

Wesley College

APPLICATION FOR ADMISSION

PROPOSED STUDENT

SURNAME

GIVEN NAMES (in full)

Checklist

Please enclose:

- a) The original or a colour copy of Applicant's most recent report from present school
- b) Copy of Birth Certificate.
- c) Copy of Applicants Passport.
- d) Copy of Parents Residency (Applicable to Parents who were not born in New Zealand).
- e) Copy of Community Services Card signed by Parent/Caregiver. (Year 11 – 13 Applicants only)
- f) Copy of Immunisation Certificate Required
- g) A copy of your most recent electricity account to confirm address details.

Address to which application must be sent:

Wesley College
Enrolment Administration
P.O. Box 58
Pukekohe 2340

Phone: (09) 2370224, Email: admin@wesley.school.nz, Website: www.wesley.school.nz

APPLICATION FOR ADMISSION

Student's Name: _____

Surname

Given Names

Student's Preferred Name: _____ (the name student is known by)

Circle: Male / Female Date of Birth: _____ Current Age _____ yrs _____ mths

Ethnic Background: _____

Nationality / Citizenship: _____

Present School _____

Yrs 11, 12 & 13

NZQA National Student No: _____

(Refer NZQA Result Notice)

For NZ Maori:

Iwi/Hapuu Affiliation _____

Language(s) Spoken at Home: _____

Church affiliation: _____

SPECIAL CHARACTER INFORMATION

Please state your association with Te Hahi Weteriana/The Methodist Church of NZ or another Methodist Church.

Please state your previous association with Wesley College, eg. the applicant is the son/daughter of a former student?

House Affiliation: School, Simmonds, Stanton, Winstone (please circle)

The applicant wishes to enrol as:

in Year 9 10

Boarder

11 12 13

Day Student

(circle appropriate Year level)

to commence in 20_____

COURTS/JUSTICE/FAMILY SUPPORT NOTIFICATION/ YOUTH JUSTICE SERVICE

Please indicate if there has been any involvement with the following:

- | | Yes | No |
|--|--------------------------|--------------------------|
| • Child, Youth and Family Service [CYFs] | <input type="checkbox"/> | <input type="checkbox"/> |
| • Youth Justice Service | <input type="checkbox"/> | <input type="checkbox"/> |
| • Youth Worker / Youth Development Schemes | <input type="checkbox"/> | <input type="checkbox"/> |

If you have indicated 'Yes' please explain what that involvement is: **Please use a separate sheet of paper if necessary**

NON-DISCLOSURE

Any non-disclosure of relevant information relating to the above may lead to your son/daughters place in the hostel being withdrawn.

To be completed by both parents/guardians

MOTHER/GUARDIAN

FATHER/GUARDIAN

Relationship to Student: _____

Relationship to Student: _____

Full Name: _____

Full Name: _____

Private Address: _____

Private Address: _____

Postal Code: _____

Postal Code: _____

Phone: _____

Phone: _____

Name of Work: _____

Name of Work: _____

Phone (Work.): _____

Phone (Work.): _____

Occupation: _____

Occupation: _____

Email Address: _____

Email Address: _____

Mobile Phone No: _____

Mobile Phone No: _____

NEXT OF KIN (To be notified in case of emergency)

Name _____

Relationship _____

Address _____

Phone (Home) _____

Mobile _____

Name _____

Relationship _____

Address _____

Phone (Home) _____

Mobile _____

FOR OVERSEAS STUDENTS: Please supply name and address of New Zealand Guardian (i.e. the person responsible for housing student during College holidays):

Name: _____ Relationship to pupil: _____

NZ Address: _____

Phone: _____ Mobile: _____

Also: please supply copies of Residence Permits and Visa details as appropriate.

