



# Manurewa High School

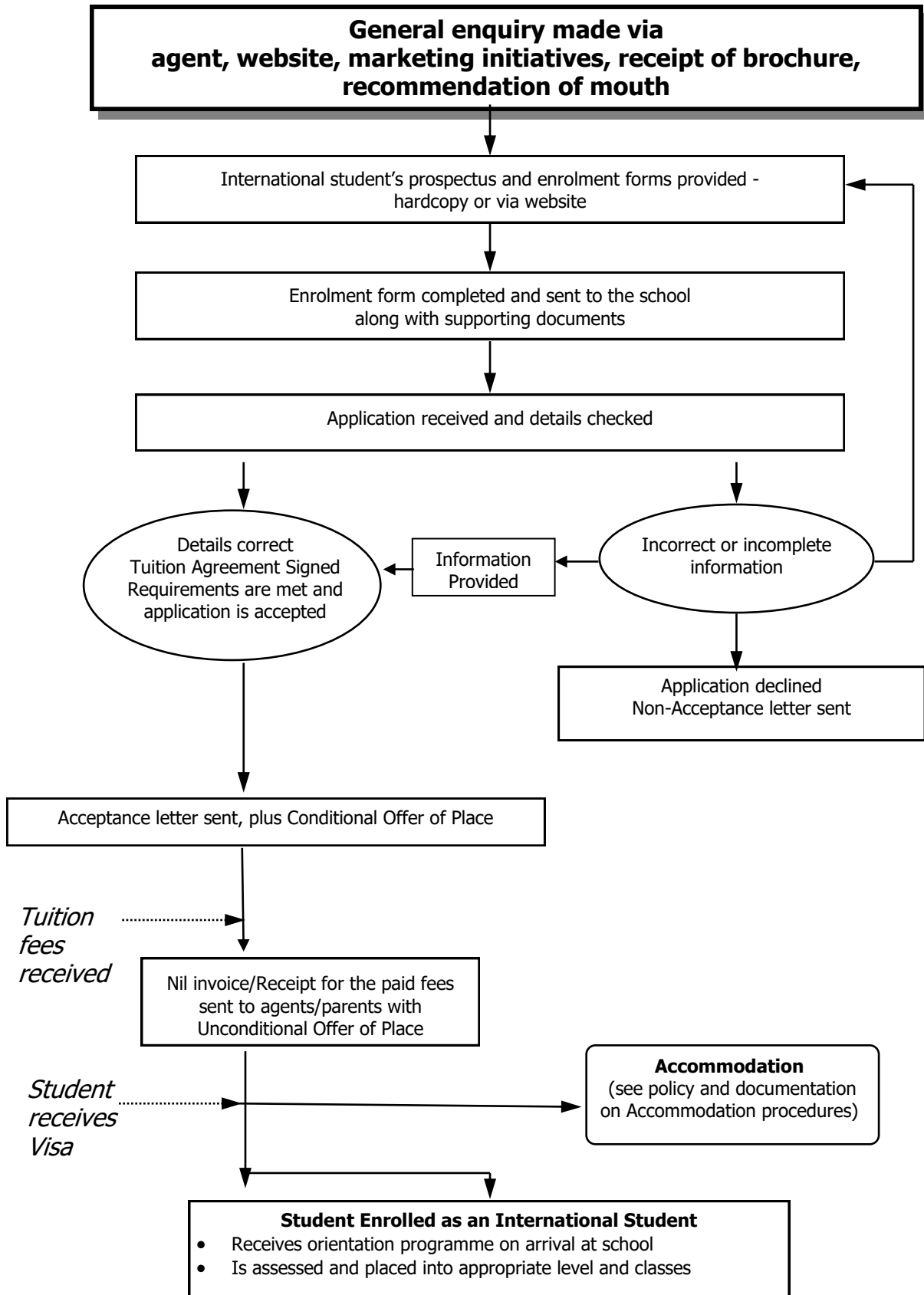


## International Students Enrolment Forms

*Reviewed November 2016*



# Manurewa High School International Students Application Procedures





# Manurewa High School

## International Students Application Form

### STUDENT'S DETAILS

Name .....  
*Family Name*
*Given Name(s)*

Date of Birth ..... Male  Female

Nationality ..... First Language .....

