



# LYNFIELD COLLEGE

## Year 9 Pre-Enrolment Guide 2019

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*This guide is designed to help you enrol at Lynfield College.  
Please read it carefully prior to attending your enrolment interview.*

All students living within the home zone are entitled to enrol if they are eligible domestic students. Parents should contact reception for enrolment details. A map and list of streets can be found on [www.lynfield.school.nz/enrolment.html](http://www.lynfield.school.nz/enrolment.html) or are available at the school office.

### Enrolling Process Quick Guide

1. Determine whether you are in the Home Zone or Out of Zone (Category 6 - see category description below)
2. Category 6, complete an application form which must be received at reception by 5.00 pm, 5 September, 2018. See timeline on page 2. An Out of Zone Application Form is available on the College website or from Reception
3. All others complete the Enrolment Form. See timeline on page 2
4. **All students enrolling must attend an enrolment interview with College staff.**

#### PLEASE NOTE THE FOLLOWING

- No appointment is necessary for home zone enrolments and categories 2-5 (see enrolment sessions on page 2)
- The student must attend the interview and be accompanied by a parent or caregiver
- Have all enrolment forms filled in before you arrive for the interview.

#### BRING THE ORIGINAL AND A COPY OF THE FOLLOWING

- Student's birth certificate, or passport if not born in New Zealand that shows the date of first entry into New Zealand. If the student has a study visa, a parent's passport and work visa must be sighted
- A document which verifies the home zone address
- Evidence for category 2 - 5 enrolments, i.e. parent or sibling's name and years attended
- Most recent school report.

#### ALSO REQUIRED

- A passport size photo (write the student's full name and date of birth on the back of the photo)
- MMR (Measles, Mumps, Rubella) vaccination certificate.

### Enrolment Zone Categories

Enrolment at Lynfield College is governed by an enrolment scheme, which consists of a home zone and procedures for enrolling out of zone students. The purpose of the enrolment scheme is to avoid overcrowding, to ensure fair and transparent selection, and to ensure the best use of schools.

#### **Enrolment is based on priority categories defined by the Education Act**

Category 1: Applicants for enrolment in special programmes (Lynfield College Adult ESOL programme)

Category 2: Applicants who are brothers or sisters of current students

Category 3: Applicants who are brothers or sisters of former students

Category 4: Applicants who are children of former students

Category 5: Applicants who are children of Board of Trustees employees or Board of Trustees members

Category 6: All other applicants

The Board of Trustees has determined that for 2019 Categories 1 - 5 will be treated as home zone enrolments.

## ***Timeline for 2019 School Tours and Enrolments***

School in Action Tours at 11.00 am	Wednesday 25 July 2018
School in Action Tours at 1.30 pm	Thursday 26 July 2018
Information Evening in the College Hall at 7.00 pm	Monday 30 July 2018

### **ENROLMENT SESSIONS**

Tuesday 31 July to Friday 3 August 2018, 8.00 to 9.00 am, 9.30 to 11.00 am, 3.15 to 4.30 pm  
Thursday 2 August 2018, evening 6.00 to 8.00 pm AND Saturday 4 August 2018, 9.00 am to 12.00 noon

## ***Timeline for 2019 Out of Zone, Category 6 Enrolments***

Year 9 Out of Zone Category 6 enrolment applications for 2019 will close at 5.00 pm	Wednesday 5 September 2018
Year 9 Ballot will be held for Category 6	Wednesday 12 September 2018
Year 9 Ballot result notification letters sent out	Thursday 13 September 2018
Successful applicants telephone 627 0600 for an appointment before 28 September	17 to 21, and 24 to 28 September 2018
<i>Year 10-13 enrolment applications close</i>	<i>Tuesday 16 October 2018</i>
<i>Year 10-13 ballot date and notification letters sent out</i>	<i>Wednesday 17 October 2018</i>

In zone Year 10-13 applicants should telephone reception, 627 0600 extension 700.

All forms for enrolment are also available on our website: [www.lynfield.school.nz/enrolment.html](http://www.lynfield.school.nz/enrolment.html)

## ***School Donation for 2019: \$190 per Child, or \$270 per Family***

This donation contributes to the purchase of sports equipment, sports uniforms, stocking the library, subsidising music and cultural performances, school trips, school ball, paying for the Yearbook, prizes and ensuring that all sundry items necessary to providing a sound education are available to the students. The Board of Trustees determines this amount annually and approves its use.

Given the importance of the donation in funding these aspects of school life, the Board hopes families will make arrangements to contribute as and when they are able. School donations can be made at the Accounts Office or online. The donation may be claimed as a rebate for income tax purposes.

