



**BOTANY DOWNS**  
Secondary College

**Dear Parents/Guardians,**

Thank you for your enquiry regarding enrolment at Botany Downs Secondary College 2012. Please find enclosed a Prospectus (CD-ROM), enrolment application and information on College standards.

<b>To enrol your child please complete the enclosed student enrolment application, and attach photocopies of documents required to verify eligibility to enrol.</b>	<b>Your check list</b>
1. Student Enrolment application.	
2.Evidence of usual place of residence i.e. Sale and Purchase Agreement, Telephone or Electricity Account	
3.New Zealand Citizens - Birth Certificate or Passport or New Zealand	
4.Non New Zealand Citizens - Student Passport & Resident Permit or Student Passport with Student Visa and Parent Passport with Work Permit	
5.. Students who have only lived in New Zealand for less than four years will be required to take an ESOL test.	
6.A copy of your child's latest school report	
<b>An incomplete application form will not be accepted</b>	

Please return or post the completed application addressed to the attention of Mrs Nicola Gillson, Enrolment Officer, BDSC office at 575 Chapel Road, Manukau.

To complete the enrolment process, you and your child will be required to attend an interview. We will contact you to arrange an interview time later in either Term 3 or 4.

If any further information is required regarding application for enrolment, please contact Nicola Gillson our Enrolment Officer on 2732310 EXT 246.

Yours sincerely,

Mike Leach  
**Principal**



**BOTANY DOWNS**  
Secondary College

**NAME:**

**Please circle Year Level below:**

**9**

**10**

**11**

**12**

**13**

# Out of Zone Enrolment Application 2012



[www.bdsc.school.nz](http://www.bdsc.school.nz)

**Office use only:**

Form complete	Address	Permanent Resident	ICT	Living in zone	ESOL Test
Enrolled by:			First day:		
Date:			Check list initiated:		

**Starting Year: 2012****Student Details**

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Male Female (Circle One) Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student's Mobile: \_\_\_\_\_ Present School: \_\_\_\_\_

A. New Zealand Citizen	B. Non New Zealand Citizen
NZ Birth Certificate No. _____ Or NZ Passport No. _____ If not New Zealand Born – Date of entry into New Zealand _____ or New Zealand Citizenship No. _____ Or Passport No. _____	Date of entry to NZ: _____ Student Passport No. _____ Residence Permit No. _____ or Student Visa No. _____ Parents Passport No. _____ Parents Visa No. _____ Or Refugee status Yes or No

**Cultural Identity (Please circle appropriate Identity)**

NZ European/Pakeha	Niue	Polish
NZ Maori (Iwi Affiliation _____)	Indian	Samoan
British/Irish	South Slav	African
Chinese	Other Asian	Sri Lankan
Cook Island	Other European	Taiwanese
Dutch	Other Groups	Tokelauan
Fijian	Other Pacific Island	Tongan
Filipino	Other South East Asian	Vietnamese
Greek		
First Language _____ i.e. (English, Cantonese etc)		

**Primary Caregivers** ( the person Legally responsible for the student, living at the same address as the student)

Surname: \_\_\_\_\_

Surname \_\_\_\_\_

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Workplace: \_\_\_\_\_

Workplace: \_\_\_\_\_

Contact Details:

Contact Details:

1) Home: \_\_\_\_\_

1) Home: \_\_\_\_\_

2) Business: \_\_\_\_\_

2) Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Caregivers** (Parents/other adults that have responsibility for the student but do not live at the same address)

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship to student: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Contact Details:

Contact Details:

1) Home: \_\_\_\_\_

1) Home: \_\_\_\_\_

2) Mobile Number: \_\_\_\_\_

2) Mobile: \_\_\_\_\_

**Are there any specific custody orders that the school should be made aware of?    Yes    No**

**if yes please provide the details:** \_\_\_\_\_

\_\_\_\_\_

**Emergency Contact** (This is a contact who can be phoned if the Primary caregivers cannot be reached)

Surname: \_\_\_\_\_

Phone Number ( Work): \_\_\_\_\_

First Name: \_\_\_\_\_

Home No.: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Mobile: \_\_\_\_\_

# MEDICAL INFORMATION

**STUDENTS FULL NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

This is to certify that the Parent/Guardian of this student allow trained staff to administer Paracetamol:

**Signed** \_\_\_\_\_  
—

**MOTHER'S NAME:** \_\_\_\_\_

**Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**FATHER'S NAME:** \_\_\_\_\_

**Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**ALTERNATIVE EMERGENCY CONTACT** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This is to authorise the school or emergency personnel to take my child to an emergency facility if the incident is serious or if I cannot be contacted.

