

# DEVELOPING MĀORI LEADERS



APPLICATION  
FOR ENROLMENT



HATO PĀORA  
COLLEGE

# APPLICATION PROCEDURE

The primary intake level at Hato Pāora College is Year 9, with spaces in other year levels as vacancies occur in both the school and the hostel. Your Application Form may be submitted between one to three years ahead of the year your son would expect to start in Year 9. Other year levels are assessed on a case by case basis.

Note: Hato Pāora College is a Catholic integrated school therefore parents/caregivers must attest by signature that they are aware of and accept certain legal conditions of enrolment and continued attendance of their son/charge.

## STEP ONE THE APPLICATION PROCESS

Please complete this application form and forward with the Application Fee (\$250.00 incl.GST). See the current Fees Sheet insert that explains the expected cost of enrolment, annual tuition fees and boarding fees. Note that the fees are subject to change.

The Application Fee covers the cost of considering the application and is non-refundable. You are required to send the following items with the application:

- Passport photograph of the Applicant
- Application Fee (non-refundable) payable to Hato Pāora College
- Photocopy of the School Reports from the last two years
- Photocopy identifying the date of birth on a Birth Certificate or Passport
- References
- Baptismal Certificate
- Any necessary Health Records from your family GP
- Confirmation of any boarding or educational grants / scholarships.

2

## STEP TWO INTERVIEWS

Following receipt of your application you and your son will be invited for an interview of around 30 to 45 minutes duration in a formal and friendly setting. It is usual that many of the questions will be directed to your son.

Interview times are arranged by the College and generally take place during Terms 2 and 3 of the year preceding entry. During this process, we may contact current and previous schools regarding the application.

## STEP THREE ENROLMENT CONFIRMATION

In the event of a successful application, you will receive a written offer of a place at Hato Pāora College. To secure a place, the following need to be completed:

- The Enrolment Agreement needs to be signed and returned
- Payment of the following fees must be made:
  - One term's boarding fees in advance
- The following forms must be completed and signed:
  - Attendance Dues Agreement Form
  - Consent Forms
  - Internet Use Agreement form
  - Dental Form
  - Any necessary Health Records from your family GP.

### OFFICE USE ONLY

Acknowl.

ID No.

SCI No.

Debtor No.

# APPLICATION FOR ENROLMENT

## STUDENT INFORMATION

Proposed year of entry \_\_\_\_\_ Proposed Academic Year Level at Entry  Yr 9  Yr 10  Yr 11  Yr 12  Yr 13

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Religion \_\_\_\_\_

Present School \_\_\_\_\_ Te Reo Māori Immersion  Yes  No Present Year Level \_\_\_\_\_

Ethnic Group(s) \_\_\_\_\_

Tribal Details Iwi \_\_\_\_\_ Hapū \_\_\_\_\_ Waka \_\_\_\_\_

Iwi \_\_\_\_\_ Hapū \_\_\_\_\_ Waka \_\_\_\_\_

Iwi \_\_\_\_\_ Hapū \_\_\_\_\_ Waka \_\_\_\_\_

Custodial Parents  Both Parents  Father Only  Mother Only  Guardian

During the holidays student lives with  Both Parents  Father Only  Mother Only  Guardian

Father/Stepfather (circle as appropriate)

Title \_\_\_\_\_

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

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

Suburb \_\_\_\_\_

City \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Home email \_\_\_\_\_

Postal Address (If different to above)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

Mobile Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

Work Email \_\_\_\_\_

Occupation \_\_\_\_\_

Workplace Name \_\_\_\_\_

Religion \_\_\_\_\_

Church Attended \_\_\_\_\_

Mother/Stepmother (circle as appropriate)

Title \_\_\_\_\_

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

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

Suburb \_\_\_\_\_

City \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Home email \_\_\_\_\_

Postal Address (If different to above)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

