

ASTHMA INFORMATION SHEET

Please complete this form if you child suffers from Asthma

Child's Name: _____

Age: _____ Date: _____

Emergency Contact Person

Name: _____

Home Phone: _____ Mobile: _____

Secondary Contact Person

Name: _____

Home Phone: _____ Mobile: _____

Family Doctor: _____

Clinic Address: _____

Clinic Phone Number: _____

Childs Signs & Symptoms: _____ Asthma Triggers (if known) _____

Regular Asthma Medication:

Medication	Dose	Time(s)	How Administered
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_____	_____	_____	_____
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_____	_____	_____	_____
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Recommended Treatment Plan

1) _____

2) _____

3) _____

Igive authorization for
management or staff to follow the standard emergency treatment procedure for my child in the case
of an attack.

Signature Date

NB You may need to consult your doctor when filling in this information sheet. This information
should be updated each time the child's asthma management plan is changed.



MANGAWHAI SCHOOL
Guidelines for Parent Help

Dear Parent

Thank you very much for volunteering your time to work in our school to support the teachers in delivering the school programme. This document is designed to let you know what we're about and provide guidelines for you when you're in our school.

Obviously in a primary school we need to have all adults being good role models and showing our CREW Values. To this end we ask that you comply with the following requests. Some may seem obvious but we feel that it is better to state the obvious so that everyone is aware of our expectations.

We ask that when you are working in the classroom you: (please tick to acknowledge)

follow the directions given by the teacher responsible for the children you are working with and ask for clarification if you are unsure	
are involved with preparing resources or working alongside pupils - an exception to this will be when parents are invited to stay with their children to support them in the transition to school in the first week.	
will check with the teacher on the appropriateness of a preschooler being in the classroom, and the supervision of these children.	
will respect the working environment of other staff and ensure a safe and calm working environment for all.	
get involved in the activity undertaken ; extend and encourage our learners	
talk with teachers at appropriate times so that teaching is not interrupted	
act in the interests of all children without showing any favouritism	
treat all children with respect (degrading language is not acceptable; hitting children is illegal, criticising children in front of others is not acceptable)	
respect the confidentiality of any records you may see and any information you may hear or behaviours you may observe.	
respect the privacy of our students and address the teacher or team leader with anything you hear or observe that causes concern. Do not directly address the parents of any students at anytime.	
the school expects that the good name of the school is maintained at all times and that any concerns/conflicts are addressed through the correct channels (conservations with the Team Leader, DP or Principal)	
will follow the directions of the classroom teacher in case of an emergency (signs are up in all the classrooms)	
do not have a criminal conviction	
take responsibility for any personal injury incurred	
the principal has the inalienable right to decline any offer of parent help. No reason needs to be given.	
I agree to prevent unauthorised use or dissemination of any confidential information reported to me by Mangawhai Beach School. Confidential information is defined as written will result in the termination of volunteer relationships and / or other penalties including legal action.	

Signed: (Parent) _____ Signed: (Classroom Teacher) _____

Name:

Name:

Thank you for helping as we appreciate it.

Aaron Kemp
Principal

Welcome to MBS

To help us with placing your child in the most suitable classroom and understanding their individual needs please complete this form.

We ask that you give as much information as you are able to. This form is only for those who have been in school (not Early Childhood Education etc.)

Full name:	
If transferring from a Primary School please share the following information with us:	
Name of previous school:	
Name of previous teacher	
Have you ever been contacted by the school regarding your child's behaviour?	
Are there any learning needs we need to be aware of?	
Learning needs include, but are not limited to, gifted and talented / dyslexia / Auditory Processing / Visual processing etc	
Are there any pastoral care needs we need to be aware of?	
Pastoral Care needs include trauma / abuse / Oranga Tamariki etc.	
We understand that moving to a new area can be challenging - Can we offer support to you?	

Thank you for your information. We will invite you to expand upon the information in your enrolment interview.

