



**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](mailto:admin@lynfield.school.nz), [www.lynfield.school.nz](http://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 at [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-Zone or Out-of-Zone (see enrolment map)
2. All enrolments are to be completed online. See timeline on page 2
3. Out-of-Zone applications for 2022 will close at 5.00 pm Monday 30 August
4. ***All students enrolling must attend an enrolment interview with College staff.***

### PLEASE NOTE THE FOLLOWING

- No appointment is necessary for In-Zone enrolments
- The student must attend the interview and be accompanied by a parent or caregiver

### BRING THE ORIGINAL OF THE FOLLOWING DOCUMENTS TO THE INTERVIEW

- 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
- Most recent school report
- 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 2022, Categories 1 - 6 will be treated as Out-of-Zone enrolments until applications close at 5.00 pm on Monday 30 August 2021. 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	Wednesday 28 July 2021
School in Action Tour at 11.30 am	Friday 30 July 2021
Open Evening in the College Hall at 6.00 pm	Monday 2 August 2021

### ENROLMENT SESSIONS FOR IN-ZONE APPLICANTS

Wednesday 4 August to Friday 13 August 2021 from 3.15 to 4.30 pm

Thursday 5 August 2021, evening 6.00 to 8.00 pm **and** Saturday 7 August 2021, 9.00 am to 12.00 noon

## TIMELINE FOR OUT-OF-ZONE ENROLMENTS

Year 9 Out-of-Zone enrolment applications for 2022 will close at 5.00 pm	Monday 30 August 2021
Year 9 Ballot	Thursday 2 September 2021
Year 9 Ballot result notification letters sent out	Tuesday 7 September 2021
Confirmation from Out-of-Zone applicants who have been successful must accept or reject the offer by 5.00 pm	Monday 27 September 2021

## 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](http://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](mailto: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 COLLEGE

## KOROWAI *of* VALUES

Our values have been developed through consultancy  
with akonga, whānau and the community.

