

2023 ENROLMENT FORM

Year
Level: _____



**ŌTŪMOETAI
COLLEGE**
Kia mārama hia te ora e te akoranga

DOCUMENTS THAT MUST ACCOMPANY THIS ENROLMENT FORM

1. A copy of the child's NZ Birth Certificate (*preferred*) OR a copy of their NZ Passport.
2. If not born in New Zealand, a copy of the child's overseas birth certificate and passport photo page and proof of residence in New Zealand.
3. Proof of your address (*see page 9 for accepted documents*).
4. A copy of your child's last school report. (*With the exception of Ōtūmoetai Intermediate – your information will come directly from the Intermediate*).

STUDENT DETAILS

The Student's name must be written exactly as it appears on their birth certificate.

Where a student has a preferred name – please record in the 'preferred name' field.

STUDENT'S SURNAME (*legal*): _____

FIRST NAME(S) (*legal*): _____

PREFERRED NAME: _____

COUNTRY OF BIRTH: _____

If not born in New Zealand, please complete the next section

DATE OF BIRTH:

____ / ____ / ____
day month year

GENDER:

- Male
 Female
 Gender Neutral

If Student was **NOT** born in New Zealand:

Please tick appropriate box and provide photocopies of passport and appropriate document / visa:

<input type="checkbox"/> NEW ZEALAND CITIZEN	<input type="checkbox"/> OTHER PASSPORT: No
<input type="checkbox"/> NZ PASSPORT HOLDER Expiry Date	<input type="checkbox"/> VISITOR'S VISA STATUS Expiry Date
<input type="checkbox"/> PERMANENT RESIDENCE PERMIT Expiry Date	<input type="checkbox"/> STUDENT VISA STATUS Expiry Date

Country of Origin: Date of first arrival in New Zealand:

DUAL ENROLMENT

Are you also enrolling this student at another school? NO YES

If yes, please advise which school: _____

ENROLMENT SCHEME CATEGORY

Home Zone Out of Zone - Please specify the category below:

Select	Category	Information Required	Names and Dates
<input type="checkbox"/>	2 – Siblings – current	<i>Please provide the names and years siblings(s) attended the College</i>	
<input type="checkbox"/>	3 – Siblings – former		
<input type="checkbox"/>	4 – Child – former student	<i>Please provide the name and years the parent attended the College</i>	
<input type="checkbox"/>	5 – Employees Child	<i>Please advise the name of the current employee or Board member</i>	
<input type="checkbox"/>	6 – All Others		

The Primary Residence is classed as the location where the student lives for the majority of the time or for equal time with a listed address in an Alternative Residence. If there is shared custody, both Residence A and Residence B will receive the same school information and access to student information.

If there is a Custody Order or you would like to record specific shared care arrangements, please list these page 3.

RESIDENCE A

ADDRESS	Street Address: _____ Suburb: _____ Postcode: _____
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Caregiver 1 – Residence A		Caregiver 2 – Residence A	
Full Name		Full Name	
Email		Email	
Phone (Mobile)		Phone (Mobile)	
Phone (Home)		Phone (Home)	
Phone (Work)		Phone (Work)	
Occupation		Occupation	
Place of Work		Place of Work	
Relationship to student		Relationship to student	

If the student has another residence:

RESIDENCE B

ADDRESS	Street Address: _____ Suburb: _____ Postcode: _____
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Caregiver 1 – Residence B		Caregiver 2 – Residence B	
Full Name		Full Name	
Email		Email	
Phone (Mobile)		Phone (Mobile)	
Phone (Home)		Phone (Home)	
Phone (Work)		Phone (Work)	
Occupation		Occupation	
Place of Work		Place of Work	
Relationship to student		Relationship to student	

EMERGENCY CONTACT

Please identify ONE adult the College could contact in the event of an emergency.
The College will attempt to contact the primary caregivers first but in the event of an emergency, where the school is unable to reach the primary or secondary caregivers, who else might the school contact, eg grandparent, neighbour?
The Alternative Contact must NOT be the same as the Primary or Secondary Caregiver.

