

BAY OF ISLANDS COLLEGE

Student Enrolment Pack

For Year 12 2017

NOTE: An enrolment to Bay of Islands College can be accepted via interview by signature from anyone of the following: Principal; Deputy Principals and Deans. If you are unsure whether to enrol a student refer to the Principal for advice

No.	Checklist	√	Follow Up By
1	Main enrolment form signed and dated (sides 1 & 2)		
2	Birth Certificate handed in		
3	Dental forms filled in and returned to Main Office		
4	Uniform collected and paid for		
5	Previous School records received – for students outside our area		
6	Options Form filled in		
7	Student Health Records received		
8	Computer Use contract signed by all parties		
9	General Enrolment Discussion		
10	Electronic Devices Policy signed		
11	Forms Handed in to Main Office for Entry onto School System		
12	Forms passed onto Dean for creation of student timetable		
13	Forms passed on to Student Centre for filing		



APPLICATION FOR ENROLMENT AT BAY OF ISLANDS COLLEGE 2017

Register No: Date of this application NSI Number

SURNAME (Legal) FIRST NAME(S) (Legal)

PREFERRED NAME 1st DAY OF ATTENDANCE

Last school attended Prev.School Yr Level Gender Male / Female

Previous School Report Sited: Yes No Students Cell Phone Number

<p>Caregivers (1) (eg. Mother, Aunt etc)</p> <p>Name</p> <p>Relationship to Student</p> <p>Address</p> <p>.....Postcode.....</p> <p>Home PhoneWork</p> <p>Mobile</p> <p>Email address</p>	<p>Caregivers (2) (e.g. Father, Uncle etc)</p> <p>Name</p> <p>Relationship to Student</p> <p>Address</p> <p>.....Postcode.....</p> <p>Home PhoneWork</p> <p>Mobile</p> <p>Email address</p>
<p>Postal Address:(If different from physical address)</p> <p>.....</p> <p>.....Post Code.....</p>	<p>Postal Address:(If different from physical address)</p> <p>.....</p> <p>.....Post Code.....</p>

Emergency Contact Details

Name Relationship to Student

Address

Home PhoneWork..... Mobile

Email Address

SIGNATURES:

Mother / Caregiver Father / Caregiver.....

Approved by Enrolled (Date).....

Date of birth.....

Birth Certificate received Yes No

To be brought in on

Overseas Student:
residency/documentation

Ethnicity (Maori / European / Other)

.....

Is English your first language? Y OR N

Iwi Affiliations.....

Family members attending Bay of Islands College

Name.....Form.....

Name.....Form.....

Notes – List Health, Social or Family problems that could affect school progress.

.....

Legalities e.g. Legal access denied

Evidence sighted: Yes **No**

Details:

.....

Other parent to receive:

Reports.....

DENTIST

BUS ROUTE.....

COLLEGE OFFICE USE ONLY

FORM CLASS.....

YEAR LEVEL

APPLICATION FOR ENROLMENT AT BAY OF ISLANDS COLLEGE 2017

PARENT / CAREGIVER / STUDENT UNDERTAKING:

I hereby undertake to observe the following conditions as far as they affect me and to do my best to see that the pupil named below observes them:

1. *That the pupil will attend school regularly and punctually and will not be absent except in cases of illness or emergency. I undertake to notify the College Student Centre of any absences.*
2. *That the pupil will wear the College uniform as prescribed.*
3. *That part or full payment will be made when damage to College property is caused by the pupil.*
4. *I undertake to inform the College of any change of address, telephone number or family circumstances within one week of it occurring.*
5. *I undertake to pay all fees, exam entries, subject costs etc. as required to the College.*
6. *I give permission for the College to administer any prescribed medication as needed (Dispirin/Panadol etc)*
7. *I authorise the College to make any such enquiries as are necessary to assist in this enrolment.*
8. *That the pupil will follow the school rules and observe computer and internet guidelines and the school policy on use of Electronic Devices.*
9. *That if the College requests, I will agree to the pupil getting a drug test.*
10. *I agree should the above student be required to be kept at home while awaiting Disciplinary meeting; On request, the school will be responsible for sending work home. I understand that I can discuss urgency with the Principal re: an earlier meeting.*
11. *I agree to the College contacting relevant external agencies such as Resource Teacher of Learning Behaviour and Group Services Education (Special Education) if they deem them necessary to assist the Pupils' learning and behaviour.*
12. *I understand that the college's Kaupapa Whakanui is "PROJECT RESPECT" and that the pupil enrolling will follow the Respect Code including, Respect for Self, Respect for Achievement, Respect for Others, Respect for Responsibility and Respect for Environment.*