Mobile Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

Work Email \_\_\_\_\_

Occupation \_\_\_\_\_

Workplace Name \_\_\_\_\_

Religion \_\_\_\_\_

Church Attended \_\_\_\_\_

## PERSON RESPONSIBLE FOR PAYMENT OF FEES

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Home Email \_\_\_\_\_

Company/Trust (if applicable) \_\_\_\_\_

Postal Address \_\_\_\_\_ Suburb \_\_\_\_\_

City \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

## GUARDIAN/CAREGIVER INFORMATION

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Home Email \_\_\_\_\_  
Home Address \_\_\_\_\_ Suburb \_\_\_\_\_  
City \_\_\_\_\_ Postcode \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

## EMERGENCY CONTACT - OTHER THAN A PARENT

The person nominated should be a person who is available, or can come and collect your child, at short notice if the need should arise and a parent/caregiver is not available.

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Home Email \_\_\_\_\_  
Home Address \_\_\_\_\_ Suburb \_\_\_\_\_  
City \_\_\_\_\_ Postcode \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

## DIRECTIONS FOR CORRESPONDENCE

As family structures can vary, the following information is requested to ensure that correspondence is sent to the correct family members.

Send College Reports to  Both Parents  Father Only  Mother Only  
 Other (specify name & relationship) \_\_\_\_\_

Send Newsletters and other Publications to  Both Parents  Father Only  Mother Only  
 Other (specify name & relationship) \_\_\_\_\_

Please nominate one mobile phone number and one email address to receive important College communication

Mobile (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## HATO PĀORA AFFILIATIONS

Siblings currently attending Hato Pāora College \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Siblings who formerly attended Hato Pāora College \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other siblings (Please give names, ages and current school of other brothers) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other affiliations with the College (e.g: Relative is an Old Boy, Parent is a current /former staff member)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why does Hato Pāora appeal to your family? (To be completed by the Parent/Guardian) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT'S PROFILE

Interests and Activities at School \_\_\_\_\_  
\_\_\_\_\_

Hobbies and Leisure Activities (Outside school time) \_\_\_\_\_  
\_\_\_\_\_

Community Involvement (Church, Scouts, Guides, Clubs etc) \_\_\_\_\_  
\_\_\_\_\_

Past Involvement (Indicate years) \_\_\_\_\_  
\_\_\_\_\_

Current Involvement \_\_\_\_\_  
\_\_\_\_\_

### MUSIC/DRAMA

Do you sing in a choir?  Yes  No Do you play an instrument?  Yes  No  
Instrument and level/years \_\_\_\_\_

Other music/ drama involvement \_\_\_\_\_  
\_\_\_\_\_

### SPORTS CLUB BACKGROUND

Sport Club \_\_\_\_\_ Years \_\_\_\_\_ Special Representation \_\_\_\_\_

Sport Club \_\_\_\_\_ Years \_\_\_\_\_ Special Representation \_\_\_\_\_

Sport Club \_\_\_\_\_ Years \_\_\_\_\_ Special Representation \_\_\_\_\_

Other Achievements (Certificates, Awards etc) \_\_\_\_\_  
\_\_\_\_\_

5

### SCHOOL OR CLUB RESPONSIBILITIES

(School Council, Librarian, Captain etc. Please indicate school/club and year) \_\_\_\_\_  
\_\_\_\_\_

### TO BE COMPLETED BY THE STUDENT

Why does Hato Pāora College appeal to you? (Write 2 or 3 sentences) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where did you hear about the College? (Please tick)  Website  Newspaper  From someone  
 Other \_\_\_\_\_

### MEDICAL DETAILS

Family Doctor \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Community Card Number (If applicable) \_\_\_\_\_

## MEDICAL DETAILS CONTINUED

Is your son currently taking any prescribed medication?  Yes  No

(If yes, please specify - Name of drug, dosage, frequency of medication) \_\_\_\_\_

\_\_\_\_\_

Is your son under a Specialist or Doctor for any condition?  Yes  No (If yes, please specify)

\_\_\_\_\_

Has your son used counselling services?  Yes  No

(If yes, please specify - Name of Counsellor, contact details and reason for counselling e.g. Anger Management etc)

\_\_\_\_\_

Does your son have any allergies or other life threatening conditions?  Yes  No (If yes, please specify)

\_\_\_\_\_

Has your son had any other medical, psychological or sexual issues that may affect his full participation in school life?

