



**BOTANY DOWNS**  
Secondary College



## ENROLMENT INFORMATION 2019

### CONTACT DETAILS – GENERAL OR ENROLMENT ENQUIRIES

Telephone (09) 273 2310  
Email General – [admin@bdsc.school.nz](mailto:admin@bdsc.school.nz)  
Enrolments – [enrolments@bdsc.school.nz](mailto:enrolments@bdsc.school.nz)  
Specific contact details [www.bdsc.school.nz/contact-us](http://www.bdsc.school.nz/contact-us)



Dear Parents and Caregivers

This booklet contains some useful information for families new to our school. A more comprehensive “Parent Guardian Handbook” is available on our school website <http://www.bdsc.school.nz/wp-content/uploads/2018/01/BDSC-Parent-Guardian-Handbook-2018.pdf>

We are proud of our students and are committed to maintaining high standards for our community.

The Botany values of Respect, Integrity, Empathy and Excellence underpin all for which we strive.

Botany Downs Secondary College focuses on high expectations of student commitment to achievement, an emphasis on personal development, care for one another and a desire to form strong partnerships with parents and others in a learning community.

We have a clear sense of direction and certainty about our vision, philosophy, core values and standards. Our conceptual framework draws on a blend of international research among leading schools, wide experience, and well-informed evaluation of trends in education.

Our Whanau system, as the basis of pastoral care, provides exceptional support for individual students. Each Whanau promotes group cohesion and establishes an identity for each student that is related to a physical and social environment.

When our students leave us, we want them to stride into the world of further education and employment, well qualified and skilled, and equipped to handle the challenges of the world in which they will live, learn, serve, and work. We welcome your active participation in making this vision a reality.

We encourage you to contact us if you have any queries. Key contacts include your child’s whanau leader, the senior leadership team, the guidance counsellors, special education needs coordinator and careers advisor.

Go to [www.bdsc.school.nz/contact-us](http://www.bdsc.school.nz/contact-us) for specific contact details.

## Our logo



The BDSC logo represents the concept that the students are viewed as a seed being nurtured by their whānau (teachers, students, family) and the wider community. The upwards direction of the logo represents that as a learning organisation we are progressing upwards, continuously improving. Our logo is consistent with our mission, vision and values statement.

## EVERYWHERE 24/7

## CLASSROOM

## CO-CURRICULAR

### BE RESPECTFUL

*Respect for self, others and the environment*

- Speak politely and use appropriate language (*STEP – Sorry, Thank you, Excuse me, Please*)
- Look after property, your own and others
- Dispose of rubbish in the correct bins
- Be on time
- Be an active listener
- Wear your uniform correctly
- Respect everyone's right to learn
- Use classroom equipment and furniture safely
- Follow class expectations and routines
- Represent the College with pride
- Be a positive role model
- Thank the volunteers that made things happen

### DO YOUR BEST

*Excellence through perseverance and effort*

- Make the most of school opportunities
- Set goals and work hard to achieve them
- Show perseverance
- Try new things
- Come prepared to learn with the correct equipment/gear
- Challenge yourself and learn from your mistakes
- Demonstrate on-task independence
- Act positively on feedback and reflect on your learning
- Ask for help
- Honour team commitments
- Attend all trainings/practices/rehearsals
- Take responsibility for your role in your group

### SHOW INTEGRITY

*Integrity through honesty and fairness*

- Take responsibility for your actions
- Acknowledge success, both of yourself and others
- Be a responsible digital citizen
- Show self-control
- Show care and compassion towards others
- Be mindful of others when moving around in crowded areas
- Build positive relationships
- Accept diversity
- Act safely
- Submit authentic work
- Use your devices for learning activities
- Return all resources and equipment
- Show consideration for others
- Be courteous
- Think before you act/speak
- Be aware and look after the health and safety of others

### CARE FOR OTHERS

*Empathy for others in all that we do*

- Show care and compassion towards others
- Be mindful of others when moving around in crowded areas
- Build positive relationships
- Accept diversity
- Act safely
- Be courteous
- Think before you act/speak
- T = is it true?
- H = is it helpful?
- I = is it inspiring?
- N = is it necessary?
- K = is it kind?
- Accept others as part of a group





## BEHAVIOURAL EXPECTATIONS – OUR WAY

Botany Downs Secondary College is committed to encouraging and acknowledging positive behaviour and responding to other behaviour in a proactive and effective manner, such that behaviour is changed. The foundation of our behavioural expectations is encapsulated in **Our Way**, that links expected behaviours to our four values of Respect, Integrity, Empathy and Excellence. **Our Way** gives guidance about how we should all behave in different settings – everywhere, 24/7 (both on-site and off-site, in the classroom and whilst involved in co-curricular activities). When students are travelling to and from College, or representing the College, all College standards apply. Teachers, and other leaders are expected to explicitly teach, remind and encourage and acknowledge these positive behaviours. Acknowledgements may include positive recognitions (merits), certificates, praise emails or postcards, and other ways to show students we value upholding **Our Way**.

### Unacceptable Conduct

Botany Downs Secondary College sets high standards and expectations for students in the quality of behaviour expected. These standards will be met through personal responsibility and positive encouragement by staff and the support of caregivers.

The following are behaviours that contravene Our Way and are therefore unwanted:

- Disrespect for others, self or property
- Defiance / Disobedience / Non-compliance
- Disruption of learning of oneself or others
- Inappropriate physical contact
- Inappropriate language: Rude or abusive language or gestures to other students/staff/members of the public\*
- Incorrect uniform or grooming standards
  - No Kirpan may be worn while a student is in College uniform, at the College or at any college event. *A miniature symbolic Kirpan on a neck chain may be worn provided it is not visible.*
- Not having the correct material/equipment for learning/activities
- Being late to class (or to school)
- Dishonesty, lying, concealing or failing to tell the whole truth, including forgery
- Truancy/being out of bound
- Damaging (vandalism) or stealing property (theft)\*
- Being aggressive or confrontational
- Physical, verbal violence/assault\*
- Possession or use of items that have the potential to cause harm or damage or cause offence – including tobacco, alcohol, weapons\*, lighters, offensive images, harmful/banned drugs or substances\*, or replicas or substitutes for any such items or substances (that may be misconstrued as being harmful), e.g. replica weapons, vaping cigarettes, etc.

