



Te Kura Kaupapa Māori o  
**TE WHĀNAU TAHI**

# Hei Whakauru Mai

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## Enrolment Form



Information Folder of

# Te Kura Kaupapa Māori o Te Whānau Tahī 2022

Tēna koutou e te whānau

Enclosed is all the information that you require when enrolling your tamaiti / tamariki. We ask that you complete this information as soon as possible and return to the Tari.

Birth Certificates or ID (passport, citizenship certificate) are a legal requirement. A copy is required when enrolling.

## **Information for completion, signature and return:** (please tick)

- Enrolment Form
- Caregiver Details
- Student Health Record
- LEOTC Permission Letter (Learning Education Outside the Classroom)
- Responsible Use of ICT Agreement (Information, Communication & Technology)
- Primary Health Care Nurse
- Whakapapa
- Bank Account Number (applies if you are eligible for Transport Allowance)
- Automatic Payment Form

If there is anything you are not sure about please do not hesitate to contact the Tari. We are here to support you and your whānau. Phone 03 337 4360 or email: [mahanui@whanau-tahi.school.nz](mailto:mahanui@whanau-tahi.school.nz).

## **Activities we need your support for:** (please tick)

- Supporting with fundraising
- Haerenga and camps
- Coaching sports teams
- Washing sports or kapa haka uniforms
- Kai preparation for pōwhiri / hui / wānanga
- Breakfast Club

Due to Health and Safety all parents / caregivers working / helping in the classroom with tamariki must be Police Vetted. Parent / caregiver staying overnight at Kura for a noho do not require a police vet. Parents / caregivers who awahi for haerenga and camps must also be police vetted.

# Enrolment Form

Entry level to Te Kura Kaupapa Māori o Te Whānau Tahī: *(circle one)*

Year 1 (new entrant)      Year 2      Year 3      Year 4      Year 5      Year 6      Year 7  
Year 8      Year 9      Year 10      Year 11      Year 12      Year 13      Other

**Student Details:** \_\_\_\_\_ **First day of entry / Pre-entry:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Last Name:** *(as on Birth Certificate / Passport)* \_\_\_\_\_

**First and Middle Names:** *(as on Birth Certificate / Passport)* \_\_\_\_\_

**Preferred First Name:** \_\_\_\_\_ **Male / Female** *(circle one)* **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_ **Student Cell:** \_\_\_\_\_

**Previous Kura:** *(or date last attended)* \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Citizenship:** New Zealand **Yes / No** *(circle one)* Other *(please specify)* \_\_\_\_\_

**Verification Document:** Birth Certificate / Passport / Citizen Certificate / Other *(circle one)*

**Serial Number:** \_\_\_\_\_

**Ethnicity:** \_\_\_\_ **Country of Birth:** \_\_\_\_\_

NZ European (Pākehā) \_\_\_\_\_

Māori Hapū \_\_\_\_\_

Iwi 1 \_\_\_\_\_

Iwi 2 \_\_\_\_\_

Iwi 3 \_\_\_\_\_

Other Please specify \_\_\_\_\_

**Sibling Information** *(currently attending):*

\_\_\_\_\_

\_\_\_\_\_

**Did your child attend ECE** (*Early Childhood Education*) in the six months prior to starting Kura.

Yes / No (*circle one*)

Regularly / Not Regularly (*circle one*)

Kohanga: \_\_\_\_\_ Hours per week: \_\_\_\_\_

How long has the student attended: Months \_\_\_\_\_ Years \_\_\_\_\_

Playcentre / Kindergarten: \_\_\_\_\_

How long has the student attended: Months \_\_\_\_\_ Years \_\_\_\_\_

## Learning and Behaviour

Special Education: Is your child ORRs funded?

Yes / No (*circle one*)

Additional Information: \_\_\_\_\_

Learning / Behaviour Needs:

Specialist Needs / Resourcing/Agencies - Vision & Hearing, Speech Therapy etc:

Important Information We Should Know About Your Child: \_\_\_\_\_

Extra copy of Kura Reports to : \_\_\_\_\_

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

**Permission to access for Kura to access Personal Information:**

- I give permission for the school to access personal information about my child from previous Kōhanga/Kōhungahunga and other agencies in order to support my child in School.

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

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

## Custody Access

Court order issued: Yes / No / Not Applicable (*circle one*)

Please attach relevant copies of documentation.

## Kura Pānui:

How would you like to receive pānui: **Email / Hard Copy** (circle one).