Yes  No (If yes, please specify) \_\_\_\_\_

\_\_\_\_\_

Has your son taken/used/ been involved with illegal drugs or substances?  Yes  No (If yes, please specify)

\_\_\_\_\_

6

Is your son fit for sport?  Yes  No (If no, please specify) \_\_\_\_\_

\_\_\_\_\_

Does your son wear: Prescription glasses  Yes  No Contact lenses  Yes  No Hearing aid  Yes  No

Does your son have recurrent problems with: Ears  Yes  No Eyes  Yes  No Nose  Yes  No Throat  Yes  No

(If yes, please specify) \_\_\_\_\_

\_\_\_\_\_

Has your son been immunised against: Polio  Yes  No Hepatitis B/BCG  Yes  No

Measles/Mumps/Rubella  Yes  No Whooping Cough/ Tetanus/Diphtheria  Yes  No

Meningococcal B  Yes  No Other  Yes  No (If yes, please specify) \_\_\_\_\_

Has your son had: Measles  Yes  No Whooping cough  Yes  No Chicken pox  Yes  No Mumps  Yes  No

Rheumatic fever  Yes  No Appendicitis  Yes  No Tonsillitis  Yes  No Asthma  Yes  No ADHD  Yes  No

## SPECIAL LEARNING NEEDS

Does your child have any Special Learning Needs?  Yes  No (If yes, please give details)

\_\_\_\_\_

\_\_\_\_\_

Has your child ever received learning assistance, or been part of a gifted & talented programme?  Yes  No

(If yes, please give details) \_\_\_\_\_

\_\_\_\_\_

## SPECIAL CIRCUMSTANCES

Are there any special circumstances of which Hato Pāora College staff should be aware?

(E.g. court orders, access arrangements etc) (If yes, please give details) \_\_\_\_\_

Has your child been subject to Children and Young Persons (CYP) referral or interest within the last two years?

Yes  No (If yes, please specify) \_\_\_\_\_

Has your child been referred to an RLTB or GSE Service within the last two years?  Yes  No

(If yes, please give details) \_\_\_\_\_

Has your child ever been removed (i.e. excluded or withdrawn) from a school for disciplinary reasons?  Yes  No

(If yes, please give details) \_\_\_\_\_

## REFEREE

List the name and address of one person (not relative) who will act as a referee for this application (e.g. Minister, employer, business associate, family friend, coach.) This should be a written reference supporting the student or whānau.

(Please tick)  I consent to the College approaching the nominated referee.

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

Connection with Family/Student \_\_\_\_\_

## DECLARATION

I/we declare that the information provided in this Enrolment Application is true and correct.

I/we understand that acceptance of this form does not constitute admission of the student.

I/we will be required to agree to the conditions of entry at the time an offer is made.

Father's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mother's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Guardian's signature (if applicable) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CHECKLIST FOR WHĀNAU

- |   |   |
|---|---|
| <input type="checkbox"/> Passport photograph of the Applicant             | <input type="checkbox"/> Application Fee (non-refundable and payable to Hato Pāora College)     |
| <input type="checkbox"/> Reference  | <input type="checkbox"/> Photocopy of the School Reports from the last two years                |
| <input type="checkbox"/> Baptismal Certificate                            | <input type="checkbox"/> Photocopy identifying date of birth on a Birth Certificate or Passport |
| <input type="checkbox"/> Any necessary Health Records from your family GP | <input type="checkbox"/> Confirmation of any boarding or educational grants / scholarships      |

## PRIVACY ACT

The information collected by the Hato Pāora College during the Enrolment Process and during the period in which the student is enrolled at the College is intended for use in connection with assessing the suitability of the applicant and the subsequent education and well being of the student during their time at the College. Hato Pāora College has, as its primary purpose, the academic and general education, and pastoral duty of care of students and shall obtain such information as necessary to achieve this purpose. The information collected may be used by any of the staff at the College or consultant to the College for that purpose. The information may be retained to enable the College to contact former students. Applicants have the right to access and request correction of any personal information collected by the College.

