

# Out of Zone Application Form 2025

All applications must be in by 4pm, Wednesday 4 September 2024



The following priorities for out of zone enrolment apply as directed by the Ministry of Education guidelines. Please indicate which priority you are applying under (tick one only)

- SC Sibling of student currently enrolled at GEIS
- SP Sibling of former student of GEIS
- CP Child of former student of GEIS
- BE Child of an employee of the GEIS Board of Trustees
- OZ All other applicants

*Office use only*

Year Level \_\_\_\_\_

Room \_\_\_\_\_

Enrolment No: \_\_\_\_\_

Date Started: \_\_\_\_\_

## Student Details:

Full Name: \_\_\_\_\_  
(Family Name) (First Name) (Middle Names)

Preferred Name: \_\_\_\_\_ Gender: Male/Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parents Contact Email (one that is regularly checked): \_\_\_\_\_

*A copy of the student's Birth Certificate OR Passport **MUST** be supplied  
 (if not a NZ Citizen—Visa or Residency documentation is required)*

Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School coming from: \_\_\_\_\_

Siblings currently at GEIS: Name \_\_\_\_\_

Siblings previously at GEIS: Name \_\_\_\_\_ Years attended: \_\_\_\_\_

Parents previously at GEIS: *Proof of attendance **MUST** be supplied*

Name \_\_\_\_\_ Years attended: \_\_\_\_\_

## Ethnic Details:

Nationality: \_\_\_\_\_ Home Language: \_\_\_\_\_

Entered New Zealand on: \_\_\_\_/\_\_\_\_/\_\_\_\_ (If not a New Zealand Citizen—copy of Passport or relevant Visa must be supplied)

<input type="checkbox"/> NZ Maori	<input type="checkbox"/> Cook Island	<input type="checkbox"/> Indian	<input type="checkbox"/> Chinese
<input type="checkbox"/> European/Pakeha	<input type="checkbox"/> Tongan	<input type="checkbox"/> Samoan	<input type="checkbox"/> Tokelauan
<input type="checkbox"/> Niuean	<input type="checkbox"/> Fijian	<input type="checkbox"/> Other Please specify: _____	

## Parents/Caregivers with whom student lives:

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

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

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

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

Work Phone: \_\_\_\_\_

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

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

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

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

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

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

Work Phone: \_\_\_\_\_

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

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

## Parents/Caregivers living at different address or shared care:

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

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

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

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

\_\_\_\_\_

Work Phone: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_

Work Phone: \_\_\_\_\_

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

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

### BYOD (Bring Your Own Device) /Home Internet Access

Our child will be bringing the recommended device (Chromebook)

as per the BYOD information provided by the school.

YES  NO

Do you have internet access at home?

YES  NO

### Extra Curricular

Has your child represented the school or club in a sporting code? \_\_\_\_\_

Does your child have a strength in the Arts? \_\_\_\_\_

Does your child have any other interests in any other areas outside the classroom? \_\_\_\_\_

### Use of Student Photographs and Samples of Work

Occasionally student work or photographs are used in publicity material (eg prospectus or website) or in displays. Please sign to show you are willing for your child's photograph and/or work to be used in this way.

Signed: \_\_\_\_\_

Parent/Caregiver

### Privacy Act 1993

The personal information you have supplied on this enrolment form is being collected to assist us in understanding and educating your child. We may pass this information onto other professionals but only for the same purposes. Under the Privacy Act 1993 you have the right of access to any personal information we hold about you or your child. Should we wish to release details held for other than the purposes stated, we will consult you under the provisions of the act.

Signed: \_\_\_\_\_

Parent/Caregiver

### Declaration

I/We acknowledge that the above information is true and correct. I/We further accept that in signing this form we abide by the policies, rules and regulations of the school.