SIGNATURES:

Student Mother / Caregiver Father / Caregiver

YR 12 OPTION SELECTION FORM – 2017

Name _____ Form: _____ Year Level This Yr _____ Year Level Next Yr _____

Intention for 2017: RETURNING: LEAVING: UNSURE:

Leavers only: Briefly explain what you are planning to do in 2017: _____

Have you passed NCEA Level 1? Yes No

Number of Credits attained at: Level 1 Level 2 Level 3

Have you passed Literacy Level 1? Yes No Have you passed Numeracy Level 1? Yes No

If you have answered 'No' to the last 2 questions above you will be enrolled on a Literacy and/or Numeracy course.

Before making your course selection:

1. Read the Year 12 curriculum guide course descriptions very carefully;
2. Discuss your potential choices with parents, teachers, careers staff, dean and head of faculty or department;
3. Have in your mind possible course pathways as identified on other pages in the curriculum guide;

IDENTIFY THE CAREER YOU ARE CONSIDERING PURSUING: _____

Note: English is compulsory at Level 2 in order to help ensure achievement of UE Literacy, an important goal for Level 2. Many standards in many courses can contribute to the 5 credits Level 2 Reading & 5 Writing credits. Indicate below which subjects you will study.

	Course	Level	Did you do this subject last year? Yes / No ?	Staff Signature [To approve entry onto this course]	Option Line [For Dean]
1	English				
2					
3					
4					
5					
Other					

If there are other subjects you would like to take that are not listed in the Curriculum Guide, we can consider making them available if enough students opt for them. Indicate below a subject you would like to take that, as yet, is not available)

_____ [subject name]

In 2017 I intend to:-

1. Explore through GATEWAYS opportunities in (which industry / employment): _____
2. Please complete Project Day Option Choices attached.
3. Apply for which Tertiary / Vocational Education [e.g. AUT, North Tec, University]: _____

I have discussed my choices with the appropriate staff and Dean. Subject choice depends on staff and funding availability.

Student: _____ Parent/Caregiver: _____

Dean: _____ Date: _____

PROJECT DAY OPTIONS Term 1- SENIORS- 2017 :

Please tick 1st, 2nd and 3rd option choices

NAME: _____

Year Level _____

	Options on Offer	FEE	Level	Assessments	Teacher	1st Choice	2nd Choice	3rd Choice
1.	TXT Fabric Decoration (not a new course): Apply design to fabric using screen printing, tie dyeing and other methods.	\$10 - fabric	2	US-6688 US 6693? 6-12 credits	NSM			
2.	Forestry Taster Course: good preparation for entering a job in forestry area.	Nil	2	US- 22997 US- 6916 10 credits	DWK			
3.	Film Studies: Study elements of cinematography such as camera work, lighting and sound, also explore genre. Make your own short film!	Nil	1	90990 3 credits	MBS, KBE			
4.	Psychology: Research projects into: human behaviours, psychological theories and the covering of research methods.	Nil	1-2	US L1- 27257 US L2- 27691 4-6 credits	ZWH ALH			
5.	University Literacy Prep: This course will help you to develop the skills you need to succeed at University and to maximise your achievement in internal and external NCEA in 2017.	Nil	4	US- 22750 or US 22751 5 credits	SMN			
6.	Try a Triathlon: Train for and participate in a triathlon. Fitness analysis, specific swim, cycle, run, training nutrition, & hydration. Complete training theory assignment.	\$3 per trip	1-2	AS- 90967 AS- 90964 AS- 91329 AS- 91330	RHL			
7.	Horticulture Course: Practical skills to use in agriculture or horticulture.	\$20	1	AS - 909157 AS – 909238 8 credits	TBT DPE			