## ADMISSION AGREEMENT

I acknowledge that, if my son is offered a place at Hato Pāora College, I will be required at the time I accept such an offer to enter into an Admission Agreement with the College governing:

- the prompt payment of all tuition, boarding and other fees and expenses payable from time to time (and in default thereof the payment of interest and/or withdrawal of my child from the College);
- the observance by my son of the code of conduct and required behavioural and other standards of the College;
- full participation by my son in religious observance and instruction at the College, and other outdoor education activities;
- such other matters as the College's Admission Agreement shall contain at the time I accept the College's offer of a place for my son.

I enclose a non-refundable application fee of \$250 (inclusive of GST) and acknowledge that this is an application fee only, and does not oblige the College to accept my child. I irrevocably authorise the College or any staff member, Trustee, Board member, consultant or professional advisor of the College to furnish to any third party, including but not by way of limitation, the persons named herein as being willing to support this application, details of this application and the information contained herein or to make enquiry of any third party in connection with this application and I irrevocably authorise any third party to provide you with such information as you may require concerning me and my child in connection with this application. I agree to notify the College of any change in the information contained in this application as soon as is reasonably practical.

**This Application is to be signed by both parents or the applicable primary caregiver.**

Father's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Guardian's Signature (If applicable) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## MEDICAL TREATMENT

**Permission to the college to administer panadol and pharmaceuticals prescribed by a medical practitioner as and when necessary to my son.**

I GIVE / DO NOT GIVE (please circle one)

Permission for my son to be treated by the college doctor or nurse, dentist and health provider at the college's discretion.

I GIVE / DO NOT GIVE (please circle one)

Permission for my son to be given emergency medical treatment (including surgery) under the recommendation of a registered medical practitioner and the authority of the college management.

I GIVE / DO NOT GIVE (please circle one)

Permission for the college doctor or nurse to access my son's medical records should it be necessary.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## WHĀNAU

### RIGHTS AND RESPONSIBILITIES

Hato Pāora seeks to ensure the highest quality of care and safety for your son. Like all families living in close quarters for lengthy periods it is necessary to put in place sound ground rules for all, to ensure harmonious living, not only for your son, but for all students and staff.

Hato Pāora College Hostel staff will act as "reasonable parents" whilst caring for and being responsible for your son. Teaching staff will conduct educational instructions in terms of their code of conduct and with the utmost professionalism.

We expect your son to accept and obey the lawful and reasonable instructions given by our staff.

**STUDENT EXPECTATIONS** (although this list is not exhaustive).

Students are not permitted to:

- Smoke cigarettes • Consume alcohol • Be involved in any way with illegal drugs or substances
- Swear at staff or fellow students • Bully • Be verbally or physically abusive
- Leave the property without permission from the Senior Management • Leave the property without signing out of the Hostel
- Trespass in any other dormitory • Use other's property without permission • Be absent from class without permission



## CONSEQUENCES

If a student breaches Hato Pāora College expectations the following consequences may be imposed as per the College Policy and Procedures (this list is not exhaustive).

- Verbal censure/counselling
- Additional duties
- Withdrawal of privileges
- Work squad
- Time out of the Hostel
- Stand down from school
- Suspension from school - (resulting in a disciplinary hearing and possible exclusion or expulsion from College)

## LEAVE

- Boarders are entitled to weekend leave every weekend except on the **two** designated 'non-leave' weekends each term. The first non-leave weekend is the first weekend of each term and the second will be determined thereafter. Students may not leave before the officially designated time and must return within the time frames set. Leave must not interfere with school lessons between the hours of 8.15am to 3.20pm, Monday to Friday.
- If a student is delayed from returning when expected, for whatever reason, then **you** must contact the Hostel Office.
- Discretionary leave (short leave of a few hours) can be requested on the day and approved by on duty hostel staff.
- Weekend leave applications must be received by the college by 4.30pm on Wednesday prior to the intended leave date.
- Special leave should also be applied for as soon as possible.
- Please direct weekend and special leave applications to the Residential Director.