Full Name		Phone (Mobile)	
Relationship to student		Phone (Home)	

CULTURAL IDENTITY: *(please tick the appropriate box(s))*

NZ European	<input type="checkbox"/>	→ Please state iwi(s): _____ _____
NZ Māori	<input type="checkbox"/>	
Cook Island Māori	<input type="checkbox"/>	→ Please state which Pacific Island: _____ _____
Pacific Island	<input type="checkbox"/>	
Other	<input type="checkbox"/>	→ If Other, please specify: _____

PREVIOUS SCHOOL

Please list your child's CURRENT school. If they have attended this school for less than 6 months, please list the school they previously attended and the date they left.

SIBLINGS NOW AT ŌTŪMOETAI COLLEGE

Full Name	Date of Birth	Year Level

HAS YOUR CHILD BEEN STOOD DOWN / SUSPENDED / EXCLUDED FROM A PREVIOUS SCHOOL

NO YES *If yes, please give details of when, what school and the reason.*

ARE THERE ANY LEGAL ISSUES WE SHOULD KNOW ABOUT, ie custody agreements, parental orders etc.

If yes, please ensure you supply a copy of the legal document.

**IS THERE ANY INFORMATION THAT WE SHOULD KNOW TO BE ABLE TO HELP YOUR CHILD?
(eg learning concerns, social development, giftedness)**

**HAS YOUR CHILD BEEN TESTED FOR LEARNING CHALLENGES / SAC (Special Assessment Conditions)?
If yes, please give details and if possible, provide copies of any assessments.**

**ENGLISH AS A SECOND LANGUAGE – Other than English, what is the language spoken at home?
If you have received ESOL assistance in the past, please provide details.**

HAS YOUR CHILD HAD ANY INVOLVEMENT WITH EXTERNAL AGENCIES?

MOE CAMHS NHS ORS FUNDING ORANGA TAMARIKI NZ POLICE

OTHER: _____

Do you consent for information to be sourced from relevant agencies YES NO _____

(Signature)

Please Note:
Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These 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.

SUMMARY OF CORE VALUES



These core values are the foundation for the policies and procedures of Ōtūmoetai College:

Strive for Excellence – (Kimihiā tōu ake maunga teitei) – Collective and individual responsibility to be the best we can.

Working Together – (Whakakōtahitanga) – Productive and trusting learning relationships.

Respect One and All – (Whakakoha tētahi ki tētahi) – A culture of inclusiveness.

Standing Strong - (Tūpakari i tōku ao/te ao) – Self belief with integrity.

School Wide Expectations (non-negotiable):

Correct Uniform to be worn

Out of Class – pass from teacher required

Punctuality – in class on time and no leaving before the bell

Attendance – being present in class

Behaviour for Learning – being engaged in the learning

Mobile phones cannot be used in class for texting or making calls.

As a student at Ōtūmoetai College, I agree to follow the above Core Values, School Wide Expectations and related policies and procedures of Ōtūmoetai College.

Student Signature: _____ **Date:** ____/____/____

As a parent, I agree to support the school in enforcing the Policies and Procedures

Parent/Caregiver Signature: _____ **Date:** ____/____/____

UNDERTAKING FROM PARENTS/GUARDIANS OR CAREGIVERS:

- I/We have read the Home Zone Declaration or the Out of Zone Enrolment Procedure Information and that the information provided in this application form is true and correct. The address which I/We have provided to the College will be the usual place of residence for our child and I/We intend to live at this address permanently. I/We also accept that any incorrect information could result in the annulment of this enrolment.
- I/We will provide the College any new contact details, eg residential address, email or phone numbers, as soon as they become available.
- I/We agree that Ōtūmoetai College may seek further clarification on any information included in this enrolment form. Ōtūmoetai College may also obtain any relevant information from previous schools, when required, to assist with the transition process.
- I / We understand and have signed Ōtūmoetai College Parent/Caregiver Financial Agreement and agree that the College can contact me/us by email or text message regarding any school matters.
- If I / We wish to withdraw my/our son/daughter from any of these activities, then as Parent/Guardian, it is my/our responsibility to inform the appropriate College authority to this effect.