	Options on Offer		Level	Assessments	Teacher	1st Choice	2nd Choice	3rd Choice
8.	Kapa Haka: Training to prepare for performance at actual events.	\$60	3	US 22756 10 credits	JML			
9.	Duke of Edinburgh- Event Management attached: Learn to be a leader and to apply risk management strategies; manage an outdoor activity and be a good team player.	\$15 + travel	2-3	US 1299 US 3503 US 9677 US 9705 10 credits	EPD			
11.	Performing Arts- Technology: Sound engineering, stage lighting, and set construction	Nil	1	US-26687 4 cr US-26686 4 cr US-26690 3 cr	ASM			
12.	School Band: Musical performance in a group or solo performance. Students must audition to enter this option.	Nil	1 2 2/3	AS 91091 4 cr AS 91271 4 cr AS91418 4 cr	RLO			
13.	Art History: Study of artworks and the links between historical art and today's art.	\$11	1	AS 91016 4 credits	DDE			
14.	Drama Creation: Put together a performance for our community.	Nil	1 2 3	AS-90997 5cr AS- 9121 5cr AS -91513 5cr	MWN			
15.	Stage Challenge: Devise, rehearse and perform a show in the national challenge.	\$40	1 2 3	Choice- AS90002 6 cr AS91208 4 cr AS91520 5 cr	MWN			
16.	Carry Out Core Cleaning Tasks: commercial cleaning tasks, carried out on site to gain credits.	\$30	1 2	US 28352	CSN			
	Other: (something you would like us to consider):							

LEVEL 2 English is compulsory.

NAME _____ Form _____

Pick one course from each line; If there is a subject you would like in a line, then write it in. We cannot create new subjects.

Students without adequate progress from level 1 will need to reselect from level 1 for 2017. Most level 2 study requires a level of success at level 1 before starting. We will juggle student choices to fit normal combinations of subjects. We have limits on the size of classes; we cannot run large or undersized classes. Only 4 or 5 level 2 classes can run in each line. We cannot fit every combination of subjects students may nominate. Academic Counselling and year 13 course options need to be considered before these choices will be entered as options for 2017.

Once students have made choices and deans have considered them we will decide which courses can run in which lines. Some change may be needed.

Deans will confirm finalised choices.

LEVEL 2	A	B	C	D	E
Compulsory English Probably 4 classes	English	English	English	English	English
	Mathematics Art Physical Ed Elite Sports	Chemistry Art History Health Maori	Mathematics Geography Music Physical Ed	Mathematics Biology Music Health	Physics History Music Maori Elite Sports
Choosing multiple technology subjects has restrictions	Digital Technology Maori Performing Art Performing Art	Digital Technology Performing Art Maori Performing Art	Digital Technology Textile Technology Wood Technology	Metal Technology Maori Performing Art	Digital Technology Metal Technology Wood Technology
May involve work experience	Forestry	Industry Studies	Industry Studies Forestry	Industry Studies	
Alternative and choice not wanted					

SCHOOL HEALTH INFORMATION

Student's Name

In order to maintain our records and help us care for your child in an illness/emergency situation, could you please answer the following questions. For the safety of your child, parts of this information may need to be shared with other school staff.

1) DOCTOR'S NAME

2) Phone Number

3) MEDICAL CONDITIONS

Has your child ever had any of the following?

Details

Asthma	yes/no
Diabetes	yes/no
Epilepsy	yes/no
Rheumatic Fever	yes/no
Hepatitis/HIV	yes/no
Migraines/Headaches	yes/no
Heart Conditions	yes/no
Recurring abdominal pain	yes/no
Back/Neck problems	yes/no
Ear infections	yes/no
Eye problems	yes/no
Other illness/operations	yes/no
Bleeding disorder	yes/no
Other	yes/no

4) ALLERGIC REACTION

Details

Nil	yes/no
Bee/wasp stings	yes/no
Medication	yes/no
Food	yes/no
Other	yes/no

5) MEDICATIONS

Please give details of any regular medication your child is on.