Student Use of ICT Equipment

Please read the following rules carefully, sign and return the following page and retain this one for your information:

I agree that:

- 1) I cannot use ICT equipment at school without signing and returning this Agreement.
- 2) School computers and other ICT equipment are to help me with classroom learning. They are not for play.
- 3) It is important to keep myself, others and property safe while using ICT equipment at school. This means I must follow the school and classroom rules.
- 4) I will not use my own or anyone else's full name, home address, email address or phone number when I am on the internet, unless the teacher says it is okay.
- 5) I am not allowed to try and look up things on the internet which I know are not for children. This might be rude, or information which is dangerous. Some of it is against the law. If I do not understand I will ask my teacher.
- 6) If I find mean, rude or dangerous things on the computer or any other ICT equipment, I will turn the screen off and tell the teacher straight away. I will not show any other children.
- 7) I must be sensible when using the internet and other communication technologies. I know that I must not do anything that would hurt or upset me or someone else, even as a joke.
- 8) If I bring a disk, memory stick or other device from home to use at school, I will give it to the teacher to scan for viruses **before** using it.
- 9) I will not copy software, music, videos or programmes.
- 10) I will not print anything without the permission of the teacher.
- 11) I will share ICT equipment and use all equipment respectfully.
- 12) If I break or damage any equipment or if I find something broken before I use it, I will tell the teacher.
- 13) I will tell the teacher if I come across any problems or if I am not feeling safe.

I understand that if I break this agreement in anyway I may lose the right to use the internet and computers at school. As well, the school will tell my parent/caregiver and may also take disciplinary action against me.

ICT Agreement Form

Student

I have read my school ICT Policy and Use Agreement and I know what the school rules are about the use of computers, the internet and other communication technologies.

I know that if I break these rules there may be serious consequences:

- My parents/caregivers will be told
- I may lose the right to use school computers and the internet
- The school may also take disciplinary action against me

Student Name: _____ Room: _____

Signature: _____ Date: _____

Parents/Caregivers

I have read the school ICT Policy and Use Agreement and understand that my child may not access the internet at school without this Agreement being signed and returned to school. I also understand there may be serious consequences if the rules are broken. I have gone over the information with my child and explained its importance. I understand that if my child steals or damages equipment this could result in the family receiving a bill for the cost of replacement parts or repairs.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the internet or other communication technologies, it is the responsibility of my child to have no involvement in such material or activities. I also understand this Agreement applies to communication technologies my child brings into the school environment.

I give my permission for _____ in Room _____ to be given access at school to computers, the internet and other communication technologies.

Name: _____

Signature: _____ Date: _____

Please return this page to the school office after it has been signed.

STATEMENT OF COMMITMENT

Name:

Address:

Home Phone: Mob:

Email:

RE: COMMITMENT TO REMAIN LIVING WITHIN MANGAWHAI BEACH SCHOOL ZONE AREA FOR PERIOD OF 12 MONTHS FROM DATE OF ENROLMENT

The Ministry of Education do not fund out of zone students for Mangawhai Beach School. Therefore it has become necessary that **ALL** students that are enrolled are living within our school zone area. Funding is required to build classrooms, and if the school does not receive this funding, it results in a shortfall in the number of classrooms for students.

Please complete and sign the Statement of Commitment below which states you agree to remain in the school zone for a minimum period of one year from date of enrolment. If you move before this time, it may be necessary to enrol your child/ren at the school within the zone you have moved to.

A Kemp
Principal
MANGAWHAI BEACH SCHOOL

STATEMENT OF COMMITMENT

I, _____ of _____
currently reside within the Mangawhai Beach School zone area as set out below and agree to the condition of enrolment for _____ at Mangawhai Beach School being the requirement to remain in the school zone area for a minimum period of 12 months as detailed below.

I understand that failure to live within the Mangawhai Beach School zone area may require the re-enrolment of our child/dren with the school in the zone area of their new address.

Signed: Date:

Witnessed: Date:

MANGAWHAI BEACH SCHOOL

Home Zone

All students who live within the home zone described below and shown on the attached map shall be entitled to enrol at the school.

To the North:

Starting at the intersection of Pebblebrooke and Tara Roads, the boundary moves east along Tara Road including both sides.

It turns northeast along Cove Road including Bagnal, King (and all no exit roads off King) and Kapawiti Roads on its western side then to the Kaipara District / Whangarei District Boundary; the zone boundary then veers directly east until it hits the foreshore.

