



Rolleston College

Horoeka Haemata

A. Learner Details	
Legal Surname: (as shown on birth certificate)	Legal First Names: (as shown on birth certificate)
Preferred Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth:	Sibling/s at Rolleston College:
Home Address: (Main Residence)	
Postcode:	
Learner Mobile No:	Country of Birth:
Citizenship: <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Other *If selected please specify _____ and Date of arrival in NZ _____	
School Currently Attending:	Year level applying for: (please tick) <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13 (from 2021)

B. Ethnicity		
<input type="checkbox"/> Australian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Samoan
<input type="checkbox"/> British/Irish	<input type="checkbox"/> Korean	<input type="checkbox"/> South African
<input type="checkbox"/> Chinese	<input type="checkbox"/> Latin Am/Hispanic	<input type="checkbox"/> Sri Lankan
<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> NZ European/Pākeha	<input type="checkbox"/> Taiwanese
<input type="checkbox"/> Dutch	<input type="checkbox"/> NZ Māori (list iwi below)	<input type="checkbox"/> Tokelauan
<input type="checkbox"/> Fijian	<input type="checkbox"/> Niue	<input type="checkbox"/> Tongan
<input type="checkbox"/> Filipino	<input type="checkbox"/> Pacific Island	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Indian	<input type="checkbox"/> Other (please specify)	
NZ Maori please specify Iwi		
1.	2.	3.
First language – if not English specify:		
Other languages spoken at home (other than English):		

C. Main Residence: Parent / Caregiver Contact Information

Physical Address:

Post Code:

Postal Address: (if different from above):

Parent / Caregiver One

Relationship to learner:

Title:

Surname:

First Name:

Email: (please print clearly)

Preferred Contact Number:

Home Phone:

Mobile Number:

Work Phone:

Parent / Caregiver Two

Relationship to learner:

Title:

Surname:

First Name:

Email: (please print clearly)

Preferred Number:

Home Phone:

Mobile Number:

Work Phone:

D. Secondary Residence: Parent / Caregiver Contact Information * If applicable

Physical Address:

Post Code:

Postal Address: (if different from above)

Parent / Caregiver One

Relationship to learner:

Title:

Surname:

First Name:

Email: (please print clearly)

Preferred Contact Number:

Home Phone:

Mobile Number:

Work Phone:

Caregiver Two

Relationship to learner:

Title:

Surname:

First Name:

Email: (please print clearly)

Preferred Contact Number:

Home Phone:

Mobile Number:

Work Phone:

E. Additional Emergency Contact (Family member or friend other than above)

Relationship to learner:	Name:
Preferred Contact Number:	Mobile Number:

F. Guardianship or Caregiver Agreements. The learner lives with...

<input type="checkbox"/> Both Parents	<input type="checkbox"/> Shared Custody	<input type="checkbox"/> Mother (sole custody)	<input type="checkbox"/> Father (sole custody)
<input type="checkbox"/> Other (please specify)			
Is there a formal custodial arrangement in place in regards to access? *If yes, please supply documentation.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require your learner account / statement to be split between parents/caregivers? *If yes, please advise of split and supply supporting documentation.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

G. Learning Needs

Does your child have any specific learning needs the school should be aware of?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ESOL support given previously	<input type="checkbox"/> Yes <input type="checkbox"/> No	RTLB	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Assessment Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Psychologist Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Education (ORRS) funded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Teacher Aide Support	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gifted And Talented	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other please specify...	
If the student has been assessed by an agency outside school or is ORRS funded, please attach a copy of the report and or supporting documents.			

H. Medical Conditions

Doctors Name:		Doctors Phone:	
Does your child have a medical condition, disability or allergy the school should be aware of?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Migraines
<input type="checkbox"/> Bee Stings	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Glandular Fever	<input type="checkbox"/> Back/Neck Problems
<input type="checkbox"/> Allergies: (Please give details)			
<input type="checkbox"/> Other: (Please give details)			
I give permission for my student to be dispensed Paracetamol if deemed necessary by sick bay staff		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the medical condition, disability or allergy is of a serious nature do you require a care plan in place?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the condition, disability or allergy require medication to be held and administered at school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the event of an emergency and where the college is unable to contact you. I give permission for the College to take my child to a Medical Centre or call an ambulance.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If a visit to a medical centre or ambulance is needed for a non-accident I agree to meet any costs incurred.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

I. Personal Information, Privacy Act and Publications

Personal Information and Privacy Act (1993) The school collects personal information from its students so that they can be enrolled, 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 in an emergency. Personal information may be disclosed to other education agencies, such as the Ministry of Education, the New Zealand Qualifications Authority; and to Government agencies such as the New Zealand Police and the Ministry of Social Development (MSD) if they demonstrate a statutory right to obtain it. The information is kept securely in our student management system / database and in learner files.