**\* NOTE: These behaviours also contravene NZ Law and will be treated as serious misconduct.**

**Note: The BDSC Board of Trustees has zero tolerance for students who possess and/or use drugs.**

The following list is not exhaustive and judgements by the Principal and Board of Trustees may augment this list.





## The Straight Line Discipline Process

The BDSC Code of Conduct provides guidelines for acceptable behaviour at our College, and are agreed to upon enrolment at the College.

The Straight-Line Discipline process outlines procedures and consequences related to misconduct.

The Straight Line Discipline Process has been developed to ensure acceptable standards of conduct are maintained so that the best possible learning takes place for everyone.

The process means that students know clearly what the consequences of misconduct will be, how it is dealt with and that any continued disruption could lead to disciplinary action.

**For example** (illustrative purposes only)

Disruption of classroom learning



Teacher responds appropriately, documents the incident(s) and informs Whanau Leader, Head of Learning Area and Tutor Teacher



*Repeated behaviours:*  
Teacher / Head of Learning / Tutor Teacher conferences with student / informs parents



*Repeated behaviours:*  
Whanau Leader or Head of Learning Area informs parents; meeting of Student / Parent / Tutor Teacher / Counsellor as appropriate



*Continued unacceptable behaviour:*  
Whanau Leader refers to Counsellor and/or Senior Leadership Team

**NOTE:** At any stage, disciplinary action may be taken i.e. Whanau, College Detentions or other impositions, at the discretion of the College.

More serious misbehaviours will normally be escalated more quickly to the whanau leader and/ member of the Senior Leadership Team.

Whanau Leaders, Guidance staff and the Senior Leadership Team are always available for consultation regarding student behaviour and discipline.

### Serious misconduct

For continued disobedience or serious misconduct, students may be stood-down or suspended.

### Stand downs and suspensions from College

A student involved in continued misbehaviour or unacceptable / serious behaviour that is a dangerous or harmful example, or could cause harm to themselves or others, may be stood down or suspended by the principal (or person with delegated authority). (Section 14(1) / 14(2) of the Education Act 1989).

1. A Stand-down is the formal removal of a student from school for a specified period, not exceeding 5 school days in any one term and 10 days in total that year.
2. A Suspension: should a student either exhaust their 5 days in one Term or 10 days of stand-down in a year and/or engage in serious misbehaviour, the student may be suspended from College. A suspension is also the formal removal of a student from school until the board of trustees decides the outcome at a suspension hearing that must be held within 7 school days.

The Board of Trustees Disciplinary Committee considers the gravity of the misconduct and has the ability to reinstate, reinstate with conditions, extend the suspension conditionally or exclude the student (if under 16 years), or expel the student (if over 16 years of age).

Students who are suspended or stood-down may be required to attend College for guidance and counselling or to access the individual educational programme being provided during the period of stand-down or suspension.

**The BDSC Board of Trustees has zero tolerance for students who possess and/or use drugs.**





## UNIFORM AND GROOMING STANDARDS

Every student will wear correct uniform. This applies to students who are:

- Attending College
- Travelling to or from College
- Attending school functions
- Representing the College
- Identifiable as Botany Downs Secondary College students in a public place.

College uniform items, such as trousers, skirts and blouses *must not be modified beyond adjusting the length* and must continue to meet College regulations regarding length.

Tapering trousers and narrowing blouses and skirts is not permitted. Modified items will need to be replaced.

The College is judged in public by the uniform standards shown by students. We value the support of parents to ensure the standards are adhered to as agreed upon enrolment.

Incorrect uniform or a combination of College uniform, the sports uniform or mufti is unacceptable. Students not in correct uniform are required to have a note from home explaining the reason for their discrepancy and the note is to be handed to the Whanau Leader for approval at the start of the day concerned. The Whanau Leader, if appropriate, will issue the student with a temporary Uniform Pass.

**Summer** uniform is worn **Terms 1 and 4** and **winter** uniform is worn **Terms 2 and 3**.

Please ensure all items are labelled clearly with a name inside the garment.

### **Uniform or grooming exemptions for cultural or other reasons:**

*Exemptions from the uniform or grooming standards may be sought where its literal application could unduly infringe upon a student's religious, cultural or other beliefs. Requests for exemptions from the general standards must be made in writing to the Principal and must state both the exemption sought and the belief which could be compromised if the exemption were not granted. The granting of any exemptions to the general standards shall be at the sole discretion of the Principal.*





## Junior Uniform Standards (Years 9 to 11)

*All uniform items must be the regulation BDSC items or otherwise as described below.*