To the East:

Following the line of the foreshore, the boundary continues southward past Pacific Road to Te Arai Point Road then out to the end of Te Arai Point. From the end of Te Arai Point, the boundary then follows the coastline 3.5km southwards then heading inland west to the end of Granville Road.

To the South:

From Granville Road, the boundary follows Ocean View Road (both sides) to its intersection with School Road, including all of Civil Road.

From this intersection the boundary continues down the centre of School Road to the intersection with Mangawhai Road, excluding the southern side of School Road.

To the West:

From the intersection at Mangawhai and School Roads, the boundary runs north along the western side of Mangawhai Road to the end of Cames Road. Braddick, Keith and Staniforth Roads on the western side of Mangawhai Road are all inclusive.

From the end of Cames Road the boundary runs northwest cross-country until it meets Lawrence Road. All of Lawrence Road (both sides) up to the Valley Road intersection is included.

From Valley and Lawrence intersection the boundary follows Lawrence Road to Kaiwaka Mangawhai Road. It includes all of Kaiwaka Mangawhai Road up to its intersection with Settlement Road.

The boundary continues back on the northern side of Kaiwaka Mangawhai Road (including Hilltop Road) and turns due north along the western side of Garbolino Road.

At the point where Garbolino merges with Tara, the boundary includes all of Tara Road to the west, up to its intersection with Pebblebrook Road. The zone is represented by the area inside this boundary. **Note: Both sides of all boundary roads are included in the zone, unless otherwise noted. Proof of residence with the home zone will be required.**

Mangawhai Beach School - Enrolment Zone



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Dear Parents / Caregivers

RE: SEESAW Online Reporting Tool

Thank you to our parents who attended our Seesaw information evening. The powerpoint of this presentation is available on our website under the news section. Seesaw (<http://web.seesaw.me/>) is an online tool that we are wanting to use to share information with you on your child's learning. Seesaw will include photos, videos and pictures of your students learning in class and also any National Standards information. It is an online portfolio of the wonderful learning that takes place both in our school and in the classroom. It is a collection of learning completed at school shared only with you, your child and their teacher.

For security reasons all your child's information is stored by Seesaw on their secured server. Seesaw take their responsibility to safeguard personal information seriously - in fact, keeping student information private is an integral part of why teachers and parents use Seesaw. They will never sell, lease, or share your (or children's) personal information or journal content to any third party for any reason as outlined on their website <https://app.seesaw.me/about/privacy>.

Attached to this letter is an authorisation form for you to allow us to share this information with you and for Seesaw to store this information such as (your child's first name and photographs of them and their learning) on their secure servers.

We believe this tool to be an excellent way of sharing your child's progress in real time in a secure and safe manner. If you have any questions please contact us and we are happy to explain and show you an example of how Seesaw works.

Warm regards



Aaron Kemp
Principal

Seesaw Authorisation Form

I **give / do not give (please circle)** permission for my child's personal information to be **shared with me, my child and my teacher on Seesaw**. I understand that Seesaw will never sell, lease, or share my child's personal information or journal content to any third party. I understand that my child's information will be archived and shared with me at the conclusion of their schooling and that after this all their personal information held on Seesaw will be deleted.

Name of Parent: _____

Signature of Parent: _____

Name of child/children: _____

STAY CONNECTED TO THE CLASSROOM WITH SEESAW

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom.

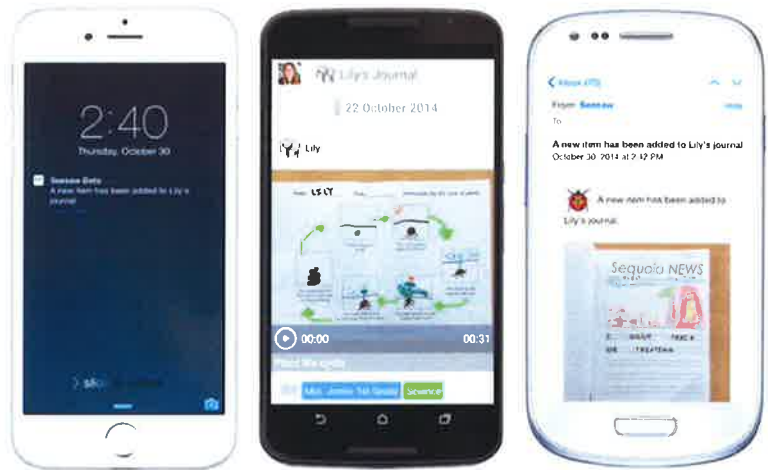
Seesaw gives students a place to document their learning, be creative and learn how to use technology.

Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes.



When there are new Seesaw posts, families can be notified via app notification, email or SMS.

Parents are only notified about their own child's work, and [all data is safe and secure](#).



MANGAWHAI
BEACH SCHOOL



To the Parent / Caregiver

Please find overleaf our "Permission Form" which requires your signature and return to the school office. You may have signed this form when you first enrolled your child at Mangawhai Beach School.

PLEASE SIGN AND RETURN THIS FORM. Your child will not be able to attend any future offsite activities if this is not on file in the school office.

This permission form will cover your child's enrolment while at Mangawhai Beach School and will be kept on file. The form allows your child/ren to go on educational learning, sporting events, trips, activities with outside organisations etc without needing a permission slip signed on every occasion. However, notices will still be sent home with your children for all these events and trips that they will be attending. These can also be downloaded from KINDO and are available on our school website under "News".

If you have any queries, please call the school office.

Yours faithfully

MANGAWHAI BEACH SCHOOL

A Kemp
Principal

MANGAWHAI
BEACH SCHOOL

Mangawhai Beach School Permission Form

We are compiling a list of email addresses for those families who wish to have their newsletter emailed to them.

Our website / Facebook will include photos of children actively involved in school activities. Names of children ARE NOT included.

Throughout your child's enrolment there will be occasions when the children will go out of the school grounds on educational learning, trips, sporting events and attend activities with outside organisations, etc.

We require your permission for all the above scenarios and would appreciate it if you could complete the form below.

Thank you.

Child/rens' Names	Class
_____	_____
_____	_____
_____	_____
_____	_____

I give my child / children (above) permission to have his / her unnamed photo on the website and to attend out of school activities while they are enrolled at Mangawhai Beach School. Please notify your classroom teacher if circumstances change.

Please email the newsletter to me at this address: _____

Parents' Names _____

Signatures _____

Date _____

THE PRIVACY ACT

You should read this information before signing the enrolment form for your son or daughter. Use of the personal information collected:

The information sought on the enrolment form is needed so that Mangawhai Beach School can comply with the requirements of the Education Act, 1989 and the National Education Guidelines.

You have a right to access and correct this information if necessary.

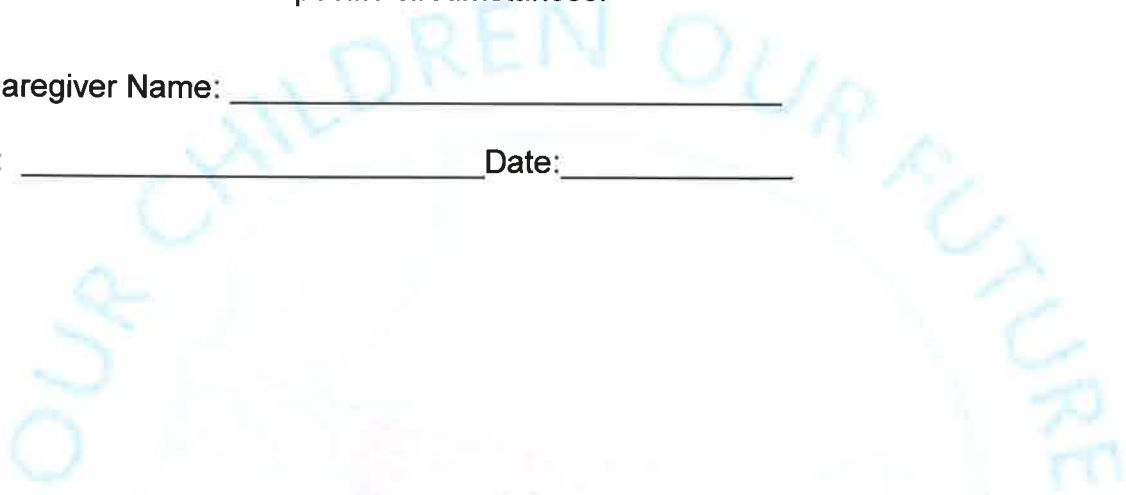
Information will be disseminated through the Principal or his/her delegate.