Under the Privacy Act 1993 you have the right of access to all personal information held by the school about you or your child. 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 or when any of the personal information you have provided changes. If for any reason your enrolment is not accepted, this enrolment form and the accompanying documentation will be destroyed in compliance with the Privacy Act of 1993.

Disclosure. We hereby authorise the college to approach this learners previous school or schools in order to gather information on his/her school record. If boxes are left BLANK we will assume consent is granted. Yes No

Publication Permission. We hereby authorise Rolleston College to publish the name, photographs or work of their son or daughter in any of the School's publications or on the web site, as well as marketing for the school should the need arise. If boxes are left BLANK we will assume consent is granted. Yes No

J. Declaration

In Zone Declaration. 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 child's first day of attendance at the school, your child will not be entitled to enrol at the school.

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; for example:

- 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 with no intention to live there on an ongoing basis.

If the Board has reasonable grounds for believing that the given in-zone address will not be a genuine, ongoing living arrangement, the Board may decline an offer of a place. After attendance has begun, if the school learns that a student is no longer living in zone, and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment, then the Board may review the enrolment. Unless the parents can give a satisfactory explanation within ten days, the Board may annul the enrolment.

This course of action is provided for under section 110A of the Education Act 1989. If within two years of being accepted as an in-zone applicant, a student's place of residence should be moved out of zone, it is necessary to write to the Principal for permission to continue attendance at the school. Failure to do this may also lead to the enrolment being annulled.

I/We confirm that the address which I have provided to the school will be the student's usual place of residence when the school is open for instruction. I will advise the school immediately of any subsequent change of address.

In support of this application, I/we have included ONE of the following items as proof of address. A power invoice, rates invoice and or tenancy agreement with the name of the account holder and address evident.

Parent/Caregiver to sign Date:

Eligibility to Enrol Declaration

I/We have included a copy of the learners NZ Birth certificate or Passport to confirm date of birth and eligibility to enrol.

If not a NZ Citizen proof of residency and visa has been included.

I/We certify that all information entered on this enrolment form is factually correct.

Parent/Caregiver to sign Date:

ICT User Agreement

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT equipment until my parent and I have read and signed my user agreement form (see Section C) and returned it to school.
2. If I have my own user name, I will log on only with that user-name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
 8. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimise the window and
 - c. Report the incident to a teacher immediately.
9. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.

13. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
- a. Not intentionally disrupting the smooth running of any school ICT systems
 - b. Not attempting to hack or gain unauthorised access to any system
 - c. Following all school cyber safety rules, and not joining in if other learners choose to be irresponsible with ICT
 - d. Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police

Learner Name: _____

Signed by Learner: _____

Date: _____

Parent Name _____

Signed by Parent/Caregiver: _____

Date: _____

EOTC Blanket Consent Form

Education outside the classroom (EOTC) is the name given to all events/activities that occur outside a timetabled class space at Rolleston College, both on and off the school site. This includes sports and recreational activities.

Rolleston College believes in using a range of environments and experiences to enhance learning. We have ready access to the beach, rivers and mountains in our area and beyond. We are also close to various built environments in our community and beyond. These areas are rich learning environments for our learners both in and out of school. They need to learn how to be safe. Our school also values the concept of providing learners with opportunities. Thus some of the learning occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

We identify three activity types, each with recommended types of parent/caregiver consent.

