



# **Darfield Primary School** **Te Whenua Kōkōwai**

*Standing Tall: Reaching our Potential*

## **Welcome to Darfield Primary School**

Please complete the enrolment form and return to school with:

- NZ Birth Certificate or Passport or if not a NZ Citizen, please provide your child's passport and documentation of residency
- Immunisation Certificate
- Student Responsible Use Agreement of IT
- Student Information Consent form
- Opt-in for Religious Education
- Health Care Plan if needed
- Proof of address in our school zone (Bill, rates, Tenancy Agreement etc)

School Uniform is compulsory and all items are available at Mainland Uniforms (Wairakei Road and on-line).

Please refer to the School Uniform Information in the pack.

Students pay for activities that take place during the year. This may include team trips, buses for sporting activities, entrance fees, camp etc. A notice will come home and payment is required before the event takes place.

The school donation is \$70.00 for one child and \$110.00 for a family.

All students wear a safety vest travelling to and from school and on trips outside the school grounds. These are purchased through the school office for \$10.00.

Payments to school are preferred through internet banking. Cash is accepted at the office. Cheques are no longer accepted.

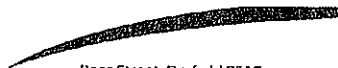
Darfield Primary School  
Account no. 03 0855 0333994 00

The school can be contacted at 03 3188473, 022 025 9911, [office@darfieldprimary.school.nz](mailto:office@darfieldprimary.school.nz) or via the @etap parent app.

We hope you enjoy your time at Darfield Primary School. Please contact us if you have any questions or require more information.



*Standing Tall: Reaching our Potential*



Ross Street, Darfield 7510  
P 03 318 8473 F 03 318 8226  
E [office@darfieldprimary.school.nz](mailto:office@darfieldprimary.school.nz)

[www.darfieldprimary.school.nz](http://www.darfieldprimary.school.nz)

## ENROLMENT FORM



# Darfield Primary School Te Whenua Kōkōwai

*Standing Tall: Reaching our Potential*

16 Ross Street  
Darfield  
Canterbury 7510  
Ph: 03 3188473

Email: [office@darfieldprimary.school.nz](mailto:office@darfieldprimary.school.nz)

### STUDENT DETAILS

Full Name: \_\_\_\_\_

Gender: Male / Female (circle one)

Date of Birth: \_\_\_\_\_

Place in Family \_\_\_\_\_ out of \_\_\_\_\_ children

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Phone: \_\_\_\_\_

#### Admin Use Only

Enrolment No: \_\_\_\_\_

NSN: \_\_\_\_\_

Student I.D. \_\_\_\_\_

Birth Certificate/Passport: \_\_\_\_\_

Immunisation Certificate: \_\_\_\_\_

Year level: \_\_\_\_\_

Team: \_\_\_\_\_

House: \_\_\_\_\_

Bus: \_\_\_\_\_

Date Started: \_\_\_\_\_

Google email: \_\_\_\_\_

Password: \_\_\_\_\_

#### Family Details

Mother / Caregiver: \_\_\_\_\_

Father / Caregiver: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

Cellphone \_\_\_\_\_

Cellphone \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

Work Address: \_\_\_\_\_ Work Address: \_\_\_\_\_

Child lives with: both parents / mother / father / caregiver / other

Custody / Access Arrangements / Court Order. If yes, please provide documentation

Pre-School Education (please circle): Kindergarten / Playcentre / Pre-school Centre / Home School  
Kohanga Reo / Other (please state)

How long did your child attend: \_\_\_\_\_

How many hours per week did they attend: \_\_\_\_\_

## Emergency Contacts

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Relationship to child: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Previous School: \_\_\_\_\_

Year Level: \_\_\_\_\_

School Address: \_\_\_\_\_

## HEALTH

Doctor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any allergies / Medical requirements. Yes / No. If yes, please complete the Medical Care form and/or Permission to Medicate form in this pack.

Sight. / Speech / Hearing problems:

My child has additional behavior needs. Yes./ No. If yes, please specify:

My child has additional learning needs or abilities. These relate to \_\_\_\_\_

and / or \_\_\_\_\_

☐

I would like to talk to you about this

Early Childhood Intervention. Yes / No. If yes, please provide details:

Ethnicity (please circle as appropriate)

Asian    European    NZ European    Maori    Pacific Island    Other (please state)

Country child was born in:

Nationality:

Citizenship: Yes./ No

NZ Residency: Yes / No

Date Entered NZ:

Language spoken at home:

Iwi: If your child is of New Zealand Maori descent, please enter the name/s of his/her Iwi. You may enter more than one Iwi. If you do not know the Iwi, please put 'Don't Know'.