JUNIOR GIRLS UNIFORM	JUNIOR BOYS UNIFORM
<p><b>Skirt:</b></p> <ul style="list-style-type: none"> <li>Navy blue merino wool, mid-calf length skirt with side pleats (with College emblem)</li> </ul>	<p><b>Shorts:</b></p> <ul style="list-style-type: none"> <li>Navy blue, lined shorts, single pleat (College emblem on back pocket) Shorts are to be worn <u>above</u> the knee and in a neat and tidy fashion.</li> <li><b>Long Trousers:</b> <u>Optional</u> for Year 11 Boys</li> </ul>
<p><b>Blouse:</b></p> <ul style="list-style-type: none"> <li>Striped tailored, short sleeved blouse with College emblem. This blouse is designed to be worn out over the waistband of the skirt. <i>Any garment worn under the blouse must be white or not visible.</i></li> </ul>	<p><b>Shirt:</b></p> <ul style="list-style-type: none"> <li>Striped tailored short sleeved shirt with College emblem. To be worn <u>tucked in</u> at all times and with the top button undone. <i>Any garment worn under the shirt must be white or not visible.</i></li> </ul>
<p><b>Jersey:</b> Burgundy, V-neck long line jersey with College emblem.</p>	
<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>Plain black leather shoe with a heel/sole no higher than 4 cm. i.e. black leather lace up college shoe <b>or</b> shoe of an approved style only. Footwear is to be kept clean and polished.</li> <li><b>No</b> decorations (e.g. ribbons, bows, diamantes, non-functional buckles). <b>No</b> ballet flats or boat shoes permitted. <ul style="list-style-type: none"> <li><i>Examples of approved styles are shown overleaf.</i></li> </ul> </li> <li><u>Not permitted:</u> high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.</li> <li><b>Summer:</b> Regulation College French navy blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up.</li> <li><b>Winter:</b> Regulation College French navy blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up, <b>or</b> plain French navy blue tights may be worn.</li> <li><b>Summer (optional):</b> Black leather sandal, with heel/sole no higher than 4 cm and a heel strap, e.g. Roman Sandal</li> </ul>	<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>Black leather lace up college shoes, with a heel/sole no higher than 4 cm. No decorations or boat shoes. The shoes must be able to be polished and are to be kept clean and polished. <ul style="list-style-type: none"> <li><i>Examples of approved styles are shown overleaf.</i></li> </ul> </li> <li><u>Not permitted:</u> high-heel or platform shoes, patent leather, canvas, suede leather, backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.</li> <li>Regulation College Navy blue <u>knee-high</u> socks (with broad burgundy stripe), to be worn pulled up.</li> <li><b>Summer (optional):</b> Black leather sandal, with heel/sole no higher than 4 cm and a single ankle strap, e.g. Roman Sandal.</li> </ul>
<p><b>Unisex Physical Education Uniform</b> <i>Required for all classes in the Health &amp; Physical Education Learning Area.</i></p> <ul style="list-style-type: none"> <li>Regulation PE shorts (with College emblem).</li> <li>Regulation PE sports shirt (in the correct whanau colour).</li> <li>Sports shoes are strongly recommended for Health &amp; Physical Education classes.</li> </ul>	
<p><b>College Jacket and Scarf (optional)</b></p> <ul style="list-style-type: none"> <li>Navy blue nylon jacket with a water-resistant coating and College emblem.</li> <li>The regulation jacket is the only jacket permitted to be worn with the College uniform.</li> <li>The College scarf may only be worn in the winter terms (Terms 2 and 3), and not in the classroom at all.</li> </ul>	
<p><b>Note:</b> Any garment worn under the blouse/shirt for extra warmth must be white and not visible.</p>	



## Senior Uniform Standards (Years 12 and 13)

*All uniform items must be the regulation BDSC items or otherwise as described below.*

SENIOR GIRLS UNIFORM	SENIOR BOYS UNIFORM
<p><b>Summer (Terms 1 and 4):</b></p> <ul style="list-style-type: none"> <li>Navy blue merino wool, mid-calf length skirt with side pleats (with College emblem)</li> <li>Sky blue twill striped short-sleeved blouse. This blouse is designed to be worn out over the waistband of the skirt. <i>Any garment worn under the blouse must be white or not visible.</i></li> </ul>	<p><b>Summer (Terms 1 and 4):</b></p> <ul style="list-style-type: none"> <li>Navy blue regulation long trousers OR navy blue regulation shorts (College emblem on back pocket)</li> <li>Sky blue striped short-sleeved College shirt, worn <b>tucked in</b> and with the top button undone (unless wearing a tie)</li> <li>Black leather or leather-look (not canvas) belt with standard buckle <b>must</b> be worn with the trousers.</li> </ul>
<p><b>Winter (Terms 2 and 3):</b></p> <ul style="list-style-type: none"> <li>Navy blue merino wool, mid-calf length skirt with side pleats (with College emblem)</li> <li>Sky blue twill striped short sleeved blouse or optional long-sleeved blouse. This blouse is designed to be worn out over the waistband of the skirt. <i>Any garment worn under the blouse must be white or not visible.</i></li> <li>College tie (optional) - with emblem</li> </ul>	<p><b>Winter (Terms 2 and 3):</b></p> <ul style="list-style-type: none"> <li>Navy blue regulation long trousers (College emblem on back pocket).</li> <li>Sky blue striped short sleeved shirt <u>or</u> optional long sleeved shirt worn <u>with</u> a BDSC tie. Shirts are worn <b>tucked in</b>. Long sleeves are <b>not</b> to be rolled up.</li> <li><b>College tie</b> (with emblem)</li> <li>Black leather or leather-look (not canvas) belt with plain buckle <b>must</b> be worn with the trousers</li> </ul>
<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li><b>No</b> decorations (e.g. ribbons, bows, diamantes, non-functional buckles). <b>No</b> ballet flats or boat or platform shoes permitted. Footwear is to be kept clean and polished - <i>Examples of approved styles are shown overleaf.</i></li> <li><b>Summer:</b> Regulation College French navy blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up</li> <li><b>Winter:</b> Regulation College French navy blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up, <b>or</b> plain French navy blue tights may be worn</li> <li><b>Summer (optional):</b> Black leather sandal, with heel/sole no higher than 4 cm and an ankle strap, e.g. Roman Sandal</li> <li><u>Not permitted:</u> high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Nike, Chuck Taylors or Vans.</li> </ul>	<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>Plain black leather shoe with a heel/sole no higher than 4 cm. i.e. black leather lace up college or dress shoe; black dress slip-on shoe may only be worn with long trousers. No decorations or boat shoes permitted. The shoes must be able to be polished, and are to be kept clean and polished - <i>Examples of approved styles are shown overleaf.</i></li> <li>Navy blue regulation College socks, worn to the knee at all times, with the shorts or long trousers; OR plain navy blue (short) business socks (either with BDSC emblem or not) may be worn with long trousers</li> <li><b>Summer (optional):</b> Black leather sandal, with heel/sole no higher than 4 cm and an ankle strap, e.g. Roman Sandal</li> <li><u>Not permitted:</u> high-heel or platform shoes, patent leather, canvas, suede leather, backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Nike, Chuck Taylors or Vans.</li> </ul>
<p><b>Unisex Physical Education Uniform</b> <i>Required for all classes in the Health &amp; Physical Education Learning Area.</i></p> <ul style="list-style-type: none"> <li>Regulation PE shorts (with College emblem).</li> <li>Regulation PE sports shirt (in the correct whanau colour).</li> <li>Sports shoes are strongly recommended for Health &amp; Physical Education classes.</li> </ul>	
<p><b>Jersey:</b> Burgundy, V-neck long line jersey with College emblem.</p>	
<p><b>Sleeveless Pullover:</b> An optional variation on the jersey is the sleeveless vest which may be worn by senior boys or girls.</p>	
<p><b>Blazer (Optional) and Tie:</b> Must be worn for formal occasions and when representing the college. The blazer may be hired from the college.</p>	
<p><b>College Jacket and Scarf</b></p> <ul style="list-style-type: none"> <li>Navy blue nylon jacket with a water-resistant coating and College emblem.</li> <li>The regulation jacket is the only jacket permitted to be worn with the College uniform.</li> <li>The College scarf may only be worn in the winter terms (Terms 2 and 3), and not in the classroom at all.</li> </ul>	