Type of Event	Description	Type of consent
A	On-site in the school grounds	
	(i) Lower risk environments - measurements tasks for mathematics, physics/chemistry practical experiments, sports activities, running a barbecue, etc.	(i) Blanket Consent (sign below)
B	Off-site events in the local community (not overnight activities)	
	(i) Lower risk environments - field trips to local parks, work experience, training for, sports events, etc	(i) Blanket Consent (sign below)
	(ii) Higher risk environments - swimming at the local pool, water-based activities, rugged terrain	(ii) Separate Consent for each event or programme
C	Off-site residential or overnight events	
	(i) Lower risk environments - sports/cultural trips outside of the greater Christchurch area, overnight trips, etc.	(i) Separate Consent for whole trip
	(ii) Higher risk environments - overseas trips, camps involving water-based activities, camps involving adventure based activities	(ii) Separate Consent for each event or programme

All EOTC activity categories require an analysis of the risks/safety action plan, identification of the management strategies required to eliminate, isolate and minimise the risk. All adults that help in the management or transportation of such activities will have been appropriately vetted prior. Emergency procedures are also in place.

Blanket Consent

I/We agree to the participation of _____ (Learner Name) in lower risk category A & B EOTC events while a learner at Rolleston College.

Parent/Caregiver Name: _____

Signature: _____

Date: _____

Board of Trustees Enrolment Scheme

In terms of the Education Act 1989, section 11H(1), the Ministry of Education has identified that overcrowding is likely at Rolleston College. The Board of Trustees recognises the need to manage the school roll having regard to the goals set out in the School's Charter. The Board is therefore proceeding to implement an enrolment scheme to ensure that it serve the needs of local students and to provide quality education.

Objectives

- ❖ To ensure that there are places for children who have Rolleston College as their closest secondary school.
- ❖ To ensure that others who apply for places in the school are treated fairly.

Guidelines

Students whose usual place of residence is within the following geographical zone have automatic right of attendance: Please note both sides of the road apply unless otherwise stated.

- From intersection of Robinsons Road and Main South Road,
- South on Robinson Road to Bellam Road,
- South on Bellam Road to Larcombs Road,
- West on Larcombs Road to Main South Road (including Paige Place),
- West on Main South Road to Weedons Road,
- South on Weedons Road to Selwyn Road (including Braemoor Lane and Glenbogle Drive),
- West on Selwyn Road to intersection of Selwyn and Ellesmere Junction Roads
- West on Ellesmere Junction Road to Brookside Road,
- South on Brookside Road to Corbetts Road,
- South on Corbetts Road to Brookside & Burnham Road,
- West on Brookside & Burnham Road to the Selwyn River,
- West along the Selwyn River to the Main South Road,
- North east along Main South Road to Telegraph Road,
- North along Telegraph Road to Two Chain Road,
- East on Two Chain Road (then along paper road) to Aylesbury Road,
- North on Aylesbury Road to Wards Road,
- East on Wards Road to Sandy Knolls Road,
- North on Sandy Knolls Road to Hoskyns Road (including Railway Road to number 636),
- West on Hoskyns Road to Hayes Road (including 923 Hoskyns Road),
- North on Hayes Road to Painters Road,
- South east on Painters Road to Calders Road,
- North on Calders Road to Old West Coast Road (including Fyffe Road and Halkett Road to 838 Halkett Road),
- West on Old West Coast Road to Hendersons Road,
- North on Henderson Road,

