



## Pre – Enrolment Packet

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The Rise UP Academy (te RUA) requests information in this Pre-Enrolment Packet to better serve the needs of our students under the authority of government law, regulation and rule. This information is confidential and will only be used for the purposes noted. This information will not subject you to unfair or discriminatory treatment.

### Checklist

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Please provide:

- Copy of Birth Certificate
- Immunisation or Exemption Forms
- Most Recent School Reports

Provided in Packet:

Student Information

Instructions for completing the ECE Section:

If the child was attending...

1. more than one service at the same time, enter hours per week for up to three services.
2. only one service, but changed to a different service within the six months prior to starting school, please complete the table for the *last service only*, not both.
3. an ECE service but attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of **hours per week**.

Whanau Engagement Commitment  
Acknowledgement of Special Notices  
Parent-School Learning Agreement  
Parent Forms

- Volunteer Confidentiality
- Media Release

Privacy Agreement  
Acceptance

If applicable

- Copy of IEP – Special Education Students Individual Plan
- Doctor's Form – If child has special medical needs

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#### PLEASE NOTE:

Completing this pre-enrolment form does not confirm actual enrolment to The Rise UP Academy. We will inform you of your child's acceptance as early as possible.

#### FOR OFFICE USE ONLY

Student NSN#

Loaded into ETAP

Loaded into ENROL

Pre-enrolment Date

Date started at te RUA





## Whanau Engagement Commitment

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1. I understand the school is a Partnership school and that providing parents with meaningful opportunities to volunteer is a vital part of its kaupapa. I understand the school would like our family to provide at least 40 hours of volunteer service each year we have children enrolled at this school in order to help accomplish the mission of the school.

Volunteer services could look like:

- 1 hour a week
  - Servolution
  - School Production facilitators/ ushers
  - 3-5pm supervision
  - School Trips/camps
  - Helping out in the school's resource room
  - "Handy dad/mum day"
  - Volunteer Week NZ
2. I will promote the mission of the school being courteous and respectful when interacting with staff, students, parents, and anyone else in the school community. I agree to take any concerns I have directly to the person most able to successfully address those concerns, and not to others who cannot address the concern. I will work in a cooperative manner to promote the school mission.
  3. I understand that my child will be required to follow the school dress code. I have read and understand the school dress code policy and will insure that my child is in compliance with the school dress code policy.
  4. I understand that part of the school's mission is to help my child gain knowledge and a love of learning. I will support this effort by providing a place and a regular time each school day in which my child can engage in learning activities, including homework, in our home. I will review my child's folder each day and ensure my child completes the assignments in a timely manner.
  5. I understand that in order for my child(ren) to adopt The Rise UP Academy's vision – Sharp Minds, Strong Bodies, Good Hearts that I will provide my child with a healthy nutritious lunch to school each day. I also understand that water will be the only drink at school.
  6. I understand the school will not, with designated route exceptions, provide transportation to and from school and that I am responsible for making sure that my child is safely dropped off and picked up each school day within 15mins of the end of school or I will call the office.
  7. I understand the school has a goal of 95.5% attendance for ostudents. I will work to schedule outside appointments during times that do not conflict with school hours. I will bring my student to school on time. I understand that if my child is absent 10 consecutive school days, he/she may be unrolled from the school, according to school guidelines.

I have read and agree to the expectations as set above.

YES  NO



## Acknowledgement of Special Notices

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The Rise UP Academy obtain your written consent to the disclosure of personally identifiable information from your child's education records (i.e: name). The primary purpose is to allow The Rise UP Academy to include this type of information from your child's education records in certain school publications for example:

School Newsletters / School Website / Production programme, showing your students name/role in a drama production / The Annual Year Book / Honour Roll or other recognition lists / Parent Volunteer Opportunities / Special Awards.

## Parent / Guardian Learning Agreement

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### Parent / Guardian Agreement

I want my child to achieve therefore I will:

- Make certain my child attends school regularly, on time and in the appropriate dress code
- See that my child is well rested and has breakfast each day
- Set aside a specific time and place for homework, assisting as necessary
- Attend at least two conferences and communicate regularly with my child's teacher to ensure his/her academic success
- Support the school and staff in maintaining proper discipline
- Read with my child and let him/her see me read regularly
- Provide an adequate lunch and snacks (when appropriate) either through the school lunch program or through lunch boxes
- Encourage positive attitudes toward school
- Volunteer in the school or in my child's classroom as appropriate
- Review information and work sent home and respond as necessary

### Student Agreement

It is important that I learn, therefore I will:

- Attend school regularly on time and in the appropriate dress code
- Complete homework
- Bring homework and supplies to school each day
- Work to the best of my ability
- Work cooperatively with classmates, teachers and staff
- Respect myself, other people and my school
- Follow all school rules
- Accept responsibility for my own actions

### Teacher Agreement

It is important that my student achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn
- Provide high-quality instruction in a supportive and non-threatening environment
- Provide meaningful homework
- Communicate regularly with my students and their families through conferences, notes, phone call, emails etc
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities

### Lead Teacher Agreement

I support this agreement, therefore I will:

- Provide an equitable learning environment for all children
- Encourage the staff to provide parents with information about the total school program
- Encourage our staff to provide avenues for positive and meaningful parent involvement
- Schedule four annual parent-teacher conferences for parents of children to attend
- Provide reasonable parent access to staff members

I have read and understand and agree to the expectations as set above.