DECLARATION:

1. I am the Natural Parent/Adoptive Parent/Legal Guardian.
2. I agree that if he/she is so admitted:-
 - (a) He/she shall be subject to the rules and regulations of the College.
 - (b) To pay such agreed fees as may from time to time be charged by the Wesley College Trust Board
 - i) in advance at the beginning of each term; or
 - ii) by weekly/fortnightly automatic payment to start the first week of January and to continue whilst (s)he is enrolled at Wesley College
 - (c) To give one term's written notice of my intention to remove him / her from the boarding hostel or to pay one half term's fees.
 - (d) To his/her receiving such instruction as the Board of Trustees and / or Wesley College Trust Board may from time to time decide to allow in terms of Section 3 of the Contraception Sterilization and Abortion Act 1977.
 - (e) To his/her taking part in religious observances and religious instruction as determined by the Principal, subject to Section 32 of the Private Schools Conditional Integration Act.
 - (f) The Principal is given the authority to stand down or suspend pupils from the Hostel for any breaches of College rules or for unacceptable behaviour. It is acknowledged that the Principal has the sole discretion to decide what behaviour is unacceptable and I / we agree to abide by that decision.
[Note: (i) any decision to exclude a pupil from the hostels is made by the Discipline Committee of the Wesley College Trust Board; and
(ii) the provisions for disciplinary matters in the school are contained in the Education Act 1989]
 - (g) The Principal is given the authority to act "in locum parentis" in the event of an accident or other circumstance resulting in my / our child requiring emergency medical treatment and all prior reasonable steps have been taken to contact me / us.
3. I agree to images of my / our child being published in the Collegian, on the College Website and / or in any other publications for the purpose of recognizing my/our child's achievements and promoting/advertising Wesley College.
4. Accounts should be sent to those listed below who are directly responsible for the payment of the accounts.
5. I/We understand that if payment is not received by the due date and if referred to a collection agency then all collection, legal costs and any expenses associated with the Collection Agency action will be borne by the person/organisation responsible for payments of Wesley College accounts.

(The signature indicates that the person /s and/or organization accepts responsibility for the payment of Wesley College accounts)

Print name: _____ Print name: _____
Mother/Guardian/Caregiver **Father/Guardian/Caregiver**

Signed: _____ Signed: _____

Street Address: _____ Street Address: _____

Postal Address: _____ Postal Address: _____
(If different from above) **(If different from above)**

Date: _____ Date: _____

I understand that this information is being collected under the terms of the Privacy Act 1993.

PRIVACY ACT 1993

1. The information you are requested to provide in completing this application form is personal information to which the Privacy Act 1993 applies.
2. Failure to provide the personal information requested in the form will mean that Wesley College is unable to consider the application.
3. All the personal information provided will be kept by Wesley College and used only for the following purposes, namely:
 - (a) assessing the proposed student's application for admission to Wesley College; and
 - (b) if the application is approved;
 - (i) the applicant's schooling at Wesley College; and
 - (ii) at the conclusion of the applicant's schooling, is retained indefinitely for record purposes.
 - (iii) Address and phone number details are collected at the time of enrolment and during the students' time at school so that the school can contact the parent or student as necessary.

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.
4. Under the Privacy Act you have rights of access to and correction of all personal information provided in the Application for Admission form.

Signature: _____
Student

Date: _____

Signature: _____
Parent(s) / Guardians(s)

Date: _____

DECLARATION STUDENT ICT DIGITAL CYBER SAFETY RESPONSIBLE USE AGREEMENT [Appendix 1]

I will always be a good digital citizen when using information & communications technologies (ICT) at Wesley College.

I have read and understood my responsibilities and agree to abide by this Responsible Use and Digital Cyber Safety Use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: _____

Students Signature: _____

Date: / /

EDUCATION OUTSIDE THE CLASSROOM [EOTC] BLANKET CONSENT FORM [Appendix 2]

I/we give blanket consent for _____ to participate in low risk category A and B EOTC events as attached while enrolled as a student at Wesley College.

Signature: _____
Parent(s) / Guardians(s)

Date: / /

HEALTH HISTORY FORM

Please answer the following questions about the student that you are enrolling at <school> so that we can take care of them if they get sick or hurt. The form will be kept in the Nurse's office and the nurses will only share this information with others who need to know.

Students Name: _____ **Date of birth:** _____

Year Level: _____ **Hospital Number (NHI):** _____

Community Services Card Number: _____ **Expiry Date:** _____

Name of person filling out this form?