Note 1: Parents and Caregivers must take responsibility for their son/s while out of the College on approved leave.

Note 2: Sporting, cultural or school activities and commitments must be upheld by the students prior to commencement of leave.

Note 3: Students must leave and return in their number one uniform for weekend and special leave.

## HOSTEL INFORMATION

### DOCTOR VISITS

Students who are sick are taken to the City Doctor in Palmerston North or Emergency Services if after hours. Any incurred costs are charged to your college account.

### ONSITE NURSE

The college has a nurse who is onsite daily (Monday - Friday) to complete a range of health checks as well as monitor any unwell students.

### LAUNDRY SERVICE

Hours of operation 8:30am to 4:00pm (Monday to Friday). Your son will be expected to put his own laundry out each day and collect it in the afternoon. All clothing and towels must be clearly named.

### AFTER SCHOOL PROGRAMME

Sports practices and recreation activities are held after school between 3:30pm to 5:15pm, Monday to Friday.

### EVENING CHAPEL & STUDY

Monday to Friday 6:30pm to 6.45pm.

### WEEKEND ACTIVITIES

Many teams are involved in weekend sport either at school or away.

Mass is every Sunday morning during term time.

### FACILITIES AVAILABLE FOR STUDENTS USE

Some whānau come in at weekends and assist with organised activities for students. If you would like to a part of this, please contact the whānau whānui representative in your area.

### CELL PHONES

We discourage students bringing cell phones to college, but if they do then they do so at their own risk and must adhere to college rules (e.g. cell phones must be declared, registered and handed in to the Hostel Office). **Note:** No Year 9 student will be allowed a cellphone in Term 1.

### LAPTOPS

We discourage students bringing laptops to college, but if they do then they do so at their own risk **and** must adhere to college rules (e.g. laptops must be declared, registered and handed in to the Hostel Office and will be handed out for school and study only).

**Note:** No Year 9 or Year 10 student will be allowed a laptop.

### ELECTRICAL ITEMS

We discourage students bringing expensive electrical items to college, but if they do then they do so at their own risk.

### COLLEGE PHONES

Whānau can ring the college to discuss matters with staff pertaining to their son.

Students may be permitted to use the Hostel Phone at the discretion of Hostel Staff.

## INTERNET ACCESS

Currently internet access is limited. However, the college redevelopment will allow for students to have regular access to email as another form of communication with whanau and friends.

## EVENING STUDY

Compulsory study is held each weekday evening (excluding Friday).

## SPORT

Your son must play at least one sport in summer and one sport in winter. Fees vary and will be charged against your account.

## COLLEGE TRIPS

The college offers a range of cultural, academic and sporting trips both within Aotearoa-New Zealand and overseas. Your son may be invited to participate. Costs will be advised, when permission has been sought.

## UNIFORM

### DAY UNIFORM

2 blue college polo shirts	2 pairs summer weight grey school shorts	1 pair black roman sandals
2 pairs winter weight grey school shorts	1 college polar fleece	1 pair blue college PE shorts
1 college PE shirt	1 college tracksuit (school issue)	2 pair grey school socks

### CASUAL WEAR

3 sets of tidy casual wear	1 pair casual shoes	1 warm jacket
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**(Please ensure your son does not bring expensive labelled clothing to school)**

Underwear	Singlets	Pyjamas
3 towels	Blanket(s) or duvet	1 school bag

### COMPULSORY FORMAL WEAR (NUMBER 1's)

1 college blazer	1 pair grey formal trousers	1 black trouser belt with a black buckle
2 long sleeve white dress shirts	1 college tie	1 pair black dress shoes
1 named see through suit cover	1 pair black socks	