Iwi:

Iwi:

Iwi:

Siblings that will be attending this school in the future:

Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

**IN ZONE ENROLMENT (Please provide copies of all the documents listed below and complete the in-zone declaration, on page 4)**

**Proof of residence:**

**Copy of Rental Agreement or Council Rates Demand Or Sales & Purchase Agreement  
AND**

**Copy of Home Contents Insurance Policy Certificate or Recent power or phone bill (less than 2 months old)**

**If neither of the above are available, please contact the School Office, for an alternative.**

### **In-Zone Declaration**

The Education and Training Act 2020 gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The Darfield Primary School Board (the Board) needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

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 and their enrolment commences. The child's enrolment commences when they first attend school following their 5<sup>th</sup> birthday. Up until that point they are pre-enrolled. This means that if you currently live at an in-zone address but 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 has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary, e.g.

- 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 as an "address of convenience", with no intention to live there on an ongoing basis
- One parent living in-zone stating that their child lives with them when in fact, lives with the other parent, outside of the zone.

Before enrolment takes place (i.e. before attendance begins or pre-enrolment), 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 withdraw any offer of a place which it may have made on the basis of the given address. After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under Education and Training Act 2020 No 38 (as at 01 October 2024), Public Act 12  
Enrolment may be annulled if based on false information or temporary residence – New Zealand Legislation

**The Board suggest that families moving out of the zone within (a year) of enrolling inform the school of the change of address and reason for / details of the change to pre-empt conversations regarding eligibility to remain at the school. The Board will review the enrolment of children whose address changes to an out-of-zone address within (a year) of enrolment, and may request further information from such families to determine the genuineness of the original enrolment**

### **Sibling Enrolment for Out-of-Zone Families**

Please note that siblings of current students who reside outside the school's enrolment zone are not automatically entitled to enrolment. Each application for out-of-zone enrolment, including those for siblings, must go through the school's standard out-of-zone enrolment process. This process is subject to available spaces and may involve a ballot in accordance with Ministry of Education guidelines.

### **In-Zone Declaration**

*I confirm that the address which I have provided to the school will be the usual place of residence of \_\_\_\_\_ (student's name)*

*When their enrolment at Darfield Primary School begins. I will advise the school of any subsequent change of address.*

Signed: \_\_\_\_\_ (Parent) Date: \_\_\_\_\_

If any issues arise from your application, the Board may wish to interview you to ensure the genuineness of the application.

### **PERMISSIONS**

Please circle as appropriate.

Emergency: I give consent for the school to act on my behalf  
In the case of an emergency: Yes / No

Paracetamol: Do you give permission for your child to be given  
Paracetamol for minor pain relief at the discretion  
of a staff member: Yes / No

School Trips: Do you give permission for your child to leave the  
School grounds for supervised class activities?  
You will be informed of these trips through team/  
School newsletters: Yes / No

### **Support Services**

At times it may be necessary to discuss your child with an outside support service and your permission is required. By signing this form you agree to the sharing of this information. Yes. / No

In terms of the Privacy Act, I understand the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school.

I agree to abide by the policies as set by the Board of Trustees.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Admin Use Only**

Etap	Enrol	Proof of Address	Cellphone	Newsletter
Scanned	Copy to teacher	@etap	Library	Email
Emergency Lists	Invoice	Records Request		



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### **Health Care Plan**

**Please complete this plan for us to follow if your child has a health issue such as asthma, allergy reaction, regularly takes medication etc.**

**Please talk to staff if you are unsure whether to complete or not.**

**Child's Name:**

**Age:**

**D.O.B.**

**Health Condition or Diagnosis:**

**Symptoms or Health Needs:**

**Things your child cannot do because of his/her condition are:**

**Daily requirements:**

**Doctor:**

**Hospital contact – if necessary:**

### **AN EMERGENCY IS WHEN:**

**This child has an emergency action plan    Yes    No    (circle one)**

**If yes – the plan is held in front of this folder.**

**In an emergency contact:**

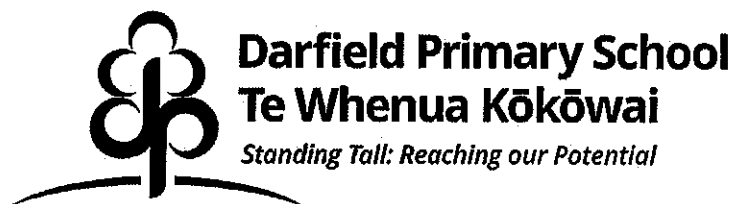
**1. Name:**

**Phone:**

**2. Name:**

**Phone:**

**Follow the Care Plan located in the front of this folder.**



### **Darfield Primary School Student Information Consent Form**

Images of our students (photographs, video clips, etc) and examples of their school work, are sometimes published in our newsletter, on our school website, and other online channels such as the school/class blogs, Facebook page, YouTube etc.

We publish student material to celebrate students' work and achievement, to encourage students to participate in our school community, and to promote the school.