Student's email address: .....Passport Number .....

### Home Country Information

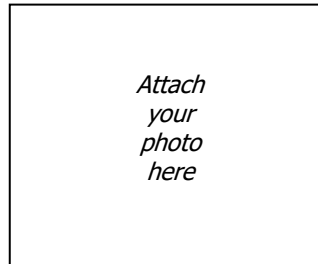
Address .....

.....

Telephone Number .....

MOB Number .....

Parent's Email Address.....



### COURSE INFORMATION

Preferred level of study      Year 9                      Year 10                      Year 11                      Year 12                      Year 13

**Manurewa High School reserves the right to enrol the student in a course best suited to their educational needs**

Subjects the student would like to take:

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

**Manurewa High school cannot guarantee that these subjects will be available**

Number of years studying English .....What career are you studying for? .....

Name of your present School .....

**Placement at Manurewa High School is not guaranteed**

### ACCOMMODATION INFORMATION

♦ **I require homestay** accommodation to be arranged for me

*If you require us to arrange your accommodation, then the 'Homestay Application' form needs to be completed. This form is attached to this application.*

**OR**

**I do not require homestay accommodation** because      I will be living with my parent(s)

I have already organised a host family

*If parents have organised a host family in New Zealand, then the 'Designated Caregivers Arrangements' form needs to be completed and attached to this application.*

**MEDICAL INFORMATION/HEALTH AND TRAVEL INSURANCE**

Please provide information on any medical problems (allergies/medication, etc.) that affect you and that the School should be aware on the **'Medical Form'** in this application.

Does the student have any special learning needs?      YES / NO      If Yes, please give details:

.....  
 .....  
 .....

Please outline any further relevant information that the school should be aware of:

.....  
 .....  
 .....

**It is a compulsory requirement that all international students attending Manurewa High School have suitable medical and personal loss insurance before leaving their home country. Payment for this insurance has been included in the tuition fee and will be arranged by Manurewa High School.**

**PARENTAL AGREEMENT**

- ◆ I/we confirm that the details provided in this enrolment application and accompanying documentation are correct and complete and that I/we agree to all conditions contained therein.
- ◆ I/we have read and understood the refund policy.
- ◆ I/we have read the information about the complaints process
- ◆ I/we understand that the level of study on the Offer of Place is conditional on assessment when the student arrives.
- ◆ I/we understand the requirement for international students to have insurance cover for medical needs and personal loss and that Manurewa High School will provide comprehensive travel and medical insurance as part of the Tuition Fee

**Parent(s) Name(s)** .....

**Parent(s) signature(s)** .....

**Date** .....

**Please note: We require parent or legal guardian signatures – not agents signing on behalf**

**Please forward this application to:**

Director of International Students  
 Manurewa High School  
 P O Box 75-247  
 Manurewa  
 AUCKLAND 2243  
 NEW ZEALAND

Fax: 64 9 269 0691  
 Email: international@manurewa.school.nz

**OTHER FORMS THAT ACCOMPANY THIS APPLICATION**

|   | <b>Completed &amp; Attached</b> | <b>Not Required</b>      |
|---|---------------------------------|--------------------------|
| Application for Homestay Accommodation      | <input type="checkbox"/>        | <input type="checkbox"/> |
| <b>OR</b> Designated Caregiver Arrangements | <input type="checkbox"/>        | <input type="checkbox"/> |
| Latest School Report                        | <input type="checkbox"/>        | <input type="checkbox"/> |
| Examination Results                         | <input type="checkbox"/>        | <input type="checkbox"/> |
| Testimonial from your School Principal      | <input type="checkbox"/>        | <input type="checkbox"/> |
| Covering letter (written by student)        | <input type="checkbox"/>        | <input type="checkbox"/> |
| Photocopies of passport/birth certificate   | <input type="checkbox"/>        | <input type="checkbox"/> |



# Manurewa High School

## Tuition Agreement

This Agreement shall be signed on behalf of the student by the parents of the student.