### INFORMAL WEAR (NUMBER 2's)

1 red college jersey	1 red college sleeveless vest (optional)	1 pair grey formal trousers
1 black trouser belt with a black buckle	1 blue college polo shirt	1 pair black socks

### SPORTS WEAR

1 pair swimming shorts	1 college rugby jersey (school issue)	1 practice jersey
1 pair rugby boots	1 pair running shoes	1 pair training shorts

**ALL ITEMS MUST BE CLEARLY NAMED.**

## RIGHTS AND RESPONSIBILITIES

Further Contractual Consent to terms and conditions of Enrolment at Hato Pāora College:

Upon this application being successful, this document becomes a contract between the parties, as contained within and signed below.

One term's prior notice in writing must be given (exceptional circumstances aside) before a student is withdrawn from the Hostel.

Inadequate notice will lead to that term's fees being forfeited.

Parents/Legal Guardians are required to ensure that payment of fees is made one term in advance.

Hato Pāora College reserves the right to deny a place in the hostels to any student whose parents have an overdue account.

Jointly and severally you are responsible for boarding fees and attendance dues (as determined by the Proprietors).

Hato Pāora College reserves the right to recover all costs including debt recovery, legal fees and all or any other expenses incidental to overdue accounts for boarding fees and attendance dues.

Parents/Legal Guardians accept that students will participate in the general College programme that gives the College its Special Character.

Parents/Legal Guardians are encouraged to ensure that their son has an EFTPOS bank account and to lodge sufficient funds in that bank account to cover any personal requirements like toiletries, stationery and tuckshop.

The principal may authorise a search of my son's personal property when there is concern about theft or about the possible use and/or possession of alcohol, drugs, solvents and other harmful substances in the college.

Under the college's Integration Agreement with the Crown, We/I note and acknowledge that the Proprietor "has the right to require Parents, or other persons accepting responsibility of any child to remove that child from the boarding establishment.

We/I give permission for Hostel Management to see our son's school report to help them assist with his learning needs while at study.

We/I understand what is required of us financially to support our son as a student at Hato Pāora.

We understand that if information supplied in this contract is false, misleading or omitted it may result in the contract being cancelled and our son's placement in the college being forfeited.

We/I consent that in the event of our son being excluded from Hato Pāora College for breach of its Code of Conduct or rules, no part of the fees already due and paid for in respect of the term in which the exclusion occurs, shall be refunded or compensated for in any way.

We/I have read, understood and consent to all the terms and conditions set out in the Hato Pāora College Application for enrolment and Contract.

Signature of Mother/Legal Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Father/Legal Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed this day \_\_\_\_\_ of \_\_\_\_\_ at Hato Pāora College.

## RIGHTS AND RESPONSIBILITIES

### SCHOOL OUTINGS AND EXTRA-CURRICULA ACTIVITIES

- Your son may be involved in sporting activities and school outings such as trips to the local pools or travelling with a representative sports team. In these instances your son may not always be supervised by College staff but for example, by lifeguards or sports coaches.
  - Other off-site activities are fully supervised by college staff. As a boarding institute our staff carry a high level of responsibility and accountability for the safety of boarders to an extent that exceeds that of ordinary parents. We must therefore accord to the level of 'reasonable parents' and not 'ordinary parents'. This naturally leads us to feel cautious in what we can permit boarders to do.
  - This form is an endeavour to strike a balance between your and our responsibilities thus preventing excessive restrictions on what your son can or cannot do.
  - Please take time to consider these issues and contact the Residential Director or your son's Hostel supervisor should you have any questions or concerns.
- I give permission for my son to participate in college outings, college activities and extra-curricula activities.
- I accept that any activity carries a degree of risk either bodily or emotional injury or property loss.
- I accept full responsibility for my son when he is participating in activities not supervised by the college staff, including financial cost.
- My son understands that permission must be sought and granted to any off-site excursions and that conditions may apply in addition to parental consent. He understands that he must act within the rules of the college at all times and that he should not act in such a way as to endanger either himself or others.
- I also understand that Hato Pāora College Senior Management have the final decision in allowing my son to participate in any activities.
- I give/ I do not give (please circle one) permission for my son to participate in college outings, college activities and extra-curricula activities whether they are supervised by college staff or not.