Signatures of Adult(s) responsible for the student: 1. _____

Date: ____/____/____ 2. _____

PARENT / CAREGIVER FINANCIAL AGREEMENT



As a state secondary school Ōtūmoetai College has the statutory responsibility to deliver the NZ Curriculum at no cost to parents/caregivers. For a third year Ōtūmoetai College have opted into the Ministry of Education's School Donation Scheme. While the \$150 per student offered under the Ministry's scheme will not fully cover the cost of opportunities provided to our students, the scheme helps to reduce the financial burden on families.

Any voluntary donation that you make, of course, will assist us and we thank you for your commitment to the school by doing this. For any donation made to the school, a tax credit can be received from the Inland Revenue Department.

There are still some costs that will need to be paid under this scheme and these are clarified below.

Please note that extra-curricular activity, eg sport, will still incur costs and be charged to families.

The College must have the agreement of parents/caregivers for these additional costs:

1. The cost of their Identity Card which is useful for borrowing books from the Library and as a photo ID for student discounts, etc.
2. The cost materials used for projects by your son/daughter which will be taken home.
3. The cost of non-compulsory activities, camps, field trips and similar activities that your son/daughter elect to participate in.
4. The costs involved with the repair or replacement of damaged property or equipment.

I agree to the conditions and payments above.

Signature: (Parent/Caregiver)

Financial assistance is offered by either time or automatic payments or confidential arrangement through the Principal or Business Manager.

BANK ACCOUNT DETAILS

The College bank account number is: **02-0466-0017349-00**

As a reference, please quote the student's name and, if possible, what the payment is for.

EOTC GENERIC CONSENT FORM



Our school believes in using a range of environments and experiences to enhance our students' learning.

At Ōtūmoetai College we are fortunate to have ready access to the beach, Tauranga City Centre, and other places in our area and beyond. We are also close to various community facilities such as the Trustpower Baypark and the Art Gallery. These areas are rich learning environments for our students both in and out of school. Our school values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your son/daughter to participate in such learning.

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of event	Description	Type of consent
A	On-site – in the school grounds (i) Lower risk environments, <i>eg orienteering, swimming in school pool</i>	(i) No consent sought or Generic consent
B	Off-site events in the local community and Tauranga region occurring in school time (i) Lower Risk environments, <i>eg A French class visiting a French Café; Athletics day; Cross Country event; running on Mauao; Careers Trips</i> (ii) Higher risk environments*, <i>eg sea kayaking with Waimarino; surfing at the beach</i>	(i) Generic consent at enrolment (ii) Separate consent for each event or programme
C	Off-site events – finishing after school finishes (i) Lower risk environments, <i>eg seeing an art exhibition in the evening</i> (ii) Higher risk environments*, <i>eg Full day tramp in the Kaimai ranges; Going to Field Days.</i>	(i) Generic consent at enrolment (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower risk environments, <i>eg leadership conferences</i> (ii) Higher risk environments*, <i>eg school camps and overseas trips</i>	(i) Separate consent for each event (ii) Separate consent for each event or programme

**Involves risk assessed to be greater than that associated with the average family activity*

GENERIC CONSENT:

I / We agree to the participation of _____ (student name)
in **lower risk** category **A** and **B** and **C**, EOTC events while a student at Ōtūmoetai College.

I 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.

My son/daughter has permission to travel by school minibus,
bus or staff vehicle to various venues.

YES NO

(Parent/Caregiver Name)

(Parent/Caregiver Signature)

Date: ____/____/____

HOME ZONE RESIDENCE DECLARATION FORM



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The Education Act requires that parents prove that the address given at the time of application for enrolment must be the student's permanent place of residence when the school is open for instruction. A student's permanent residence is where their biological parent(s) lives. If the child is not living with their biological parent, there must be some agency involvement directing the child to reside with another caregiver. For example:

1. Courts – a court order around the day-to-day care of the child
2. Oranga Tamariki – a case worker involved with you and your child
3. WINZ – where the guardian/student is receiving the Unsupported Child Benefit

Temporary accommodation, such as renting in-zone on a short-term basis, boarding in-zone with a relative or family friend or using the in-zone address of a relative or friend with no intention of living there, does not qualify as a permanent place of residence.

