



Surname:			
Year	Whānau Class	Core Class	Start Date
			.... / .... / ....

# Nau mai, haere mai Enrolment Application

## Young Person's Information

\*Legal Surname: ..... Date of Birth: .....

\*Legal First Names: ..... Preferred Name: .....

Pronouns:  she/her  he/him  they/them  other (please specify)..... Gender: .....

\* *Legal Surname/Legal First Names* = NZ Birth Certificate/Passport/Visa /Australian Passport

**Ethnicity:** (tick those you wish the College to acknowledge)

- Māori ⇒ State Iwi: (i) ..... (ii) ..... (iii) .....
- NZ European  Chinese  Fijian
- Indian  Niuean  Pacific Island Other: .....
- Samoan  Tokelauan  Tongan
- Other (state): .....

### STUDENT STATUS:

- Regular NZ student  Exchange student  Foreign Fee Paying student  International student with permanent residency

For immigrants, date entered New Zealand: .... / .... / ..... **Religion:** (optional) .....

#### For speakers of language other than English:

Do you speak another language?  Yes  No Is this your young person's **first** language?  Yes  No

If 'Yes' please state which language : .....

Previous School: ..... Year Level: .....

### STUDENT CONTACT DETAILS:

**Residential Address:** Number: ..... Street/Road: .....

Suburb: ..... Post Code: .....

**Telephone:** Home: ..... Young person's mobile number: .....

**Postal Address** (if different): ..... Post Code: .....

This is in the Tauranga Girls' College school zone:  Yes  No

I/We have internet access via a modem at home:  Yes  No

Community Services Card:  Yes  No

# Whānau | Family Information

## PARENT/GUARDIAN CONTACT DETAILS:

### CAREGIVER 1: (main contact)

Mrs/Miss/Ms/Mr/Other: .....

Given name: .....

Surname: .....

Relationship to student: .....

(Residential address if different from student):

Telephone: Home .....

.....

Work .....

..... Post Code: .....

Mobile .....

email: .....

### CAREGIVER 2: (secondary contact)

Mrs/Miss/Ms/Mr/Other: .....

Given name: .....

Surname: .....

Relationship to student: .....

(Residential address if different from student):

Telephone: Home .....

.....

Work .....

..... Post Code: .....

Mobile .....

email: .....

Mail to be sent to: .....

Address (if not given above): .....

### Emergency Contact: (other than Caregiver 1 or Caregiver 2)

Name: .....

Telephone: .....

Relationship to student: .....

Mobile phone: .....

### Present or past association with Tauranga Girls' College:

Name(s) of family who attended Tauranga Girls' College: .....

Name(s) of sibling(s) currently attending Tauranga Girls' College: .....

## CONFIDENTIAL INFORMATION:

In the last two years has your young person been stood down  Yes  No or suspended  Yes  No

If yes, please provide further details that will support us with their transition to TGC:

.....  
.....

## EXTRA CURRICULAR INFORMATION:

What extra curricular activities would you like to be involved with?.....

.....  
.....

## Personal Details

### HEALTH INFORMATION:

**Alert to parents:** If your young person has a **serious medical condition**, please discuss this with the school nurse directly. It is important that we are aware of any life-threatening conditions, eg diabetes, epilepsy, allergies. In order to provide a safe and healthy environment for your young person, this information may be shared with the following people: School Nurse/Health Centre Coordinator, Senior Leaders, Deans, Emergency Services, Guidance Counsellors.

The school offers a free, confidential medical service provided by a General Practitioner (GP). There is also a mobile dental service available; please complete the dental form included in this pack.

Doctor's Name: ..... Name of Clinic: ..... Phone: .....

Dentist's Name: ..... Name of Clinic: ..... Phone: .....

### Medical conditions:

	Medication taken		Medication taken				
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Anxiety Disorders	<input type="checkbox"/>	<input type="checkbox"/>	Vision Impairment	<input type="checkbox"/>
Bee Sting Allergy	<input type="checkbox"/>	<input type="checkbox"/>	ADD/ADHD	<input type="checkbox"/>	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>
Nut Allergy	<input type="checkbox"/>	<input type="checkbox"/>	Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>	Epi pen	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Bleeding disorders	<input type="checkbox"/>	<input type="checkbox"/>		
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	Migraines/Headaches	<input type="checkbox"/>	<input type="checkbox"/>		

Other: .....

Allergies: Cause: ..... Treatment: .....