Signed: \_\_\_\_\_

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

Parent/Caregiver

### Out of Zone Enrolment Checklist

Please ensure you have completed and returned the following:

- Out of Zone Enrolment Form/Student Health Profile
- Photocopy of Birth Certificate OR Passport/Visa/Residency documentation
- Iwi Affiliation Form (Maori Students only)
- GEIS INTERNET/wifi USE AND BYOD Agreement Form

Prior to the commencement of the school year it is important that the school is advised of any court orders pertaining to your child. A copy of the relevant documentation must be supplied to the office.



# Glen Eden Intermediate School

## Student Health Profile

Name	
Year level:	Date of Birth:

1. Please tick if your child has any of the following and advise details/treatment:

ADHD	Hearing Loss
Aspergers	Heart Condition/Rheumatic Fever
Asthma	Impaired Vision/Colour Blindness
Diabetes	Migraine/Headache
Dizzy spells	Regular nose bleeds
Eczema/skin conditions	Other (please specify below)
Epilepsy/Fits of any type	

Details:

2. Is your child currently taking ongoing medication?      Yes       No

If YES, please state: Ailment/s	
Name of medication/s:	
Dosage and time/s to be taken	

3. Has your child had any major injuries (breaks or strains) or illness (glandular fever etc.) in the last six months that may limit full participation in any activities?      Yes       No

If YES, please advise details of the injury/illness and limb affected (Left or Right):

4. Is your child allergic to any of the following?      Medic Alert #:

	Yes	No	If YES, please specify/advise treatment required:
Medication			
Plasters/Ointments/Latex			
Insect bites/stings			
Food			
Other allergies			

5. Has your child been in contact with any contagious or infectious diseases?      Yes       No

6. Is there any information the staff should know to ensure the physical and emotional safety of your child? (For example cultural practices; disability; anxiety about heights/darkness/small spaces; behaviour or emotional problems).      Yes       No

If YES, please advise details or attach additional information:



# Glen Eden Intermediate School

<b>Emergency Contact Details</b>							
<b>Caregiver Name:</b>				Relationship:			
Home Ph:		Work Ph:		Mobile Ph:			
<b>Caregiver Name:</b>				Relationship:			
Home Ph:		Work Ph:		Mobile Ph:			
<b>Emergency Contact Name:</b>				Relationship:			
Home Ph:		Work Ph:		Mobile Ph:			
<b>Emergency Contact Name:</b>				Relationship:			
Home Ph:		Work Ph:		Mobile Ph:			
<b>Student Immunisation Record</b>							
<i>Has your child received the following immunisations?</i>							
Immunisation	Yes	No	Year	Immunisation	Yes	No	Year
Hepatitis B(Hep B)				Tetanus			
Measles, Mumps, Rubella-MMR				Pneumococcal			
Polio (OPV or IPV)				Chickenpox			
COVID19	1 <sup>st</sup> dose		Y/N	2 <sup>nd</sup> dose		Y/N	Booster Y/N
Any adverse side effects to above Immunisations?							
<b>Family Doctor Contact details:</b>							
<b>Medical Centre Name:</b>							
<b>Doctors Name:</b>							
<b>Address:</b>							
<b>Phone:</b>							

## Medical Consent

- I agree that if prescribed medication needs to be administered to my child during school hours I will ensure the medication is clearly labelled, securely fastened and handed to the health centre staff with instructions on its administration.
- I give permission for my child to receive non-prescription medicines i.e. Panadol, Ibuprofen, throat lozenges, etc. when deemed necessary by the school nurse
- I will inform the school as soon as possible of any changes in the medical, contact details or other circumstances.
- I give permission for Glen Eden Intermediate School to make such arrangements as are necessary for the treatment of my child in an emergency and agree to meet any costs incurred.
- Any medical costs not covered by ACC or a community service card will be paid by me.

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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



# Iwi Affiliation Form for Maori Students

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Instructions: Please nominate up to three (3) Iwi Affiliations by ticking the appropriate boxes.