We believe it is important to celebrate students' achievements, but are aware of the potential risks when such personal information or material is published online.

In the interests of safety and security we require parents to give consent before publication. With consent, we share no more than a student's first name, image or work in the school newsletter, on the school website, or in the wider online community.

**Please indicate your wishes by ticking the relevant box:**

☐

I give permission for my child's name, image or work to be published in the school newsletter, on the school website, or the wider online community (as indicated above).

☐

I **DO NOT** give permission for my child's name, image or work to be published in the school newsletter, on the school website, or the wider online community (as indicated above).

Student's Name:

Parent / Legal Guardian / Caregiver (circle as appropriate)

Name:

Signature:

Date:

## Student Responsible Use Agreement

When using information & communication technology (ICT) at Darfield Primary School I will always be a good digital citizen. This means that I:

- Will be a confident and capable user of ICT

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

- Will use ICT for learning as well as other activities.

I understand that technology can help me to learn. I also know it can be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

- Will think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

- Will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know I must try to understand what people are saying before I react to them. If I am not sure, I can ask someone else to explain.

- Understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand there are times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

- I will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

- I will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure that I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

- Will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

- Will help others to become a better digital citizen.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them, If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

### Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology while at school or while on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to the school ICT services including the use of the internet, on school owned devices or any personally owned devices used at school.

*Parents to discuss agreement with New Entrant to Year 4 students.*

*Agreement to be signed by Year 5 / 6 students, under parent supervision to ensure understanding.*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who:

- is a confident and capable user of ICT
- used technologies to participate in educational, cultural & economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a policy and associated procedures which outlines the school's digital citizenship approach and how this supports teaching and learning.

I understand that the school provides access to the internet and other communication technologies because it believes that they enhance the teaching and learning process.

I understand the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this 'Responsible Use Agreement' is part of that, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Parent of: \_\_\_\_\_ Date: \_\_\_\_\_



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### **Bible in Schools Permission Form**

Religious Education in Schools is covered by the New Zealand Bill of Rights Act 1990 and the Human Rights Act 1993. More specific statements about Religion in Schools are included in the Education Act 1964. The school has a Religion in Schools Policy that complies with all Acts of Parliament.

Bible in Schools is organised and run by members of various local churches in Darfield. The programme that is taught follows the official Christian Religious Education Programme that has been approved by the Churches Education Commission of New Zealand who also endorse the Bible in Schools teachers.

The Bible in Schools programme is an opt-in programme. This means that children not opting-in to this programme will continue with their learning which may take place in a different learning space. Children not opting-in to Bible in Schools will start school at 9am as usual.

We need to ascertain the children who will be opting-in to the programme. Please complete the form below and return it to school as soon as possible. If the form is not returned, your child/ren will not attend Bible in Schools lessons.

---

#### **Permission Form Bible in Schools**

I authorise the following child/ren to attend the Bible in Schools programme. I understand that this is a voluntary programme and that I may withdraw my child from this programme at any time by informing the school office.

Child/ren's names: \_\_\_\_\_

Parent/Caregiver signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Darfield Primary School Te Whenua Kōkōwai

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## Darfield Primary School School Uniform

All items are available from Mainland Uniforms, 511 Wairakei Road or online:

<https://www.mainlanduniforms.nz/203-darfield-primary-school>

Some items without our logo can be purchased from The Warehouse or Postie Plus.

Our uniform was designed to look smart, be adaptable for the variety of school activities as well as being cost effective for families.

### Guidelines

- Please name all items of clothing, Clothing can be returned to its owner if named.
- The weather in Darfield can vary considerably. Students are permitted to wear navy polyprop or merino under their polo shirts. Non-uniform jackets, woolly hats and gloves can be worn if the weather is cold and wet.
- Children regularly participate in physical activity while at school. Children are encouraged to tie long hair back. This can also reduce the possibility of head lice being transferred.
- Children may wear watches, studs or sleepers to school. Children should not wear other jewellery as it may cause injury during physical activity, or be lost.
- Coloured hair, painted nails and makeup are not to be worn, except during a House Day.
- Having the fleece or merino jersey at school every day is a good idea as the weather is changeable.

### Uniform

#### Girls

Navy Culottes or skort  
Navy Trackpants  
Navy, red, white polo shirt with embroidery  
Navy Merino Jersey \*  
Navy Polar Fleece  
Navy Sun Hat  
Safety Vest \*

#### Boys

Navy Shorts  
Navy Trackpants  
Navy, red, white polo shirt with embroidery  
Navy Merino Jersey \*  
Navy Polar Fleece  
Navy Sun Hat  
Safety Vest \*

Footwear: Navy socks, black leather shoes, sandals in summer or trainers.

\* The merino jersey is ordered and purchased through the school office.

\* The safety vest can be purchased through the school office.