## Girls Shoes – Approved Styles

- Plain black leather shoe with a heel/sole no higher than 4 cm. i.e. black leather lace up college shoe **or** shoe of an approved style only.

The following types of black shoes are examples of approved styles.



Infinity  
from Hannahs



Eva School Shoes  
available from Number One Shoes



Pulp Sqwormish  
available from Hannahs



Pulp Brazilian  
available from Hannahs



Ladi School Shoes  
available from Number One Shoes



Sabrina  
available from Number One Shoes

- Not permitted: *high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.*



## Boys Shoes – Approved Styles

- Years 9-10: Black leather lace-up college shoes, with a heel/sole no higher than 4cm. No decorations or boat shoes. The shoes must be able to be polished and are to be kept clean and polished.
- Years 11-13: Plain black leather lace-up college or dress shoes, with a heel/sole no higher than 4cm. Black dress slip-on shoes may only be worn with long trousers. No decorations or boat shoes permitted. The shoes must be able to be polished and are to be kept clean and polished.

The following types of black shoes are examples of approved styles.



Daytona

available from Hannahs



History

available from Hannahs



Lecture School Shoes

available from Number One Shoes



Detention school shoes

available from Number One Shoes



Uncut Miles 2 Dress Shoes

available from Number One Shoes



Rufus

available from Hannahs

- Not permitted: *high-heel or platform shoes, patent leather, canvas, suede leather, backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.*



## **Personal Appearance Standards (Years 9 to 13)**

### **Hair**

Students must wear their hair tidy and styled in a *conventional way*. This means:

- Hair must be clean and clear of the face and eyes.
- No unnatural colours, extreme colouring, or streaks and patches of colour.
- No spikes, skin-heads, Mohawks, or areas with greatly varying lengths.
- No signs, letters, or symbols cut into the hair (or eyebrows).
- Any plaits or braids must adhere to the guidelines regarding colour and must not have beads or other adornments.
- In the case of clipped hair, a No. 2 or above is acceptable.

*Any issues about whether a hairstyle is compliant with these standards will be determined by the Principal, having regard to what would be generally be considered presentable for a person representing an organisation in public.*

- If the hair is below the shoulder line, it must be tied up using plain black or navy blue bands, ribbons or clips. Headbands are not permitted.
- Male students' hair must be clear of the bottom of the collar.
- Male students must be clean shaven at all times.

### **Body Adornment**

- Students may not wear makeup of any kind. If nail polish is worn, it must be colourless.
- Female students are permitted to wear a pair of small, plain studs - one plain stud in the lower part of each earlobe. A plain small stud is metallic (gold/silver colour) or small jewel/diamante style coloured, less than 5 mm in diameter. No loops or dangling earrings are permitted.
- Male students are not permitted to wear earrings.
- No other visible body piercing (including tongue studs) is allowed.
- Tattoos must be covered.
- A wrist watch may be worn.
- Necklaces or cultural insignia, if worn, must not be visible. This includes, for example, pounamu, Kirpan symbolic necklace, etc.
- No other jewellery is permitted.

### **Uniform or grooming exemptions for cultural or other reasons**

*Exemptions from the uniform or grooming standards may be sought where its literal application could unduly infringe upon a student's religious, cultural or other beliefs. Requests for exemptions from the general standards must be made in writing to the Principal and must state both the exemption sought and the belief which could be compromised if the exemption were not granted. The granting of any exemptions to the general standards shall be at the sole discretion of the Principal.*

## **BYOD – Bring Your Own Device**

### **Years 9-13**

Botany Downs Secondary College expects all students to bring their own device (BYOD) to support their learning. Students can access the internet using the wireless network on campus, and access learning materials provided by the College. This includes access to Office 365 and Monitor Web Printing (to print to school printers). While BDSC has extensive provision of computers (desktops and laptop, etc.) and specialist software as required, learning is enhanced when a student has his/her own device, one that can be used anywhere. Having your own device means the student can use the device that he or she prefers and increases the amount of time a device is accessible for learning, both at College and at home.

The most suitable device for learning is a laptop or similar with a keyboard, and reasonable screen size. You may wish to consider a device that allows a stylus or pen to be used, as this enables a blend of typing, writing and drawing. A smartphone is not suitable. More information about specifications are below.