## IWI Codes and Regions

Northland / Auckland : Te Tai Tokerau / Tāmaki Makau Rau Region	
0101	Te Aupōuri
0102	Ngāti Kahu
0103	Ngāti Kuri
0104	Ngāpuhi
0105	Ngāpuhi ki Whāingaroa-Ngāti Kahu ki Whāingaroa
0106	Te Rarawa
0107	Ngāi Takoto
0108	Ngāti Wai
0109	Ngāti Whātua
0110	Te Kawerau
0111	Te Uri-o Hau
0112	Te Roroa
0100	Te Tai Tokerau / Tāmaki Makau Rau (Northland / Auckland) Region, not further defined
Coromandel : Hauraki Region	
0201	Ngāti Hako
0202	Ngāti Hei
0203	Ngāti Maru (Marutuahu)
0204	Ngāti Paoa
0205	Patukirikiri
0206	Ngāti Porou ki Harataunga ki Mataora
0207	Ngāti Pūkenga ki Waiau
0208	Ngāti Rāhiri Tumutumu
0209	Ngāti Tai
0210	Ngāti Tamaterā
0211	Ngāti Tara Tokanui
0212	Ngāti Whanaunga
0200	Hauraki (Coromandel) Region, not further defined
Waikato / King Country : Waikato / Te Rohe Pōtae Region	
0301	Ngāti Haua (Waikato)
0302	Ngāti Maniapoto
0303	Ngāti Raukawa (Waikato)
0304	Waikato
0300	Waikato / Te Rohe Pōtae (Waikato / King Country) Region, not further defined

Rotorua / Taupō : Te Arawa / Taupō Region	
0401	Ngāti Pīkiao (Te Arawa)
0402	Ngāti Rangiteaorere (Te Arawa)
0403	Ngāti Rangitīhi (Te Arawa)
0404	Ngāti Rangiwewehi (Te Arawa)
0405	Tapuika (Te Arawa)
0406	Tarāwhai (Te Arawa)
0407	Tūhourangi (Te Arawa)
0408	Uenuku-Kōpako (Te Arawa)
0409	Waitaha (Te Arawa)
0410	Ngāti Whakaue (Te Arawa)
0411	Ngāti Tūwharetoa
0412	Ngāti Tahu (Te Arawa)
0413	Te Arawa/Taupō (Rotorua/Taupō) region
Bay of Plenty : Tauranga Moana / Mātaatua Region	
0501	Ngāti Pūkenga
0502	Ngāiterangi
0503	Ngāti Ranginui
0504	Ngāti Awa
0505	Ngāti Manawa
0506	Ngāi Tai
0507	Tūhoe
0508	Whakatōhea
0509	Whānau-A-Apanui
0510	Ngāti Whare
0500	Tauranga Moana / Mātaatua (Bay of Plenty) Region, not further defined
East Coast : Te Tairāwhiti Region	
0601	Ngāti Porou
0602	Te Aitanga-A-Māhaki
0603	Rongowhakaata
0604	Ngāi Tāmanuhiri
0600	Te Tairāwhiti (East Coast) Region, not further defined
Hawkes Bay / Wairarapa : Te Matau a Māui / Wairarapa Region	
0701	Rongomaiwahine (Te Māhia)
0702	Ngāti Kahungunu ki Te Wairoa
0703	Ngāti Kahungunu ki Heretaunga
0704	Ngāti Kahungunu ki Wairarapa
0705	Ngāti Kahungunu, region unspecified
0706	Rangitāne (Te Matau a Maui/Hawkes Bay/Wairarapa)
0707	Ngāti Kahungunu ki Whanganui a Orotu
0708	Ngāti Kahungunu ki Tamatea
0709	Ngāti Kahungunu ki Tamakinui a Rua
0700	Te Matau a Maui / Wairarapa (Hawkes Bay / Wairarapa) Region, not further defined