School: **Manurewa High School** ('the school')

Student: ('the student')

1. The school shall provide tuition to the student in accordance with the [Education \(Pastoral Care of International Students\) Code of Practice 2016](#) and the laws of New Zealand in return for an annual fee.
2. The student shall comply with the rules and policies of the school and with the reasonable instructions of the teachers of the school.
3. The parents or guardians of the student (the 'Parents') authorise staff of the school to:
  - 3.1 receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
  - 3.2 Receive financial information relating to the student including bank account details, debt and/or income of the student;
  - 3.3 Provide consents in respect of any activity carried out and authorised by the school;
  - 3.4 Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
4. The parents irrevocably authorise the Principal of the school to advise the student's homestay hosts of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the school to obtain information regarding the student from the homestay hosts. The parents agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the parents.
5. The parents agree to provide the school with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the school.
6. The school shall use its best endeavours to ensure the safety, health and wellbeing of the student but shall not be liable for any damage or harm caused to the student or the student's property.
7. In any event, the school's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
8. Nothing in this agreement limits any rights the parents and/or student may have under the [Consumer Guarantees Act 1993](#) Consumer Guarantees Act 1993.
9. Either party may terminate this agreement at any time upon two weeks' written notice being given to the other party. If the agreement is terminated the refunds policy for international students shall apply ('refunds policy').
10. It is acknowledged that all relevant provisions of the [Education Act 1989](#) shall apply to the student in New Zealand. Any decision under these provisions to expel or suspend the student for a specified period shall terminate this agreement and the refunds policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
11. Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
12. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
13. This agreement contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.

14. The agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.
15. The parents and the student acknowledge that:
  - (a) personal information of the parents and/or student collected or held by the school is provided and may be held, used and disclosed to enable the school to process the application for tuition, provide tuition and homestay services to the student, provide to the student and/or parents advice or information concerning products and services the school believes may be of interest to the student and/or parents and to enable the school to communicate with the student and/or parents for any purpose;
  - (b) all personal information provided to the school is collected and will be held by the school at Browns Rd, Manurewa, Auckland 2102; Tel (09) 269 0690; Fax (09) 269 0691;
  - (c) if the student/parents fail to provide any information requested in the application for tuition, the school may be unable to process the application;
  - (d) the student/parents have the right under the [Privacy Act 1993](#) to obtain access to and request corrections of any personal information held by the school concerning them.
16. The student's level of English (assessed on arrival in NZ) and academic record will be taken into account when determining acceptance and course placement. The parents accept the right of the school to effect a change of course if this is seen to be in the best interests of the student.
17. It is understood that the student will attend regularly. The parents and designated caregiver guarantee the good behaviour and regular attendance of the student. Manurewa High School reserves the right to terminate this agreement and inform Immigration NZ if the student fails to comply with Ministry of Education attendance requirements.
18. It is understood that this contract is current until the end of the school year in which the student enrolls and may be renewed yearly subject to the satisfactory performance and attendance of the student.
19. The student and parents will accept and abide by the school's decision regarding accommodation suitability, and rules regarding accommodation. Should Manurewa High School have any concerns regarding the welfare of the child they may relocate the child to a home approved by Manurewa High School or may refer the matter to the relevant child welfare authorities or any other appropriate agency in New Zealand. Manurewa High School will advise the parent immediately if such a situation occurs. In the event that the student's behaviour in the home is considered unacceptable by the host family and the school, and if another suitable homestay cannot be found, the school reserves the right to terminate this agreement.
20. The student and parents accept and agree that whilst enrolled as an international student at Manurewa High School the student will neither own nor drive a car.
21. The parents give permission for the student to take part in activities outside the classroom that have been arranged by the school.
22. Students aged 17 years and under are not permitted to travel independently and unsupervised outside the Auckland area while holding a Student Permit/Visa for Manurewa High School. Student aged 18 years and over who wish to travel independently must consult with, and obtain permission from the Director of International Students at least one month prior to travel.

We agree that we have disclosed to the school all special educational and health needs of the student prior to the signing of this agreement. We give the school permission to make a decision on the advice of a medical practitioner, in a medical emergency.

We acknowledge that this agreement may be terminated by the school if the enrolment of the student is based upon any false declaration or information provided by the student or their caregivers. We have read and understood the terms set out in this agreement including the attached schedules and agree to them.

We have read and understood the Accommodation Policy and agree to accept the terms set out.



# Manurewa High School

## Execution and Acceptance of Tuition Agreement Terms

Beginning date of enrolment: .....