Please check the Kura website: [www.whanau-tahi.school.nz](http://www.whanau-tahi.school.nz)

or our Kura Facebook page: [Te Whānau Tahi](#)

**Kura App: School Apps NZ**

**Parent / Caregiver Checklist** (please ✓ the box)

1. A copy of a *BIRTH CERTIFICATE* or *PASSPORT* is attached
2. A copy of your child's latest full school report is attached (if applicable)
3. You have read, agreed & signed *Responsible Use of ICT Agreement*

**Caregiver Details** (refer to information on next page)

### Primary Caregiver 1

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: Mr / Mrs / Miss / Ms /Dr

Postal Address (if different from physical address on student details page):

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: (print clearly) \_\_\_\_\_

### Primary Caregiver 2

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: Mr / Mrs / Miss / Ms /Dr

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: (print clearly) \_\_\_\_\_

### Secondary Caregiver 1

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: Mr / Mrs / Miss / Ms /Dr

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: (print clearly) \_\_\_\_\_

### Emergency Contact 1

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: Mr / Mrs / Miss / Ms /Dr

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## Emergency Contact 2

Relationship to Student:

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

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

Title: Mr / Mrs / Miss / Ms /Dr

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

## Bank Account Number

Bank: \_\_\_\_\_ - - - - - - - - - -  
*Bank Branch Account suffix*

## Explanation of Terms:

### Primary / Secondary Caregivers & Emergency Contact

Examples:

- If a student lives with both parents, then the parents are the primary caregivers. It is unlikely that there will be a secondary caregiver.
- If the student lives with a parent and their partner, then the parent is a primary caregiver. The partner is usually listed as the other primary caregiver. The secondary caregiver is usually the other parent.
- If the student lives with a parent and no other adult, then the parent will be the only primary caregiver. The secondary caregiver is usually the other parent.

If none of the above examples apply, please read the following explanations.

**Primary Caregiver/ s** - may include up to two adults that have guardianship of a student (eg parents or parent and a partner). The student lives most or all of the time with the primary caregiver. The school sends all communication, accounts and reports to a student's primary caregiver. The primary caregiver is the main point of contact with the school.

**Secondary Caregiver/ s** - can include up to two adults (eg parent that the student does not live with most or all of the time). A secondary caregiver can request copies of school newsletters and reports. The secondary caregiver may have partial or no guardianship of the student.

**NOTE:** Both primary and secondary caregivers will be provided with independent personalised access to our web portal. This will allow them to view student attendance, NCEA results (if applicable) and other school information.

**Emergency Contact** - an adult that will be contacted by the school if the primary or secondary caregivers are not contactable at the time of any emergency. The emergency contact is not one of the primary or secondary caregivers. They do not receive any communication from the school.

**PLEASE NOTE:** It is important to include an email address in your details as the usual way we communicate with parents / caregivers is via email (this may include sending school reports and most other communication).

**NB:** It is important for emergency reasons we have your [current updated contact details especially cell phone numbers and email address which can change frequently.](#)

## OFFICE USE ONLY

Kura Admission number: \_\_\_\_\_ Date of Entry: \_\_\_\_\_

NSN number: \_\_\_\_\_ Data entered into SMS: \_\_\_\_\_

Teacher: \_\_\_\_\_ Classroom \_\_\_\_\_

Additional Information:  
\_\_\_\_\_

## Student Health Record

Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

**B4 School Check:** (Please attach relevant copies of documents) **Yes / No** (circle one).

**Vision and Hearing:** I consent to my child being tested **Yes / No** (circle one)

**IS YOUR CHILD IMMUNISED:** Measles, Mumps & Rubella & Others **Yes / No** (circle one).  
(Please attach any relevant documentation here)

Comments: \_\_\_\_\_

### Medical Information:

(circle one)

### Medication required:

Asthma	<b>Yes / No</b>	
Diabetes	<b>Yes / No</b>	
Epilepsy	<b>Yes / No</b>	
ADD/ADHD	<b>Yes / No</b>	
Migraines	<b>Yes / No</b>	
Allergies	<b>Yes / No</b>	
Administer Ibuprofen	<b>Yes / No</b>	
Administer Paracetamol	<b>Yes / No</b>	
Stings / Food / Medication / Other		
Any other medical condition or disability?		

### In Case of Illness, Accident or Emergency

I give permission for my child to receive 'general sale' medicines such as paracetamol, ibuprofen or antihistamine when necessary by Kura kaimahi.