**Signed** \_\_\_\_\_

**DOCTOR:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DENTIST:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**DOES YOUR CHILD HAVE ANY MEDICAL CONDITION, MEDICAL HISTORY OR REGULAR MEDICATION?**

NO/ YES SPECIFY: \_\_\_\_\_

**Does your child have ANY KNOWN ALLERGIES?**

NO/YES SPECIFY: \_\_\_\_\_

**Does your child wear visual/ hearing aids? If yes, please list reason**

NO/YES SPECIFY \_\_\_\_\_

**Please circle immunisations give to date:**

**TB/ HEP B/ TETANUS/MEASLES, MUMPS & RUBELLA/ MENINGICCOCAL B**

- Please ensure you sign the document in the places required
- **MEDICAL INFORMATION AND CONTACT DETAILS MUST BE KEPT UP TO DATE**

## Background Information About The Student

Do you have another child at the school?

We have a whanau based school: please tick yes or no if you wish your siblings to be in the same whanau as their brothers/sisters. (Please Circle) **Yes** **No**

**Name of Sibling:** \_\_\_\_\_

**Name of Whanau:** \_\_\_\_\_

### Special Circumstances

Are there any special circumstances we need to know about that could affect his/her participation at school, for example, Learning difficulties, referral to educational psychologist or RTLB, relevant family circumstances?

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**Hobbies and leisure activities** \_\_\_\_\_

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**Community involvement** \_\_\_\_\_

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**Music, Drama, Dance** (Please indicate any performing arts that you participate in.)

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**Sports** (What do you play and what would you like to participate in at Botany Downs Secondary College?)

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**Achievement/Awards** ( Please list awards or certificates and other responsibilities that your child has achieved)

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## Botany Downs Secondary College Cybersafety Agreement Form:

### To the student and Parent/legal guardian/caregiver.

- Read this page carefully to check that you understand your responsibilities under this agreement
- Sign the form at the appropriate section
- Keep the yellow document inserted into the enrolment pack for your reference.

### We understand that Botany Downs Secondary College will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes restricting access to inappropriate, harmful or illegal material on the internet, or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in the use agreement.
- Keep a copy of this signed use agreement on file.
- Respond appropriately to any breaches of this agreement.
- Provide members of the school community with cybersafety education designed to complement and support this agreement.
- Welcome enquiries from students or parents about cybersafety issues.

### Section to be read and signed by the student

- I will follow the cybersafety rules whenever I use BDSC or privately-owned ICT on the College site or at any school related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the College community.
- I will take proper care of the College ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the costs of repairs or replacement.
- I will ask (a teacher) if I am not sure about anything regarding this agreement.

I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I do not follow this use agreement there may be serious consequences.

Name of student: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Section to be read and signed by the Parent/Caregiver

- I will read the use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the Colleges responsibility to maintain a cybersafe environment.
- I will ensure the agreement is signed by my child and by me.
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement that I would like to discuss.

I have read the use agreement and I am aware of BDSC's initiatives to maintain cybersafe learning, including my child's responsibilities.

Name of Parent:- \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school.**

## Declaration of Usual Place of Residence

For the purpose of enrolment the home address given on this form **MUST** be the student's usual place of residence when the school is open for instruction.

The Ministry of Education has advised that parents should also be informed of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in zone living arrangement which they intend to be only temporary e.g.

- Renting or residing in-zone on a short term basis (any rental agreement must be for a minimum of one year).
- Arranging temporary board in-zone with a relative or friend.
- Using the in-zone address of a relative or friend as an "address of convenience" with no intention to live there on an on-going basis.

**If the Board of Trustees has reasonable grounds for believing that the given in zone address will not be genuine, on-going living arrangement, the Board may decline the application for enrolment.**

After attendance has begun, if the College learns that the student no longer resides at the in-zone address, which was given at the time of application and we have reasonable grounds to believe that the in-zone address has been used for the purpose of unfairly gaining priority of enrolment, then the board may annul the enrolment. This course of action is under section 110A of the education Act 1989.