End date of enrolment: .....

Mother's Name: .....

Address: .....

.....

Email address: .....

Telephone: (Home) ..... (Work) ..... (Mob) .....

Mother's Signature: .....

Father's Name: .....

Address: .....

.....

Email address: .....

Telephone: (Home) ..... (Work) ..... (Mob) .....

Father's Signature: .....

WITNESS: ..... DATE: .....

(Not a family member)

### Manurewa High School

.....

Principal

date

School Seal

Manurewa High School has agreed to observe and be bound by the *Education (Pastoral Care of International Students) Code of Practice 2016* Code published by the Ministry of Education and administered by NZQA. Copies of the Code are available on request from the Director of International Students, Manurewa High School or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/the-code> or by using this link : [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

If there are concerns about a student's treatment then, under the terms of the Code of Practice, the Director of International Students should be contacted in the first instance so that the school's internal grievance procedures can be implemented.

If you feel your problem is not being resolved by the school, you can contact the New Zealand Qualifications Authority (NZQA) <http://www.nzqa.govt.nz> Phone 0800 697 296 or email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz).

If it is a financial or contractual issue, you can contact iStudent Complaints (phone 0800 00 66 75) or online <http://www.fairwayresolution.com/istudent-complaints>. iStudent Complaints is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.



# Manurewa High School

## Important information

### Immigration

Full details of Immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz) You must have the appropriate visa to study at Manurewa High School.

### Eligibility for Health Services/Accident Insurance/Medical and Travel Insurance

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz)

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. Manurewa High School provides comprehensive Travel and Medical Insurance to all International Fee Paying Students free of charge, and is part of the Enrolment package.

### NCEA

The National Certificate of Educational Achievement is New Zealand's national qualification at secondary school level. Follow this link to learn more about it : <http://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/ncea/Understanding-NCEA/How-NCEA-Works-animation-English-2016.mp4>

### Education (Pastoral Care of International Students) Code of Practice 2016

Manurewa High School has agreed to observe and be bound by the *Education (Pastoral Care of International Students) Code of Practice 2016 Code* published by the Ministry of Education and administered by NZQA. Copies of the Code are available on request from the Director of International Students, Manurewa High School or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/the-code> or by using this link : [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

### Problems, Complaints to NZQA and the Dispute Resolution Scheme (DRS)

If there are concerns about a student's treatment then, under the terms of the Code of Practice, the Director of International Students should be contacted in the first instance so that the school's internal grievance procedures can be implemented.

#### Problems with subjects or teachers

- discuss the problem with your teacher. Take a friend or support person with you.
- if you are still unhappy, make an appointment to see the Director of International Students or your Whanau Leader. If you still think you have a serious problem, ask to see the Principal.

#### Problems with other students

- if it involves the student(s) in your class discuss it with your whanau tutor teacher or your subject teacher.
- if it still continues see the guidance counsellor or the Director of International Students.

#### Homestay problems

See the Director of International Students or if you are still not satisfied:

- you can write a note and make an appointment to see the Principal (you may take a friend with you).
- your parents might like to write a letter to the Principal.

If you feel your problem is not being resolved by the school, you can contact the New Zealand Qualifications Authority (NZQA) <http://www.nzqa.govt.nz> Phone 0800 697 296 or email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz).

If it is a financial or contractual issue, you can contact iStudent Complaints (phone 0800 00 66 75) or online <http://www.fairwayresolution.com/istudent-complaints>. iStudent Complaints is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.





# Manurewa High School

## Fees, Fees Protection and Refund Policy

### Policy Statement

Manurewa High School Board of Trustees recognises its responsibility to meet the requirements of the *Education (Pastoral Care of International Students) Code of Practice 2016* which stipulates that signatories must have a policy covering fees protection and refund conditions.

The purposes of this policy are:

- (i) To have a fair and transparent system for fees charged for the tuition of international students.
- (ii) To ensure that funds from international students are secure should the school cease to become a signatory or if the student is required to transfer to another institution.
- (iii) To have a fair and transparent system for refunding fees should a student withdraw from their course before its completion.
- (iv) The school will provide as part of the tuition fee appropriate and current medical travel insurance for International Students while in New Zealand.