Information Communication Technology (ICT) is used to promote an active and interactive learning environment, allowing students to further develop their 21st century competencies of digital literacy, communication and working collaboratively to problem solve and think creatively. It is important that our students develop their critical thinking skills as well as using technology to complete tasks. The Years 9 to 13 curriculum and learning activities have been adapted so that teachers can rightfully expect students to bring their device every day, just as one would expect stationery or any other materials.

Every student at the College is issued with a unique network username and password(s) which allows him/her to log onto the College's network when onsite. All students have access to a cloud-based service (Office 365) which gives them a personal College Outlook email account, document storage (OneDrive) and the ability to view, edit and create Microsoft Office documents in the cloud and access learning materials/activities provided in SharePoint or using OneNote Classroom Notebooks. Office 365 is a web-based version of Microsoft Office allows for creating and opening/editing Word, Excel, Power Point, OneNote documents and integrates with the full Office suite, if available on the device.

Note: The Office 365 Student Advantage Programme allows BDSC students, free of charge, to install the Microsoft Office suite (Word, Excel, PowerPoint, OneNote, etc.) on up to 15 devices (Windows or Mac versions) – new students will receive information by email about how to install this suite at the beginning of Term 1.

A student's logon identity is used to track the activity of each student on the BDSC network, keeping a record of his or her internet activity, and his or her use of network printers. Consequently, it is a requirement that a student's username and password are confidential as per the ICT Cybersafety Agreement signed at enrolment.

College **requirements** for a device are:

- A laptop (or equivalent hybrid);
- At least 12" (30 cm) screen size;
- Wireless Connectivity using 802.11n (or higher)
- 6-8 hour battery life from one charge (minimum)
- Preferably light and robust
- A protective carrying case
- Operating System
  - Most compatible: Windows 10 or Windows 8.1 – this is the system the College network uses.
  - Other operating systems that have the appropriate wireless connectivity are supported, e.g. Mac OS and Android
- Must support software requirements below
  - Up-to-date Antivirus Software
  - Microsoft Office 2013 / 2016: The ability to install and run the Microsoft Office Suite (free for BDSC students with the Student Advantage).
  - Optional: Selected Adobe Software, if appropriate for courses chosen by the student, e.g. Design courses may require Adobe Photoshop
  - Higher specification machines may be required for Year 10 Digital Technology, Year 10 Digital Art, and Level 1-3 Design or Digital Technology classes, so consider the expected lifetime/usefulness of the device.

Students are encouraged to use their own devices (including phones) as personal organisers, keeping track of homework or assessment requirements, in addition to maintaining a diary.

#### CARE AND MAINTENANCE OF DEVICE

New Era is our network manager. Our on-site technician can help students with internal technical issues (i.e. connectivity, printing, etc.) but the security and care of the device is the responsibility of the student and parents/caregivers. We recommend ensuring personal insurance covers loss or damage to a device whilst at College. Devices that are not being used should be kept locked in a student's locker. If a student's device is damaged or has technical problems that means it cannot be used at College, then we ask parents to notify the College (by note or email to the whanau tutor / leader) and to make repair a matter of priority, to minimise any loss of learning.

Equity: A limited number of personal devices is available for student loan in case of hardship; please contact your child's whanau leader to find out more.

For further information about BYOD please visit Harvey Norman's website: <http://www.harveynorman.co.nz/computers>. New Era has partnered exclusively with Harvey Norman nationwide to ensure availability of superb hardware at a competitive price, and a great retail BYOD experience for students and parents (including technical support). For more information contact Harvey Norman on 0800 464 278.

If you have any queries, please feel free to contact the College.



# CYBERSAFETY AT BOTANY DOWNS SECONDARY COLLEGE 2019

## 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.
  - 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 its 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.*

## 2019 Application for IN ZONE Enrolment

Date received:				
Please circle Year Level for 2019 below:				
9	10	11	12	13

<b>ADMIN USE ONLY</b>		
<b>Enrolled By:</b>	<b>Date Enrolled:</b>	
<b>First Day:</b>	<b>Checked By:</b>	

### General Information

In-zone students are entitled to enrol at the school at any time. Student(s) must reside with Parent(s) or Legal Guardian or Authorised Primary Duty of Care (See Section C) in the Botany Downs Secondary College home zone and must provide evidence of in-zone address. Refer to the checklist at the back of this form for all documents required. All fields must be filled in completely. If not applicable, please write N/A.

### A: Particulars of Student

Male  Female

Legal surname <input style="width: 90%; height: 20px;" type="text"/>	Legal first name <input style="width: 90%; height: 20px;" type="text"/>
2 <sup>nd</sup> name <input style="width: 90%; height: 20px;" type="text"/>	Preferred first name <input style="width: 90%; height: 20px;" type="text"/>
Address <input style="width: 95%; height: 20px;" type="text"/>	
<input style="width: 95%; height: 20px;" type="text"/>	Post code <input style="width: 150px; height: 20px;" type="text"/>
Student email address <input style="width: 90%; height: 20px;" type="text"/>	Home phone <input style="width: 150px; height: 20px;" type="text"/>
Country of birth <input style="width: 90%; height: 20px;" type="text"/>	Date of birth <input style="width: 150px; height: 20px;" type="text"/>
Current school <input style="width: 95%; height: 20px;" type="text"/>	
Previous schools attended in NZ (at any stage) <input style="width: 95%; height: 50px;" type="text"/>	