**Vision/Hearing:** Did they have their hearing tested in Year 7?  Yes  No  
Did they have their vision tested in Year 7?  Yes  No

**Immunisations:** Are they up to date with immunisations?  Yes  No  
Tetanus:  Yes  No  
Measles, Mumps, Rubella (MMR)  Yes  No  
COVID19 Vaccination  Yes  No

I/We give consent for the school nurse to administer the following as necessary:

**Please circle the appropriate medication:**

Paracetamol                      Ibuprofen                      Inhaler – Ventolin                      Inhaler – Respigen

*Before any medication is administered at school, a 'Medication Authorisation Form' must be completed by the parent/caregiver and is kept on file, these are available from the Health Centre.*

### EDUCATIONAL SUPPORT:

#### Learning Needs:

Does your young person have any current learning needs and/or had previous learning support of which we should be aware?

MoE Learning Support	<input type="checkbox"/>	Dyslexia (eg SPELD/cellfield tuition)	<input type="checkbox"/>	ASD	<input type="checkbox"/>
RTL B Support	<input type="checkbox"/>	Hearing (eg KDEC/Auditory Processing Disorder)	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
Te Whānau Kotahi	<input type="checkbox"/>	SESTA/MoE Taxi	<input type="checkbox"/>		
Teacher Aide	<input type="checkbox"/>	Approved SAC (Year 10 – 13)	<input type="checkbox"/>		

Do you consent for information to be sourced from relevant agencies?  Yes  No

# Enrolment at Tauranga Girls' College

I/We apply for the enrolment of .....  
at Tauranga Girls' College. If this application is accepted by the Board of Trustees then:

1. **The student agrees to follow the School Values set out in the Tauranga Girls' College contract and website.** In particular, this includes Manaakitanga/Respect, Mahi Tahī/Participation and Mana Motuhake/Pride. The College has high expectations of behaviour and conduct in and representing the College. This includes the wearing of correct uniform in accordance with our uniform rule. Consequences can be expected for those not meeting our expectations.

2. **The Parents/Caregivers:**  
The Board of Trustees has the power to annul an enrolment if it is found to be based on false information. Parents and/or caregivers are required to certify that the statements in this application form are correct.

**I/We agree:**

- (a) that the information provided in this application is true and correct.
- (b) to support and encourage the student in her education at Tauranga Girls' College in accordance with the College's expectations.
- (c) to consult with the College if at any time the parent or caregiver believes that either the College or the student are not meeting their obligations.
- (d) to the applicant's records being obtained from her previous school, agencies and family as appropriate.
- (e) to the use of the applicant's print, media and online publication of student images and work for learning and teaching and communication purposes.
- (f) to support and encourage the student to engage in and represent the College in and beyond classroom learning. This includes sport, cultural, arts, leadership and academic opportunities.
- (g) to support the College by supporting the vision of the College.

3. **The Board of Trustees agrees** to provide the student with education in terms of the Charter of Tauranga Girls' College.

4. The school is sometimes obliged by law to give information to Government Departments, (eg the Ministry of Education, and the Ministry of Health), but except for contact details explained below, your information will not otherwise be disclosed without your authorisation.

5. Address, phone number and email details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education (MOE) 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 the MOE and/or MSD to help re-engage young people in education or training when they leave school.

Signed: ..... (Student)

Signed: ..... (Parents/Caregivers)

Date: ...../...../20.....

Signed: ..... Date of Acceptance: ...../...../20.....  
*Tauranga Girls' College Board of Trustees*

# EOTC consent form

Our school believes in using a range of environments and experiences to enhance our students' learning, we do this through Education Outside the Classroom (EOTC).

At Tauranga Girls' College we are fortunate to have ready access to the Tauranga CBD, the beach, and other places in our area and beyond. We are also close to various community facilities such as Historic Village, the Art Gallery, and the Trustpower Baypark Stadium. These areas are rich learning environments for our students both in and out of school. Our school 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 young person to participate in such learning. This is a permission form used to cover students participating in activities on school grounds and off-site short visits in the local community. 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 events continue overnight, specific consent will be required.

The Ministry of Education's EOTC guidelines identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of Event	Description	Consent required
<b>A</b>	On site in the school grounds: (i) Lower risk environments eg orienteering, swimming in school pool.	(i) <b>No consent</b> sought or <b>Generic consent</b>
<b>B</b>	Off-site events in the local community and Tauranga region occurring in school time. (i) Lower risk environments eg a French class visiting a French café; Athletics day, Cross country event; running on Mauao; Careers trips.  (ii) Higher risk environments eg sea kayaking with Waimarino; surfing at the beach; PE class at the beach; Rope climbing; Bikes on the road	(i) <b>Generic consent</b>  (ii) <b>Separate consent</b> for each event
<b>C</b>	Off-site events - finishing after school finishes. (i) Lower risk environments eg seeing an Art exhibition in the evening;  (ii) High risk environments* eg full day tramp in the Kaimai rangers; going to Field Days.	(i) <b>Generic consent</b>  (ii) <b>Separate consent</b> for each event
<b>D</b>	Off-site residential overnight events (i) Lower risk environments eg leadership conferences (ii) Higher risk environments* eg school camps and overseas trips	(i) <b>Separate consent</b> for each event (ii) <b>Separate consent</b> for each event
*involves risks assessed to be greater than that associated with the average family activity.		

