



Summit Point School Enrolment Consent Pack 2023

Kia ora,

Thank you for enrolling your child at Summit Point School. We welcome them and look forward to providing a positive and encouraging learning experience.

Following is a range of information you need to know. This information makes up the Summit Point School Enrolment Consent Pack. At the end of this document is a consent form. We require you to read the information, complete it appropriately, confirm your consent, and **return Sections 5, and 6 to the school office as soon as possible**. Attendance is not permitted without finalised consent.

The information in this pack will ensure we have everything we need to care for your child safely and appropriately. It is presented in sections as follows:

For your information:

1. Payment Terms and Conditions
2. Student Code of Conduct
3. CyberSafety
4. Education Outside the Classroom

To be completed and returned:

5. Health Profile (including aquatic activities)
6. Enrolment Consent

Summit Point School is registered by the Ministry of Education as Independent School and is a registered charity. We are reliant on tuition fees and philanthropy to operate the school and ask you to take careful note of the Terms and Conditions of payment and attendance.

Supplementary Equipment

Technology Requirements:

Students need their own Chromebook with noise-cancelling headphones. We recommend the Lenovo N23 Semi Rugged design education Chromebook 11.6" Intel Celeron or similar and Logitech Stereo headset with noise-cancelling microphone.

Uniform

All students are required to have Summit Point School branded uniform items, as follows:

2 x Tee Shirt @ \$25 each

1 x Cap/Hat @ \$22.50 each

1 x Sweatshirt @ \$55 each

Uniforms can be ordered through the main office. Uniforms are produced to order. A bulk order is placed at the beginning of every year and delivery delays may be incurred at other times.

School Communications:

Summit Point School uses the HERO app to record student progress and communicate with parents. Please download the free HERO app from the App Store or Play Store. For more information: <https://hero.linc-ed.com/parents/>

General enquiries of all types should be directed to the school office in the first instance; via email: info@summitpoint.school.nz; or phone: Takapuna 09 373 5354, Grey Lynn 09 376 5456 Ext 3.

For serious concerns or sensitive issues please email principalspa@summitpoint.school.nz.

We look forward to welcoming your child into the Summit Point School whānau.

Ngā mihi nui

A handwritten signature in black ink, appearing to read 'R Elias', with a stylized flourish at the end.

Rebecca Elias BDes, Grad-Dip Ed (Secondary), M. Prof Ed (hons), Post-Graduate Linguistics, IMLE-Orton Gillingham
Head of School/Founder
Summit Point School

Section 1: Payment Terms and Conditions

Payment of School Accounts:

All fees are due for payment upon receipt of the invoice. No Statement will be issued.

Fees are payable prior to the start of the term regardless of attendance. No remit or refund will be made for illness, holidays or planned absences regardless of the notice given.

Tuition Fees are invoiced on a term-by-term basis (or annually) prior to the start of the Term and must be paid before the Term begins. Students with fees in arrears will not be admitted into class.

Unpaid accounts will incur collection costs payable by the debtor and may be subject to interest.

Accounts should be paid directly to the Summit Point School bank account.

Alternate Payment Options:

Arrangements may be made for payment by Credit Card (with the addition of 2.7% transaction fees) or by Direct Debit (ten equal monthly payments) by agreement.

Please contact the school office within 5 days of invoice receipt to discuss an alternate payment option.

Notice of Withdrawal:

One term's notice in writing to the Principal is required to withdraw a student. In lieu of notice, one term's fees will be invoiced, calculated from the date the withdrawal notice is received.

Where notice is being given of intended withdrawal for the next academic year, such notice should be received by the Principal by the end of Term 3.

Nominated Fee Payer

In cases where the parent or guardian has nominated another person as responsible for the payment of fees, that person will be responsible in addition to, and not in substitution for, the parent or guardian.

Only one invoice will be issued per student.

These are standard terms and conditions of an Independent School in Aotearoa/New Zealand.
The intent is to promote the sustainability, resourcing, and development of the School.