Name: _____ **What is your relationship to the student?** _____

Which Doctor/clinic does the student go to? _____ **Phone No:** _____

Which Dentist does the student see? _____ **Date of last visit:** _____

1. MEDICAL CONDITIONS

Has the student ever had any of the following things?

Medical Conditions	Yes	No	If Yes Why?
Have they ever been a patient in a hospital overnight?	Yes	No	If Yes Why?
Asthma (trouble breathing) Do they have an inhaler? Do they have an "Asthma Action Plan?"	Yes Yes	No No	If Yes What is the name of the medicine they take?
Diabetes (sugar in the blood) Do they take any medicines or injections?	Yes	No	If Yes What is the name of the medicine they take?
Epilepsy (fits or seizures) Do they take any medicines?	Yes	No	If Yes What is the name of the medicine they take?
Rheumatic Fever (heart problems) or any other heart problems Do they take any medicines or injections?	Yes Yes	No No	If Yes What is the name of the medicine they take?
Meningitis	Yes	No	
Is the student seeing a counsellor?	Yes	No	If Yes Why?
Is there anything else you think we should know about?(For example: OPERATION OR SERIOUS INJURY)	Yes	No	
Are there any other medicines that you haven't already mentioned?	Yes	No	

2. ALLERGIES: Is there anything that makes the student unwell if they eat it, breathe it or touch it?

Allergic Reaction To	What happens to them?
Have they ever been told that they require an epipen? Yes No	If yes Have you supplied the school with the appropriate medication that may be required? Yes No

3. MEDICINES

Please send any medicines that the student may need to take at school regularly or for emergencies (e.g. antihistamines for bee stings) to the School Nurse to keep locked in the cupboard. They will need to have their medicine in the original bottle or box from the chemist or doctor, with their name on and how much they need to take.

You can tell us more about the medicine here:

What is its name?

What is it for?

4. IMMUNISATION

Has the student ever had a tetanus immunisation/injection? YES NO (please circle answer)

If YES, list date of last tetanus injection.....

Has the student ever had a MMR (Mumps, measles and Rubella) immunisation/injection? YES NO

5. VISION AND HEARING

Does the student have trouble hearing? YES NO

Does the student wear a hearing aid? YES NO

Does the student have trouble with their vision or seeing? YES NO

Does the student wear glasses or contacts? YES NO

Does student have any bed wetting problems? YES NO

6. PERMISSION FOR GIVING MEDICATION AT SCHOOL

Sometimes it may be necessary for the nurse to consider giving students medicine at school

Please sign below if you agree to the nurse giving the student the following:

I give permission for the School Nurse to give Paracetamol/ Panadol YES NO

I give permission for the School Nurse to give Ibrufen YES NO

I give permission for the School Nurse to give Loratadine (allergy) YES NO

7. MENTAL HEALTH CONDITION / COUNSELLING / INTERVENTION / MEDICATION

Has the student in the past had any Mental Health issues that required counselling and/or medication YES NO

Does the student currently have any Mental Health issues that require counselling and/or medication YES NO

If you have recorded ‘yes’ please use a separate piece of paper to explain what the mental health condition is and what the level of medication/counselling/intervention was/is required.

Parent/Guardian Signature

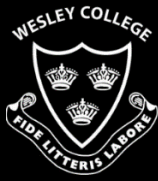
Please print your name.....

In case of a serious illness or accident students will be taken to a doctor for care. An ambulance may be called if necessary. A parent/guardian will also be called, so please ensure that the school has your most current contact details.

NON-DISCLOSURE

Any non-disclosure of any relevant information relating to Medical and Mental Health Conditions may lead to your son/daughters place in the hostel being withdrawn.

Note This information is for Health Clinic, Guidance and Pastoral Care purposes. The information will be treated as confidential.



WESLEY COLLEGE PARENT AND BOARDING STUDENT CONTRACT

This signed contract confirms acceptance of a place in the Wesley College Hostel and agreement by Parents/guardians with the terms and conditions as set out in this contract.