**If the student moves out of zone, then application must be made in WRITING to THE BOARD OF TRUSTEES for permission for the student to remain in Botany Downs Secondary College.**

Please list below your child's schools attended and places of residence in the last three years.

		School Attended
2009 Address		
2010 Address		
2011 Address		

**If your application for enrolment is declined you may appeal the Boards decision to the Ministry of Education. Ph: 6329400 Fax: 6329401**

**I confirm I will advise the school of any subsequent change of address:**

- What is the address that will be the student's usual state of residence when the school opens for instruction?

\_\_\_\_\_

- Is this the student's only residential address?      Yes      No
- If no, please state the students other residential address, and how often does the student reside at this address

\_\_\_\_\_

**For the purpose of the Privacy Act 1993**

**I hereby acknowledge:**

- The information in this enrolment application has been provided voluntarily.
- The Board of Trustees of Botany Downs Secondary College is collecting the information for the purpose of providing a database of information relating to the future education, guidance, monitoring and reporting of students progress and pastoral care. In an emergency, at the discretion of the principal, information from the file could possibly be given to an agency such as the police or doctor.
- The information collected may be used for a variety of statistical and research purposes, but ensuring that no individual can be identified.

**NOT TO BE COMPLETED UNTIL THE ENROLMENT INTERVIEW**

**Student Undertaking**

I request that I be admitted to Botany Downs Secondary College.

I have read the code of conduct, College standards, values and general terms and conditions as set out in the enrolment documentation and parent/guardian handbook and will always abide by these.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Caregiver undertaking**

I hereby undertake with Botany Downs Secondary College Board of Trustees to observe the conditions and expectations as outlined in the enrolment documentation, so far as they affect me and the student enrolled.

**I/We consent /do not consent (please delete one)** to my child's photograph or school work to be used for publicity material (e.g. Prospectus, website) or in displays.

I/We agree to the use (including disclosure) of the above information by the staff of the College for any purpose related to the education and well-being of the student concerned.

I/We declare that the information provided on this enrolment application is true and correct.

Signatures:

Mother/Caregiver \_\_\_\_\_ Father/Caregiver \_\_\_\_\_

# CYBERSAFETY AT BOTANY DOWNS SECONDARY COLLEGE 2012

## SECTION A

### *INTRODUCTION*

The measures to ensure the cybersafety of BDSC outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at BDSC, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, only then will students be able to use the school ICT equipment/devices. This agreement will remain in force as long as the student is enrolled at BDSC. If it becomes necessary to add/amend any information or rule, parents will be advised by the school.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is the student's or owned or leased either partially or wholly by the school, and used on or off the school site.

## SECTION B

### *RULES TO HELP KEEP BOTANY DOWNS STUDENTS CYBERSAFE*

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

- 1.1 I cannot use school ICT equipment until my parent/caregiver and I have read and signed the use agreement form and returned it to school.
- 1.2 I will be given my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
- 1.3 I will not tell anyone else my password.
- 1.4 While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
- 1.5 I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
- 1.6 I understand that the rules in this use agreement also apply to mobile phones and other storage devices. I will only use my mobile phone(s) at the times that I am permitted to during the school day.

**1.7 I understand that I can only use the Internet at school when a teacher gives permission or during allocated times.**

1.8 While at school, I will not:

- a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
- b. Download, save or distribute such material by copying, storing, printing or showing it to other people
- c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

1.9 If I accidentally access inappropriate material, I will:

- a. Not show others
- b. Turn off the screen or minimise the window and
- c. Report the incident to a teacher immediately.

1.10 I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

1.11 I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

1.12 I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes but is not limited to: name, address, email address, phone numbers, and photos.

1.13 I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:

- a. Not intentionally disrupting the smooth running of any school ICT systems
- b. Not attempting to hack or gain unauthorised access to any system
- c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
- d. Reporting any breakages/damage to a staff member.