### Procedural Guidelines

#### Fees

- (i) Fees charged will be charged for not less than 6 months. First payment is half the tuition fee plus the full administration fee. The second payment will be the remaining half of the tuition fee only.
- (ii) Fees must be paid in advance.
- (iii) Alternative arrangements for payment of fees may be arranged in extenuating circumstances with the approval of the Principal.

#### Fees Protection

- (i) The Board of Trustees guarantees to hold sufficient funds in reserve to enable refunds of students' fees in the unlikely event that their course of study has to be cancelled by the School.

#### Refund of Tuition Fees

- (i) It is school policy that no refunds are made. However, students (or their parents/legal guardians) may apply in writing to the Board of Trustees if the student has withdrawn from their course and there are extenuating circumstances which may include but is not limited to (a) the student's serious illness (b) death or serious illness of a close member of the student's family. In these circumstances, the school must retain amounts to cover costs already incurred. The balance will be refunded at the Board's discretion. Medical evidence must be provided.

#### Refund of Homestay Fees

- (i) Students who move out of their homestay before the end of their contract will have a portion of their homestay fee not already used, returned to them. The details regarding this are set out in the documentation provided for the enrolment of international students.
- (ii) Students (or their parents/legal guardians) must request in writing to have this homestay fee refunded.
- (iii) The homestay placement fee will not be refunded

I have read the Fees, Fees Protection and Refund Policy.

Parents Name and Signature .....

Students Name and Signature .....



# Manurewa High School

## International Student Fees

The costs per international student at Manurewa High School are as follows:

### Tuition Fee

One full year **NZ\$12500**

NB: Short term tuition for 1 term or 1 semester) can be arranged.

### Administration Fee (non-refundable)

Annual administration fee **NZ\$1000**

(paid on enrolment and re-enrolment)

### Medical and Travel Insurance (with Uni-Care)

Enrolment at Manurewa High School will include travel and health insurance. This insurance will not take effect until full fees are paid. The insurance will provide continuous cover for the period of time that the tuition fee is paid. These dates will cover the international students travel to and from New Zealand for a full academic year.

### Homestay Fees

If you wish Manurewa High School to arrange homestay for the student, the fees are as follows:

Homestay Placement Fee (one placement) **NZ\$200**

\* Weekly Homestay Fee **NZ\$240 per week**

Any overpayment of homestay fees will be corrected on production of the departure date from New Zealand (photocopy of the airline ticket) in term 4.

*\* Homestay fees are paid in advance to Manurewa High School for the duration of the student's stay and we will pay the fees on your behalf into the host family's bank account.*

## Additional Costs

**Subject Fees:** Some practical subjects have a charge for materials used.

**National Examinations:** You must pay the entry fees for NCEA Levels 1 to 3 (Years 11-13)

International students **NZ\$383.30**

Scholarship subjects **NZ\$102.20 per subject**

**Competitions:** Students will have the opportunity to enter national competitions. Typically, these are in Mathematics, Science, English and Chemistry. These have their own entry fees.

**Stationery:** Approximately NZ\$100 (dependent on chosen subjects), plus scientific calculator for Mathematics \$30.

**Uniform:** For Year 9-12 students. Approximately NZ\$400 for girls, slightly less for boys.

**Textbooks:** Supplied on loan free of charge.  
(But there will be a charge if books are lost or damaged.)

**School Trips:** Some costs may apply for day/field trips to Art Gallery, Historic Sites, etc.

**School Camps:** Some subjects have extended camps as part of their field work. Costs will vary.



# Manurewa High School

## International Fee Paying Students Accommodation Policy

### Policy Statement

Manurewa High School Board of Trustees recognises its responsibility to ensure the safety and wellbeing of its International Students and therefore these students are accepted into the school only if appropriate accommodation is available to them, either through our homestay programme or within the conditions set down for an approved designated caregiver.