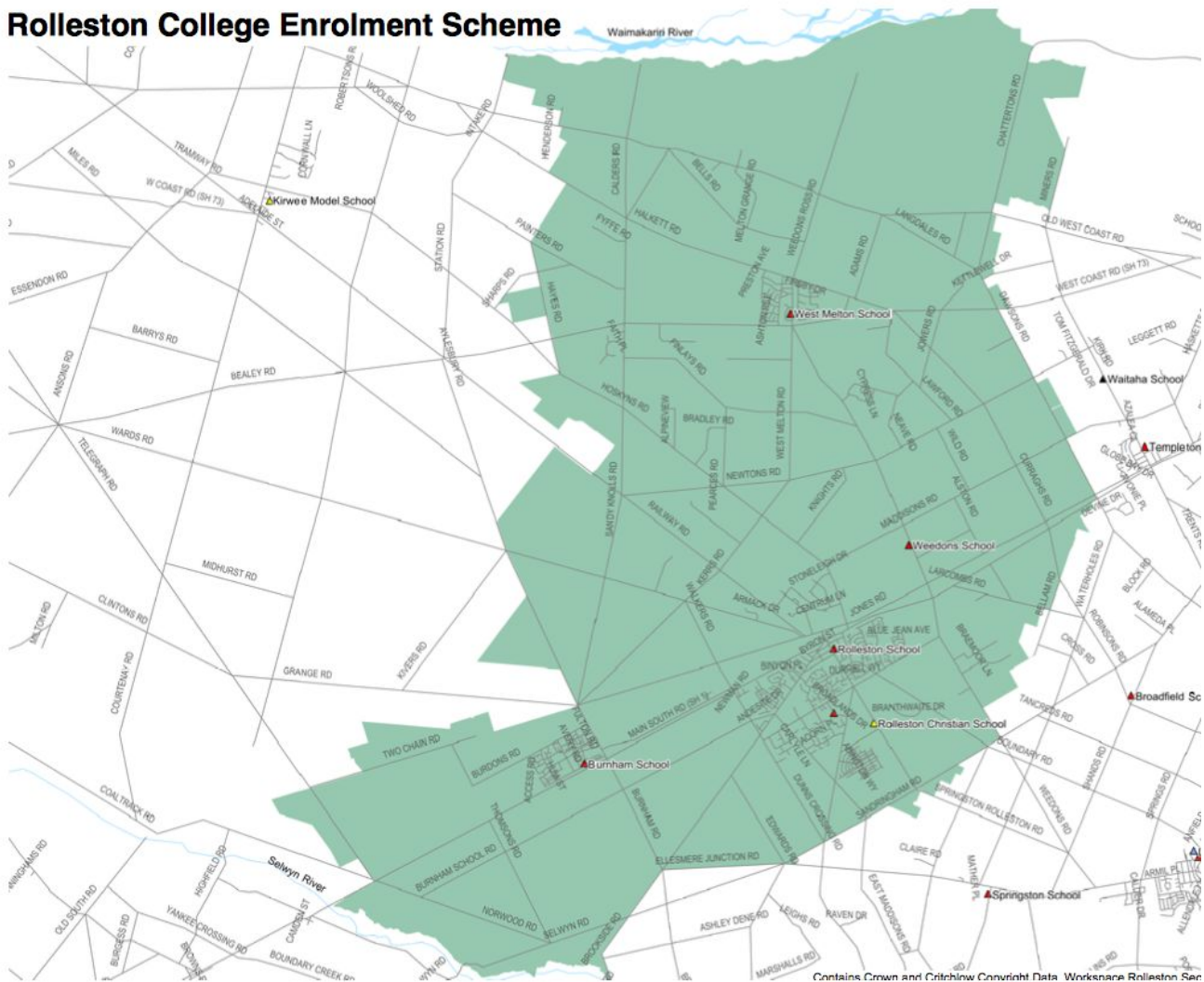
- From the end of Henderson Road to the Waimakariri River,
- East along the southern bank of the Waimakariri River to 970 Mcleans Island Road,
- From 970 Mcleans Island Road south on Chattertons Road to Dawsons Road,
- South on Dawsons Road to Main South Road,
- West on Main South Road to Robinsons Road

The student's usual place of residence must be within the home zone. The Board will require proof of residency within the home zone.

Section 11E of the Education Act 1989 states that "a state school's home zone must be defined by geographic boundaries, and must be described in such a way that any given address is either within or outside the home zone." The list above is defining a location as "in-zone".

Rolleston College will not be accepting out of zone enrolments at this stage

Rolleston College Enrolment Scheme







Rolleston College maintains a comprehensive ICT infrastructure, including an extensive school Wi-Fi network.

To utilise this fully we encourage all learners to Bring Your Own Device (BYOD) allowing them to integrate their learning both inside and outside of school. At the same time learners will have access to specialist computer technology and software in subjects such as Design, Music and Media Studies.

Rolleston College utilises the **Google Apps for Education** platform or GAFE for short. GAFE is free for learners and provides the ability for learners and staff to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work or home, all within a secure “school” online environment.

Choosing the right device!

As a school we don’t believe that mandating a particular device is necessary because learner needs differ. However, if your learner does not already have a device, we recommend purchasing either a Chromebook (Year 9 and 10) or a Laptop for those with a real passion for technology. If in doubt check out our Device Checklist on the back of this pamphlet.