## Consent:

I / We agree to the participation of ..... (student name) in lower risk category A and B and C, EOTC events while a student at Tauranga Girls' College.

I have provided the school with up-to-date medical and learning information through the enrolment form and will make every endeavour to keep this information current.

..... (student name) has permission to travel by school mini-van, bus or staff vehicle to various venues.

Name of Parent/Guardian: .....

Signature: .....

Signature of Student: .....

Date: ...../...../20.....

# Digital Citizenship - "The TGC way"

The school values are especially important when we interact digitally. Please read and agree to the following.

## Respect yourself

- I will show respect for myself through my actions.
- I will select online names that are appropriate.
- I will consider the information and images that I post online.
- I will consider what personal information about my life, experiences, experimentation or relationships I post.
- I will not be obscene.

## Protect yourself

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will not publish my personal or contact details.
- I will report any attacks or inappropriate behaviour directed at me and I will seek support from appropriate people.
- I will protect passwords, accounts and resources.

## Respect others

- I will show respect to others.
- I will not use electronic mediums to bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not abuse my rights of access and I will not enter other people's private spaces.
- I will abide by the Harmful Digital Communications Act 2015.

## Protect others

- I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
- I will moderate unacceptable materials and conversations, reporting conversations that are inappropriate or unacceptable.

## Respect and protect intellectual property -

- I will suitably cite any and all use of websites, books, media etc.
- I will use and abide by the copyright rules.
- I will act with integrity.

## Parent agreement

- I will interact with my daughter's learning in a kind, positive and helpful way.
- I will respect the terms of this document and ensure my daughter is encouraged to be a responsible user.

## School agreement

- To ensure the classroom environment adheres to keeping students safe online.
- To support parents in engaging with student work.

At Tauranga Girls' College our device of choice is a Chromebook.

My device is a Chromebook  Other  Note: **A phone is NOT a learning device.**

- We choose for my Chromebook to be locked to Tauranga Girls' College policies and settings **at all times.**
- We choose for my Chromebook to be managed by Tauranga Girls' College during school but able to log into private google accounts **outside of school times.**

The school, student and parent(s), recognise the terms in this document and have agreed to partner together to ensure all elements of this document will be upheld during the user's time at Tauranga Girls' College.

Student name: .....

Date: .... / .... / 20.....

..... (Student) ..... (Parent)  
*Signature compulsory* *Signature compulsory*

Once signed, a copy of this agreement will be held on file at Tauranga Girls' College.

# Enrolment Checklist

- Complete your Enrolment Application which includes:
  - I. Tauranga Girls' College Contract
  - II. EOTC consent form
  - III. Digital Citizenship Contract
  
- Subject Request Form
  
- Completed tono for consideration to be placed in a Māori Vertical Whānau Group (optional)
  
- Completed DTM application page if selecting this course (optional)
  
- Mobile Adolescent Dental Service (MADS) application completed (if chosen)
  
- Ensure you hand in with your Enrolment Application:
  - I. A **photocopy** of your young person's most recent school report
  - II. A **photocopy** of **New Zealand Birth Certificate** or passport showing **residency** status
  - III. **Proof of address**. This might be a copy of a household account such as a rental agreement, rate notice, electricity or telephone account that clearly shows the address and caregivers name
  
- Make an appointment if you would like to request an interview from **Monday 30 August to Friday 03 September**.  
Go to [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz)  
Click 'make a booking' and enter in the **code 'gd5ds'**  
Book a time during the day that works for you

If you have any questions, please email [lumbers@tgc.school.nz](mailto:lumbers@tgc.school.nz) or contact the school office on 578 8114.



*"By encouraging individual responsibility, integrity and respect for the rights of others."*





**Tauranga  
Girls' College**  
*The School of Choice for Girls*



The School  
of Choice  
for Girls

## 'Ngā mihi nui'

We look forward to getting to know you and the contribution you will make to us all realising Tauranga Girls' College as the 'School of Choice for Girls.'

The Tauranga Girls' College Team

