



Zayed College for Girls Enrolment Form

| STUDENTS MUST PROVIDE - Please provide originals. The office will photocopy documents and return originals to you. | Check |
|--|-------|
| All Students must provide a birth certificate (NZ or overseas). | |
| Refugees - If you do not have a Birth Certificate, then you must provide a Certificate of Identity Issued by Immigration NZ or Department of Internal Affairs. | |
| Latest School Report | |
| Immunisation Record | |
| PROVIDE WHERE NEEDED - Please provide originals. The office will photocopy documents and return originals to you | |
| If the enrolling student was NOT born in New Zealand, but is a New Zealand citizen, please provide the student's New Zealand passport or New Zealand Citizenship Certificate.. | |
| If the enrolling student is NOT a New Zealand citizen, please provide the student's passport & other relevant documents. Student visas must be accompanied by a parent's work permit. <i>Note: Since 1 January 2006, a child born in New Zealand is not automatically considered a New Zealand citizen if the parent/s are not New Zealand citizens.</i> | |
| If student is NOT a NZ Citizen or Resident : Both parents ID - Passport or Drivers License | |
| Medical reports if diagnosed medical/behavioral conditions | |

| For School Use Only | |
|--|--|
| Interview Time & Date | |
| Interview done by | |
| Start date | |
| Year Level | |
| Entered into KAMAR by | |
| <ul style="list-style-type: none"> • <input type="checkbox"/> PreEnrol • <input type="checkbox"/> Archived • <input type="checkbox"/> Timetable added | |
| Updated ENROL | |
| Enrolment form completed | |
| EOTC form completed | |
| Behavioural Management Form completed | |
| Attendance Dues form completed | |
| School email account set up | |
| Parents added to group email | |
| Added to Vistab | |
| Seen by DP (seniors only) | |
| Seen by LSC Support | |
| Seen by Counsellor | |
| BYOD support needed: | |
| <i>BYOD Contract signed</i> | |
| Internet & device access needed at home | |
| Active court orders or Contact restrictions | |
| Driving to school form completed | |

SECTION A :STUDENT DETAILS

| | | | |
|---|--|---------------------------------|--|
| Students Legal First Names | | Gender | |
| Students Legal Surname | | Date of Birth | |
| Students Preferred First Names | | Country Of Birth | |
| Home/Residential address | | Ethnicity 1 & Ethnicity 2 | |
| Postcode | | Iwi (if Maori) | |
| Home Phone | | Year Level | |
| Students Mobile Number | | NSN Number | |
| Madhab: | | | |
| Previous School & Reason for transferring from another school | | | |

If your previous Education was not in NZ, fill the section below:

| Name of School | Country of Schooling | Year/Month at school | Level of education received (Year 1 , year 2 , etc) |
|----------------|----------------------|----------------------|---|
| | | | |
| | | | |
| | | | |

NZ Residency/Citizenship Status

Is the Student a New Zealand Citizen:

Note: Since 1 January 2006, a child born in New Zealand is not automatically considered a New Zealand citizen if the parent/s are not New Zealand citizens.

Yes

No

Complete if the student is NOT a NZ citizen:

| | | | |
|--------------------------------------|-----------------------------------|-----------------------|--------------------|
| Country of Citizenship: | | | |
| Date Arrived into NZ: | | | |
| Current Visa Status: (circle one) | Residency Permit | Permanent NZ Resident | Parent Work Permit |
| | Refugee - Certificate of Identity | | Student Visa |
| | | Other: | |

SECTION B : PARENT/CAREGIVER DETAILS

Students Parents/Guardian/Caregivers - Living with the student at home address from Section A

| Parent A - <u>Natural Mother/Legal Guardian</u> | | Parent B -<u>Natural Father /Legal Guardian</u> | |
|--|--|--|--|
| First Name | | First Name | |
| Surname | | Surname | |
| Address(If different from above) | | Address(If different from above) | |
| Postcode | | Postcode | |
| Daytime Contact Phone | | Daytime Contact Phone | |
| Mobile | | Mobile | |
| Email | | Email | |
| Occupation | | Occupation | |

