



HUNTLY COLLEGE

Te Kura Tuarua oo Raahui Pookeka

P O Box 151, Huntly 3740, Bridge Street, Huntly 3700 New Zealand

Telephone: 07 828 7152 Email: admin@huntlycollege.school.nz Website: www.huntlycollege.school.nz

ENROLMENT GUIDELINES

1. Complete all forms included in the Enrolment pack:
 - Enrolment Form
 - Student Healthcare Plan, if applicable
 - Medicine Authority Form, if applicable
 - Blanket EOTC Consent Form
 - Digital Technology Responsible Use Agreement
2. Provide a copy of the student's Birth Certificate or Passport.
3. Provide a copy of the student's most recent school report and for Year 11-13 students their NZQA results.
4. Students born outside of New Zealand:
 - **New Zealand Residency / Citizenship:** certified copy of the student's Residence Permit / Citizenship paperwork required
 - **Student Visa:** copy of Student Visa and caregivers Work Visa required

Please complete, sign and return Enrolment Forms and relevant information to the School Office.

To enrol, we require that you book an appointment with the Senior Leadership Team.

For assistance with booking or if you have questions about any part of the enrolment process, please contact the School Office:

Phone: 07 828 7152 or Email: admin@huntlycollege.school.nz



HUNTLY COLLEGE

Te Kura Tuarua oo Raahui Pookeka

I stand tall and proud, embracing who I am and honouring my whakapapa

Student Details	Legal Surname:		
	Legal First Name:		Preferred First Name:
	Middle Name(s):		
	Date of Birth:		Country of Birth:
	Gender: Male (____), Female (____), Another Gender (____) – Please State:		
	Ethnicity: NZ European (____), NZ Māori (____), Other Ethnicity (____) – Please State:		
	Iwi:	Iwi:	Iwi:
	Address:		
	Postcode:		
Enrolling in Year Level: 9 (____), 10 (____), 11 (____), 12 (____), 13 (____)			
Previous School:		Date Left:	

Primary Caregivers – Living With Student	Surname:		Surname:	
	First Name:		First Name:	
	Relationship to Student:		Relationship to Student:	
	Address:		Address:	
	Postcode:		Postcode:	
	Phone (Home / Mobile):		Phone (Home / Mobile):	
	Email:		Email:	
	Occupation:		Occupation:	
Workplace:		Workplace:		

Secondary Caregivers / Emergency Contacts	Surname:		Surname:	
	First Name:		First Name:	
	Relationship to Student:		Relationship to Student:	
	Address:		Address:	
	Postcode:		Postcode:	
	Phone (Home / Mobile):		Phone (Home / Mobile):	
	Email:		Email:	
	Occupation:		Occupation:	
Workplace:		Workplace:		

Siblings	Siblings Currently / Likely to Enrol at Huntly College:	
	Name:	Date of Birth:
	Name:	Date of Birth:

Medical, Health, Learning and Behaviour	Medical Centre / Doctor:	Phone:
	I give permission for the School to administer Paracetamol for pain relief if required	YES / NO
	Any Allergies / Medical Conditions?	YES / NO
	Any Vision / Hearing / Speech Concerns?	YES / NO
	Any Learning / Behavioural Needs?	YES / NO
	Any Specialist / Resourcing / Other Agencies Working With Your Family?	YES / NO
	If YES to any of the above, please provide details on the Student Healthcare Plan and / or Medicine Authority Form.	
Medical, Health, Learning and Behaviour	Any Family Custody / Concerns / Circumstances / that the School needs to know? If YES please provide detail:	YES / NO