Section 2: Student Code of Conduct

At all times, students are expected to behave in a civilised and positive manner, showing respect and consideration for themselves, other students, and staff.

We all follow the Summit Point School Code of Conduct:

I will:

- Be thoughtful, cooperative, and tolerant.
- Respect others right to learn without interruption.
- Be well-mannered, considerate, and friendly to each other, to staff and to visitors.
- Be proud of the school environment and keep it clean, safe, and attractive.
- Dress correctly and always behave well.

Responsibilities

Students have the responsibility to:

1. Read and become familiar with the Summit Point School Code of Conduct.
2. Be accountable for the decisions they make in the classroom and in school-related activities.
3. Attend school daily, prepare for class, and complete classwork and homework assignments to the best of their ability.
4. Avoid actions or activities that may be unsafe and interfere with the right of any other person to an education.
5. Know and obey school expectations and instructions given by the school principal, teachers, and other staff.
6. Ensure that communications do not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate the law or Board policy.
7. Respect school property, community property and the property of others.
8. Ensure that their conduct contributes to a safe environment while being transported to and from school.
9. Tell school staff about any dangerous behaviour or bullying that occurs at school, on the way to and from school, or in the school community.

Parents and whānau have the responsibility to:

1. Read and become familiar with this Summit Point School Code of Conduct.
2. Talk with their child about the behaviour expected at school.
3. Work collaboratively with school staff to address any academic and behavioural problems their child may exhibit.
4. Make sure their child attends school regularly and arrives by 8.30 am each day ready to learn.
5. Inform appropriate staff if their student is going to be absent, or arriving late/leaving early, with reasons.
6. Give the school accurate and current contact information.
7. Inform appropriate staff about any concerns in a respectful and timely manner.
8. Be respectful and courteous to staff, other parents, families, and students while on school premises.
9. Support their child's learning and school activities at home.

Straight-Line Discipline Process

The Summit Point School Code of Conduct provides common-sense guidelines regarding acceptable conduct.

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 in the classroom so that the best possible learning takes place for everyone. This ensures that students are clear about how any misconduct will be handled, the consequences of misconduct and that any repeated disruption will lead to disciplinary action.

NOTE: Disciplinary action may be taken at any stage, including classroom detentions or removal from play areas.

Process

1st incident of unacceptable behaviour (minor)

The teacher deals with the incident, documents information, and informs Senior Leader.



The Senior Leader and Classroom Teacher have a conference with the student.



Senior Leader informs parents and initiates a meeting of student/parent/ teacher.



A goal is set for new behaviour, with a monitoring schedule.

2nd incident of unacceptable behaviour

The Senior Leader informs parents and initiates a meeting of student/parent/Senior Leader



External support for behaviour is sought by parents to better support the student.



A goal is set for new behaviour, with a monitoring schedule.

3rd incident of unacceptable behaviour

The Senior Leader and Principal meet with parents and consult with the Board.

A stand-down or exclusion may apply immediately.

If repeated and/or serious misconduct occurs during a student's first term, resulting in stand down and/or exclusion, re-enrolment may not be offered for a second term.

Unacceptable Conduct

Summit Point School has firm standards and expectations for student behaviour. These standards will be met through close supervision; by students improved self-discipline; positive staff encouragement; and the support of all caregivers.

The following behaviours contravene the Summit Point School Code of Conduct:

- Failure to adhere to the Summit Point School standards for uniform and personal grooming.
- Disruption in the classroom.
- Rude or abusive language to other students/staff/members of the public.
- Lying, concealing, or failing to tell the whole truth.
- Any form of harassment/bullying: disabilities, verbal, physical, racial, gender, sexual, or religious.
- Truancy/accessing out-of-bounds areas.
- Defiance.
- Inappropriate use of ICT (including cell phones)
- Damage to or theft of school or student property.
- Physical, and/or verbal violence/assault.
- Possession and/or use of weapons, tobacco, alcohol or harmful/banned drugs or substances.

