



Information & Enrolment Pack

Edmonton Primary School

Enrolment Form

Date of entry _____
Date first entered any school _____
Age @ 1 Jan _____
Birth Cert _____
Zoning – In zone _____ Out of zone _____
NSN: _____
NZ Residency _____
e-asTTle: _____ NZCER: _____

Reg No. 2 / ____ Year _____ Room _____

Student's legal surname: _____ Preferred surname: _____

Student's legal first name: _____ Preferred first name: _____

Male ☐ Female ☐ Date of Birth: _____

Address _____ Home Phone No. _____

_____ MOB PH (Cargiver) _____

Previous school: _____

NZ BIRTH CERTIFICATE OR NZ RESIDENCY BEFORE THE STUDENT STARTS SCHOOL

Country of Birth _____ Ethnic Group/s _____

Home Language _____ /English Y/N Birth Certificate _____

New Zealand Residency _____ Date arrived in N.Z. _____ Passport No. _____

If of N.Z. Maori descent please enter the name(s) of his/her Iwi _____

Parents/Caregivers

Father Surname _____ **First Name** _____

Occupation _____ Phone (wk) _____

Country of Birth _____ Phone (mob) _____

Mother Surname _____ **First Name** _____

Occupation _____ Phone (wk) _____

Country of Birth _____ Phone (mob) _____

Email address: _____

Child Living with (please circle): Both Parents Mother Father Caregiver Grandparents Other

Emergency Contact Name: (When parents are not available)

(1) _____ Relationship _____ Phone _____

(2) _____ Relationship _____ Phone _____

Doctor _____ Phone _____ Medical Problems _____

Medication required at school _____

School May Act on your behalf in a medical emergency (if no contact can be made) Yes No

School May Administer Pain relief (paracetamol) Yes No

Immunisation Complete Yes No

Does your child have learning or behaviour issues of concern? Yes No

Do you agree to the school calling in outside expertise (if needed) Yes No

e.g. Ministry of Education Special Education

The Ministry of Education require that all schools must have a copy of **ONE** of the following documents held on file with all enrolment forms.

- NZ Birth Certificate ☐
- NZ Passport ☐
- NZ Residency ☐
- Valid Student Visa ☐

PERMISSION / CONSENT ETC.

Bible in Schools for Years 5 & 6 every Wednesday from 11:00 – 11:30am

Our School hosts non-denominational Christian Morals / Values teaching

Do you give permission for your child to participate?

Yes

No

Images(video, electronic & photographic)

Do you give permission for images (video, electronic & photographic)

of this student to be used in school publications

(newsletters, website, newspaper items).

Yes

No

Internet

Do you give permission for your child to use the Internet within the school

for educational purposes only under the guidance of teaching staff. I understand

Edmonton School has taken all possible precautions to make the internet as safe

as possible for all users.

Yes

No

Leave School Grounds and Go On Trips

I give permission for my child to walk out of the school grounds with teacher supervision and permission to go on organised school trips. I agree that this permission will cover the entire time that my child attends Edmonton Primary school. I agree that I will contact the school if I **DO NOT** give permission for a particular trip.

Yes

No

Written Information

For the purpose of compliance with the Privacy Act 1993, I consent to school obtaining verbal and written information from your child's previous school and forwarding information to your child's future school?

Yes

No

Paper or Email Newsletter

Paper

Email

How did you hear about Edmonton Primary School?

Local School_____ Advertising_____ Kindergarten_____ Parent recommendation_____

Other (please describe)_____

Signature of caregiver / guardian _____ Date_____

New Entrant Students Only

Prior-participation in Early Childhood Education

Did your child attend one or more Early Childhood Education service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

Instructions

If your child was attending more than one service *at the same time*, please enter hours per week for up to three services.

If your child attended 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.

If your child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of hours per week.

Name of Centre: _____

Please enter the number of hours per week for up to three services:	Service 1	Service 2	Service 3
Kohanga Reo			
Playcentre			
Kindergarten or Education and Care Centre			
Home based service			
Playgroup			
The Correspondence School – Te Aho o Te Kura Pounamu			

Or

Please tick the appropriate box	
Attended, but only outside New Zealand	
Attended, but don't know what type of service	
Did not attend	
Unable to establish if attended or not	

Did your child regularly attend Early Childhood Education?

Instructions: "Regularly attend" means the child was booked in to a service for sessions each week/ fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

Yes, for the last ____year(s)

Not regularly, only occasionally with no on-going schedule.

No, did not attend ECE.

Edmonton Primary School

Edmonton Road, Te Atatu South

Phone / Fax (09) 838 9318

Office Hours: 8.00am – 4.00pm

E-mail: office@edmonton-primary.school.nz

Web: www.edmonton-primary.school.nz

Edmonton Primary School is a small school, under 300 students, that is dedicated to student learning through creating innovative and creative classroom programmes. We value student, family/whanu input to help, and support us in shaping our vision for a culturally responsive curriculum.

Our playgrounds are expansive, attractive, well planted for shade, with over 30 fruit trees recently planted for future generations. On site we have a hall which is used by the school and wider community for sports, and dance groups. On site is our Arohanui Satellite Unit. The students who attend this unit also join us for classroom units and special events. We have a before and after school care provider.

