

# Stella Maris Catholic Primary School



**Enrolment Pack**

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# Enrolment Application

## Stella Maris Catholic Primary School

**STUDENT INFORMATION** – Please complete the following where applicable. Please note a separate enrolment application is required for each individual child in your family.

### Child Information Sheet

Family Name			
Christian / Given Names			
Preferred Name			
Address <i>(Fuller details over page)</i>	Postcode:		
Home Phone No.			
Mobile Phone No.			
Emergency Phone No.			
Sex	Male	–	Female
Place and Date of Birth	Date of Birth    /    /    Place of Birth <i>A copy of your child's Birth Certificate and Immunisation Certificate must accompany this application</i>		
Birth Certificate Sighted <i>(Office Use)</i>	Yes	– <i>(Or enclose copy)</i>	No
Immunisation Certificate Sighted <i>(Office Use)</i>	Yes	– <i>(Or enclose copy)</i>	No
Position in Family i.e. 1st child, 2nd child etc.			
Religion			
Living with both Parents	Yes	–	No
Does the child identify as Maori - State Iwi	Yes	–	No
Ethnicity of the child	1st	2nd	
State any other siblings to attend this school	Child 2: Name: DoB:	Child 3: Name: DoB:	Child 4: Name: DoB:
Language/s spoken at Home			
Other Languages spoken			
School or Preschool attended <i>(state public or private)</i>			

## Family Information

Please complete the following where applicable. Use arrows across columns if information is repeated.

	PARENT/FEMALE CARE GIVER <i>Residing with Child</i>	PARENT / MALE CARE GIVER <i>Residing with Child</i>	PARENT <i>*Not Residing with Child</i>
Title (e.g. Mr/Mrs/Ms)			
Surname			
Christian Name			
Preferred Name			
Relationship to Child			
Home Address			
Billing Address			
Mailing Address			
Home Phone Number			
Mobile Phone			
Email Address			
Religion			
Parish			
Work Place / Employer			
Work Phone No			
Occupation			
Birth Country			
Country of Citizenship Nationality			
Identify as Maori State Iwi	Yes - No	Yes - No	Yes - No
Identify as Other <i>(Please state)</i>			
Main Language Spoken at home			
Other Languages Spoken at home.			

## Status

Married / Separated / Divorced / Single / De-facto / Widowed

Is there a Family Court Order?            Yes            -            No

If Yes, please state if there are special conditions *(Please attach relevant documents)*.

If No, are there special arrangements, which the school needs to be aware?

## Emergency Contacts

In case of accident or emergency, if the school is unable to contact either parent, who would you like the school to contact?

<b>First Preference</b>	<b>Second Preference</b>
NAME:	NAME:
RELATIONSHIP:	RELATIONSHIP:
PHONE:	PHONE:
COMMENTS:	COMMENTS:

<b>Preference Doctor</b>	<b>Preference dentist</b>
NAME:	NAME:
PHONE:	PHONE:

## Previous School

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TRANSPORT** – How will your child get to school at Stella Maris?

Please specify mode of transport \_\_\_\_\_

To School \_\_\_\_\_

From School \_\_\_\_\_ Distance from home to school \_\_\_\_\_

**SACRAMENTS** – Have the following Sacraments been received?

If **Yes**, Please circle and complete details

**Baptism** Date \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

**Reconciliation** Date \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

**Eucharist** Date \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

**Confirmation** Date \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

## INTERESTS AND ABILITIES

Does your child show extra potential, abilities or strengths in any specific areas?

Sport	Vocal	Speech and Drama
Art	Instrumental	Languages
Other		

## IMMUNISATION

Has your child been immunised fully for his / her age?

Immunisation Certificate sighted (*office use*)                      Yes                      –                      No

## Medical History

Please advise any health issues the school needs to know about your child so that we can always be attentive to your child's needs.