### Procedural Guidelines

- All International Students studying at the school must be in a homestay that is either provided by the school or arranged by the student's parents.
- International Students studying at the school are not permitted to own or rent a flat/room/house/apartment or live on their own.
- All people over the age of 18 (except international students) who reside in the homestay must be police vetted prior to being accepted as a homestay.
- The Director of International Students will:
  - (i) Source suitable homestay accommodation
  - (ii) Arrange for the placement of students
  - (iii) Keep homestay carers and students well informed of their responsibilities
  - (iv) Liaise regularly with the students, their homestays and the school
  - (v) Maintain an accurate database of students and their homestays
  - (vi) Ensure that the school and homestay families meet the requirements of the *Education (Pastoral Care of International Students) Code of Practice 2016*
- Homestay parents who are not designated caregivers must sign a comprehensive contract outlining their responsibilities.
- Complaints about a homestay situation by either the student or the homestay family must be directed to the Director of International Students.
- A fee is payable where the school is required to locate the homestay. This is payable for the initial placement and a second placement may be made free of charge where the first placement is not suitable to either party.
- If possible, the international student's parents should pay the homestay fees yearly. If this is not possible, the homestay fees for the following term should be paid before the conclusion of the preceding term. Homestay costs are calculated term by term and include the school holidays.
- If a student needs to be accommodated on a temporary basis at short notice, the Director of International Students may decide that the best place for the student is the Director of International Student's own home. In those circumstances, he/she will consult with the Principal as soon as possible.
- The Director of International Students may not be a long term homestay provider without permission from the Board of Trustees.



# Manurewa High School

## Designated Caregiver Arrangements Form

### Student Details

Family Name ..... Given Name(s) .....

### To be completed by parents of the international student

I/We acknowledge that I/we have decided to place my/our child under the ministrations of the designated caregiver named below who has been appointed by myself in order for them to attend Manurewa High School as an International Student. I/we take full responsibility, and accept the decisions made by my/our designated caregiver regarding the day-to-day requirements of my/our child. I understand that this caregiver must be approved by Manurewa High School prior to the student starting school. Should this arrangement change, I undertake to immediately inform Manurewa High School.

Parents' name .....  
*Family name* ..... *Given name* .....

I/we agree that ..... has the designated caregiver responsibilities for our son/daughter/ward while he/she is studying at Manurewa High School

Parents' Signatures .....  
.....

Date .....

### To be completed by the New Zealand Designated Caregiver

Name .....  
*Family Name* ..... *Given Name(s)* .....

Relationship to student .....

Address .....

Phone ..... Mob ..... email .....

### Additional emergency contacts

Name ..... Phone .....

**New Zealand immigration status of designated caregiver:** .....

I am willing to be responsible for .....(name of student) for the length of time that he/she is a student at Manurewa High School. I undertake to be responsible for his/her attendance while at school, to ensure that the school is informed of any absence from school, to make any special requests on his/her behalf and to be generally responsible for him/her as a student of the school, including during school holidays. I agree to notify the Director of International Students immediately if the student is admitted to hospital or involved in a medical emergency. I agree with the parent that the student will neither own nor drive a car while a student at Manurewa High School. Should any circumstances arise that necessitate a change, I undertake to inform the school. I agree that I (and my family members over 18 years of age) am willing to be police vetted by Manurewa High School, and I agree that the results can be shown to the student's parents, if necessary. I understand that a representative of Manurewa High School will visit my home. I have read the attached Tuition Agreement and Accommodation Policy and agree to accept the terms set out in both

Designated caregivers' signatures .....

Date: .....



# Manurewa High School

## Homestay Accommodation Application Form

### Student Details

Name .....  
*Family Name* ..... *Given Name(s)* .....

Date of Birth ..... Male  Female

Home Country .....First Language .....

Personal interests: What sorts of activities do you like to do? What do you do in your free time?

.....  
.....  
.....  
.....  
.....

### Homestay Requests

We make a genuine attempt to meet your requests in finding an ideal homestay, although at times it is not possible to meet your requests.

|  | Preferred                | Satisfactory             | Not Suitable             |
|--|--------------------------|--------------------------|--------------------------|
| Speaks student's first language in the home  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English is the first language in the home    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Young children in the home                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teenage children in the home                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Family has pets (for example, dog/cat)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking distance to School                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Single parent family                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other international students in the homestay | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Any other special requests e.g. religious observances

.....  
.....  
.....

### Dietary Information

Please provide information on your diet that your homestay should be aware of – for example, are you vegetarian? Do you have any allergies to food groups? Have you strong dislikes of any types of food?

.....  
.....  
.....