## ***Course Material Costs***

These charges are appropriate where students keep the material or extend activities beyond the normal resources of the department concerned, e.g. Art, Craft, Technology Food, Technology Metal, Technology Wood, Digital Technology and Photography. Students are issued with material costs in their first week of school and fees are collected in week 2. Statements for any outstanding fees will be emailed home twice per term. Prompt payment is appreciated.

## ***e-Payments***

We encourage all families to pay their course costs and other payments (such as sports fees, itinerant music lessons, course trips, camps and other school outings) online through the Parent Portal at the top of our website home page [www.lynfield.school.nz](http://www.lynfield.school.nz)

Uniform, stationery and course books can be paid through the Shop link at the top of the website home page. Payment is by credit card or direct credit and this secure payment method is a convenient way of making these important payments.

## ***e-Learning at Lynfield College***

e-Learning (learning that is facilitated by ICT) has considerable potential to enable and enhance the learning of our students. The New Zealand Curriculum states that e-Learning may:

- Assist the making of connections by enabling students to enter and explore new learning environments, overcoming barriers of distance and time

- Facilitate shared learning by enabling students to join or create communities of learners that extend well beyond the classroom
- Assist in the creation of supportive learning environments by offering resources that take account of individual, cultural, or developmental differences
- Enhance opportunities to learn by offering students virtual experiences and tools that save them time, allowing them to take their learning further.

### **BYOD**

To enable effective e-Learning to occur, we request all students to 'Bring Your Own Device' to school. This allows students to integrate their learning both inside and outside of school. The device might be a Chromebook, netbook or a laptop – any internet capable device that can assist learning. See over for more details.

### **DIGITAL CITIZENSHIP**

A digital citizen is someone who:

- Is a confident and capable user of ICT
- Uses technologies to participate in educational, cultural, and economic activities
- Uses and develops critical thinking skills in cyberspace
- Is literate in the language, symbols, and texts of digital technologies
- Is aware of ICT challenges and can manage them effectively
- Uses ICT to relate to others in positive, meaningful ways
- Demonstrates honesty and integrity and ethical behaviour in their use of ICT
- Respects the concepts of privacy and freedom of speech in a digital world
- Contributes and actively promotes the values of digital citizenship.

Lynfield College encourages students to conduct themselves online as they would in the real world. This means that the school Code of Conduct applies to both on and offline behaviour. Just as bullying is not acceptable nor is cyber bullying. Where appropriate, subject teachers will teach the students good digital literacy skills as well. These include referencing your work, not infringing copyright laws, etc. Year 9 and 10 Digital Citizenship inquiry projects also give students an opportunity to engage in more meaningful work around the theme of Digital Citizenship.

### **E-LEARNING AGREEMENT**

When you and your child sign the Lynfield College Enrolment Form you are agreeing to comply with the following statement:

1. Any computer/device use must be carried out on the student's personal login
2. Computers are to be used for educational purposes
3. At all times, students will conduct themselves as digital citizens.

## ***Taking Responsibility for General Safety***

It is important that all students are aware of, understand and follow College procedures on matters relating to physical and emotional safety. The safety of everyone depends on each and every one of us taking responsibility for our actions. When you and your child sign the Lynfield College Enrolment Form you are agreeing to comply with the following statement.

### **I AGREE:**

- To respect other people (students, staff, community), their opinions and their property
- To listen to, and behave in accordance with, all safety instructions and safety procedures in all subject/course classes
- To not put myself or others at risk during co-curricular and extra-curricular activities whether at school or off-site
- To follow the emergency evacuation procedures
- To follow the security alert procedures
- To never interfere with any warning system/alarm system/response system at Lynfield College. (*Setting off the alarm system can result in the Fire Brigade responding and a false alarm carries a penalty of up to \$1000*)
- To immediately inform a staff member of any hazards or similar that are a risk to physical safety, when at school or on a school activity
- To not publicise any material which violates the Safe School Policy and/or brings the College, or any member of the College, into disrepute.

# LYNFIELD COLLEGE

# CODE OF CONDUCT

As members of the Lynfield College community:

- We **respect** other people (students, staff, community), their opinions and their property
- We **do not tolerate** bullying of any kind
- We **do not discriminate** against anyone on the basis of:



ETHNICITY



RACE



SEXUALITY



DISABILITY



AGE



GENDER



RELIGION

If you are concerned about your safety, or see inappropriate behaviour, please talk to someone you trust, e.g. the Guidance Counsellors or your Form Teacher.



***We work with each other to create  
a safe and rewarding learning environment***

APPROVED BY THE LYNFIELD COLLEGE STUDENT COUNCIL