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 enrolment, then the Board/Principal may review the appointment. Unless the parents can give a satisfactory explanation within 10 days, the Board/Principal may annul the enrolment. Section 110A of the Education Act 1989 allows for this course of action.

The Board requires at least one of the following pieces of documentation to accompany this enrolment form. This documentation must clearly show your name and in-zone address:

1. Rates Notice (*received within the last 6 months*)
2. Electricity Account (*received within the last 6 months*)
3. Signed Tenancy Agreement
4. An Unconditional Sale and Purchase Agreement

PARENT/CAREGIVER NAME: _____

ADDRESS: _____

Suburb: _____

Postcode: _____

This is my permanent address: YES NO

Length of time resided at this address: _____ (Years) _____ (Months)

Owner / Tenant _____
(Signature)

For Office Use Only:

Proof of Address provided

(Staff Signature)

JUNIOR CURRICULUM

YEAR 9 COURSES

Full Year

English, Mathematics, Physical Education & Health, Science and Social Studies

One Term Option Subjects

Art Visual, Digital Business, Drama, Graphics/Design & Visual Communication, Music, Technology Food/Nutrition, Technology Hard Materials

Language Option:

Option 1 – Te Reo Māori (full year)	Option 2 – Te Reo Māori (half year)	Option 3 – Spanish (10 weeks)
Students who select full year Te Reo Māori will forgo 3 other option subjects	Students who select half year Te Reo Māori will forgo 1 other option subject	

Access to these courses is available in Year 10 with no Year 9 prerequisite.

Language Option Selected: (please chose from Language Options 1-3 above)

First Choice:	Second Choice:
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YEAR 10 COURSES

The curriculum studied by Year 10 students at Ōtūmoetai College is designed to promote a broad and balanced education.

ALL YEAR 10 STUDENTS WILL STUDY FULL YEAR COURSES IN:

English
Mathematics
Physical Education & Health
Science
Social Science

Students must choose at least one option from The Arts (full or half year), and at least one option from Technology (full or half year), to meet Ministry of Education regulations.

A full programme of options is either four half year options, OR two half year and one full year, OR two full year options.

If there are costs associated with a course, these are indicated within each course description. Approximate course costs cover materials that can be taken home.

AND A SELECTION OF THE OPTIONS BELOW.

ARTS CHOOSE AT LEAST ONE		
Course	Half Year	Full Year
Art Creative Media	▪	
Art Visual	▪	▪
Dance	▪	
Drama	▪	
Music	▪	▪
Te Ao Māori	▪	▪

TECHNOLOGY CHOOSE AT LEAST ONE		
Course	Half Year	Full Year
Digital Media	▪	
Digital Science	▪	
Electronics	▪	
Food Technology	▪	▪
Graphics/DVC	▪	▪
Hard Materials - Metal	▪	▪
Hard Materials - Wood	▪	▪
Soft Materials	▪	▪

OTHER OPTIONS		
Course	Half Year	Full Year
Business	▪	
Spanish	▪	▪
Sport Performance	▪	
Te Reo Māori		▪

Subjects Selected:

Full / Half Year	Full / Half Year	Half Year	Half Year

SENIOR CURRICULUM

LEVEL 1 - 3 COURSES

The multi-level senior school timetable evolves in response to student choice and student demand. At a point in late January it becomes fixed and student selections have to fit that fixed timetable structure. Students may not get their first preference as class size becomes a significant factor and some classes may be multi-level.

Entry into courses is determined by subject prerequisites and/or Head of Department approval. Further information is available online at otc.schoolpoint.co.nz

Year 11	Year 12	Year 13
Select 6 subjects	Can select 5 or 6 subjects	Select 5 subjects

Before students are placed in a programme all courses are checked by a Dean and an interview arranged if their proposed programme is considered not appropriate.