The school places a strong emphasis on learning and achievement in all curriculum areas. Schools like us provide a rich supportive structure for all students to flourish academically, develop their strengths and have their needs met whilst retaining their unique individuality.

We offer many and varied programmes for our students from sailing, chess, camps, environmental groups. Many lunchtime groups are created and run by the students.

Cultural and Performing Arts programmes are run by qualified teachers.

There are opportunities for students to represent the school in different sports. We run early morning programmes for those who are keen on improving their co-ordination and agility.

We pride ourselves in having a dedicated Board of Trustees supported by the staff and parent community.

Your choice of school is important and we invite you to come and see for yourself why Edmonton would be an excellent school for your child.



Board Of Trustees

The Board of Trustees is the legal body that controls Edmonton Primary School. Parents are welcome to attend the meetings that are usually held on the third Monday of the month in the staff room.

School Day

School begins: 8.55am
Morning tea: 10.30am – 11.00am
Lunch: 12.30pm – 1.20pm
School finishes: 3.00pm

Road Patrols

The School Road crossing is patrolled under teacher supervision between 8.30am – 8.50am and 3.00pm – 3.10pm. Students needing to cross Edmonton Road wait outside Room 13. At 3.10pm the duty teacher will ensure they cross Edmonton Road safely. Students must wait for the patrols before crossing these roads.

Students needing to cross Vodanovich Road wait by the boat ready for the duty teacher to cross them safely at 3.05pm. Students must wait for the duty teacher before crossing the road.

Enrolment Scheme

We have an official enrolment and school zone policy operating. More information is available from the school office. We can often enrol students from out of zone.

Pre-school Visits

You are welcome to visit our school before your student begins. The way a child settles into school can be greatly enhanced by the induction they have. Students have three visits before their start date. Visits are Wednesday mornings 8.55am – 11.00am.

Donations

We are a government funded school so no donations are applicable at this time.

Communication With The School

Good communication between parents and teachers is a priority. If you have a particular query concerning your student please contact the classroom teacher first to discuss the matter. If the matter is not resolved to your satisfaction, you may need to see a Senior Leader. At that stage they may refer you to the Principal if appropriate.

Please download the Skool Loop App on your phone for the quickest communication to and from the school.

Attendance And Punctuality

Regular and punctual attendance is very important. There are only 198 days in the school year and it is vital for students' learning that they utilise this time fully. Absenteeism and truancy are taken seriously and frequent absences may be investigated. Please notify the office either by phone, email or the Skool Loop App if your child is away.

Lunches

Students can order Bakery lunches on a Thursday and Friday and Sushi on a Wednesday. A copy of the menus are sent home the day before each lunch order day.

Sick Bay

The office staff look after the sick bay. They will attend to your child and contact you if necessary. An emergency contact number is required for school records.

Medication

If your student is on medication, you will need to see the office staff. No medication is to be kept in a student's school bag or in the classroom for safety reasons.

Reporting To Parents/Caregivers

- Term 1: Meet the Teacher
Student Learning Goals
- Term 2: Reports
Student Learning Goals
- Term 3: Parent Interviews
Student Learning Goals
- Term 4: Reports

Assemblies

- Junior Assembly: Alternate Fridays 1:30—2:00pm
- Middle Assembly: Alternate Wednesdays 2:00—2:30pm
- Senior Assembly: Alternate Fridays 1:30—2:00pm

Special Programmes

The following programmes operate in our school:

- Kapa Haka
- Glee Club
- School Leadership Group
- Pasifika
- Visual Arts
- Team building games
- Gardening club
- Craft group

Bible

Year 5 and 6 students are taken for half an hour Bible instruction by a church group every Wednesday at 11.00am in the hall. All children attend unless 'no Bible' is stated on the enrolment form or a note is written and signed by a parent/caregiver stating the reason for not attending.

Public Health Nurse

The nurse can be contacted through the school.

Dental Therapist

We have a Children's Community Dental Clinic next to our school. Phone 838 2402 to contact a dental therapist.

Before School, After School Care & Holiday Program

We have a privately run Before and After School Care Programme.

This is available every day during the school term.

Hours: 7.00am – 8.30am and 3.00pm – 5.30pm

We also have a Holiday Program that runs through most of the school holidays.

Hours: 7:00 am—5:30pm

Contact the office for more information.

Newsletters

A school newsletter goes home every Wednesday. These contain important information about coming events or items of interest.

Newsletters are also available to view on the school website www.edmonton-primary.school.nz and will be sent through Skool Loop.

EDMONTON PRIMARY SCHOOL UNIFORM

Our school uniform is available from any shop but the following stores stock plenty of options: K.Mart, Warehouse, Farmers & Postie Plus.

Listed below are our uniform requirements.

- Plain red top with a collar or a red skivvy

- Plain red sweatshirt

- Plain black shorts, skorts, skirt, track pants, trousers

- Plain red or black sunhat/cap worn in term 1 and term 4

- Black sandals or shoes with black laces. No boots

- Black socks

No long sleeves or T-shirts showing under short sleeved tops.



Our School