<b>Taranaki Region</b>	
0801	Te Atiawa (Taranaki)
0802	Ngāti Maru (Taranaki)
0803	Ngāti Mutunga (Taranaki)
0804	Ngā Rauru
0805	Ngā Ruahine
0806	Ngāti Ruanui
0807	Ngāti Tama (Taranaki)
0808	Taranaki
0809	Tangāhoe
0810	Pakakohi
0800	Taranaki (Taranaki) Region, not further defined
<b>Whanganui / Rangitikei Region</b>	
0901	Ngāti Apa (Rangitikei)
0902	Te Ati Hau Nui-A-Pāpārangi
0903	Ngāti Haua (Taumarunui)
0904	Ngāti Hauti
<b>Manawatū / Horowhenua / Wellington : Manawatū / Horowhenua / Te Whanganui a Tara Region</b>	
1001	Te Atiawa (Te Whanganui a Tara / Wellington)
1002	Muaūpoko
1003	Rangitāne (Manawatū)
1004	Ngāti Raukawa (Horowhenua/Manawatū)
1005	Ngāti Toarangatira (Te Whanganui a Tara/Wellington)
1006	Te Atiawa ki Whakarongotai
1000	Manawatū / Horowhenua / Te Whanganui a Tara (Manawatū / Horowhenua / Wellington) Region not further defined
<b>South Island / Chatham Islands : Te Waipounamu / Wharekauri Region</b>	
1101	Te Atiawa (Te Waipounamu / South Island)
1102	Ngāti Koata
1103	Ngāti Kuia
1104	Kāti Mamoe
1105	Moriori
1106	Ngāti Mutunga (Wharekauri / Chatham Islands)
1107	Rangitāne (Te Waipounamu / South Island)
1108	Ngāti Rārua
1109	Ngāi Tahu / Kāi Tahu
1110	Ngāti Tama (Te Waipounamu / South Island)
1111	Ngāti Toarangatira (Te Waipounamu / South Island)
1112	Waitaha (Te Waipounamu / South Island)
1113	Ngāti Apa ki te Waipounamu
1100	Te Waipounamu / Wharekauri (South Island / Chatham Islands) Region, not further defined

<b>Iwi known, but region unspecified</b>	
2101	Te Atiawa, region unspecified
2102	Ngāti Haua, region unspecified
2103	Ngāti Maru, region unspecified
2104	Ngāti Mutunga, region unspecified
2105	Rangitāne, region unspecified
2106	Ngāti Raukawa, region unspecified
2107	Ngāti Tama, region unspecified
2108	Ngāti Toa, region unspecified
2109	Waitaha, region unspecified
2110	Ngāti Apa, area unspecified
2200	Hapū affiliated to more than one iwi
<b>Iwi unknown, but waka or iwi confederation known</b>	
2001	Tainui
2002	Te Arawa
2003	Takitimu
2004	Aotea
2005	Mātaatua
2006	Mahuru
2007	Māmari
2008	Ngātokimatawhaorua
2009	Nukutere
2010	Tokomaru
2011	Kurahaupo
2012	Muriwhenua
2013	Hauraki / Pare Hauraki
2014	Turanganui a Kiwa
2015	Te Taihū o Te Waka a Maui
2016	Tauranga Moana
2017	Horouta
<b>Iwi information not provided</b>	
4444	Don't know
5555	Refused to answer
7777	Response unidentifiable
8888	Response outside scope
9999	Not stated
<b>Source: Statistics New Zealand, New Zealand Standard Classification of Iwi</b>	

## **SIGNATURES**

**Signed** \_\_\_\_\_  
**(Parent)**

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_  
**(Student)**

**Date** \_\_\_\_\_

# Student Digital Technology and Internet User Agreement



Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At GEIS we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

## YOUR RESPONSIBILITIES

As a student of GEIS and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on them whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Things you do or say online can be seen by others, so be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something, talk to a teacher or trusted adult.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Keep private all personal information on the internet, such as full names, ages and phone numbers.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Use digital technology sensibly.** Use digital technology at school for educational learning, with teacher permission.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or harmful content online. If this happens, talk to a trusted adult about what can be done.