### New Zealand Citizen

### Non New Zealand Citizen

NZ Birth Certificate number <input style="width: 90%; height: 20px;" type="text"/>	Date of entry into NZ: <input style="width: 90%; height: 20px;" type="text"/>				
<b>OR</b> NZ Passport number <input style="width: 90%; height: 20px;" type="text"/>	Student Passport number <input style="width: 90%; height: 20px;" type="text"/>				
<i>If not New Zealand born:</i>	Residence Permit number <input style="width: 90%; height: 20px;" type="text"/>				
Date of entry into New Zealand: <input style="width: 90%; height: 20px;" type="text"/>	<b>OR</b> Student Visa number: <input style="width: 90%; height: 20px;" type="text"/>				
<b>OR</b> New Zealand Citizenship number <input style="width: 90%; height: 20px;" type="text"/>	Parent Passport number <input style="width: 90%; height: 20px;" type="text"/>				
<b>OR</b> Passport number <input style="width: 90%; height: 20px;" type="text"/>	Parent Visa number <input style="width: 90%; height: 20px;" type="text"/>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">OR Refugee status</td> <td style="width: 50%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> </td> </tr> </table>	OR Refugee status	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table>	YES	NO
OR Refugee status	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table>	YES	NO		
YES	NO				

**Cultural Identity (please tick your cultural identity. If you have two, please place 1 and 2 by each)**

<input type="checkbox"/> Australian	<input type="checkbox"/> Indian	<input type="checkbox"/> NZ Maori – Iwi required*	<input type="checkbox"/> Samoan
<input type="checkbox"/> British/ Irish	<input type="checkbox"/> Japanese	<input type="checkbox"/> Niuean	<input type="checkbox"/> South African
<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Latin American
<input type="checkbox"/> Fijian	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Other European	<input type="checkbox"/> Tongan
<input type="checkbox"/> Fijian Indian	<input type="checkbox"/> NZ European	<input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> Other.....

\*If you selected NZ Maori, please state your Iwi .....

**B: Primary Caregivers**

This is the person legally responsible for the student, living at the same address as the student.

**It is Botany Downs Secondary College's expectation that all students will reside permanently with their natural parent(s) or Legal Guardian for the duration of the student's attendance at Botany Downs Secondary College.**

**Contact with parents and recording of student progress is conducted by email. Please complete the email section clearly.**

Surname	<input type="text"/>	Surname	<input type="text"/>
First name	<input type="text"/>	First name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Home number	<input type="text"/>	Home number	<input type="text"/>
Mobile number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>	Email address	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Employer or work place	<input type="text"/>	Employer or work place	<input type="text"/>
Business number	<input type="text"/>	Business number	<input type="text"/>

**C: Secondary Caregivers**

Parents or other adults that have responsibility for the student, but do not live at the same address

Surname	<input type="text"/>	Surname	<input type="text"/>
First name	<input type="text"/>	First name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Home number	<input type="text"/>	Home number	<input type="text"/>
Mobile number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>	Email address	<input type="text"/>
Home address	<input type="text"/>	Home address	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>

Are there any specific custody orders that the College should be made aware of? Please tick either YES or NO in the box:

Yes  No

If yes, please describe .....

## D: Emergency Contact(s)

An adult living in Auckland that can take responsibility for the student, but **does not live at the same address;**

Surname

Phone number


First Name

Relationship to Student  
(e.g. uncle, family friend  
etc.)


## E: Sibling Information

Please complete if applicable:

Brother(s)/ sister(s) **CURRENTLY** attending Botany Downs Secondary College:

Name  Year  Whanau

Name  Year  Whanau

Brother(s)/ sister(s) who were **FORMER** students at Botany Downs Secondary College:

Name  Year  Whanau

Do you wish your son/ daughter to be in the same Whanau as the sibling?  
(Once Whanau has been allocated, it cannot be changed.)

Yes  No

## F: Background Information/ Interests

Hobbies and leisure activities:

--

Community involvement:

--

Music, drama, dance (please indicate any performing art that your son/ daughter participates in)

--

Sports – what does your son/ daughter play, and what would he/ she like to participate in, at Botany Downs Secondary College?

--

Other personal interests and aspirations

--

Any awards? Please list awards or certificates and other achievements that your son or daughter has received.

--

## G: Language Ability

**\*Please be assured that any information you provide is treated as strictly private and confidential.**

Is English your second language?

Yes  No

What is your first language?

How long have you lived in New Zealand?

## H: Special Circumstances

**\*Please be assured that any information you provide is treated as strictly private and confidential.**

**Does the student have a medical or physical disability, or a learning difficulty that may affect his/ her classroom learning? Examples would be, but are not limited to, Autism, Asperger, Dyslexia, Dyspraxia, Epilepsy?**

My son or daughter has a physical disability

Yes  No

My son or daughter has a learning difficulty

Yes  No

Has your son or daughter been involved with any additional learning programmes at previous schools such as the Leap Centre at Somerville?

Yes  No

Do you have something you would like to discuss with us as a separate issue at the time of Enrolment, with our SENCO?

Yes  No

If yes, please provide an Educational Psychologist, Medical or Occupational Therapy Assessment Report(s) with this application. Please give a brief description of any of the above:

## I: Guidance

**\*Please be assured that any information you provide is treated as strictly private and confidential.**

Has your child received support from Counsellors at his/ her previous school?

Yes  No

**Have any other agencies or services been involved:**

Child Youth and Family/ Oranga Tamariki?

Yes  No

Whirinaki (or other child adolescent mental health service)

Yes  No

Private Practitioner

Yes  No

Other

Yes  No

Or, if you would prefer a confidential discussion with one of our Counsellors, please indicate here:

Yes  No

## J: Medical Details

To assist us in providing the best possible care for your child in any illness or emergency situation, please complete the following questionnaire in as much detail as possible.

While this information is strictly confidential, it may be necessary for the safety of your child and others, to inform relevant staff of medical conditions. This medical form will be filed in the school office. The school realises that family circumstances and a student's health may change during the course of their schooling. It would be very much appreciated if the school is notified as soon as possible by contacting the College on 09 273 2310.

**PLEASE NOTE IF YOU HAVE NOT ADVISED BOTANY DOWNS SECONDARY COLLEGE OF A CONDITION OR ILLNESS FOR WHICH YOUR SON/ DAUGHTER MAY REQUIRE MEDICAL TREATMENT (AND COMPLETED THE RELEVANT CONSENT FORM) AT BOTANY DOWNS SECONDARY COLLEGE, WE MAY NOT BE ABLE TO PROVIDE THE APPROPRIATE MEDICAL SUPPORT OR ASSISTANCE AS MAY BE REQUIRED.**

### FOR ASTHMA SUFFERERS ONLY

Does your child have an ASTHMA ACTION PLAN?

