop, if available.
2. To pay all fees as they are due. The school reserves the right to remove a student from the hostel while fees are unpaid.
3. To inform the school's Nurse or Director of Boarding of any health or medical conditions, disability or allergy that your child has or subsequently develops.
4. To inform the school Principal, in confidence, of any family circumstances or court orders which might affect your child's welfare, happiness or security.
5. To ensure that your child has full attendance at school as required under the Education Act.
6. To ensure that your child is returned to the hostel at the required time on the evening before school starts after the weekend or holidays.

TRANSPORT:

Parent/guardians consent to their child travelling by public transport, in a commercial hire vehicle and by school transport driven in a responsible manner by an adult who is duly licenced and insured to drive.

STUDENT PERSONAL PROPERTY:

Students are responsible for the security, labelling and safe use of all their own personal property. Parents/guardians and students are advised that items of particular financial or sentimental value should not be brought to school.

DISCIPLINARY PROCEDURES

The Director of Boarding or Principal may temporarily stand down your child from the hostel if they consider that your child's behaviour is unsatisfactory.

The Principal or Acting Principal may suspend a student from the hostel if, it is deemed, that the student's behaviour is a harmful example to others (gross misconduct or continual disobedience) or because of the students' behaviour it is likely that the student or other students will be seriously harmed.

Should your son/daughter be suspended from the Hostel for a serious breach of Rules you will agree to:

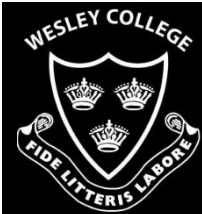
- **withdraw** your son/daughter from their hostel on the request of the Director of Boarding (or person deemed in charge temporarily if the Director is absent). In the event of any serious breach of the rules I/we acknowledge that the decision as to what constitutes a serious breach of such rules shall rest with the Director of Boarding in consultation with the Principal or in his absence the Acting Principal.
- **abide** by the decision of the Director of Boarding in consultation with the Principal or in his absence the Acting Principal.

I/we further understand and acknowledge that as the Hostel forms part of the School Rules. If a boarder is withdrawn from Hostel as a result of committing a serious breach of Rules the boarder may (at the discretion of the School) be the subject of disciplinary proceedings pursuant to (Section 14 (1) (b) of the Education Act 1989; such disciplinary proceedings may result in the boarder ceasing to hold a place at the School.

I/we further acknowledge the Board's right not to accept the Boarder in a future year if in the Board's opinion the course of conduct of the boarder in the previous year has been disruptive in the Hostel. This proceeding may result in the Boarder ceasing to hold a place at the School.

Students Name: _____ Parent/guardians Name: _____

Parent/guardian Signature: _____ Date: ____/____/____



ICT DIGITAL CYBER SAFETY
STUDENT RESPONSIBLE USE AGREEMENT

RATIONALE:

Digital technology continues to create opportunities to learn and connect our school community. [Insert school] believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines [insert school] role in promoting the use of digital technology and online spaces for learning, and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary.

Wesley College recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's/kura digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

STUDENT GUIDELINE

This section outlines what your school considers appropriate behaviour when using digital technologies and online spaces in school and as a member of the school community

As a student of Wesley College and a member of our community, it is expected that you will positively contribute towards making our school or kura a place that is safe, respectful, and fair online and offline. This means enacting our school Kairangi values in online spaces, and helping to shape a positive online culture. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.

- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted teacher/adult about what can be done.

ONLINE INCIDENTS

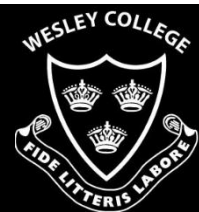
This section outlines how students can seek support and assistance if they encounter any online concerns

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. [Insert school] is committed to supporting you if something goes wrong online.

Online bullying. Incidents of online bullying or harm will not be tolerated at our school/kura or kura. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online, or creating harmful or hurtful content . It's very important to let someone at school [insert school contact i.e. teacher, coordinator, IT person] know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support.

Report a problem. You should report an online incident or if you suspect something is happening online as soon as you can to [insert school/kura contact i.e. teacher, coordinator, IT person]. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

Online safety support. Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz



**EDUCATION OUTSIDE THE CLASSROOM [EOTC]
BLANKET CONSENT FORM [Appendix 2]**

RATIONALE

The Board recognises the value of providing curriculum based learning experiences outside the classroom environment to support the intellectual, social, emotional and physical development of students. EOTC experiences give students opportunities to demonstrate the essential knowledge, skills, values, attitudes and key competencies identified in the National Curriculum (New Zealand Curriculum and Te Maratanga O Aotearoa).

The Board recognises the potential benefits to staff and students through experiencing acceptable risks whilst acknowledging that appropriate safety and risk management of all education outside the classroom is imperative.

DEFINITION

Education Outside the Classroom (“EOTC”) refers to those curriculum activities which require the student(s) to leave the school campus as part of their subject or course.

The Ministry of Education’s EOTC guidelines identify EOTC activity types, each with recommended types of parental/caregiver consent.

	Activity Type	Description Examples are indicative and not a complete list	Parental Consent
A	On site – in the school grounds	(i) Lower risk environments eg: sports day, horticulture, adventure-based learning (ABL)* activities, painting murals, measuring for mathematics. Training courses, on-site vocational courses, data collection., filming	Blanket consent on enrolment
		(ii) Higher risk environments eg: school pool or climbing wall.	
B	Off site – short visits in the local community within school hours	(i) Lower risk environments eg: museum, art gallery, botanic gardens, sports and recreation events, community service (Salvation Army), visits to rest homes/hospital, refereeing/coaching courses	Blanket consent on enrolment
		(ii) Higher risk environments eg: aquatic environments (river, beach), cross-country-run training (Sports team training and games away)	Blanket consent on enrolment

All EOTC activity categories require staff to be aware of the risks and management strategies and to comply with the College Outdoor Education Policy. Emergency procedures are also in place.

Signing the form will reduce the number of permission slips required throughout the year.

Activities that carry a higher risk will require individual consents. If you choose not to sign the blanket consent, permission will be required for all activities outside the classroom.