**Yes / No** (circle one)

Please state which medication can not be used: \_\_\_\_\_

If the Kura is unable to contact you or your emergency contacts, or if the accident is serious, I give permission for the Kura to either take my child to a Medical Centre or call an Ambulance. If an Ambulance is needed for a non-accident incident I agree to meet any costs incurred. **Yes / No** (circle one)

In the event of an Emergency which requires the Kura to close at short notice (eg. earthquake). I give permission for my son / daughter to leave the Kura grounds after being checked off the roll by his / her teacher. **Yes / No** (circle one)

**Please note:** if this permission in the event of an emergency, is not given, the student will remain at the kura, supervised until collected by an authorised family member / caregiver.

## Primary Health Care Nurse

A Primary Health Care Nurse will be at Kura one day a week. Parent / caregiver consent is required before she can do any procedures to a child. If an assessment is required or it needs to be private Kura will ensure that the room will be line of sight to Kaimahi or it will be chaperoned.

***I have read the information above and give permission for my child to attend Kura haerenga, tangihanga and for Kura to use my child's photo and digital imaging for Kura use only.***

**I DO / I DO NOT** give permission for my child to visit a Primary Health Care Nurse when required.

Name of Student (s): \_\_\_\_\_

Name of Parent: \_\_\_\_\_

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

## Generic Permission Letter for Learning Education Outside the Classroom - LEOTC, Tangihanga & Kura Use of Photos and Digital Imaging

Kura Learning Education Outside the Classroom procedures require that we ask you for generic written permission for your child to participate in Kura haerenga, noho/camps, sports exchanges, curriculum events, activities and tangihanga.

The purpose of this generic permission is to save time and resource costs when students participate in low risk events. You will still be given a pānui by the Teacher in Charge and you still have the right to withdraw your permission at any time by contacting the Kura office or the Teacher in Charge of the event. A Risk Analysis Management procedure (RAMs) will be actioned for every event. A pānui will be sent when there is a cost involved outlining payment to the kura. We will ask you to sign a new form at the start of each school year.

Examples of use for photos and digital imaging are: classroom blogs, kura and classroom pānui, Manu Kōrero and Kapa Haka.

There will be Police vetting for all overnight parent helpers (excluding noho at Kura).



*I have read the information above and give permission for my child to attend Kura haerenga, tangihanga and for Kura to use my child's photo and digital imaging for Kura use only. This also includes Kura related media requests authorised by the Tumuaki.*

I DO / I DO NOT give permission for my child to attend tangihanga.

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Responsible Use of ICT Agreement

To the student and parent / caregiver, please:

1. **Read carefully** Te Kura Kaupapa Māori o Te Whānau Tahī Responsible Use Agreement and retain for future reference.
2. **Sign the appropriate section on this form and return to the tari.**

**We understand that Te Kura Kaupapa Māori o Te Whānau Tahī will:**

- Do its best to keep the Kura safe. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or Kura ICT equipment / devices at Kura or Kura-related activities and enforcing the responsible use rules and requirements detailed in the use agreement
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreement
- Welcome enquiries from students or parent / caregivers about issues around the responsible use of ICT.

### **Section for Student**

**My responsibilities include:**

- I will read the Responsible Use of ICT at Te Kura Kaupapa Māori o Te Whānau Tahī Agreement carefully
- I will follow the responsible use rules and instructions whenever I use the Kura's ICT, or privately-owned ICT, on the Kura site or at any Kura-related activity, regardless of its location
- I am not permitted to access, copy, store or print material through the internet which is offensive (i.e pornographic), dangerous, inappropriate at Kura or illegal which could put at risk my own safety, or the privacy, safety or security of the Kura or other members of the Kura community
- If I use my Kura email at Kura or at any Kura-related activity regardless of its location or at home, I am not permitted to send any messages which are offensive, dangerous, inappropriate at Kura or illegal
- I will take proper care of Kura ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment / devices, my family may have responsibility for the cost of repairs or replacement
- If I bring my own ICT devices (including cell phones / smart phones / laptops etc onto Kura property I will take full responsibility for their safety. The school takes no responsibility for damage or theft
- If another person uses my device or a Kura device I am logged into, the student whose device it is, is responsible for ensuring the device is used properly and appropriately
- I will keep the responsible use of ICT at Te Kura Kaupapa Māori o Te Whānau Tahī document somewhere safe so I can refer to it in the future
- I will not engage in any online behaviour that could be perceived as bullying to other people.