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PRIVACY ACT 1993

The information supplied in this contract is subject to the Privacy Act 1993. We wish to advise the following:

- The information is being collected to determine eligibility to Hato Pāora College.
- It will be stored in the college office. Only duly authorized staff will have access to it.
- You will have a right to access this information and to ask for a correction if it is factually incorrect.

In order to protect your son's health and safety and to enhance his learning opportunities, we seek your consent for the information in this contract and any supplementary information to be made available to health providers, the Ministry of Education, NZ Qualifications Authority, and other state agencies at Hato Pāora College senior management staff's discretion.

Signature of Mother/Legal Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Father/Legal Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# RIGHTS AND RESPONSIBILITIES

## STUDENT COMPUTER AND INTERNET USE AGREEMENT

Internet access is available to students, and staff of Hato Pāora College. We believe the Internet offers vast and diverse-resources to students and staff. This service will help to promote educational excellence in our school and hostel by facilitating resource sharing, communication and skills in finding and using information and innovative programmes.

The Internet is an electronic highway connecting millions of people and their computers world wide. Students and staff at Hato Pāora College have access to:

- 1 Electronic communication with people all over the world
- 2 Information from government sources, research institutions and many other sources

Access to people and computers all over the world also allows for the availability of material that may not be considered of educational value in the context of the college setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may access material that is not consistent with the Learning Outcomes of the Curriculum. Life is a series of choices and consequences. Hato Pāora College has chosen to make Internet resources available to students, the consequence being that they can readily access enormous amounts of information.

If a student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequences will be suspension or termination of continuing access. The signatures at the end of this document indicate that the signatories have read the terms and conditions and agree to abide by those terms.

## COMPUTER AND INTERNET TERMS AND CONDITIONS

### ACCEPTABLE USE

The original purpose of the Internet was and largely still is, to support research and education in and among academic institutions all over the world by providing access to unique resources. The use of Hato Pāora computers must support education and outcomes that are consistent with the learning opportunities of the Curriculum.

Use of another organisations' network or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any NZ regulation is strictly prohibited. This includes but is not limited to material protected by trade secret.

### ELECTRONIC MAIL (EMAIL)

Students are not allowed to use the various email services available on the Internet e.g. Hotmail. Individual email accounts for students are available from the school and will be setup for each student.

### INAPPROPRIATE USE

Hato Pāora College staff and the Principal will determine what constitutes inappropriate use. The Principal may request the suspension or termination of computer access and use of any user who violates these acceptable practices.

### STUDENT

I have read this agreement and understand the importance of the school rules for the use of computers, the Internet and will abide by the above use agreement.

I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, and college disciplinary action may be taken and/or appropriate legal action may be instituted.

Student's Name \_\_\_\_\_ (Please print)

Students Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### PARENT/LEGAL GUARDIAN

As the parent or guardian of this student, We/I have read this agreement and understand that my son is responsible for using college equipment and the Internet as outlined.

We/I recognize that it is impossible for Hato Pāora College to restrict access to all controversial materials and will not hold the college personnel responsible for material acquired on the Internet.

I hereby give permission to allow Internet access for my son.

Parent/Legal Guardian Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Legal Guardian Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# APPLICATION FOR PREFERENCE ENROLMENT

## NEW ZEALAND CATHOLIC DIOCESE PREFERENCE OF ENROLMENT CERTIFICATE FOR THE CATHOLIC DIOCESE OF PALMERSTON NORTH

This is to certify that in accordance with Private Schools' Conditional Integration Act, Section 29(1), and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers 5.1, 5.2, 5.3, 5.4, 5.5. (Please refer to Criteria on the next page)

Mr/Mrs/Ms \_\_\_\_\_

Address \_\_\_\_\_

Is/are eligible to have preference of enrolment for their son at Hato Pāora College, Feilding.