These behaviours also contravene New Zealand law and will be treated as serious misconduct.

Section 3: CyberSafety

Please read this section carefully. If there are any points you would like to discuss with the school, contact the office as soon as possible.

Please discuss these CyberSafety rules with your child.

Important terms:

- a) The abbreviation 'ICT' refers to the term 'Information and Communication Technologies'.
- b) 'CyberSafety' refers to the safe use of the Internet and ICT equipment and devices, including mobile phones.
- c) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- d) The term 'ICT equipment/devices' includes, but is not limited to, computers (e.g., desktops, laptops, PDAs), storage devices (e.g., USBs, flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (e.g., video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (e.g., portable CD and DVD players), and any other, similar, technologies as they come into use.
- e) 'Objectionable' means material that 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. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Introduction

The measures to ensure the CyberSafety of Summit Point School 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 Summit Point School, 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, and 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 must sign the CyberSafety consent included in the Enrolment Consents page of the Enrolment Pack. Once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

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 owned or leased either partially or wholly by the school and used on or off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Additional information can be found on the NetSafe website www.netsafe.org.nz/ua.

Rules to keep all students CyberSafe.

The following rules will help keep everyone safe when using ICT at school.

Student Commitment:

1. I cannot use school ICT equipment until my parent/guardian has signed my acceptance agreement (included in the Enrolment Consent page) and returned it to the school.
2. I can only use computers and other ICT equipment for my schoolwork, and only with my teacher's permission.
3. I can only go online or use the internet at school when a teacher gives permission, and an adult is present.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use the internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind to or about other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - a. Not show others.
 - b. Turn off the computer.
 - c. Get a teacher straight away.
8. I must not bring any ICT equipment/devices to school unless requested or given permission from my teacher/school. This includes things like mobile phones, iPods, games, cameras, USB drives and software.
9. I will ask my teacher's permission before I put any personal information online.

Personal information includes:

 - a. Name
 - b. Address
 - c. Email address
 - d. Phone numbers
 - e. Photos.
10. I will be careful and will look after all our school ICT equipment by:
 - a. Not being silly and playing around with it
 - b. Following our school CyberSafety rules
 - c. Telling a teacher about anything wrong or damaged.
 - d. I understand that if I break these rules the school may need to tell my parents.

Summit Point School commitment:

Summit Point School will:

1. Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal, or harmful material on the internet or school ICT equipment/devices at school, or at school-related activities.
2. Work progressively with children and their families to encourage and develop an understanding of the importance of CyberSafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace.
3. Keep a copy of this signed use agreement on file.
4. Respond to any breaches in an appropriate manner.
5. Welcome enquiries from parents or students about CyberSafety issues.

Parent/guardian commitment:

1. I will read this CyberSafety use agreement document.
2. I will discuss the information with my child and explain why it is important.
3. I will return the signed agreement to the school.
4. I will support the school's CyberSafety programme by encouraging my child to follow the CyberSafety rules, and to always ask the teacher if they are unsure about any use of ICT.
5. I will contact the principal or school CyberSafety manager to discuss any questions I might have about CyberSafety and/or this use agreement and know that I am welcome to do this at any time.

Section 4: Education Outside the Classroom

Education Outside the Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sports.

Summit Point School has near access to beaches, streams/rivers, mountains, and bush, as well as various built environments. These are rich in learning opportunities. Summit Point School values the opportunity to provide students with different experiences and some teaching will occur beyond the school site.

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief, they are:

Type of event	Description	Type of consent
A	On-site- on school grounds (i) Lower-risk environments (ii) Higher risk environments*	(i) No consent sought or blanket consent . (ii) Separate consent for each event or programme
B	Off-site events in the local community occurring during school time. (i) Lower-risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment. (ii) Separate consent for each event or programme
C	Off-site events - finishing after school finishes. (i) Lower-risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment. (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower-risk environments (ii) Higher risk environments*	(i) Separate consent (ii) Separate consent for each event or programme

*Involves risk assessed to be greater than that associated with the average family activity.