APPROVALS and CONSENTS	Photo / Media Release: We display student's work and photographs on our School website, in the newsletter and in other online and print environments. I give permission for my student's work and image to be used in School publications, website, online and in promotional material. YES / NO	
	Education Outside the Classroom (EOTC): There will be times when students / classes will participate in events / activities / sports which occur outside the classroom both on and off the School site. We have read and signed the Blanket EOTC Consent Form which gives permission for my student to participate in EOTC events / activities / sports. YES / NO	
	Digital Technology: Students will be using digital technology, including apps, email, software and hardware. Rules, expectations and guidelines are outlined in the Digital Technology Responsible Use Agreement. We have read and signed the Digital Technology Responsible Use Agreement and support the School's right to remove digital technology access where there is a breach of the agreement. YES / NO	
	Caregiver Consent: I consent in the event of illness, accident or emergency, when the School is unable to contact caregivers or other emergency contacts I have listed on this form, to allow the School to take necessary steps to ensure the appropriate treatment for my student. Signed: _____ Date: _____	
	Attendance: I understand that the School requires punctual and regular attendance to meet the obligations to the Ministry of Education and that I must explain any absences by communication with the School office each day that my student is absent by 9.30 a.m. You can report absences by Email: admin@huntlycollege.school.nz , Phone: 07 828 7152 or School App via the School Website. Signed: _____ Date: _____	
	We agree that we are all responsible for our student's learning and to abide by the School Rules, Values and Expectations. Signed: _____ Signed: _____ Date: _____ <i>Student</i> <i>Caregiver</i> Name: _____ Signed: _____ Date: _____ <i>Senior Leadership Team</i>	
	PRIVACY STATEMENT: The School manages all personal information it collects from students in accordance with the provisions of the Education and Training Act 2020 and the Privacy Act 2020.	

Please ensure that all sections of this form are completed and it is returned to the Huntly College School Office with your Enrolment Pack

RULES, VALUES AND EXPECTATIONS

Our school rules and values were created together with our community to guide how students behave, dress, and present themselves. These expectations help create a safe, respectful, and positive learning environment for everyone.

Rangatiratanga To lead ourselves to be successful in whatever we do	Kaitiakitanga Respecting ourselves, our kura, and our people
Manaakitanga Showing respect, kindness, and care for others	Whanaungatanga Working together to build positive relationships

Be Present

- The School requires punctual and regular attendance and any absences must be reported to the School Office each day by 9.20 a.m. Any absences can be reported by Email: admin@huntlycollege.school.nz, Phone: 07 828 7152 or School App via the School Website. For absences over three days, a medical certificate or caregiver's note is required.
- Students are to arrive by 8.55 a.m. If late, students are to report to the Student Office for an "Admit to class" slip.
- Students are to remain in class during class time. Wagging is not acceptable.
- Students are to stay on school grounds during school hours. Students may only leave with permission and by signing out, except to visit nearby shops on break times.

Be Engaged

- It is not ok to disrupt the learning of others.
- Students are expected to follow the reasonable instructions of staff.

Wear Your Uniform with Pride

- Wear the correct uniform tidily. See the Uniform Expectations and Guidelines
- Keep clean and take care of your appearance.
- Non regulation uniform may be confiscated.
- Jewellery is allowed but may need to be removed for safety reasons.
- Students represent the school at all times, especially while wearing uniform. When representing the school, students are expected to follow all school rules and to show respect through their behaviour, language, and actions.

Respect Others

- Bullying in any form (verbal, digital, physical) will not be tolerated at Huntly College.
- Physical assault to staff or students will not be tolerated.
- Inappropriate displays of affection are strongly discouraged.
- Any student involved in illegal behaviour will be reported to the Police.
- The school believes that choices have consequences, and students need to be held accountable for inappropriate behaviours.
- Behaviour on school vehicles must be safe and respectful. Students are expected to follow driver instructions, wear seatbelts where applicable, remain seated, and represent the school positively while travelling.

Respect Property

- Misuse or damage of school property could result in the student responsible being charged to repair or replace the damaged item.
- Report any damage immediately to the office.
- Shared spaces such as toilets, canteen, library, and marae areas are to be treated with care and left tidy.
- Borrowed resources, such as library books, sports gear, or classroom equipment, must be returned in good condition and on time.

Respect the Environment

- Vaping and smoking are not permitted on school grounds or while attending a school event.
- Keep the school grounds litter-free by using the bins provided.

Be Digitally Safe

- Students will act responsibly on digital devices at school as outlined in the Digital Technology Responsible Use Agreement.
- Mobile Phones are to be handed into the school office during school hours.
- Laptops / Tablets may be used in class with teacher permission. Misuse may result in confiscation.
- Students are responsible for keeping their devices safe.
- Cyberbullying or inappropriate online behaviour, including on social media outside school when it impacts others at school, will not be tolerated.