<p style="text-align: center;">Google Chromebook</p> 	<p style="text-align: center;">Laptop (ACER Travel Mate B117)</p> 
<ul style="list-style-type: none"> ● Intel Celeron N2940 Processor (1.83GHZ, 2MB Cach, Quad Core) ● Screen 11.6 Inch ● Webcam HD Camera ● 4GB DDR3L SDRAM ● 16GB eMMC Solid State Drive ● No additional software ● Intel HD Graphics with 128MB of system memory ● Chrome Operating System ● Headphones, Speaker or Mic Jack 	<ul style="list-style-type: none"> ● CPU Intel Celeron Quad Core Processor N3160 ● Screen 11.6 Inch ● Webcam HD Camera ● Onboard Memory 4GB DDR3 Low Voltage Memory ● Hard Drive 128GB Solid State Drive ● No additional software ● Integrated Graphics ● Operating System Windows 10 Professional ● Headphones, Speaker or Mic Jack

DEVICE CHECKLIST

Device Specifications

- Operating System:** Depending on your device a Windows 7 or later; a Mac or Chrome Operating System
- Greater than 2GB of RAM** (random access memory) is the place where the operating system (OS), application programs and data in current use are kept so they can be quickly reached by the device's processor.
- Battery life of 5 to 6 Hours** so it is able to get through the school day without being charged
- Central Processing Unit 1.6GHZ or higher.** The computer's CPU handles all instructions it receives from hardware and software running on the computer so the higher the GHZ the faster it is which is usually better.

Functionality

- Internet Capable with a Web Browser** like Google Chrome so we can run Google Apps.
- Ability to **create or edit common documents** using google chrome. Word, Excel and Powerpoint are helpful but not necessary.
- Ability to read **ebooks and pdfs.**

Physical Attributes

- A **physical keyboard** to help with document and spreadsheet processing.
- Screen Size:** A minimum of 7" however 11.6" is our suggested size.

Practical Elements

- Highly Portable; Light and small enough** to carry around all day and safely stored.
- Minimum **Warranty** of One Year
- Capable and Robust with **Insurance Cover** for all possibilities.

While there are times a handheld device like a smartphone or iPad can be used as an appropriate tool. Our BYOD devices enable learners to create, edit and design documents and spreadsheets easily. As such devices like smartphones and iPads are not encouraged at Rolleston College.



At Rolleston College we appreciate the importance of a Uniform and its ability to install a sense of community identity and school pride. While providing comfort, safety, durability and value for money. All learners are encouraged to promote positive learner behaviour when wearing our uniform.

Rolleston College Learners have a range of options to choose from including:

- Juniors have a variety of **Polo Shirts** (Silver, Cyan and Purple) Year 9 -10
- Seniors have a short or long sleeve **White Shirt** Year 11-13
- a **Fleece, Grey Wool Jersey and Soft Shell Jacket** depending on preference
- **Girls** have a shorts, long pant and or skirt option
- **Boys** are able to choose from a short or long pant option also
- **PE Shorts** can be any non-branded navy or black pair of shorts
- **PE Tops** when beginning with Rolleston, every learner will be allocated to a Whanau. The allocated whanau will determine the colour PE Top to purchase as they also double as the Whanau top.
- **Senior Blazer** Year 11-13
- **Senior Tie** Year 11-13
- **Shoes** can be any plain black, closed toe, flat non-branded shoe or sneaker.
- **Socks** can be any length in either navy or black.

In winter tights (navy or black) can be worn and a thermal long sleeve (navy or black) top can be added under a polo shirt for added protection from the cold.

The uniform can be ordered online via [NZ Uniforms](#) or you can visit their store at 455 Blenheim Road, Sockburn, Christchurch Phone 03 595 5766 Open Monday - Saturday.

Junior School Uniform



Polos | Girls & Boys Fit



Fleece | Unisex fit



Softshell | Girls & Boys fit



Jersey | Girls & Boys fit



Girls 2 Pleat Tailored Skirt



Girls Fitted Shorts
Girls Trousers available on request



Boys Elastic Waist Short



Boys Tailored Short



Boys Tailored Trousers



Senior School Uniform



Girls Blouses



Tie



Boys Shirting



Jersey | Girls & Boys fit



Blazer | Girls & Boys fit



Girls 2 Pleat Tailored Skirt



Girls Box Pleat Tailored Skirt



Girls Fitted Shorts
Girls Trousers available on request



Boys Tailored Short



Boys Tailored Trousers