Student Programme:

Course 1	Course 2	Course 3	Course 4	Course 5	Course 6 (Year 11 or 12)

COURSES OFFERED IN THE SENIOR SCHOOL:

Course	Level		
	1	2	3
Accounting for Management	▪	▪	▪
Art Design and Illustration		▪	▪
Art Design and Printmaking		▪	▪
Art History		▪	▪
Art Painting		▪	▪
Art Photography		▪	▪
Art Visual	▪		
Automotive Studies		▪	
Biology		▪	▪
Building & Allied Trades	▪	▪	
Business Management	▪	▪	▪
Café Operations		▪	
Calculus			▪
Chemistry		▪	▪
Classical Studies		▪	▪
Computing (National Certificate of Computing)	▪	▪	▪
Creative Media Art	▪		
Dance	▪	▪	▪
Digital Media	▪	▪	▪
Digital Science	▪	▪	▪
Drama	▪	▪	▪
Early Childhood Studies		▪	▪
Earth and Space Science		▪	▪
Economics	▪	▪	▪
Electronics	▪	▪	▪
Elite Sports Programme			▪
Employment Skills	▪	▪	▪
English	▪	▪	▪
English - Literacy	▪	▪	
English - Supported Learning	▪		
Fashion and Design		▪	▪
Financial Capability	▪	▪	▪
Foundation Skills & Life Skills	▪	▪	▪
Gateway		▪	▪
Geography	▪	▪	▪
Graphics/Design & Visual Comm.	▪	▪	▪
Health Studies	▪	▪	▪
History	▪	▪	▪
Horticulture	▪	▪	

Course	Level		
	1	2	3
Hospitality	▪	▪	▪
International English	▪	▪	▪
Marine Studies		▪	▪
Mathematics	▪	▪	
Mathematics Alternate	▪	▪	
Mathematics & Statistics		▪	▪
Mathematics Numeracy	▪		
Mathematics Supported Learning	▪		
Mechanical Engineering	▪	▪	
Media Studies	▪	▪	▪
Music	▪	▪	▪
Music Contemporary		▪	
Music – Making Music			▪
Outdoor Education		▪	▪
Outdoor Physical Education	▪		
Performing Arts Technologies	▪	▪	▪
Practical Physical Education		▪	
Physics		▪	▪
Science	▪		
Social Science	▪		
Sociology		▪	▪
Spanish	▪	▪	▪
Sports Education			▪
Sport Science	▪	▪	▪
Statistics	▪	▪	
Statistics and Probability			▪
Technical Skills			▪
Technology – Food	▪	▪	▪
Technology – Metal	▪	▪	
Tech – Product Dev & Design Metal			▪
Tech – Product Dev & Design Wood			▪
Technology – Soft Materials	▪	▪	▪
Technology – Wood	▪	▪	
Te Ao Māori	▪	▪	▪
Te Reo Māori	▪	▪	▪
Te Reo Rangatira	▪	▪	▪
Tikanga and Maori Performing Arts	▪	▪	▪
Toi Ohomai Trades Academy		▪	▪
Tourism		▪	▪

DIGITAL LEARNING EQUIPMENT – RESPONSIBLE USE AGREEMENT



NOTE: *Digital learning equipment refers to any school-owned or student-owned computer/digital technology which may be used at the College (eg: computers, printers, mobile devices, etc).*

I understand that I will be able to use digital learning equipment as part of my education at Ōtūmoetai College.

I understand that the right to use this equipment is dependent on my using it responsibly. I understand that I may be required to pay for the replacement of any school-owned equipment which is damaged by me.

I understand that Ōtūmoetai College may monitor my computer activity or the contents of my documents or emails at any time.

I agree to use all digital equipment responsibly. This means that:

- I will not damage or modify/change any digital learning equipment owned by the school.
- I will show respect for others when using any digital learning equipment.
- I will not photograph, video or post on-line another person(s) information or image(s) without their consent.
- I know that hacking other students' accounts is unacceptable. Bullying, threatening and deliberately spreading false information through the use of digital equipment is also unacceptable.
- I will not access or attempt to access blocked sites. If I accidentally access an inappropriate site, I will close it immediately and talk to a teacher or Dean.
- I will not use any equipment to illegally download material or do anything that breaks copyright laws.
- I will not load my own software onto College equipment that has not been approved by the IT Department.
- I will look after my private information and be especially careful about what private information I choose to share with other students at school and also online.
- I will not waste my printing or internet data allowances.
- If I know that another student is misusing a computer in any way, or that a student is being cyberbullied, I will tell a teacher, Dean or Counsellor.
- I will ensure my learning device is fully charged, ready for the start of school each day.