Only Bring Items that Help with Your Learning

- Do not bring prohibited items such as, alcohol, drugs, chemicals, cigarettes, vapes, weapons, matches, lighters, offensive materials, or cameras to school.
- Any prohibited items will be confiscated.

Students are Responsible for their Personal Property

- Students are responsible for any personal items they bring to school, such as bikes, skateboards, and equipment. The school is not liable for loss or damage.
- Clearly label all belongings. The school is not responsible for unmarked items.

Be Responsible with Your Vehicle

- Students with vehicles must get permission from the Senior Leadership Team, follow safety rules, and park only on school grounds without using them during school hours.

If you experience any issues or witness any problems, report to a teacher or a member of the Senior Leadership Team.

UNIFORM EXPECTATIONS AND GUIDELINES

Huntly College requires that our students wear a school uniform. It is expected that students must wear their uniform in a manner that brings mana and pride to the student and Huntly College.

Students are required to wear the following uniform items:

- Polo Shirt
- Plain black or navy blue pants, shorts or skirt
- College Hoodie
- College Jacket
- Stockings – black or neutral
- Socks – black or white

Available for purchase from **Les Kosoof & Sons**, 116-118 Main Street, Huntly. Pricelist available at the Office.

Footwear

Plain black footwear – shoes, roman sandals, jandals.

The following guidelines apply to all students:

- Students are to ensure uniforms are neat and tidy at all times. No ripped or distressed clothing.
- Students are to wear plain black or navy blue pants, shorts, skirt with no logos, other colours or printing on them. Length must be no shorter than to the top of knee cap.
- Students encouraged to wear College Jackets. A temporary (2 week) alternative over the uniform option is a plain navy blue or black jacket for the purposes of keeping warm.
- A plain black / navy blue scarf may be worn at school during the winter months for the purposes of keeping warm.
- A plain black / navy blue cap or hat may be worn throughout the year. Students are encouraged to wear their hat when outside for the purposes of being sun smart.
- Where students have legitimate cultural and religious clothing / dress needs that lay outside of the described uniform standards, the school will offer allowances for such needs according to the discretion of the Senior Leadership Team.
- Students must wear the correct uniform neatly and completely whilst at school / school functions / EOTC / Gateway placements, unless specified.
- **Students are not to bring any gang related colours or regalia on-site.**

The Principal reserves the right to ultimately decide what is appropriate and correct.

Huntly College has a strong commitment to enhancing student pride. Wearing the correct school uniform is compulsory and a tidy presentation is seen as essential to foster that pride. We recognise that for many families this is an expensive commodity. We have, in response, tried to identify alternatives to address this but such alternatives must be dealt with case by case. Nevertheless, it is a condition of enrolment, and a caregiver responsibility, that the student adhere to the school's uniform expectations and guidelines.

Non-Regulation Items

Students who have no option but to wear an item of non-regulation uniform must bring a note from their caregiver and present it to their Period 1 Teacher or a Deputy Principal on arrival at school. The student may be given a uniform pass to carry for the day which must be presented to staff upon request. Students without a note may have non-uniform items removed for the day or confiscated depending on the number of offences.

Students who have been identified by the Senior Leadership Team as having legitimate cultural and religious clothing needs will not need to request a uniform pass for those specific non-regulated items.



STUDENT HEALTHCARE PLAN

Student Name: _____

Date of Birth: ____ / ____ / ____

Time period covered by this plan: from _____ to _____

Student has the following Health Conditions / Symptoms / Needs

Allergies / Medical Conditions: _____

Vision / Hearing / Speech: _____

Learning / Behavioural Needs: _____

Specialist / Resourcing / Other Agencies Working With Your Family: _____

What student must not do because of their health condition: _____

Daily care needs at school – medication, people, tasks, equipment: _____

Health / Medical Contacts / Phone

Medical Centre / Doctor: _____

Specialists: _____

Key Staff Members at School: _____

Emergency Procedures

An emergency is when: _____

Emergency action (who does what): _____

Emergency Contact / Phone: _____

Critical information for emergency services (event, location, name of caller, response required): _____

Follow up care required: _____

Copies of emergency procedures are kept in student file and details recorded under Flags as a note on Student Management System