Students Parents/Guardian/Caregivers - Not Living with the student at home address from Section A

| Parent A - Natural Mother/ Legal Guardian | | Parent B -Natural Father /Legal Guardian | |
|--|--|---|--|
| First Name | | First Name | |
| Surname | | Surname | |
| Address(If different from above) | | Address(If different from above) | |
| Postcode | | Postcode | |
| Daytime Contact Phone | | Daytime Contact Phone | |
| Mobile | | Mobile | |
| Email | | Email | |
| Occupation | | Occupation | |

Guardianship/Parenting/Shared-Care orders

Please provide details below of guardianship arrangements (if not parents), parenting order, court orders or any current support agency involvement. Is there any further information the school should be aware of to support the physical and emotional safety of the student?

.....

.....

.....

.....

Is there anyone that your child is to not have contact with (provide supporting document for this arrangement):

Siblings who are (or have been) enrolled at Zayed College for Girls

| | | | |
|-------------|--|-------------|--|
| First Name | | First Name | |
| Family Name | | Family Name | |

SECTION C: LANGUAGES SPOKEN/ENGLISH SUPPORT

| | |
|--|--|
| What was the first language that the student ever learned in their life? | |
| What Languages are spoken at home currently | |
| Literacy – reading in what language/s | |
| Literacy – writing in what language/s | |
| How often is English spoken at home? (circle one) | All of the time Some of the time Never |
| Has the student had English Language Learning support at their current school? | NO YES |
| Do parents/caregivers need a translator to communicate with school? | NO YES |
| If “YES” what language? | |

SECTION D: EDUCATIONAL SUPPORT / EXTENSION

| | Yes | No |
|---|-----|----|
| Does the student have any known disabilities that affect their learning / behaviour? | | |
| Has the student needed to be assessed or supported for learning / behaviour challenges? | | |

SECTION H: STUDENTS BRINGING MOTOR VEHICLE TO SCHOOL

| | | |
|--|-------------|-----------|
| Will the student be driving to and/or from school? If YES* - Complete form for this: available at reception | YES* | NO |
|--|-------------|-----------|

DECLARATION

By signing the below you agree to the following:

- As a Parent/Guardian I understand that as a condition of enrolment, I will ensure that my daughter undertakes regular attendance and obeys the school's special character in regards to curriculum, uniform, communication, code of behaviour, policy and procedures.
- As a Parent/Guardian I hereby make an application to enrol my daughter and certify that the information given is correct.
- As a Parent/Guardian I undertake to meet her financial commitments as set out in the financial agreement.
- As a student I undertake to obey the school's special character, code of behaviour and rules

| | | | |
|---------------------------------------|--|-------------|--|
| Name of Student: | | | |
| Name of Parent/Guardian A | | | |
| Signature of Parent/Guardian A | | Date | |
| Name of Parent/Guardian B | | | |
| Signature of Parent/Guardian B | | Date | |
| Signature of Interviewer | | | |

SECTION I : HEALTH INFORMATION

Does your child have any of the following?

Indicate severity of the conditions as follows: Mild = M ; Moderate=O ; Severe = S

| Condition | Severity | Condition | Severity | Condition | Severity |
|-----------------------|----------|---|----------|----------------------------|----------|
| Asthma | | Neurodevelopmental eg: autism, ADHD, dyslexia | | Speech impairment | |
| Diabetes | | Behavioral issues | | Poor Vision | |
| Allergies | | Gluten | | Sleep disorders | |
| Anxiety | | Hearing | | Learning disorders | |
| Depression | | Heart Conditions | | Epilepsy | |
| Eczema | | Lactose Intolerance | | Mental Health & behavioral | |
| Bee/Wasp Allergy | | Sensory impairments | | Migraines/Headaches | |
| Dietary Requirements: | | Back/Neck problems | | Food Allergies | |

| | | | | | |
|--------------------|--|-----------|--|-----------------|--|
| Medicine allergies | | Hepatitis | | Rheumatic Fever | |
|--------------------|--|-----------|--|-----------------|--|

If you have ticked yes to any of the above, please provide more information below:

.....