### LEARNING SUPPORT INFORMATION

	Please Tick	Details
Does your child experience any difficulties that you are aware of? Eg: learning behaviour, emotional, psychological, other	Yes - No	
Has your child received Learning Support at his / her previous school?	Yes - No	
Does your child have any chronic illness or specific condition that may affect his / her learning?	Yes - No	
Has your child experienced any emotional difficulties or had any traumatic difficulties that may have affected his / her learning? (Eg: death in family, parental separation).	Yes - No	

DOES YOUR CHILD HAVE IMPAIRMENT IN ANY OF THE FOLLOWING AREAS	Please Tick
Autistic Spectrum Disorder (Aspergers Syndrome)	Yes - No
Hearing Impairment	Yes - No
Intellectual Impairment	Yes - No
Speech / Language Impairment	Yes - No
Vision Impairment	Yes - No
Mobility Impairment	Yes - No

If Yes to any of the above, please provide further details: attach if necessary.

Has your child been assessed by any of the following Special Services.

Name of Child	Yes / No	Name of Centre/ Practitioner	Date of 1st Visit	Is your child attending now?
GSE				
RTLB				
Speech Pathology				
Occup. Therapist				
Physiotherapist				
Psychiatrist				
Special Clinic <i>(Hospital Private)</i>				
Audiology Clinic				
Other				

List any medication which your child takes regularly and the dosage:

Please list any diseases, surgery or disorders or recurring illness. Please add any other information which may be helpful:

Any comments:

## Information Collection Notice

**INFORMATION WE COLLECT** – Our school collects and records personal, sensitive and health information from students and parents/guardians before and during the course of a student’s enrolment at our school.

**DISCLOSURE OF INFORMATION** – This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within the Diocese of Auckland, medical practitioners, and people providing services to schools, such as specialists visiting teachers and consultants.

**INFORMATION REQUIRED** – If we do not obtain the personal, sensitive and health information referred to above, this school may not be able to enrol or continue to enrol your son/daughter.



# Parents Declaration

I/We agree that my/our child/children will:

- Wear the regulation uniform.
- Will observe the school rules.
- Will participate in the school programme that gives Stella Maris its Special Character.
- In terms of the Privacy Act I understand that the information on this form is collected to form part of the essential information the school holds on my child/children.
- I/We agree that my/our child/children's anonymous data can be entered into educational websites.
- I/We understand that the school will take action on my/our behalf in case of sudden illness or injury to my/our child/children.
- I/We are happy for our contact details to be given to the P.T.F.A and a Class Parent Rep.
- I/We understand and agree to pay Attendance Dues as determined by the Proprietor.
- I/We agree to pay the school accounts as set by the BOT and determined by the Proprietor.
- I/We have read, understood and accept the Mission Statement of Stella Maris Catholic School.
- I/We understand and agree to uphold the Values of Stella Maris Catholic School.
- I/We agree to meet these commitments. In the event that we are unable to do so, we will meet the Principal to discuss alternative arrangements.

**SIGNED:**

Parent/Caregiver \_\_\_\_\_

Parent/ Caregiver \_\_\_\_\_

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

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

## Attendance Dues

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues as determined from time to time by the Proprietor and approved by the Minister of Education. Furthermore, I/We accept that the school can discontinue attendance of the above named pupil in default of this undertaking.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# School Attendance Dues

## Attendance Dues

Attendance Dues are a compulsory payment under the terms of the Private Schools Conditional Integration Act 1975 and a condition of enrolment at Stella Maris Catholic School. Attendance Dues are charged for all students who attend Catholic Schools in New Zealand.

Attendance Dues are used to repay loans for building works done at schools in the Auckland Diocese, property related costs including school building work, buildings insurance and costs directly associated with the administration of attendance dues.

Attendance Dues are collected by Stella Maris School on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The attendance dues collected by Stella Maris School forwarded to Auckland Common Fund Limited, a company established by the proprietors Catholic integrated schools in the Diocese of Auckland responsible for the collection of attendance dues.

Attendance Dues for 2020 are Primary: Year 0 – 6 \$112.00 (\$448.00 per year) Including GST

## Special Character

The Catholic Special contribution is a voluntary donation of \$12.50 per term (\$50 per annum) per student.

This contribution provides the main source of funding for all services provided to Stella Maris School by the Catholic Education Services Board. No contributions are made by the Government for these services.

The Catholic Education Services Board assists schools to provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character in our schools.