Yes

No

If YES, please hand a copy to the College Nurse. If using preventers, the Asthma Society recommends having an Action Plan which requires updating every 6 to 12 months. See your Doctor or Practice Nurse.

### MEDICATIONS

For those students who have a medical condition and require regular medication, it is advisable to leave a supply of their labelled medication with the College Nurse e.g. Epi-Pen, antihistamines for allergies, medication for migraines, insulin for diabetes or an inhaler for asthma etc. Furthermore, please contact the College Nurse to discuss these requirements, and to obtain a copy of the Parental Consent form which will allow the College Nurse to administer the prescribed medication.

Regular medication(s):

--

### HEARING

Does your child suffer from any hearing loss?	Yes/No	
Is the hearing loss significant enough to affect their learning?	Yes/No	
Does your child wear a hearing aid?	Yes/No	

### EYESIGHT

Does your child suffer from any vision impairment or concerns?	Yes/No	
Is the vision impairment significant enough to affect their learning?	Yes/No	
Does your child wear glasses?	Yes/No	
Does your child wear contact lenses?	Yes/No	



## K. Medical Form

PRINT STUDENT NAME:			HEALTH NOTES	MEDICAL CONDITIONS (Please Tick)
Allowed Panadol	YES	NO	Example: Medication required for sensory loss, factors that may affect the student's behaviour, or any other conditions that the school should be made aware of?	<input type="checkbox"/> ADHD <input type="checkbox"/> Allergies <input type="checkbox"/> Asthma <input type="checkbox"/> Back/ Neck Problems <input type="checkbox"/> Coeliac disease <input type="checkbox"/> Depression <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Glandular Fever <input type="checkbox"/> Gluten intolerance <input type="checkbox"/> Haemophilia <input type="checkbox"/> Headaches/ Migraines <input type="checkbox"/> Heart Condition <input type="checkbox"/> Hepatitis A/ B/ HIV <input type="checkbox"/> Lactose intolerance <input type="checkbox"/> Mild Cerebral Palsy <input type="checkbox"/> Nose Bleeds <input type="checkbox"/> Peanut allergy <input type="checkbox"/> Past Illnesses/ Operations <input type="checkbox"/> Sleep Disorder <input type="checkbox"/> Other (Specify)
Allowed Ibuprofen	YES	NO		
Do you consent to your child seeing the onsite appointed dental service provider e.g. Mighty Mouth?	YES	NO		
FAMILY DOCTOR: NAME				
FAMILY DOCTOR: PHONE NUMBER				
FAMILY DENTIST: NAME				
FAMILY DENTIST: PHONE NUMBER				
<p><b>PERMISSION FOR ADMINISTERING MEDICATION</b>            (e.g. Panadol, Mylanta, topical creams, cough syrup). In some circumstances it is necessary for medication to be given for such things as headaches, period cramps, and colds etc.            I give permission for the college to administer this treatment if necessary.</p> <p><b>IN CASE OF ACCIDENT OR EMERGENCY</b>            In case of an accident or emergency and the school cannot contact you, or if the accident is serious, the College may:</p> <ul style="list-style-type: none"> <li>• Transport of my son/ daughter to an Accident and Emergency Clinic for treatment</li> <li>• Call an ambulance if hospitalisation is required</li> <li>• Administer Epi-Pen, Antihistamine or any prescription medication you have labelled and supplied as the Caregiver/ Guardian for your student (together with the Consent form)</li> <li>• Use our Ventolin Inhaler in an asthma emergency, if own medicine is unavailable</li> <li>• Use our Defibrillator in the event of a student suffering cardiac arrest.</li> </ul> <p>I give permission for Botany Downs Secondary College to make such arrangements as are necessary, including those listed, in the case of an accident or emergency, for the treatment of my son/daughter and agree to meet any costs incurred.</p> <p><b>Parent/ Guardian Permission</b></p> <p>_____ Signature</p> <p>_____ Date</p>			<p><b>REACTIONS</b></p> <input type="checkbox"/> Anaesthetics <input type="checkbox"/> Aspirin <input type="checkbox"/> Asthma <input type="checkbox"/> Bee or Wasp Stings <input type="checkbox"/> Codeine <input type="checkbox"/> Food Allergy <input type="checkbox"/> Hay fever <input type="checkbox"/> Insect Bites <input type="checkbox"/> Penicillin <input type="checkbox"/> Sulfa <input type="checkbox"/> Sunlight <input type="checkbox"/> Other (Specify)	
			<p><b>VACCINATIONS</b></p> <p>Has your child completed their childhood immunisation programme?            (If unsure, please contact your GP or Practice Nurse)</p> <p>Yes or No</p> <input type="checkbox"/> Diphtheria <input type="checkbox"/> Hepatitis <input type="checkbox"/> HIB <input type="checkbox"/> HPV <input type="checkbox"/> Measles <input type="checkbox"/> Meningococcal B <input type="checkbox"/> MeNZBTM <input type="checkbox"/> Mumps <input type="checkbox"/> Pertussis <input type="checkbox"/> Polio <input type="checkbox"/> Rubella <input type="checkbox"/> Tetanus <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Other (Specify)	

In case of a serious accident or emergency, an Ambulance will be called. A parent/ guardian will also be called so please always ensure that the College has your most current contact details.

## L: 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 college is open for instruction. In-zone students must reside in the college zone.

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. For example:

- Renting or residing in-zone on a short-term basis (any rental agreement must be for a minimum of one year)
- Arranging a 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 of living there on an ongoing basis.