.....

Names of Regular medication taken :

Doctors name:

Medical Centre:

Clinics Phone Number:

Does your child need to be excluded from taking part in outdoor activities over the summer month due to UV Exposure. If so, please specify why:

.....

.....

Parental Consent/Caregiver Consent to Treatment:

By signing this I agree:

- In the case of an accident or emergency, the school cannot contact me (or if the accident is serious) it may be necessary for staff to transport the student to an accident and medical centre or call an ambulance.
- If my child becomes ill at school, the Office Staff will assess them and take appropriate action.
- For my child to receive First Aid as needed
- For my child to receive free dental care at school and agree to the school sharing caregiver phone and email contact details with the dental provider, for this purpose.

Signature of parent / caregiver A: _____ Signature of parent / caregiver B: _____

Date: _____ Date: _____

Please explain why 2nd parent/caregiver is unable to sign:



Zayed College for Girls

Digital Technology & Communication

Student User Agreement

“Zayed College expects all students to uphold Islamic values, including KARE values, when accessing digital devices in and out of school. This includes all social media platforms.”

ZAYED COLLEGE USER AGREEMENT OVERVIEW

Digital technology continues to create opportunities to learn and connect our school community. Zayed College believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Zayed College's role in promoting the use of digital technology and online spaces for learning, and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary

ZAYED COLLEGE ROLE

Zayed College recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES

As a student of Zayed College and a member of our community, it is expected that you will positively contribute towards making our school a place that is safe, respectful, and fair online and offline. This means enacting our school values in online spaces, and helping to shape a positive online culture. This is being a 'digital citizen'. As a digital citizen, you will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive. Your device is a tool for your education and you are expected to only access it for school work.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent

and taking screenshots and sharing this content without consent. Do not share your passwords or devices with classmates and others.

- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something, talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others' work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** No recording or sharing of videos, photos or audio content unless approved by your teacher for education purposes. You will respect the school's special character while doing that.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it during class time via school Internet connection. Personal data and VPN are not to be used.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens, talk to a trusted adult about what can be done, or contact Netsafe directly.
- Respect property. Treat all technology equipment with care.
- Respect the Environment: Only print what is needed (school work only)

ONLINE INCIDENTS

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Zayed College is committed to supporting you if something goes wrong online.

- **Online bullying.** Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online, or creating harmful or hurtful content. It's very important to let the school Dean know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support. You can reach the Dean personally during school hours or you can email her on zayedonlinesafety@zayedcollege.school.nz
- **Report a problem.** You should report an online incident or if you suspect something is happening online as soon as you can to the Dean. Once the school is made aware of a problem, they will assess the problem and work to resolve it.
- **Online safety support.** Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz.

COMMUNICATION

Students wishing to speak to Parents or Guardians: Students needing to contact their parents/Guardians must come to the school reception. In the event of illness or other urgent matter, the school office will manage this and make contact with parents. Under no circumstances may students use mobiles/devices to make their own arrangements to leave school.

Parents or guardians wishing to contact students: Parents are expected to contact the school reception to pass a message onto the student. The school will actively pass on messages. Parents are expected to **not make direct contact during** school hours with each other. Any contact must be through the school office.

Students mobiles: Are not to be used during school time and must be turned off or kept on silent in their bags or lockers. Mobiles can only be used as needed for transport and family matters at the end of the school day.