## ONLINE INCIDENTS

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. GEIS will support you if something goes wrong online.

**Online bullying.** Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report on the GEIS Student Website for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

**Report a problem.** We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to Miss Heeringa or Mr Prisk. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

**Family Zone.** While at school, all student internet use is monitored by Linewize by Family Zone. Using Linewize cyber safety solutions, the school is able to gain visibility and management of all access to online environments from devices on the school network. This allows the school to filter and enforce its acceptable use policy on the device during school hours to keep everyone safe online.

## BRINGING YOUR OWN DEVICE - BYOD

- All devices brought to school are the student's own responsibility and the insurance for the device is the parent/caregiver's responsibility. The school holds no responsibility for any loss or damage that might occur either accidentally or intentionally.
- Students & families agree to be responsible for the proper care of their personal device, including any costs of repair or replacement.
- All devices must arrive at school each day fully charged.
- Devices are to be used only under adult supervision between 8:30am and 3pm.
- School staff retain the right to collect and examine any device that is suspected of being in breach of any aspect of the Student Digital Technology and Internet User Agreement. Violation of the User Agreement may result in the loss of the use of the device at school.



## MOBILE PHONES

- All phones will be locked in the class safe during the day.
- Phones will only be used during school hours with permission from a teacher.
- No messages or phone calls to be made during school hours. If contact home needs to be made, this must be done through the office.
- Phones being used without teacher permission during the day or found not locked in the safe will be confiscated and handed to the office for collection by parents/caregivers.
- No images or videos of other students or staff will be recorded and/or posted on social media platforms without permission during school hours.



## EMAIL & MESSAGING/COMMUNICATION

- No personal messaging, email communication, private document commenting and chat rooms to be used at school.
- Appropriate language will be used by not using profanity or insulting language on any app, site, email or communication platform.
- GEIS filters and monitors school provided student email accounts at all times, and students cannot email out of school or receive emails from outside GEIS during school hours.



## RESPONSIBILITY WITH DIGITAL TECHNOLOGY

- I will respect all school devices and use them with care.
- I will not access sites unrelated to my learning inc. gaming/streaming/social media etc. during school hours without permission.
- I will only listen to music with permission from the classroom teacher in charge.
- I will only use my real name for all school accounts and websites including class quizzes.
- I will use only my personal accounts (not school) to sign up for any web services unrelated to learning at home.

## STUDENT STATEMENT

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home. I agree to follow the Student Digital Technology and Internet User Agreement.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

## PARENT/ WHĀNAU/ GUARDIAN DECLARATION

We have read together, understand and agree to follow the Student Digital Technology and Internet User Agreement.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_



# GEIS Digital Technology and Internet Use Agreement

## Devices

- **My child will be bringing** their Chromebook/device to school to use for learning with my permission for the purpose of learning only
- **My child will require a school owned device** to use for learning. (please complete a GEIS Student Issue Form to borrow a School Owned Device)

## Internet

- We do have access to internet from home
- We do not have access to internet at home

1. **My child and I understand** they must at all times follow the rules as outlined in the GEIS Digital Technology and Internet Use Agreement
2. My child and I understand that all internet use is monitored for safety both at home and at school **when signed in with their GEIS Google account**
3. Personal chromebooks should be set up with a parent supervisor account and guest browsing disabled. Visit [GEIS Chromebooks](#) for instructions.
4. **My child and I understand** that if they use any personal or school device at any time, it must be used with all due care. The school holds no responsibility for damage to personal devices.
5. **My child and I understand** that if the GEIS Digital Technology and Internet Use Agreement is not followed, (including visiting inappropriate websites at home or school) they may lose access to digital technology and internet at GEIS.

## STUDENT

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

## PARENT/ WHĀNAU/ GUARDIAN

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_