Caregiver Name: _____

Signed: _____ Date: _____

MEDICINE AUTHORITY FORM

Student Name: _____

Date of Birth: ____ / ____ / ____

Medical Centre / Doctor: _____

MEDICATION DETAILS

Name and Dosage: _____

Time medication is to be administered: _____

Procedure for administering medication: e.g. student can self-administer / adult required to administer

Health Condition for which medication is administered: _____

Additional Information: e.g. possible side effects, refer to Student Healthcare Plan

I accept responsibility for:

- the decision to give this medication to my student and acknowledge that the School is in no way responsible for that decision, or any side effects, now or in the future
- notifying the School about any changes in medication, dosage, time, or procedures, by filling out a new Medicine Authority Form
- delivering the medication to School in its original packaging
- ensuring that the medication has not expired
- supplying medication needed when off site e.g. trips, camps

I accept that the School:

- may not have a trained medical officer to administer medications
- cannot guarantee that medication will be given at a precise time or by the same person
- may dispose of any uncollected medication at the end of the year / expired medication

Caregiver Name: _____

Signed: _____ Date: _____

BLANKET EOTC CONSENT FORM

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. Our School believes in using a range of environments and experiences to enhance our students' learning. Our School values the concept of providing students with opportunities and some learning for students occurs off the school site and this document is seeking your consent for your student to participate in such learning.

EOTC Activity Type	A: ON SITE – in the school grounds (i) Lower risk environments eg: horticulture, adventure-based learning (ABL) activities, painting murals, measuring outdoors for mathematics (ii) Higher risk environments eg: tabloid sports or sports days
	B: OFF SITE – short visits in the local community within school hours (i) Lower risk environments eg: museum, art gallery, botanic gardens, marae, sports and recreation events (ii) Higher risk environments eg: aquatic, river, beach environments, cross country run training
	C: OFF SITE – day trips, which may extend outside of school hours (i) Lower risk environments eg: farm visit, day hike in a local park or in local bush, city visit, train / bus / ferry trip, swimming in local pools that conclude by approximately 6.00 p.m.

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 and includes police vetting of any adult volunteers. Emergency procedures are also in place.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. You will also be asked to update the health and contact information held by school.

It is important that this form is completed at the start of the year for all students who will be participating in EOTC events (as described above). Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up-to-date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.

Please note that it is very important that student health information and emergency contacts are kept up to date with the School Office during the year.

Student Declaration

- ☐ I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom. I realise that this requires me to take on genuine responsibility for my own learning and the safety and that of myself and others.
- ☐ I agree to show courtesy and consideration for others; Follow the rules and instructions of staff and other supervisors at any event; Take part in all activities within challenge-by-choice options; Look after myself and my personal belongings; Declare medical conditions that could affect participation in the event; Accept the rules set by the school for any event, even if they are different from what is accepted at home.
- ☐ I understand that my caregivers will be contacted and I may be sent home at their expense if my actions are considered unacceptable by staff; I break the school drugs, alcohol and illegal substance policy; My actions put me or others in any danger.

Student Name: _____

Signed: _____ Date: _____

Swimming Consent	For activities where being able to swim is essential. Consent does not remove the need for group leaders to ascertain for themselves the level of the student's swimming ability. Please circle responses below for your student's swimming ability:			
	Is your student able to swim 50 metres?	Yes	No	Don't know
	Is your student water confident in a pool?	Yes	No	Don't know
	Is your student confident in deep water?	Yes	No	Don't know
	Is your student able to tread water?	Yes	No	Don't know
	Is your student able to survival float?	Yes	No	Don't know
	Is your student confident in the sea or in open inland water?	Yes	No	Don't know
	Is your student safety conscious in and around water?	Yes	No	Don't know

Medical Consent

- ☐ In an emergency school may act on my behalf.
- ☐ The School may administer pain relief.
- ☐ I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration / EOTC Medicine Authority Form.
- ☐ I will inform Huntly College as soon as possible of any changes in medical or other circumstances.
- ☐ I agree to my student receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- ☐ Any medical costs not covered by ACC or a community service card will be paid by me.
- ☐ If my student is involved in a serious disciplinary problem, including the use of illegal substances and / or alcohol, or actions that threaten the safety of others, they will be sent home at my expense.

