



"Creating collaborative, connected, life long learners who thrive in respectful, restorative relationships"

Takaka Primary School, 9 Wadsworth Street, Takaka 7110, 03-525-9035

Kia kotahi tatou, tu tonu mai: We are TPS, together we stand tall!

Student Enrolment Form

A. Student Details *(please print clearly)*

Legal Surname:	Legal First Names:
Preferred Surname:	Preferred First Name:
Date of birth: / /	Boy/Girl (please circle)
Student's Home Address:	
Lives with:	Parenting/Custody in place? YES/NO <i>(if yes, give details in section D)</i>
Previous School/Pre-School/Kindergarten:	Current year level:
Eldest child at this school:	Child's place in the family: of Lives with:

B. Student's Ethnic Background

Country of Birth:	Residency/Citizenship? Yes/No <i>(leave blank if child was born in NZ)</i>	
Ethnicity:	If NZ Māori, state Iwi/Hapu:	Entry date to New Zealand: / /
1.	1.	Permit Expiry date: / /
2.	2.	
3.	3.	Language spoken at home:

C. Medical Information

Has your child been immunised? YES/NO If yes, attach copy of immunisation certificate and circle relevant immunisations:
Diphtheria / Hepatitis B / HIB / Measles / Meningococcal B / Mumps / Pertussis / Polio / Rubella / Tetanus YES/NO

Has your child had a B4 School Check? YES/NO

- Does your child suffer from: Asthma – Please provide school with inhaler/spacer to be kept in the office
 Diabetes
 Allergies (specify):
 Other Medical condition/s (specify):

Please detail any medication requirements for your child:

Medical Consent: I give the school permission to act in loco parentis in the event of a medical emergency:

YES

NO

Permission for the school to administer Panadol or Pamol

YES

NO

Office Use Only

Start date: / /	Year:	Room:	Teacher:
Copy of Birth date verification: <input type="checkbox"/> Birth Certificate No. Or <input type="checkbox"/> Passport No.		<input type="checkbox"/> Copy of Immunisation/Medical detail	
Enrolment No.	NSN:	<input type="checkbox"/> Entered in School Records	Enrolled date: / /
School visits 1 st : / /	2 nd : / /	BUS RUN:	

D. Parent/s Caregiver/s Details

Relationship to Child:		Relationship to Child:	
Mr/Mrs/Ms/Miss (please circle)		Mr/Mrs/Ms/Miss (please circle)	
Surname:		Surname:	
First Name:		First Name	
Address:		Address (if different to other caregiver):	
Home Ph:		Home Ph:	
Work Ph:		Work Ph:	
Email:		Email:	
Mobile No:		Mobile No:	
Occupation:		Occupation:	
Country of Birth:		Country of Birth:	
Ethnicity:		Ethnicity:	
Custody or Parenting Agreement in place? YES/NO If yes, please attach relevant documentation and supply details below:			
Court order issued? YES/NO If yes, please supply copy of court order			
Additional school report to: (provide email address please)			

E. Other Emergency Contacts (eg grandparents, aunt, uncle, friend)

Name:		Name:	
Relationship to Child:		Relationship to Child:	
Home Ph:		Home Ph:	
Mob:		Mob:	

F. Student Absence Notification

The Ministry of Education **requires notification of a child's absence** from school and the reason for any absence. The school records all absences with explanations by law. You must notify the school office if your child is not attending school by either:

- ❖ Through our [School App](#)
- ❖ Telephone: (03) 525 9035 and leaving a message or
- ❖ Text message to 027 525 8751
- ❖ Email kiaora@takakaprimary.school.nz

If the school office does not receive notification you will be contacted by text message, on the mobile number you have listed in section D

G. Early Childhood Education (ECE)

Did your child attend a New Zealand early childhood education service in the six months prior to starting school?	YES/NO		
If yes, please tick up to three services your child attended and the number of hours per week.	ECE 1 Hrs/Wk	ECE 2 Hrs/Wk	ECE 3 Hrs/Wk
<input type="checkbox"/> Kohanga Reo			
<input type="checkbox"/> Playcentre/Playgroup			
<input type="checkbox"/> Kindergarten or education and care centre			
<input type="checkbox"/> Home based service			
Other (describe here):			

H. Learning and Behaviour

Is (or Has) your child receiving/recieved any assistance from outside agencies or within school ie RTLB, GSE, Reading Recovery for learning behaviour? YES/NO

If yes, please detail learning or behaviour needs:

Specialist Needs/Resourcing/Agencies:

Other information/requests:

Attach further information as required

I. Other Information

Please list members of your family who are likely to attend this school in the future:

- 1. Birthdate: / /
- 2. Birthdate: / /
- 3. Birthdate: / /

J. Permission to Publish

I give permission for my child’s photograph to be used for the School website, blogs, newsletters or other publicity material.

YES NO

I have read and agree to the internet and technology use at Takaka Primary School (Cyber safety Agreement)

YES NO

Privacy statement: The information collected will be used by the school for enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school. The information collected may be disclosed to appropriate education, health and welfare authorities and for data gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Parent approvals. I agree: that the school will take action on my behalf in case of sudden illness or injury; to abide by the school’s policies; that my child’s work and image may be used in accord with the schools’ online publishing policy/procedures; and that the school may forward my child’s name and address to a potential intermediate or secondary school.

Signed: Date: / /

K. Agreement on Enrolment

I, _____, parent/guardian of _____ (name of student) accept that the staff and management of Takaka Primary School will act in the best interests of my child and of the school as a whole in making decisions in the day-to-day curriculum and programmes.

