

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



LYNFIELD
COLLEGE

YEAR 9 PRE - ENROLMENT GUIDE

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

LYNFIELD COLLEGE: 191 White Swan Road, Mt Roskill, Auckland 1041
Phone (09) 627 0600, Email admin@lynfield.school.nz, www.lynfield.school.nz

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 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 Out of Zone application form which must be received at reception by 5.00 pm, 4 September 2019. See timeline on page 2. This is available on the College website or from Reception
3. All others complete the In Zone 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 2020, Categories 1 - 5 will be treated as home zone enrolments until applications close on Wednesday 4 September 2019. Applications received after this date will be added to the wait list. Places will be offered to those on the wait list if they become available.

TIMELINE FOR 2020 SCHOOL TOURS AND ENROLMENTS

School in Action Tours at 11.00 am	Wednesday 24 July 2019
School in Action Tours at 1.30 pm	Thursday 25 July 2019
Open Evening in the College Hall at 7.00 pm	Monday 29 July 2019

ENROLMENT SESSIONS

Tuesday 30 July to Friday 2 August 2019, 8.00 to 9.00 am, AND from 3.15 to 4.30 pm

Thursday 1 August 2019, evening 6.00 to 8.00 pm AND Saturday 3 August 2018, 9.00 am to 12.00 noon

TIMELINE FOR 2020 OUT OF ZONE, CATEGORY 6 ENROLMENTS

Year 9 Out of Zone Category 6 enrolment applications for 2020 will close at 5.00 pm	Wednesday 4 September 2019
Year 9 Category 6 Ballot	Wednesday 11 September 2019
Year 9 Ballot result notification letters sent out	Thursday 12 September 2019
Successful applicants telephone 627 0600 for an appointment before 27 September	16 to 20, and 23 to 27 September 2019

Year 10-13 enrolment applications close	Tuesday 15 October 2019
Year 10-13 ballot date and notification letters sent out	Wednesday 16 October 2019

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

SCHOOL DONATION FOR 2020: \$190 PER CHILD, OR \$270 PER FAMILY

PLEASE NOTE: Due to recent government announcements this information may change.

This donation contributes to the purchase of such items as shade structures, outdoor seating, water fountains, library books, subsidising music and cultural performances, school trips and prizes. Parent donations help us provide the quality education our students deserve. School donations can be made at the Accounts Office or online.

Your school donation is tax deductible. The rebate form IR526 can be downloaded from: <https://www.classic.ird.govt.nz/forms-guides/number/forms-500-599/ir526-tax-credit-claim-form.html>

COURSE MATERIAL COSTS

PLEASE NOTE: Due to recent government announcements this information may change.

Course material costs correspond to the course selection students have opted to take throughout the year where students keep 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 are collected in week 2. Statements for fees will be emailed home twice per term.

If you would like to set up automatic payments to spread out the cost of fees/trips etc over the year, please contact the college's accounts office. Please contact our Accounts Manager, Nalini Govind, telephone 627 0600 extension 708 or email her on nalinigovind@lynfield.school.nz if you would like to discuss this possibility.

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 events) online through the Parent Portal at the top of our website home page 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 and encourage 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 solely for educational purposes
3. At all times, students will conduct themselves as responsible 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.