

## Enrolling your child at Edendale: Further Information

We welcome all primary school-aged students within our zone to Edendale School. We encourage you to pre-enrol your child and participate in pre-school visits on a Wednesday morning (9:00 – 10:00am) for the four weeks prior to your child turning five. Enrolment forms must be completed before your child can take part in these visits. Please remember that it is a legal requirement for children to be accompanied by an adult caregiver for the duration of each visit. We ask that you do not bring other pre-schoolers to these visits.

If you do not already have a child at Edendale you will be required to complete an Edendale statutory declaration for proof of address and have this signed by a Justice of the Peace or a solicitor; these forms are available at the school office. Please bring the following documents (originals, photocopies will not be accepted) to the school reception when enrolling your child:

### If born in New Zealand

1. New Zealand birth certificate or passport
2. Immunisation certificate (*not compulsory*)
3. Proof of address, i.e. utilities or rates bill, bank statement or tenancy agreement. Originals only that have come through the post. We cannot accept emailed or downloaded copies. Proof of address must be no older than one month when presented to the school office.
4. Home, work and cellphone numbers for parents/caregivers, email address (*for newsletters, etc.*) and emergency contact details for two people other than the parents/caregivers already listed

### If born overseas

1. Student's passport showing their current residency and/or student visa
2. Parent's passport showing current work permit
3. Proof of family relationship such as birth certificate
4. Immunisation certificate (*not compulsory*)
5. Proof of address, i.e. utilities or rates bill, bank statement or tenancy agreement. Originals only that have come through the post. We cannot accept emailed or downloaded copies. Proof of address must be no older than one month when presented to the school office.
6. Home, work and cellphone numbers for parents/caregivers, email address (*for newsletters, etc.*) and emergency contact details for two people other than the parents/caregivers already listed

### **Please ensure you let us know about:**

1. Any custody issues relating to your child. We must have a copy of any legal documentation if one parent or another is prohibited from contact with a child.
2. Changes of address, telephone, email or emergency contacts.

***We need to be able to contact you at all times in case of an emergency for the safety and wellbeing of your child.***

On your child's first day of school, please bring your child to the office between 8:00-8:30am. The enrolment will then be finalised and you and your child will be taken to the classroom. We will make every effort to ensure a smooth transition to school for your family. All documentation must be completed before your child can start. **You must come to the school office before your child can go to class on their first day.**

## Meetings with School Personnel

We welcome discussions with parents and caregivers. If you have a concern or a query, please make an appointment to see the class teacher. Generally, meetings with class teachers must be held before 8:15am or after 3:15pm. *Please contact your child's teacher to make an appointment.* If necessary, please also make a time to meet the Team Leader and Deputy Principal. Please take all emergencies and serious issues directly to the Principal. (*Our Complaints Procedure is on our website; please see School Policies*)

## Reporting to Families

February	Goal setting
June	Mid-year reports go home
July/August	Three-way conferences
December	Summary reports go home

Should your child begin school part-way through the year, there will be opportunities for meeting with teachers about student progress within the time-frame above. Please read our school newsletters for confirmation of dates and information about how to request appointments.