



LYTTON HIGH SCHOOL

PO Box 635 Gisborne 4040 · Freephone 0508 LYTTON · Phone: (06) 8685193 · Fax: (06) 8671132
email info@lyttonhigh.net · Web www.lyttonhigh.com



ENROLMENT APPLICATION 2023

For office use only: FDA	Student #	NSN	Interview
--------------------------	-----------	-----	-----------

Student's Legal Family Name:

Student's Legal First Name(s):

Preferred Name: **Previous other names used:**

Date of Birth: **Student's Cell Phone #:**

Ethnicity: (1) **Student's email address:**

Ethnicity: (2) **Sibling(s) attending LHS:**

Iwi Affiliation: (If applicable please circle) Ngai Tamanuhiri / Ngati Porou / Rongawhakaata / Te Aitanga-a-Mahaki

Other iwi: (please specify)

Year level applying for: 9 / 10 / 11 / 12 / 13 / 14 **Male / Female / Other**

Current School: **Current Year Level:**

Country of Birth: (if not NZ, copy of passport is required)

Other Citizenship(s):

(please specify: Copy of passport / Permanent Residence / Student Visa / Parent work permit required)

First Language: English / Te Reo Māori / Other (please specify)

Te Reo Māori – Please circle current level of fluency 1-5 (5 being Fluent): 1 limited.....2.....3.....4.....5 fluent

Primary Residence: (this is the student's main residence) Mr / Mrs / Ms

Name of caregiver 1: **Relationship to Student:**

Physical Address:

Postal Address: **Occupation/Workplace:**

Home Phone **Work Phone:**

Mobile Phone: **Email:**

Name of caregiver 2: **Relationship to Student:**

Mobile Phone: **Occupation/Workplace:**

Email: **Work Phone:**

Secondary Residence: (if applicable: shared living/custody arrangements)

To receive correspondence YES / NO Mr / Mrs / Ms

Name of caregiver 1: **Relationship to Student:**

Physical Address:

Postal Address: **Occupation/Workplace:**

Home Phone **Work Phone:**

Mobile Phone: **Email:**

Name of caregiver 2: **Relationship to Student:**

Mobile Phone: **Occupation/Workplace:**

Email: **Work Phone:**

Emergency Contact: *(if we unable to contact primary or secondary caregivers in the first instance)*

Name(s):: Relationship to Student:
Home Phone: Mobile Phone:

Boarding Residence: *(if applicable)*

Name of caregiver(s):
Address:
.....
Home Phone: Mobile phone(s).....

Medical Information:

Please advise any medical conditions that may require emergency healthcare response: (include any documentation if necessary):

Serious Allergies:

Medications:

Do we have permission to give paracetamol (tablets) if required Yes / No

YEAR 9 ONLY: Do you give your permission for the Year 9 Health Check? Yes / No

VACCINATIONS: As part of managing health here at LHS, we do appreciate knowing if your child has been vaccinated.

Fully vaccinated Some Not at All

Comments:
.....

Doctor/Medical Centre: Dentist/Dental Centre

Special Learning Needs: *(If applicable, please give details)*

.....
.....
.....

Bus: Please advise which bus route will be required *(if applicable please circle)*:

Bushmere-Makaraka / Kaiti / Makauri-Hexton / Makauri / Muriwai-Manutuke / Ngatapa / Patutahi-Waituhi
Waihirere-Ormond / Waingake / Whangara-Wainui Beach / Willows

Declarations:

- We agree to accept and uphold the school Protocols, Procedures, Rules and Codes of Behaviour for Lytton High School (as found on our Website).
- We agree to promptly notify the school of any changes in address and contact details.
- We authorise the transfer of information and data to Lytton High School from the last school attended and any future transfer of information to subsequent learning organisation.
- We agree to supply the school with any relevant health and wellbeing information to ensure appropriate levels of care and support can be delivered on the understanding this information will remain confidential.
- We authorise the school to make legitimate use of information collected. This includes the use of any photographs, video footage or student work collected by school personnel.
- We understand that the school will take no responsibility or liability for the loss or damage of personal communication devices, music devices, or non-uniform items that the student chooses to bring to school.

Parent/Caregiver Signature: Date

Student Signature: Date

Responsible Use Agreement for Students

Introduction

Lytton High School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

Responsible Use Agreement

When using information & communications technologies (ICT) at Lytton High School I will always be a good digital citizen. This means that I;

1. 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.

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

I understand that technology can help me to learn. I also know it can also 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.

3. 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.

4. 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 that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

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

I understand that there will be 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.

6. 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.

7. 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 what 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.

8. 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.

9. Will help other 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 whilst at school or whilst 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 school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

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
- uses technologies to participate in educational, cultural, and 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 the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that 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 it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, 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:**..... **Date:**.....

Blanket Consent for Education Outside the Classroom (EOTC)

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

- Category A: On site – in the school grounds*
 - Category B: Off site – events in the local community occurring in school time*
 - Category C: Off site - events – finishing after school finishes*
- Any activities involving high risk activity and/or overnight stay will always require separate caregiver consent.*

Declaration:

I/we agree to the participation of _____ (student name)
In lower risk category A. B. and C EOTC events while a student at Lytton High School.

Signed:..... **Name:**..... **Date:**.....