All EOTC activity categories require staff to undertake an analysis of the risks and identify the management strategies required to eliminate, isolate, and minimise the risks. Emergency procedures are also in place.

Blanket Consent for EOTC is included in the Enrolment Consents, Section 6.

Section 5: Health Profile

Medic Alert Number (if applicable) _____

Please tick if your child has/had any of the following:

Migraine	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Asthma	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Travel Sickness	<input type="checkbox"/>	Fit of any kind	<input type="checkbox"/>
Chronic Nose Bleeds	<input type="checkbox"/>	Heart Condition	<input type="checkbox"/>	Dizzy spells	<input type="checkbox"/>
Colour Blindness	<input type="checkbox"/>	ADHD	<input type="checkbox"/>		

Other (Please specify) _____

For overnight events: Sleepwalking Bedwetting

Is your child currently taking any medication? Yes No

Condition: _____

Name of medication/s: _____

Dosage and time/s to be taken: _____

Other treatment: _____

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

Injury/condition: _____

Is your child allergic to any of the following:

Allergy	Yes	No	Details
Prescription Medicine	<input type="checkbox"/>	<input type="checkbox"/>	
Food	<input type="checkbox"/>	<input type="checkbox"/>	

Insect bites/stings			
Other allergies			

Treatment: _____

Vaccinations:

Has your child been fully immunised? Yes No
 Please attach their immunisation certificate

When was your child's last tetanus injection? Date: _____

What pain/flu medication may your child be given if needed?

Is there any additional information staff should know to ensure the physical and emotional safety of your child?

E.g., cultural practices; disability; anxiety about heights/darkness/small spaces; pregnancy; behaviour or emotional problems. Describe and/or attach information.

Parental Health Consent:

Tick to consent:	
<input type="checkbox"/>	I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this.
<input type="checkbox"/>	I will ensure that prescribed medication is clearly labelled, securely packaged, and handed directly to the designated adult with instructions on its administration.
<input type="checkbox"/>	I will inform the School as soon as possible of any changes in my child's medical or other circumstances.
<input type="checkbox"/>	I agree to my child receiving any emergency medical care as considered necessary by the medical authorities present.
<input type="checkbox"/>	I am responsible for all medical costs incurred by my child.

Medication Administration Authority Form

I request that my child be given the following medication:
NAME OF MEDICINE AND DOSE:
TIME(S) WHEN MEDICINE IS GIVEN:
PROCEDURE FOR GIVING MEDICINE:
CONDITION FOR WHICH MEDICINE IS GIVEN:
Name of prescribing doctor –

<p>I accept responsibility for:</p> <ul style="list-style-type: none">• The decision to give this medication to my child, and acknowledge that the school is in no way responsible for that decision, now or in the future• Notifying the school about any changes in dosage, time, or procedures, by filling out a new Medicine Authority form• Delivering the medication personally to school.• Ensuring that the medicine is not past its expiry date. <p>I accept that the school:</p> <ul style="list-style-type: none">• May not have a trained medical officer to administer medications• Cannot guarantee that medication will be given at a precise time or by the same person.• Will dispose of any uncollected medicine at the end of the year.

Medication Administration Policy

No medication may be administered to a child without parental consent.

Paracetamol may be given with verbal consent from a parent.

The School has a responsibility to ensure that if students are taking medication, procedures are followed to ensure that it is kept securely and taken appropriately. The School administers medication with due care and attention to the instructions but takes no responsibility for any problems arising from this treatment.

Medication for specific allergies or other needs is stored in the medical room with a complete list of the students' conditions. Staff are required to make themselves aware of this list.