Medication What for?
Dose How often?

I give permission for the Nurse to give my child paracetamol if she considers it appropriate YES/NO

Please send labelled medication to the school nurse if it is required for regular use or for emergencies such as antihistamines for bee stings

Please send a copy of your child’s asthma plan if they are on one.

6) OTHER RELEVANT INFORMATION

Any other information that would help us to meet your child’s health needs at this school:

.....
.....
.....
.....

7) HEALTH CHECK

- I give permission for the Nurse (Rural Beat or Public Health Nurse) to give my child a health check – this will include measuring height and weights, checking hearing, vision and blood pressure, plus a discussion on nutrition, exercise, physical, emotional, sexual health and hygiene.
(Parents will be notified if necessary and are welcome to contact the nurse with any queries)

YES/NO (Circle your answer)

PARENT / GUARDIAN SIGNATURE

DATE

Thank you for taking the time to fill in this form

Computer Use

STUDENT CONTRACT

I understand and will abide by the provisions and conditions of this contract and realize that the network and internet/email access is designed for educational purposes only.

I understand that any violation of the above provisions may result in disciplinary action, the revoking of my use and/or appropriate legal action, if needed.

I will not use the school network for any purposes other than that instructed by my teacher.

I also agree to report any misuse of computers, network, internet or email to the teacher, IT Co-Ordinator (Ms Russell) or Principal (Mr Paitai)

Signature: _____ Date: _____

PARENT/GUARDIAN

I have read this contract and understand that computer network, internet and email access is designed for educational purposes only. I also understand that it is impossible for Bay of Islands College to block access to all controversial materials and have discussed appropriate uses and expected behaviour with my child.

I also agree to report any misuse (as described in the preceding pages) of the school network or internet/email to the teacher, system administrators or principal.

I understand that should my child not follow the rules and guidelines of using the school network, internet or email, that they may be denied access and/or disciplinary action may be taken.

I give permission for my child to have access to the computer networks at Bay of Islands College.

Signature: _____ Date: _____

Enrolment – General

Name of student.....Date.....

What do you like about school e.g. subjects / events / cultural / sport / what are you good at?

.....
.....
.....

What are your personal strengths? e.g. reliability, responsibility, honesty, hard working.

.....
.....
.....

What do you hope to achieve at College? Do you have any concerns we can assist you with?

.....
.....

Parents / Caregivers: queries to be sent information on:

.....
.....

Parents / Caregivers details

Name.....

Address.....

.....

Phone / Cellphone.....

Interviewer.....

GATEWAY

Gateway

- is **work based training and assessment in the workplace** with an **average of 20 credits** being worked towards your NCEA qualifications.
- is designed to **strengthen the pathway** for students to progress from school to workplace learning
- provides students with **structured workplace learning** across a range of industries and businesses around New Zealand, while they continue to study at school
- delivers **hands on, practical learning** that leads to **nationally recognised qualifications**
- builds students' **workplace experience**, helping them move smoothly from school to work.

A **Learning Plan** is agreed to by yourself, the employer and the School outlining the assessment and work based training requirements.

Gateway compliments what you are learning in the classroom. Therefore practical components of Unit & Achievement Standards delivered in the classroom are put into practice in the workplace. Evidence is gathered by Gateway, Teaching Staff and your employer for assessment purposes.

If your choice of placement is more Industry specific; e.g. Childcare, Aged Care, Hairdressing, Tourism, Aviation, Farming, Electrical, Building & Construction; just to name a few; assessment packages or short courses such as Customer Service Skills Course or First Aid Course are purchased from Industry Training Organisations or other Private providers for your Learning Plan for you to work through.

All costs involved with Gateway are covered by the school including, transport, learning resources, assessment costs, work gears including wet weather gear, boots, safety equipment, tools required etc.

Generally a Gateway placement is 6 days in the workplace. This can be completed over 6 week period or longer as deemed necessary by the Gateway Team and the employer. School holidays, after school or weekends are also an excellent time for you to do your work base training as this minimises your time out of the classroom.

If you have a part time job already we may be able to include this into the Gateway programme. i.e working in a Café would be an excellent opportunity for you to gain credits by completing the Customer Service Skills Course or even a Barista Course if there is enough interest.