PARENT/GUARDIANS OBLIGATIONS:

1. To supply a full set of stationery and school uniform that is labelled with student code. The uniform must be sourced from the schools designated supplier or the school second hand shop, if available.
2. To pay all fees as they are due. The school reserves the right to remove a student from the hostel while fees are unpaid.
3. To inform the school's Nurse or Director of Boarding of any health or medical conditions, disability or allergy that your child has or subsequently develops.
4. To inform the school Principal, in confidence, of any family circumstances or court orders which might affect your child's welfare, happiness or security.
5. To ensure that your child has full attendance at school as required under the Education Act.
6. To ensure that your child is returned to the hostel at the required time on the evening before school starts after the weekend or holidays.

DISCIPLINARY PROCEDURES

1. The Director of Boarding or Principal may temporarily stand down your child from the hostel if they consider that your child's behaviour is unsatisfactory.
2. The Principal or Acting Principal may suspend a student from the hostel if, it is deemed, that the student's behaviour is a harmful example to others (gross misconduct or continual disobedience) or because of the students' behaviour it is likely that the student or other students will be seriously harmed.
3. If a student is suspended from the hostel a Discipline Committee will consider the outcome of the suspension.

TRANSPORT:

Parent/guardians consent to their child travelling by public transport, in a commercial hire vehicle and by school transport driven in a responsible manner by an adult who is duly licenced and insured to drive.

STUDENT PERSONAL PROPERTY:

Students are responsible for the security, labelling and safe use of all their own personal property. Parents/guardians and students are advised that items of particular financial or sentimental value should not be brought to school.

For further information, refer to the Wesley College Boarding Handbook or the Wesley College Trust Board and Hostel Council Policies and Procedures.

Failure to comply with the terms and conditions outlined above may see your son/daughter being removed from the College Hostel.

Students Name: _____

Parent/guardians Name: _____

Parents/guardians Signature: _____ Date: ____/____/____



**ICT DIGITAL CYBER SAFETY
STUDENT RESPONSIBLE USE AGREEMENT [Appendix 1]**

(PLEASE KEEP THIS SECTION FOR YOUR INFORMATION)

Section A: INTRODUCTION

Section B: RULES TO HELP WESLEY COLLEGE STUDENTS BE DIGITAL CYBER SAFE

Section C: RULES FOR USE OF PERSONAL IT DEVICE

Section D: DECLARATION STAFF ICT DIGITAL CYBER SAFETY

INSTRUCTIONS

1. Students, form teachers and parents/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign as part of the enrolment procedure or can sign section C and return that page to the school office.
3. The Student Responsible Use Agreement can be viewed on the Wesley College website.
4. If you have any questions about this agreement please contact the school.

*** The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- a) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’
- b) ‘Cyber safety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- c) ‘School ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- d) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- e) ‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

**SECTION A
INTRODUCTION**

Wesley College Network Services provide a wide range of computer and information technology. Staff and students are encouraged to use IT resources in order to achieve a high standard of social learning and academic performance.

To maintain a high standard of network wide IT services the following rules apply to everybody using the computers and the network services. These rules are designed to provide safe reliable access for everyone to the IT environment and to create and maintain a cyber safety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

A Digital Citizenship model supports the safe and responsible use of the internet during teaching and learning time. 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.

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
- Please understand that a violation against the following rules may result in cessation of access to the Wesley College Network Services and will be followed up with disciplinary measures.

Once a signed consent has been received by the school and is approved by the Deputy Principal in charge of ICT, students will be able to use the school ICT equipment and their own personal device.

SECTION B

RULES TO HELP WESLEY COLLEGE STUDENTS BE DIGITAL CYBER SAFE

As a safe and responsible user of Digital ICT I will help keep myself and other people safe by following these rules.

This means:

1. I will log on only with my user name.
2. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any Digital ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use Digital ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that as a year 9 to 12 student when I use the Internet at school I must be able to demonstrate that the use is for school work or school related activities.
7. I understand that as a year 13 student I can use the Internet for independent research on any topic provided that makes allowance for the restrictions in this RUP.
8. I understand that I can only use the Internet at school and in the hostel in a seated, supervised classroom or prep area.
9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, tablet, smart phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I understand that I will only use such a personal device at the times that I am permitted to during the school day.
11. I will connect a personal device with no other method than the Wesley Guest wireless network.
12. No mail service, social networking or message service other than the school provided mail service is to be used at school. 'Other' includes such things as Gmail, Snapchat, Facebook, SMS messaging, audio and video messaging and equivalent applications.
13. Rules of use for school mail apply regardless of whether the mail is being used at home or at school.
14. While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Use peer-to-peer file sharing networks
 - Make any attempt to get around or bypass security such as using proxy sites, monitoring and filtering that is in place at school.
 - Use the network for commercial purposes, including the purchase of items through the Internet.
15. If I accidentally access inappropriate objectionable material I will:
 - Not show others
 - Turn off the screen or minimise the window
 - Report the incident to a staff member immediately