Name of Student \_\_\_\_\_

I/we undertake to support our child in the formation of their faith and the practices of the Catholic Church.

Parent(s)/Caregivers Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Under which criterion (see next page) is the student eligible for preference? \_\_\_\_\_

If Criterion 5.1 applies please complete:

Baptised in \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If Criterion 5.4 applies please complete the section on the next page.

Certified by (Name) \_\_\_\_\_ as authorised agent of the

Roman Catholic Bishop of the Diocese of \_\_\_\_\_

Position \_\_\_\_\_

(see: Administration of the Criteria, 6.1.1-6.1.6, Agents who may sign, listed over page)

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities prior to the enrolment of a student in a Catholic Integrated School.

# NEW ZEALAND CATHOLIC BISHOPS' CONFERENCE

## CRITERIA FOR PREFERENCE ENROLMENT IN INTEGRATED CATHOLIC SCHOOLS'

- 5.1 The student has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The student's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-catholic parents/guardians is preparing to become a Catholic.

## AGENTS OF THE BISHOP, WHO MAY SIGN THE CERTIFICATE ON HIS BEHALF

- 6.1.1 Parish Priest of their Parish Residence
- 6.1.2 Assistant Priest of their parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with parish priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

## PROCESS OF APPEAL

### Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools.

- 8.3.1 If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the parish priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The parish priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Diocese of Palmerston North the appointed appeal authority is the Manager for Schools (Mrs. Lynette Roberts-King). Contact Ph: (06) 354 1780 extn: 853

If criterion 5.4 (above) applies the parents/caregivers and significant adult completes the following:

### SIGNIFICANT ADULT:

I agree to support \_\_\_\_\_ (child's name)  
formation in the faith and practices of the Catholic Church.

Mr/Mrs/Ms \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parish \_\_\_\_\_

### PARENT(S)/CAREGIVER(S):

I agree that my child will be supported by \_\_\_\_\_ in the formation of the faith  
and practices of the Catholic Church.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ATTENDANCE DUES AGREEMENT FORM

students attending Catholic Schools are required to pay Attendance dues. These are for servicing school debts, insurance of school buildings, and costs permitted by legislation. The billing of Attendance Dues is centralised through Catholic Schools Board Limited (CSBL) at the Catholic Centre, PO Box 12 - 341, Wellington.

Prior to enrolment, the parents, or other persons taking responsibility for the student, must agree to pay Attendance Dues at a rate determined by the Proprietors and approved by the Minister of Education, or at such other rates as may be agreed from time to time between the undersigned and the person delegated by the Proprietors to act on their behalf.

The Catholic Schools Board Limited will send four invoices through the year, the first on or about 1 March, for the total family attendance dues to be paid.

In the event of default in payment, then recovery costs will be an additional expense to the parent or caregiver.

I/We the undersigned agree as a condition of enrolment and attendance to pay attendance at the rate levied from time to time by the school Proprietor.

Name \_\_\_\_\_  
(Please print)

Name \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
(Please print)

Signed \_\_\_\_\_  
(Please print)

Student Name \_\_\_\_\_

## PRIVACY ACT 1993

The information given in the enrolment form may be disclosed to the Proprietor, or his/her agents, for the Purpose of attendance dues an other purposes provided or envisaged by law.

We hereby consent to this use:

Signed \_\_\_\_\_  
(Parent/Caregiver)

Signed \_\_\_\_\_  
(Parent/Caregiver)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_





# DEVELOPING MĀORI LEADERS SPIRITUALLY INTELLECTUALLY PHYSICALLY ARTISTICALLY SOCIAL AND EMOTIONALLY



**WHĀIA TE TIKĀ**

**HATO PĀORA MĀORI BOYS COLLEGE**

**KIMBOLTON ROAD, RD7, FEILDING 4777 | P 06 328 9731**

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