1. Within the school, relevant personal information about your son or daughter will be available to members of staff for following purposes:
 - a) To make contact with you or members of your family in cases of emergency.
 - b) To report on your son's or daughter's progress at school.
 - c) To make contact with you for discipline or student support purposes.
 - d) To provide you with information about school events.
 - e) To consult with you on matters of importance to the school.
 - f) To make arrangements to meet any special health needs specific to your son's or daughter's stated interests.
 - g) To gather statistical information for the purpose of research and school planning.
2. The school is also required, from time to time, to provide some personal information (usually your son's or daughter's name, current address, date of birth, ethnicity, and information relating to school studies) to other agencies. The agencies which may require the school to provide this information include:
 - a) The Ministry of Education
 - b) The Special Education Service
 - c) The New Zealand Police
 - d) The Children and Young Persons' Service
 - e) The Regional Health Authority
 - f) The Public Health Nurse
3. The school may, from time to time, provide information to organisations or groups organising school related events. These groups or organisations may include:
 - a) The Friends of Mangawhai Beach School Fundraising Committee (FOMBS)
 - b) The Mangawhai Beach School Board of Trustees
 - c) Groups involved in the organisation of school reunions or other functions involving current or former students.
4. Information about your son or daughter may be provided, upon request, to other educational or training institutions when your son or daughter:
 - a) Enrols at another educational or training institution
 - b) Is enrolled concurrently at another educational or training institution (eg The New Zealand Correspondence School).
5. Upon enrolment at Mangawhai Beach School information about your son/ daughter/young person to whom you are the caregiver may be sought from educational institutions where she/he was previously enrolled.

6. Information about your son or daughter (not including assessment results) may be supplied to a researcher conducting academic research or research related to the welfare and well-being of students, based on a sample of students.
7. The school may use your address and telephone number to forward mail and messages for you, or your son or daughter, which have been received by the school.
8. The school may take reasonable steps to decide if there is an exemption from compliance to provide information under specific circumstances.

Parent / Caregiver Name: _____

Signature: _____ Date: _____



MANGAWHAI

BEACH SCHOOL

Bus Code of Conduct Contract

This is to be read, discussed and signed by all students and their parents. One per child in your household.

On the buses ALL school rules apply until you are safe at home

I will	<ul style="list-style-type: none"> <input type="checkbox"/> Listen silently for my name during the bus roll calls <input type="checkbox"/> Wait appropriately for my bus to come and get on respectfully. <input type="checkbox"/> Sit down quietly in my seat, facing forward, <input type="checkbox"/> Put my bag on the floor between my legs or under my seat. <input type="checkbox"/> (Years 0-6) Stay seated at all times unless <input type="checkbox"/> (Y7 and Y8) I will stand where requested (when needed) and not move about the bus. <input type="checkbox"/> Wait until the bus stops before I leave my seat to get off. <input type="checkbox"/> Talk to the bus monitors if someone is not following our expectations (Bystanders Code of Conduct)
I will not	<ul style="list-style-type: none"> ★ Disrespect my bus monitors ★ Swear ★ Use devices either in the bus line or on the bus ★ Throw anything out of the windows ★ Eat or drink on the bus ★ Be disruptive or annoying to others on the bus
<p>If I misbehave on the bus, the bus monitor/driver will report it to the Deputy Principal (DP).</p> <ul style="list-style-type: none"> ● Incident 1 - warning ● Incident 2 - parent contact and special seating provided ● Incident 3 - removal from the bus for a period of time agreed by the DP and your parents. <p>Further incidents will potentially permanently remove you from the bus.</p>	

Student's name and room number	
Student's signature	
Parent's name	
Parent's signature	
Date	