All medication is dispensed through the School Office, and all treatments and the dispensing of medication are recorded. Medication is not the responsibility of the class teacher. Children may not hold medication in the classroom (except for asthma inhalers).

Some medication, e.g., drugs that adjust student behaviour, need to be carefully monitored so that parents/caregivers can check that it is being taken regularly. If this type of medication is managed at home, details of the condition and medication are recorded on the student's file.

The School will only administer prescription medication to students whose parents have made a formal request. The following guidelines must be observed:

- Parents/caregivers complete a Medication Administration Authority form and notify the school in writing of any variation in dose.
- Members of the school administration staff have the authority to administer medication on behalf of parents/caregivers and ensure that medication is stored safely, and appropriate records are kept.

Medication (e.g., tablets, administered on behalf of their parents/caregivers to a student suffering from a medical condition):

- Must be delivered to school by parents/caregivers, not by students.
- Must be stored in a plastic bag labelled with the name of the student together with a copy of the Medicine Authority form.

To ensure the safety of staff administering medication:

- Long-term medication is stored in emergency medical bags in the medical room.
- Short-term medication is kept in a locked cabinet unless it requires refrigeration in the staffroom fridge.
- All medication given to students is recorded on the medication record sheet located in the medical room, and parents are notified when medication is given via a written note sent home with the student.
- The medication record sheet shows the name of the student, the dose given, the time and date given, and other actions taken. It is then signed by the administering staff member.
- A copy of the Medication Administration Authority Form from parents/caregivers is kept on file. When a parent or doctor needs to be consulted, this is done as soon as practicable. Emergency allergy medication is kept in the medical room in the office area in a designated medicine bag. Further emergency allergy medication is kept in the classroom with the child.

Section 6: Enrolment Consents

As the parent/legal guardian of (student name) _____ I confirm I have read, understood, and agree to the Summit Point School Enrolment Terms and Conditions, including (tick to confirm):

Section 1: Payment Terms and Conditions:

I have read and understand the Payment Terms and Conditions.

Section 2: Student Code of Conduct:

I, and my child, have read, discussed, and understand the Student Code of Conduct expectations and processes.

Section 3: CyberSafety:

I, and my child, have read, discussed, and understand the CyberSafety use agreement.

I am aware of the school's initiatives to maintain a CyberSafe learning environment, including my child's responsibilities.

Section 4: EOTC Blanket Consent:

I agree to my child's participation in lower-risk Category **A** and **B** and **C** ETOC activities while a student at Summit Point School.

Aquatic Activities Consent	Yes	No	Don't Know
My child is able to swim 50 metres?			
My child is water confident in a pool?			
My child is confident in deep water?			
My child is able to tread water?			
My child is able to 'survival float'?			
My child is confident in the sea or open inland water?			
My child safety-conscious in and around water?			

Section 5: Health Profile

I have provided Summit Point School with up-to-date medical, supervision and learning information.

I will make every endeavour to keep this information current.

Publication and Display of Student Images and Artwork

It is the School's policy to publicly display student work and student images (group and individual) wherever possible, including print and digital communications, websites and social media. The Privacy Act requires that we have the permission of students and their parents to do so.

Student:

I give permission for the school to display my work and/or image in school publications including those listed above.

Parent or Guardian:

- I am aware that under the Privacy Act, the school requires my permission for the display or publication of my child's work and/or image.
- I give my permission for the school to display or publish my child's work and/or image in school publications including those listed above.

I consent to the Summit Point School Enrolment Terms and conditions:

Name of Student: _____ Signature _____

Name Parent (Guardian/Caregiver): _____

Relationship: _____ Signature _____

Date: _____

Consent Checklist:

Please ensure you have completed and returned:

- Consent Form Section 7: Completed and signed by parent/caregiver and student.
- Completed Health Profile including Medication Administration Authority Form (if appropriate)

Thank you.

If you have any concerns or questions, please email
info@summitpoint.school.nz or phone 09 973 5354