## Board of Trustees Teaching and Learning Contribution

This is required by the Board of Trustees to help pay for the shortfall in operating grant received by the Ministry of Education and is used for the extra resources to enhance your child's learning at Stella Maris, along with general running of the school and the actual cost of this.

Family Size	Attendance Dues	Special Character	Teaching and Learning Donation	Total per term per Child / children	Total per year per child/ children
1 child	\$112.00	\$12.50	\$175.00	\$299.50	\$1198.00
2 children	\$112.00	\$12.50	\$175.00	\$299.50	\$2396.00
3 children *	\$112.00	\$12.50	*3rd Child Discount	\$124.50	\$2894.00

For three or more children there is no charge for the Teaching and Learning Donation.

1. No Student is denied Catholic Education because of a genuine inability of parents to pay school attendance dues.
2. School Accounts are issued on a term basis. Payment of attendance dues is requested at the beginning of each term. Should payment of attendance dues become a problem, please do not hesitate to make an appointment to meet with the School Administrator or the Principal.
3. Payments can be made at the office or electronically by Automatic Payment to:

**ASB OREWA 12 3046 0362238 01 Include your 4 digit account number and your child's name in the reference. Thank you**

# Parent Involvement Sheet

Child's Name \_\_\_\_\_

Child's Class \_\_\_\_\_

I am willing to help this School in the following ways:

Library

Any other areas

PTFA

Reading

BOT Interest

Woodwork / Hard Materials

Sewing / Soft Material

Technology

Classroom Aid

Art

Cooking Food

Sport Coaching

Gardening

Working Bee

Parents Signature \_\_\_\_\_



# Stella Maris Catholic School Mission Statement

Stella Maris is a Christ centre school. As a learning community we strive to challenge, support and empower individuals to become confident learners within the context of our Catholic Faith and Traditions.

## At Stella Maris We Seek To Demonstrate The Core Gospel Values Education

### Justice

We promote justice when we:

- Act with integrity
- Demonstrate fairness in all decisions
- Respect the rights of others
- Take responsibility for our actions affirm, celebrate and develop what gifts and talents of each person
- Be honest and just in all respects of teaching practice.
- Preserve our resources
- Respect and nurture the environment
- Provide quality without extravagance.

### Service

We provide service when we:

- Create an environment of welcome and hospitality
- Promote quality care and excellence in the teaching ministry
- Show an openness to constructive criticism and feedback
- Encourage and demonstrate team spirit
- Recognise the value of individual initiatives and ideas.

### Care of the Vulnerable

We care for the vulnerable when we:

- Listen attentively to identify unmet needs
- Respond in a meaningful way to those in need
- Collaborate with others to share resources
- Create access to educational opportunities.

### Respect for Human Dignity

We respect human dignity when we:

- Respect the sacredness of life
- Care for the whole person
- Demonstrate unity of purpose while recognising individual difference
- Value each person's strengths and contribution
- Act in a culturally appropriate way.

### Compassion

We show compassion when we:

- Act with understanding and sensitivity towards each other
- Work co-operatively with others
- Are available to those we serve and to each other
- Respect and nurture the environment.

# Stella Maris Primary School Expectations

## Parents are expected to:

- Uphold the Catholic Special Character and Core Values of the school
- Support and be involved in the children's faith development and education
- To working partnership with teachers
- Ensure children wear the correct uniform
- Ensure the children are punctual and attend regularly
- Support fundraising events
- Adhere to their enrolment obligations
- Attend school events
- Support fundraising and social occasions
- Pay all related to attending Stella Maris Primary School ie Attendance Dues, Catholic Special Character Contribution, Diocesan Levy, Teaching and Learning Donation.

## Students are expected to:

- Reflect Gospel Values in their words and actions
- Show courtesy and respect
- Take pride in their appearance
- Show self-discipline
- Take responsibility for their action
- Be caring, co-operative and considerate
- Be happy and secure.

## Staff are expected to:

- Uphold the Catholic Special Character and Core Values of the school
- Work in partnership with parents
- Provide learning programmes, which are child centred, interactive and reflect the Gospel Values
- Make learning enjoyable and challenging
- Meet individual children's needs
- Keep up-to-date professionally
- Ensure the children are safe and secure.