YES  NO



## Parent Forms

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### Volunteer Confidentiality

I hereby agree to regard all information received in the performance of my volunteer work at The Rise UP Academy as confidential. Information which must be kept confidential includes anything heard or seen at the school, including students' behaviours and/or academic status. Please refer to all questions the teacher.

I understand that The Rise UP Academy respects the rights of its students, staff, and volunteers with regards to privacy of information. I agree to respect these rights in the performance of my volunteer duties and to keep "professional" confidentiality in all statements outside of the school.

I also understand that I am not permitted to remove or make copies of any school records, reports, or documents. Release of confidential information can result in dismissal from my service and could involve me in legal proceedings.

### Media Release

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I have been informed that The Rise UP Academy staff and parent volunteers may take still photographs and moving video of activities that occur during the course of the school year. This is done for the purpose of preserving the history and record of such activities, publishing the photographs and videos on the schools website, in marketing and recruiting materials, newsletters, yearbooks, newspapers, and other media, and for display in various places in the school building or during school activities.

### Privacy Approval

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#### Privacy Statement

The information collected will be used by the school enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school. The information collected may be disclosed to appropriate Education, Health and Welfare authorities and for data gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

### Acceptance

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By signing below, you acknowledge and confirm you have read and understood and agree to the contents of this pre-enrolment form and the expectations as set and highlighted and that all information provided by you is correct and current to the best of your knowledge.

Parent/Guardian

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Print Name

Signature

Date



# Rise UP Academy

## Section C: Rise UP Academy Junior Cybersafety Use Agreement Form

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

**I understand that Rise UP Academy will:**

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

**My responsibilities include:**

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the CEO or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

**Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

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

Please detach and return this section to school.

**I have read this cybersafety use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

Name of student: \_\_\_\_\_

Name of parent/caregiver/legal guardian: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

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

<p style="text-align: center;"><b>STUDENT/PARENT CHROMEBOOK/TABLET SIGNATURE PAGE</b></p> <p>Together, we have reviewed all the Chromebook/Google Apps for Education (GAPE)/Tablet DUTY of CARE.</p> <p><b>Student Agreement</b></p> <p>Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the The Rise UP Academy Chromebook/Google Apps for Education (GAPE)/Tablet DUTY of CARE.</p>	<p style="text-align: center;">Date</p>
<p><b>Parent/Guardian Agreement</b></p> <p>I have read the Chromebook/Google Apps for Education (GAPE)/Tablet DUTY of CARE and I am aware of the school's initiatives to provide technology opportunity's without my child's learning environment and understand that in the event my child breaches or causes any damage or loss to any Chromebook/Tablet and accessory, that I am liable to incur all expenses to cover the cost of repair or replacement.</p>	<p style="text-align: center;">Date</p>
<p><b>Parent/Guardian Signature</b></p>	<p style="text-align: center;">Date</p>

<p style="text-align: center;"><b>Chromebook/Google Apps for Education (GAPE)/Tablet DUTY of CARE</b></p> <ul style="list-style-type: none"> <li>o I will follow the policies outlined in the Rise UP Academy Chromebook/Tablet and Google Apps Duty of Care while at school.</li> <li>o I will be responsible for all damage or loss caused by neglect or abuse.</li> <li>o I agree to pay the full repair/replacement cost of the Chromebook/Tablet and power cord/charger, in the event that any of these items are lost or intentionally damaged.</li> <li>o I will take good care of the Chromebook/Tablet.</li> <li>o I will never leave the Chromebook/Tablet unattended in an unsecured or unsupervised location and will know where the Chromebook/Tablet is at all times.</li> <li>o I will never loan out the Chromebook/Tablet to other individuals unless instructed by the Teacher.</li> <li>o I will keep food and beverages away from the Chromebook/Tablet since they may cause damage to the device.</li> <li>o I will not disassemble any part of the Chromebook/Tablet or attempt any repairs.</li> <li>o I will protect the Chromebook/Tablet by always carrying with two hands, and in a secure manner to avoid damage.</li> <li>o I will be a good Cybersafety user and will use the Chromebook/Tablet in ways that are appropriate for Education and also includes:             <ul style="list-style-type: none"> <li>o Register any software</li> <li>o Log in to any unauthorized websites</li> <li>o Make online purchases</li> <li>o Create any website accounts</li> </ul> <p style="margin-left: 20px;"><b>Unless authorised by the Teacher.</b></p> </li> <li>o I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/Tablet.</li> <li>o I understand that the Chromebook/Tablet I am issued is subject to inspection at any time without notice and remains the property of The Rise UP Academy.</li> <li>o I agree to return the Chromebook/Tablet in good working condition at the end of every use.</li> <li>o I will only use my Google Account on a school Chromebook / Tablet or home/library computer.</li> </ul> <p><b>CHROMEBOOK/TABLET DAMAGE</b></p> <p>If you damage a Chromebook/Tablet, a letter will be sent home to your parents/caregivers. Following an investigation, a further communication will be sent home advising the outcome. This could mean either a loss of privileges (depending on the nature of the damage or breach of the student's e-Licence rules), and you could be liable for any repair/replacement costs should your child be found responsible for the damage.</p>	
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