I understand that my child is required by law to attend school, unless a satisfactory explanation is made to, and accepted by the school.

I understand that my child will be required to participate in trips and activities outside the classroom from time to time as part of the curriculum (see below form for explanation and blanket consent.)

I also understand that the Principal may give permission in my absence for my child to participate in education outside the classroom.

I agree to accept and uphold the policies and procedures of the school in the management of the day-to-day curriculum, and support the programmes by ensuring that my child is equipped to participate.

Signed:

Name (please print):

Date:

L. Check List

Have you remembered everything?

Without this information, your application cannot be considered. Before you send this form, please ensure you have completed or attached the following:

- Pupil Enrolment form completed
- Student Digital Citizenship Agreement form completed
- Child's birth certificate (original) to verify date of birth if born in New Zealand
or
- Child's passport (original please) if not born in New Zealand
- Immunisation Certificate signed by your doctor or nurse
- Tasman Dental Services Enrolment form (only required if your child is not enrolled in the dental service)
- Custody documentation (if appropriate)
- Blanket Consent (on separate form overleaf)



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Blanket Consent Form **(To be Returned to School Please)**

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place. Activities in section C and D will always have information for parents sent out in advance, and where indicated separate consent will be sought.

I/we agree to the participation _____ In *lower risk* category **A** and **B** and **C**
of _____

EOTC events while a student at _____ school

I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

Name: _____ **Signature:** _____

Date: _____

Name: _____ **Signature:** _____

Date: _____



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Welcome to Takaka Primary School! - A few admin matters.....

Takaka Primary School Website:

We pride ourselves in our website and hope that it will have all the information that you might need. If there is something you want to know about and you can't find it on the website please email or call Corina at the front desk: kiaora@takakaprimarv.school.nz 525-9035

Questions or Concerns Regarding Your Child's Learning or Experiences at TPS:

Contact your child's teacher (see website for e-mail address).

Payments:

Payments can be made through Kindo online payment system or by cash at the front desk. Please use this link to log into Takaka Primary School to register your child onto Kindo. <https://shop.tgcl.co.nz/shop/handshake.shtml?shop=Takaka%20Primary%20School>
This link will ask for your email address, this needs to be the same email address that the school has for you, as they link your child to the school system. If this fails, then please just contact Corina and check that we have your correct email loaded.

Newsletter:

TPS newsletters will be e-mailed to caregivers every fortnight on a Tuesday, posted on FaceBook & uploaded to TPS website. Paper copies will be sent home with oldest student in each family.

Signmee – Consents & Permissions:

For camps and trips the school has adopted Signmee as an online form system so please do not be alarmed if you receive a form from Signmee regarding a school activity – it is not a scam!

Skoollloop:

Keep up with school events and report absences.
On Apple or Android devices search for "Skoollloop" app.
Download, install and from the menu choose "Takaka Primary School" – Done!

Absence & Lateness:

If your child will be absent or late please let the school know as soon as possible!
Txt 027-525-8751. E-mail kiaora@takakaprimarv.school.nz, ph 525-9035 or use the app.
If your child is late please be sure to sign them in at the front desk.
If your child is leaving school during school for any reason please sign them out at the front desk (sign them back in on return if it is within the same school day).

Visting Takaka Primary School:

If you are visting TPS between 8:30am and 3:30pm on a school day for ANY REASON please sign in at the front desk. Sign out when you leave.

Stationery:

Stationery will be provided to your child and you will be invoiced an annual stationery charge or part thereof if arriving in term 3 or 4.

After School Transport:

If you wish to have your child catch a bus to and/or from school please contact Lorraine at Golden Bay Coachlines on 525-8352. Once you have confirmed arrangements with GB Coachlines please let Corina know at the front desk.
Txt 027-525-8751. E-mail kiaora@takakaprimarv.school.nz, ph 525-9035

Takaka Primary School Kindo Payments Online

Our school encourages families to pay for your child's school expenses using our Kindo online School shop. It's easy, convenient, open 24/7 and available from our school website.

New Users

Creating an account is easy!



Fees and Donations

Either scan the QR code, or visit our school website – www.takakaprimery.school.nz - From the 'Parents' tab, select the 'Payments' button and click on the 'New Kindo users' option.

All you need is the email address the school has on file for you.

You only need to register once, then it's simply a matter of logging in with your email address and password.

Payment

There are three ways you can choose to top-up your account, and this can be done either at the checkout, or by selecting the 'top up account' option.

top up account

my details

my orders

mykindo



Bank Transfer

No fees. Allow 2 days for processing.

Account 2 account

No fees. Instant transfer. ****RECOMMENDED****

Credit/Debit Card

50-cent charge + 2.5% fee. Instant transfer.

Visa / MasterCard / American Express / China UnionPay available.

Shopping

From your family account, you can choose to pay the full amount by clicking '+' next to the item or make a part payment, by changing the amount before clicking the '+'.

For an optional item, click on your child's initial next to the item to add it to your cart.

Once you have finished adding items to your cart you can select

CHECK OUT

Then simply click

Place Order

at the checkout and you're done!

Your order will automatically go through to the school, and you will receive an email receipt confirming your payment or top-up!

Need assistance



Call the Kindo helpdesk on free phone 0508 4 KINDO (0508 454 636).

We are open Monday to Friday 8am - 4pm.

SAVE TIME - PAY ONLINE