Name (please PRINT clearly): _____

Student's Signature: _____

Date: ____/____/____

Parent's Signature: _____

Date: ____/____/____

Ōtūmoetai Kāhui Ako Learning Support Register Consent

Ōtūmoetai College is part of a group of education providers that shares information to:

- Identify children and young people who might need additional learning support
- Ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- Decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use information on the register for the purpose of administration and analysis, eg to find out about the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for numbers of staff and specialists, and other services and types of support.

I agree to personal information about my child being included on the register.

YES

NO

Parent/Caregiver's Signature: _____

PUBLICATIONS AGREEMENT

Ōtūmoetai College may use my child's work and images of school life for the purpose of communication. This could include notice boards, newsletters, prospectus, yearbooks, promotional material, website, facebook, etc.

Parent/Caregiver's Signature: _____

PERSONAL DEVICES AGREEMENT

I understand that if I allow my child to bring their personal devices (ie mobile phone, laptop, chromebook) to school that the responsibility to keep their devices secure rests with the individual owner.

Ōtūmoetai College, the Board, staff or employees are not liable for any devices stolen, lost or damaged on campus. If a device is stolen, lost or damaged, the College will handle it in a similar manner to other personal items.

I therefore give permission for my child to bring their own devices to school.

Parent/Caregiver's Signature: _____

GOOGLE APPS AGREEMENT

All students are automatically assigned an account to a series of Google Apps through Google's G Suite for Education – Gmail, Docs, Drive and Calendar. In addition to this, we occasionally want to give our students access to other Google apps as part of their account (eg Google Earth, Google Maps etc). Under the terms of our agreement with Google, we need to ask your permission to give access to Google's wider group of apps.

I therefore give permission for my child to have access to other Google Apps that the College deem to be educationally appropriate.

Parent/Caregiver's Signature: _____

BYOD PROGRAMME – YEARS 9 and 10

Ōtūmoetai College has a BYOD (Bring Your Own Device) programme at Years 9 and 10 in 2022.

Computer based learning will occur in each of the core classes (English, Social Studies, Mathematics and Science) and in some option subject classes.

So that effective device-based learning takes place, it is essential that BYOD devices are either chromebooks or laptops.

Our school website enrolments page will provide up-to-date information about device requirements.

Please list any interests that your student may have in the following areas:

ACADEMIC

AWARDS

CULTURAL / ARTS

HOBBIES

LANGUAGES

SPORT

Student Name: _____

Circle your choice of Sports:

- | | | | | |
|------------------|---------------------|-----------------|-----------------|---------------------|
| Athletics | Futsal | Mountain Biking | Skiing | Tennis |
| Badminton | Golf | Motorcross | Snowboarding | Touch Rugby |
| Basketball | Gymnastics | Netball | Softball | Triathlon |
| Beach Volleyball | Hockey – Field | Rock Climbing | Squash | Volleyball - Indoor |
| Cricket | Hockey – Inline | Rowing | Surfing | Waka Ama |
| Cross Country | Hockey – Underwater | Rowing - Indoor | Swimming | Water Polo |
| Dressage | Indoor Bowls | Rugby Union | Table Tennis | Wrestling |
| Equestrian | Lawn Bowls | Rugby 7s | Target Shooting | Yachting |
| Football | | | | |

Please list any sport achievements of note: *(eg Representative teams)* _____

Parents / Guardians – Our Sports Office relies on community help for Coaching, Team Management and Officials. Are you interested in assisting in a supported role for any of these sports? **Contact: sport@otc.school.nz**

YES NO If yes, what sport _____
Type of help _____

Contact me on Phone: _____ Email: _____