STUDENT DECLARATION

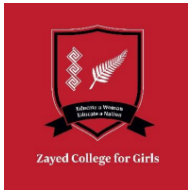
1. I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.
2. I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.
3. I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.
4. I know that if my actions or behaviours do not align with the User Agreement there may be consequences. The school behaviour Management will be followed which may include the loss of access to the internet on school owned devices or personally owned devices used at school.

| | | | |
|---------------------|--|-------|--|
| Students Name: | | | |
| Students Signature: | | Date: | |

PARENT / GUARDIAN DECLARATION

I know that if my child behaviours or acts in ways that don't align with those detailed in the User Agreement there will be consequences which the school will talk to me about.

| | | | |
|----------------------------|--|-------|--|
| Parent/Guardian Name: | | | |
| Parent/Guardian Signature: | | Date: | |



Zayed College for Girls

Blanket Consent for EOTC

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport. Our school believes in using a range of environments and experiences to enhance our students' learning. We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also 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 child/ren to participate in such learning .

The Ministry of Education's EOTC Guidelines

MOE identifies four EOTC activity types, each with recommended types of parental/caregiver consent. These are listed in brief below:

| Type of event | Description | Type of consent |
|---------------|---|--|
| A | On site- in the school grounds (i) Lower risk environments (ii) Higher risk environments* | (i) No consent sought or blanket consent (ii) Separate consent for each event or programme |
| B | Off-site events in the local community occurring in school time. (i) Lower risk environments (ii) Higher risk environments* | (i) Blanket consent at enrolment. (ii) Separate consent for each event or programme |
| C | Off-site events - finishing after school hours (i) Lower risk environments (ii) Higher risk environments* | (i) Blanket consent at enrolment. (ii) Separate consent for each event or programme |
| D | Off-site residential overnight events (i) Lower risk environments (ii) Higher risk environments* | (i) Separate consent (ii) Separate consent for each event or programme |

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

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

PARENT / GUARDIAN BLANKET CONSENT

- I/we agree to the participation of _____ in *lower risk* category **A** and **B** EOTC events while a student at Zayed College for Girls.
- I/we 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.

| | | | |
|----------------------------|--|-------|--|
| Parent/Guardian Name: | | | |
| Parent/Guardian Signature: | | Date: | |



Zayed College for Girls

Behaviour Management Guidelines

Refer Policy D06 Health & Safety Policy

Purpose

To encourage high standards of courtesy, conduct and self-discipline amongst students so that they can reach their full potential, without disruption, within a healthy, safe and caring environment.

General Guidelines

- All teachers and support staff have responsibility for the organisation and management of students they are teaching/supporting, and the environment in which this interaction occurs. They are required to make clear the expected standard of behaviour and to uphold the Behaviour Management Guidelines.
- Classroom behaviour problems should initially be dealt with by subject teachers where necessary. Action should conform to the College's Behaviour Management Guidelines as explained below.

Behaviour Management Guidelines

Poor/Unacceptable Behaviour (Level 1)

Continued unacceptable behaviour after a warning/warnings:

1. The constant breaking of agreed class rules.
2. Leaving the classroom without permission.
3. Running around in the classroom.
4. Arriving late to class without permission.
5. Uniform and personal grooming infringements e.g. cosmetics, nail polish, eye lash extensions, body piercings (exception: one small nose stud, or small earrings), jewellery, chewing gum.
6. Disruptive or disrespectful behaviour during intervals or lunch..
7. Disobedience around respect for the College environment e.g. deliberate littering.

Consequences:

After one or more verbal warnings, if the unacceptable behaviour continues, the student's name will be recorded on KAMAR and the Dean will be notified.

Detention, plus amends e.g. picking up litter, removing nail polish, confiscation of jewellery/phone, writing a letter of apology.