**If the Board of Trustees has reasonable grounds for believing that the given in-zone address will not be a 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, an application must be made IN WRITING TO THE BOARD OF TRUSTEES for permission for the student to remain at Botany Downs Secondary College.**

I confirm that I will advise the College of any subsequent change of address

Yes  No

I confirm that this is the student's only residential address

Yes  No

Please state other address if the student resides there too:

Please list below your son/daughter's place of residence and schools attended in the last three years:

	Home address	School attended
2016		
2017		
2018		

## M: 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 a doctor.
- The information collected may be used for a variety of statistical and research purposes, while ensuring that no individual can be identified.

## N: School Donation

The school requests that each student make a school donation. The donation is payable between enrolment in August and the start of the new school year. The donation will help to pay shortfalls in government funding to cover items such as class materials, curriculum-related class trips, computer technology, library books, the school magazine, sports and cultural equipment, or any such purpose as may be approved by the Board of Trustees. The Board will take good care that the money paid by parents will be properly administered and used for the purposes approved by the Board under its statutory authority as determined by the Education Act. Receipts will be issued on payment of donations. The donation is tax deductible.

## O: Student Undertaking

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

I agree to abide by the Botany Downs Secondary College's responsible use CyberSafety Policy Document, outlining the students' rights and responsibilities regarding the use of IT.

I have read the CyberSafety Agreement, "Our Way" – behavioural expectations, and Uniform and Grooming Standards as set out in the enrolment documentation and I will always abide by these.

---

**STUDENT SIGNATURE**

---

**DATE**

## P: Parent/ Guardian/ Student Undertaking:

**I/We agree** to abide by the Botany Downs Secondary College's responsible use CyberSafety Policy Document, outlining the students' rights and responsibilities regarding the use of IT. A copy of this policy is included in the enrolment pack and must be read by students/ caregivers.

**I/We agree** to pay for activities, college trips, sports, subject consumables where appropriate, workbooks and co-curricular activities and events that are identified in the option booklet, or by correspondence at home.

**I/We hereby** undertake with the 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** to my son/daughter's photograph or college work being used for publicity material (e.g. on our prospectus, or 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** and understand that students accepted under the in-zone criteria are expected to remain resident in-zone for the duration of their enrolment. I/we will advise the college of any changes or moves from in-zone to out-of-zone, and I/we will apply to the Board of Trustees for permission to remain at Botany Downs Secondary College.

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

---

**SIGNATURE OF MOTHER / CAREGIVER**

---

**DATE**

---

**SIGNATURE OF FATHER / CAREGIVER**

---

**DATE**

# Checklist

Please confirm that you have read the following documents enclosed in the enrolment pack, and will keep these for your records/ information:

- Our Way – behavioural expectations
- Straight-Line Discipline Process
- Uniform and Grooming Standards
- Itinerant Music
- Bring Your Own Device
- Cybersafety Agreement


I confirm the following information will be provided with the return of my forms:

- Completed Student Enrolment Application form
- **3 items required for Proof of Residence** for the evidence of usual place of residence e.g.  
Tenancy Agreement (showing 12 month fixed term in a council approved rateable dwelling)  
Current Electricity bill showing previous usage, current Spark or Vodafone bill or  
Bank Statement
- For New Zealand Citizens – Birth Certificate or Passport or New Zealand Citizenship Certificate. Please make colour copies of these and hand in with your Enrolment Form
- For Non New Zealand Citizens – Copies of Student’s Passport with Residence Permit or Student Passport with Student Visa and Parent Passport with Work Permit
- A copy of your son/daughter’s latest school report (2018)


**Please note that all incomplete forms will be returned to you for completion.**

Please ensure that all of the above are copied.

**Please return your completed application to:**

Mrs Helen Henry  
Enrolment Officer  
Botany Downs Secondary College  
575 Chapel Road  
East Tamaki  
Auckland 2016

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 during term 3 or term 4.

Students with a non-English speaking background who have lived in New Zealand for less than four years may be required to take an ESOL test.

Any queries, please contact Mrs Helen Henry on 273 2310 ext 246.



**BDSC FAMILY and FRIENDS**  
**Contact and Consent Form 2019**

**Students Name:** \_\_\_\_\_

**Parents Name:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

It would be of great assistance to the group to have an idea of which areas hold an interest or where you may be able to offer some support for the school.

**Co-curricular Activities:**

- Dance / Drama e.g. Supervision, Sewing, Costumes.
- Fundraising e.g. Carwash, Sausage Sizzles.
- Sports e.g. Coaching, Transport.
- Pasifika
- Other

**Please specify below ways in which you can help:**

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We appreciate that people lead very full and busy lives. It would help us to know what your preferred method of contact is when keeping you informed of new developments etc.

- I am happy for BDSC Family and friends to contact me by telephone or e-mail using the contact details provided by the school.
- I prefer BDSC Family and Friends to contact me by e-mail only.

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

***Thank you for taking time to complete this form. You have just taken another step toward making BDSC a great school.***



### **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:

Agnes Harmath-Parkin - Flute	Donald Nicholls – Clarinet/Saxophone
James Morton - Brass	Tala 'Ofamo'oni - Drums
Yid-Ee Goh – 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 377 Manukau Rd, Epsom email: [hires@kbbmusic.co.nz](mailto:hires@kbbmusic.co.nz) Phone: 0800 775 226

Botany Store: Shop 42 Botany Town Centre email: [botany@kbbmusic.co.nz](mailto:botany@kbbmusic.co.nz) Phone: 09 2712642

or

MusicWorks <http://www.musicworks.co.nz/instruments-to-hire/#>

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 **Monday 12 November 2018**. 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



## **Itinerant Music Programme**

### **Application for 2019**

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

Year Level in **2019**:      9                      10                      11                      12                      13

Instrument selected: (please circle)

Flute	French Horn	Trumpet	Trombone	Guitar
Bassoon	Violin	Viola	Cello	Oboe
Double Bass	Clarinet	Saxophone	Singing	Drums

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): \_\_\_\_\_