**I have read and understood my responsibilities and agree to abide by the Responsible Use of ICT at Te Kura Kaupapa Māori o Te Whānau Tahī Agreement. I know that if I breach this use agreement there may be serious consequences.**

Name of Student: \_\_\_\_\_ Year Level: \_\_\_\_\_

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

## **Section for Parent / Caregiver**

### **My responsibilities include:**

- I will read the Responsible Use of ICT at Te Kura Kaupapa Māori o Te Whānau Tahī Agreement carefully and discuss it with my child so we both have a clear understanding of our role in the Kura's work to maintain a safe ICT environment
- I will encourage my child to follow the responsible use rules and instructions
- I will contact the Kura if there is any aspect of this use agreement I would like to discuss

**I have read the Responsible Use of ICT at Te Kura Kaupapa Māori o Te Whānau Tahī Agreement and am aware of the Kura's initiatives to maintain a safe learning environment, including my child's responsibilities.**

**Name of Parent:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please note: This agreement for your child will remain in force as long as he / she is enrolled at this Kura. It becomes necessary to add / amend any information or rule, parents will be advised in writing.*

## **Absence**

If your tamaiti / tamariki are going to be absent for any reason please contact the kura by:

1. Texting or calling the Admin Cellphone: 027 337 4362.
2. Pressing the ABSENTEE icon in the Kura app and either calling the office or emailing.
3. Calling the Kura number 03 337 4360 and advising the office or leaving a message.
4. Emailing Kura: [mahanui@whanau-tahi.school.nz](mailto:mahanui@whanau-tahi.school.nz).
5. Letting the student kaiako know via phone or email.

## **Change of Whānau Details**

Please ring the Kura 03 337 4360, email: [mahanui@whanau-tahi.school.nz](mailto:mahanui@whanau-tahi.school.nz) or advise the student kaiako if you have a change whānau details. This is important especially in an emergency:

1. Address
2. Phone or cellphone number
3. Email address
4. Contact details

## Whakapapa

As part of the classroom programme your child will learn their pepeha and on occasions, share it with others. We recommend that this age group learn one side of their whakapapa for their pepeha here at Kura. When they are older they will be able to learn the other / another side of their whakapapa to add to their pepeha. Please indicate below which side of their whakapapa they will learn here at Kura this year. Please write clearly in the sentences below:

I te taha o tōku Māmā / Pāpā *(circle one)*

Ko \_\_\_\_\_ tōku maunga (*mountain*)

Ko \_\_\_\_\_ tōku awa / moana (*river / sea*)

Ko \_\_\_\_\_ tōku waka (*canoe*)

Ko \_\_\_\_\_ tōku iwi (*tribe*)

Ko \_\_\_\_\_ tōku hapū (*sub-tribe*)

Ko \_\_\_\_\_ tōku marae

Ko \_\_\_\_\_ tōku tūpuna

Ko \_\_\_\_\_ tōku ingoa (*first and last name*)

**Please add if your child is older:**

I te taha o tōku Māmā / Pāpā *(circle one)*

Ko \_\_\_\_\_ tōku maunga (*mountain*)

Ko \_\_\_\_\_ tōku awa / moana (*river / sea*)

Ko \_\_\_\_\_ tōku waka (*canoe*)

Ko \_\_\_\_\_ tōku iwi (*tribe*)

Ko \_\_\_\_\_ tōku hapū (*sub-tribe*)

Ko \_\_\_\_\_ tōku marae

Ko \_\_\_\_\_ tōku tūpuna

Ko \_\_\_\_\_ tōku ingoa (*first and last name*)

Whakatauaiki \_\_\_\_\_

## Declarations

### Student Declaration

- I have read the Kura expectations as outlined in the Enrolment Package and understand the importance of these and that there may be consequences for not meeting them.

Signed (Student) \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Caregiver Declaration

- I have read the kura expectations in the Enrolment Package and will assist the kura in seeing that my tamaiti/tamariki meets them at all times.
- I will take responsibility for the payment of repairs to kura property which my tamaiti/tamariki carelessly damages.
- I acknowledge that all of the information on this enrolment form is true and that the kura has no liability for any injury, loss, theft or misadventure and that any cost involved in seeking medical assistance for my tamaiti/tamariki will be reimbursed to the Kura.
- Under the New Zealand Privacy Act I understand that the information herewith may be used for service delivery and may be disclosed to other education agencies.
- I agree to allow my tamaiti/tamariki photographs, name and/or work to be part of kura and related publications including the website.
- I give permission to allow my tamaiti/tamariki to take part in teacher-organised and parent-informed supervised activities outside the school.
- I have read the Parent Information Technology Declaration and give permission for my child to use the internet at kura.
- I agree to pay all compulsory kura charges for activities, as per the summary of estimated costs in the current Stationery requirements, by the end of Term 1 (or have an acceptable automatic payment arrangement in place).
- I agree to pay all other school activity charges for other activities I give consent for my tamaiti/tamariki to participate in.
- I acknowledge that I must contact the kura when my tamaiti/tamariki are absent. No communication requires the kura to note the student as Truant / No explanation.

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