Caregiver Consent

- ☐ I agree to my student taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- ☐ I understand that there are risks associated with involvement in Huntly College's EOTC events and that these risks cannot be completely eliminated.
- ☐ I understand Huntly College will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- ☐ I understand that my student will be involved in the development of safety procedures. I will do my best to ensure that my student follows these procedures.
- ☐ I acknowledge that in order to gain a better understanding of the risks involved I am able to ask any questions of Huntly College about the activities in which my student will be involved. I recognise that participation in such activities is voluntary and not mandatory. My student and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- ☐ I understand that Huntly College does not accept responsibility for loss or damage to personal property (either my student's property or damage to other's property caused by my student) and that it is my responsibility to check my own insurance policy.

Caregiver Name: _____

Signed: _____ Date: _____

Please ensure that all sections of this form are completed and it is returned to the Huntly College School Office with your Enrolment Pack

DIGITAL TECHNOLOGY RESPONSIBLE USE AGREEMENT

Rules, Expectations and Guidelines

Digital Technology can be great for learning and being online should be safe for everyone. Students will use digital technology including apps, email, software and hardware to learn and will stay safe.

As a Student at Huntly College, you will: Think before you ink online

THINK!

T	= Is it True?
H	= Is it Helpful?
I	= Is it Inspiring?
N	= Is it Necessary?
K	= Is it Kind?

- **Be Clever** – Use strong passwords and do not share them with others
- **Be Kind** – Creating or sharing content that is harmful, inappropriate or hurtful is never okay at any time, and may be against the law (Harmful Digital Communications Act 2015). If you are harassing people by sending lots of messages this is also considered online bullying and is not okay
- **Be Positive** – Respect others online and communicate in a positive way
- **Be Safe** – Do not share private or personal information about yourself or another person
- **Be Thoughtful** – Anything you post or do online can influence what people think of you and it stays online forever. Think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher
- **Ask Before You Do** – Before downloading software to the school network or onto devices, ASK
- **Give Credit** – Follow copyright and intellectual property requirements by telling us where you got the material from if you use it. This includes references, images, text, audio and video
- **Respect** – Do not film people without their permission. Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent
- **Focus On Learning** – Use technology for learning
- **Get Help** – Sometimes you or someone you know will feel unsafe or find hurtful online content and behaviours. If this happens, talk to a trusted adult, teacher, Senior Leadership Team or contact Netsafe directly

Huntly College is committed to helping if something goes wrong online.

Huntly College will:

- teach how to be safe online and how to behave well online
- monitor how students use digital devices and platforms
- offer internet access that is filtered for safety
- support students who need help dealing with online incidents
- take action when a negative online experience happens between students - even if it takes place outside of school hours
- keep personal information secure
- have a plan in place to help if something serious or illegal happens. This might include getting in touch with the Police or Netsafe

What to do if something bad happens online:

- **Online Bullying** – Incidents of online bullying or harm will not be tolerated at our school. 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 someone at school like your teacher or one of the Senior Leadership Team 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
- **Report a Problem** – You should report an online incident or if you suspect something is happening online as soon as you can to your teacher. Once the school is made aware of a problem, they will assess the problem and work to resolve it
- **Online Safety Support Contact Netsafe** – 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 638 723 or online at [netsafe.org.nz](https://www.netsafe.org.nz)

Student Declaration

- I am aware of and understand the expectations, responsibilities, behaviours and values required of me when I use digital technology at Huntly College
- I understand these apply to all devices used at Huntly College whether they are owned by the College or if it is my personal device
- I understand that the school's computer network, internet access, computers and other school ICT equipment / devices will be used for educational purposes appropriate to the school environment
- I understand I have the right to use and experience online environments and digital technology in positive ways as do others
- I know that if my actions or behaviours do not align with the Digital Technology Responsible Use Agreement there may be consequences. This may include a payment to cover the cost of repairs, a \$100.00 insurance excess for replacement or the loss of access to the internet on Huntly College owned devices / personally owned devices used at school

Student Name: _____

Signed: _____ Date: _____

Caregiver Declaration

- I give permission for my student to use digital technology including internet, apps, email, software and hardware
- I know that if my student's behaviour or my student acts in ways that do not align with Huntly College expectations there may be consequences which the College will talk to me about

Caregiver Name: _____

Signed: _____ Date: _____