Students undertaking workplace learning programmes can gain the following experiences:-

- Test future career and employment options aligning with the six Vocational Pathways:-
 - Construction & Infrastructure
 - Manufacturing & Technology
 - Primary Industries
 - Services Industries
 - Social & Community Services &
 - Creative Industries
- Increase self-confidence & enhance communication skills through learning in an adult environment
- Learn things in the workplace that are useful for school studies
- Better understand the relevance of school based learning
- Increase motivation and interest in learning
- Improves the efficiency, effectiveness & pleasure of learning by providing opportunities for contextual and applied learning
- Allows young people and employers to get to know one another. This can help make young peoples job search and employers recruitment more efficient.

This Gateway initiative places students in work base training programmes, where they are given instructions and are assessed on their learning. We see this as an exciting prospect for students returning to school being involved in a wide variety of industries including, Horticulture, Agriculture, Hospitality, Tourism, Carpentry, Automotive Engineering just to name a few.

When considering options at Bay of Islands College, Gateway should be seen as a genuine and very positive possibility open to you. Gateway will be helping make the transition from school to work and from youth to adulthood.

GATEWAY PERSONNEL: Shirley Reti Manager/Co-Ordinator
Paul Cochrane Employment & Student Liaison

any enquiries please contact us at the College
09 4041055, fax **09 4041048**, email **sre@boic.school.nz**

GATEWAY - STUDENT APPLICATION FORM

NAME:	Date of Birth:	Age:
PHYSICAL ADDRESS:	Female / Male	Yr 11 Yr 12 Yr 13
SUBJECTS I INTEND OR WILL BE TAKING IN 2013 ARE AS FOLLOWS:-		
1.	2.	
3.	4.	
5.	6.	
I would like to complete a Gateway Placement in the following:-		
1.		
2.		
Skills I can use in this placement:		
Previous Work Base Training / Employment: (Type and work interests):		
Interests & Hobbies:		

BAY OF ISLANDS COLLEGE
PROCEDURE

Use of electronic devices by students

Issued: 2015

DEFINITION:

Electronic devices include all types of: cell phones, tablets, ipods, notebooks, netbooks, laptops or similar devices. Scientific calculators are not included.

1.0 OBJECTIVES

- 1.1 This policy is intended to set out procedures for all teachers and students to follow and expectations regarding the use of electronic devices at school, as well as consequences for misuse.
- 1.2 Electronic devices have the potential to cause disruption in the classroom, by interruption of the lesson and by promoting off-task behaviour by individual students.

2.0 PROCEDURE

- 2.1 The school accepts no responsibility for any loss or damage of electronic devices at school unless the device was specifically left with a teacher. The school will work with students to minimise theft. Students may hand their cell phone into the school office for safe keeping during school hours.
- 2.2 In the event that students bring electronic devices to school they must be switched off before entering a class and stored away in a bag or security lockers. Unless specifically instructed by a teacher they may not be used during class time.
- 2.3 Ear/headphones used to listen to music and hanging around the neck even though electronic device is in a pocket, will also be confiscated if seen in class.
- 2.4 During an assessment (i.e. test or examination), electronic devices are not permitted to be in the direct possession of students. Students carrying electronic devices are required to turn them off and leave them in their bags at the front of the room. In the event of a breach of this procedure the student's test or examination result is likely to be nullified.
- 2.5 Images or sound recorded during school time may not be uploaded to the web, unless specifically instructed to do so by a teacher.
- 2.6 Students must not use electronic devices for bullying and or filming inappropriate images.
- 2.7 Defiance and or conflict over handing in an electronic device or ear/headphones will not be accepted.
- 2.8 The teacher may offer the opportunity for the use of the electronic device and ear/headphones for learning purposes.
- 2.9 In the event of a breach of these procedures by a student
 - The device will be confiscated and stored in the school office for seven days from the day of confiscation and a "Strike Out" may also be issued.
 - Other disciplinary action may be actioned depending on the circumstances, or play of events

I agree to abide by this school procedure Signature:

Date: