



**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 In Zone area are entitled to enrol if they are eligible domestic students. 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 Zone or Out of Zone (Category 6 - see category description below)
2. Category 6, complete an online Out of Zone application form which must be received by 5.00 pm on Wednesday 2 September 2020. See timeline on page 2.
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 In 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 In Zone address, i.e. utility account or tenancy agreement
- 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 an In Zone area 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 2021, Categories 1 - 5 will be treated as In Zone enrolments until applications close on Wednesday 2 September 2020. Applications received after this date will be added to the waiting list. Places will be offered to those on the waiting list if they become available.

TIMELINE FOR SCHOOL TOURS AND ENROLMENTS

School in Action Tour at 11.30 am	Friday 24 July 2020
School in Action Tour at 11.30 am	Monday 27 July 2020
Open Evening in the College Hall at 6.00 pm	Tuesday 28 July 2020

ENROLMENT SESSIONS

Wednesday 29 July to Friday 14 August 2020 from 3.15 to 4.30 pm

Thursday 30 July 2020, evening 6.00 to 8.00 pm **and** Saturday 1 August 2020, 9.00 am to 12.00 noon

TIMELINE FOR OUT OF ZONE, CATEGORY 6 ENROLMENTS

Year 9 Out of Zone Category 6 enrolment applications for 2021 will close at 5.00 pm	Wednesday 2 September 2020
Year 9 Category 6 Ballot	Wednesday 9 September 2020
Year 9 Ballot result notification letters sent out	Thursday 10 September 2020

Successful applicants should complete the online Out of Zone enrolment form, then telephone 627 0600 for an appointment before 24 September 2020

<i>Year 10-13 enrolment applications close</i>	<i>Tuesday 13 October 2020</i>
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<i>Year 10-13 ballot date and notification letters sent out</i>	<i>Wednesday 14 October 2020</i>
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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

ePAYMENTS

We encourage all families to pay their course costs and other payments (such as sports fees, itinerant music lessons and special events) online through the Parent Portal at the top of our website home page www.lynfield.school.nz

Uniform, stationery and course accessories 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.

If you would like to set up automatic payments to spread costs over the year, please contact the College's accounts office via telephone 627 0600 extension 708 or email accounts@lynfield.school.nz.

eLEARNING AT LYNFIELD COLLEGE

eLearning (learning that is facilitated by ICT) has considerable potential to enable and enhance the learning of our students.

The New Zealand Curriculum states that eLearning 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 eLearning 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, laptop or any internet capable device that can assist learning.

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.

eLEARNING 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 Fire and Emergency responding. 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 LEARNER KOROWAI *of* VALUES

These values underpin the Lynfield Learning Charter. They have been developed through consultancy with students, staff, whānau and the community.