1.14 I understand that the school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email.

1.15 I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

1.16 I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

1. ICT (Information and Communication Technologies) is an umbrella term for a variety of technologies, including but not limited to software and hardware (primarily those regarded as digital, but also incorporating analogue devices such as television and video players/ recorders). More specifically hardware relates to devices which can be involved in creating, viewing, editing, storing, or broadcasting any kind of data, and any other, similar, technologies as they may come into use. Software includes any data or compiled program including application software, programming software, system software, firmware etc. This also includes the internet, all on-line services such as E-mail, FTP servers, teleconferencing and any data transfers sent through the BDSC intranet.
2. ICT equipment includes BDSC's computer network, internal internet facilities, computers, and other school ICT equipment (as outlined above) whether it be owned in full or in part by the school or leased from a third party, as well as privately owned/leased ICT that are brought onto the school site or to any school related activity, whether for educational purposes or not.
3. "Inappropriate" is defined as: use, material or content that is not appropriate within the school environment, and, is not in keeping with the professional code of ethics for teachers registered to practice in New Zealand, especially those relating to promoting the wellbeing of learners and modelling positive values which are widely accepted in society. This includes all material that is deemed to be, "objectionable" and, "age restricted" as set out in Section 3 of the Films, Videos, and Publications Classification Act 1993 and it's Amendment in 2005.
4. Objectionable material is defined by the Films, Videos and Publications Classification Act 1993 and deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.



## BOTANY DOWNS Secondary College

575 Chapel Road  
Howick  
Auckland  
New Zealand  
Ph: + 649 273 2310  
Fax: +649 273 8551  
[www.bdsc.school.nz](http://www.bdsc.school.nz)

Dear Parents/Guardians

### **Itinerant Music Programme**

The Ministry of Education fund a small number of hours for the tuition of instrumental music. This involves specialist teachers coming to the school to give small group tuition to selected students. The students are timetabled to have their lesson during school hours. This means that they will be out of their normal classes for half an hour and it will be their responsibility to catch up on the class work that they miss during their absence.

At this stage the following tutors have been employed:

Rachel Hand	Flute	Andrew Uren	Clarinet/Saxophone
James Morton	Brass	Michael Franklin-Brown	Drums
Susan Bierre	Violin/Viola	Jim Nana	Guitar
Carol Gilfillan	Singing	Vigdis Relph	Cello/Double Bass

We are very fortunate to have teachers of such a high calibre working at the school.

Students are to supply their own instrument or they can hire them from  
KBB Music Phone 630 2577 email: [info@kbbmusic.co.nz](mailto:info@kbbmusic.co.nz)  
Street Address: 157 Manukau Rd, Epsom

**or**

Tom Kroons Musicworks Phone 534 9040 email: [sales@tomkroonsmusic.co.nz](mailto:sales@tomkroonsmusic.co.nz)  
Street Address: 61 Picton Street, Howick

Please contact these stores for information regarding the conditions of hire.

Places in the itinerant programme are limited. The intention of the programme is to provide an opportunity for students to learn an instrument rather than providing additional lessons to students who already receive tuition in the instrument from either private lessons or other institutions.

Your child will be notified of their lesson day once all details with the Itinerant teachers have been completed. Where possible we will try to rotate your child's lesson so they do not miss the same subject each week. It is the responsibility of your child to check each week for their new lesson time, remember to attend the music lesson and to be prompt. Any absences from a lesson must be excused. It may be possible for a lesson time to be re-scheduled to avoid clashing with assessments or class trips.

By accepting a place in this Itinerant Music class your child is committing themselves to a whole year's tuition and an expectation of regular practice. All students involved in this programme are expected to make themselves available to participate in the co-curricular groups if required.

If you are interested in your child taking advantage of this programme please return the attached form to the school office by Friday 18 November 2011. This will enable the programme to get under way early in the new school year.

If you have any queries regarding the programme, you are welcome to contact me at school.

Yours sincerely

Louise Treneman  
HOD Music



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## Itinerant Music Programme Application for 2012

Student Name: \_\_\_\_\_ Whanau Class: \_\_\_\_\_

Year Level in **2012**:     9     10     11     12     13

Instrument selected: (please circle)

Flute                      French Horn                      Trumpet                      Trombone

Bassoon                      Violin                      Viola                      Cello

Double Bass                      Clarinet                      Saxophone                      Drums

Guitar                      Bass Guitar                      Singing

How long have you learnt this instrument?

Beginner                      1 year                      2 years                      3 years                      Other \_\_\_\_\_

**I understand the conditions of learning, as outlined in the attached letter, and that the commitment is for the full school year.**

**I confirm that my child is not receiving regular lessons in this instrument from any other teacher.**

Signed (Parent/Guardian): \_\_\_\_\_

**I understand the conditions of learning and that the commitment is for the full school year.**

Signed (Student): \_\_\_\_\_