Poor/Unacceptable Behaviour (Level 2)

1. Disruptive or disrespectful behaviour in the classroom that interferes with learning – her own, or that of other students.
2. Disruptive or disrespectful behaviour during assembly.
3. Disruptive or disrespectful behaviour during Salat.
4. Interfering with another's belongings.
5. Interfering with teachers' property or displays on classroom walls.
6. Insolence to any staff members or other adults.
7. Lying to a teacher.
8. Bullying or harassment of other students or staff.

Consequences:

After ONE verbal warning, if the unacceptable behaviour continues, the student's name will be recorded on KAMAR and the Dean will be notified. Name, date and description of offending and consequences will be recorded.

Possible consequences will be:

1. Detention
2. Daily Report
3. Call Parents (Form Teacher or Dean or AP)
4. Reflective conversation (once-off/weekly) with a member of the pastoral care team (AP, Counsellor)
5. Behaviour Management Contract

Serious Unacceptable Behaviour (Level 3)

1. The flagrant or constant breaking of school rules.
2. Physical aggression or violence or an intent to cause such harm to another student/other students or staff.
3. Abusive language/swearing at any student, staff member or parent.
4. Possession or use of a weapon; tobacco, alcohol, drugs or any other harmful substance.
5. Cheating, plagiarism.
6. Cyberbullying; inappropriate or unauthorised use of any electronic device.
7. Graffiti or serious property damage.
8. Stealing or deliberate damage of another's property.
9. Being out of bounds; leaving school grounds without permission or truancy.

Consequences: Parents will be asked to attend an interview with either the Principal, Dean, AP, DP or Police. The student may face Internal or External Stand Down. Additional consequences from the Level 2 list will be implemented.

Return from Stand Down process

1. When a student returns from standdown, she must be accompanied by at least one parent.
2. The meeting is conducted with the Principal OR Deputy Principal OR Assistant Principal. Two senior leaders must be present in the meeting.
3. Level 2 consequences as appropriate will be implemented as follows:
 - a. Daily Report (Minimum one week) OR
 - b. Complete restorative reflection sheet OR
 - c. Referral to the school counsellor.
4. If either students or parents do not follow the school process or the student continues to demonstrate the behaviour for which she was stood down, an escalation to further stand down or suspension may apply according to MoE guidelines.

PARENT/GUARDIAN DECLARATION

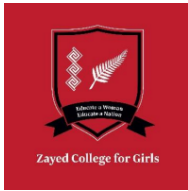
- I agree that the Behaviour Management Guidelines have been presented and explained by at least one member for staff.
- I have had the opportunity to ask any questions and ask for clarification as needed.
- I agree that my child, named below, will abide by the guidelines and will follow school processes.

Students Name:

Students Signature:

Parent/Guardian Signature:

Date:



Zayed College for Girls

Attendance Dues Financial Agreement

- Attendance dues are set at \$300 per year for each student
- By Law the Proprietors collect Attendance Dues and the revenue is exclusively used for improving school buildings and facilities. The amount for Attendance Dues has been approved by the Ministry of Education.

PAYMENT ARRANGEMENT

| Payment Schedule | Payment Method |
|--|---|
| <input type="checkbox"/> Paid on enrolment | <input type="checkbox"/> Cash |
| <input type="checkbox"/> To be paid by the end of Term One | <input type="checkbox"/> EFTPOS |
| <input type="checkbox"/> I will pay termly - \$ 75.00 per term in advance | <input type="checkbox"/> Direct Credit to: BNZ Bank |
| <input type="checkbox"/> I will pay monthly in advance (Feb – Nov)- \$ 30.00 | 02-0124-0100679-00 Ref: Student's name |

PARENT/GUARDIAN DECLARATION

- I understand and shall undertake the financial commitment to pay the \$300.00 Attendance Dues every year my daughter attends Zayed College for Girls by the following schedule and method.
- I will advise the school of any changes in circumstances that may affect my ability to uphold this agreement.

| | | | |
|----------------------------|--|-------|--|
| Students Name: | | | |
| Parent/Guardian Signature: | | Date: | |