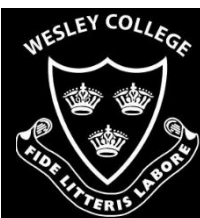
16. I understand that I must not download any files such as music and videos unless I am sure that this complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
17. I will not give out any personal information (including photos) online about myself or any other person unless authorised by the school. Personal information includes name, address, email address, phone numbers, and photos.
18. I will respect all Digital ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school digital cyber safety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
19. I understand that the school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and monitoring software to restrict access to certain sites and data, including email.
20. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
21. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

SECTION C

RULES FOR USE OF A PERSONAL IT DEVICE (BYOD)

Students may bring a laptop or tablet to school under the following conditions:

1. The student and parent or caregiver has signed the Responsible Use Agreement.
2. The student will use the device in lessons only when and how directed by the teacher.
3. The student will connect to the Internet with no other method than the Wesley Guest Network
4. The student will be required to read and abide by the RUP, Responsible Use Policy.
5. A student using a device whether on school property or to and from school must abide by the RUP
6. Failure to abide by the RUP may, at the discretion of Deputy Principal in charge of ICT, result in removal from the register. This process will start with House Leader intervention.
7. School Network department will not be responsible for ensuring that the device is able to connect to the wireless network, this is the student's responsibility. Nor will the Network department be responsible for other device problems, for maintenance or repairs.
8. The security of the device is the student's responsibility. Wesley College is not liable for loss, damage or theft. The device should be kept with the student. A bag containing a device can be left within the video surveillance areas or in the main office.



**EDUCATION OUTSIDE THE CLASSROOM [EOTC]
BLANKET CONSENT FORM [Appendix 2]**

RATIONALE

The Board recognises the value of providing curriculum based learning experiences outside the classroom environment to support the intellectual, social, emotional and physical development of students. EOTC experiences give students opportunities to demonstrate the essential knowledge, skills, values, attitudes and key competencies identified in the National Curriculum (New Zealand Curriculum and Te Maratanga O Aotearoa).

The Board recognises the potential benefits to staff and students through experiencing acceptable risks whilst acknowledging that appropriate safety and risk management of all education outside the classroom is imperative.

DEFINITION

Education Outside the Classroom (“EOTC”) refers to those curriculum activities which require the student(s) to leave the school campus as part of their subject or course.

The Ministry of Education’s EOTC guidelines identify EOTC activity types, each with recommended types of parental/caregiver consent.

Activity Type		Description	Parental Consent
		Examples are indicative and not a complete list	
A	On site – in the school grounds	(i) Lower risk environments eg: sports day, horticulture, adventure-based learning (ABL)* activities, painting murals, measuring for mathematics. Training courses, on-site vocational courses, data collection., filming	Blanket consent on enrolment
		(ii) Higher risk environments eg: school pool or climbing wall.	
B	Off site – short visits in the local community within school hours	(i) Lower risk environments eg: museum, art gallery, botanic gardens, sports and recreation events, community service (Salvation Army), visits to rest homes/hospital, refereeing/coaching courses	Blanket consent on enrolment
		(ii) Higher risk environments eg: aquatic environments (river, beach), cross-country-run training (Sports team training and games away)	Blanket consent on enrolment

All EOTC activity categories require staff to be aware of the risks and management strategies and to comply with the College Outdoor Education Policy. Emergency procedures are also in place.

Signing the form will reduce the number of permission slips required throughout the year.

Activities that carry a higher risk will require individual consents. If you choose not to sign the blanket consent, permission will be required for all activities outside the classroom.