Parent's Name ..... Signature.....

Student's Name..... Signature.....



# Manurewa High School

## Medical Form

To assist our School Health Centre in providing the best possible care for your son/daughter in any illness/emergency situation, please answer the following. While this information is strictly confidential, it may be necessary for the safety of your child and others to inform relevant staff of medical conditions. This medical form will be filed in the School Health Centre.

**STUDENT'S NAME:** ..... **Year Level:** .....

**1 Family Doctor:** ..... Phone No: .....

**Dentist:** ..... Phone No: .....

**2 MEDICAL CONDITIONS**

My child has or has had the following disabilities, allergies or medical problems which may affect his/her performance or activities at school:

| Medical Conditions         | ✓ Yes | Medication Required (see below), Other Details |
|----------------------------|-------|--|
| Asthma (see Section 12)    |       |  |
| Diabetes                   |       |  |
| Epilepsy                   |       |  |
| Rheumatic Fever            |       |  |
| Hepatitis A or B / HIV     |       |  |
| Glandular Fever            |       |  |
| Headache                   |       |  |
| Migraines                  |       |  |
| Sinus                      |       |  |
| Hay Fever                  |       |  |
| Heart Conditions           |       |  |
| Tuberculosis               |       |  |
| Nose Bleeds                |       |  |
| Recurring Abdominal Pain   |       |  |
| Back / Neck Problems       |       |  |
| Past Illness or Operations |       |  |
| Other                      |       |  |
| Nil                        |       |  |

**3 ALLERGIES**

| Allergic Reaction To | ✓ Yes | Specify Type |
|----------------------|-------|--------------|
| Bee Stings           |       |              |
| Medication           |       |              |
| Food                 |       |              |
| Other                |       |              |
| Nil Known            |       |              |

**4 MEDICATION**

Please send **labelled** medication to the School Nurse if it is required for regular use or for emergencies (i.e. antihistamines for bee stings).

**5 Does your SON/DAUGHTER have on a regular basis:**

(a) Any medication not mentioned above?

(b) A course of treatment / counselling?

If **YES**, please detail

.....  
 .....

**6 IMMUNISATION**

Has your son / daughter had tetanus immunisation? (please tick answer)

**YES / NO**

If **YES**, list date of last tetanus injection .....

**7 SENSORY LOSS YES / NO (please tick)**

If **YES**, specify type and degree below:

| Problem Area                            | Right | Left | Bilateral | Amount (eg mild, 100%) |
|---|-------|------|-----------|------------------------|
| Visual (Eyesight)                       |       |      |           |                        |
| Hearing                                 |       |      |           |                        |
| Device Used (e.g. Glasses, Hearing Aid) |       |      |           |                        |

**8 OTHER RELEVANT CONDITIONS (e.g. cardiac murmur – limited PE, Cystic Fibrosis, etc.)**

If **NO**, write N/A

If **YES**, please detail: .....  
.....

**9 SPECIAL HOME CIRCUMSTANCES**

Are there any factors that may affect the student’s behaviour or emotional stability?

If **NO**, write N/A

If **YES**, please detail: .....  
.....

**10 ASTHMA SUFFERERS ONLY**

Does the student have an “Asthma Action Plan”? **YES / NO**

If **YES**, please give a copy to the School Nurse.

*If using preventers, the Asthma Society recommends having an Action Plan (which requires updating every 6-12 months) See your GP/Practice Nurse.*

**11 PERMISSION FOR ADMINISTERING MEDICATION (e.g. Panadol, Antihistamine, Mylanta, topical creams, Cough Syrup)**

In some circumstances it is necessary for medication to be administered for such things as headaches, period cramps, hay fever, sinus, colds.

**I give permission for the School Nurse to administer this treatment if necessary**

Parent Signature .....

**In case of a serious accident or emergency, an ambulance will be called. A parent/caregiver will also be called, so please ensure that the School has your most current contact details.**

The School realises that family circumstances and a student’s health may change in the course of a year. It would be very much appreciated if the School is notified as soon as possible by either:

- (a) A phone call to the Health Centre
- (b) A phone call to the Main Office
- (c) A note to the Whanau tutor

**Note** This information is for School purposes. The School reserves the right to pass on this information to other agencies it sees fit to hold and store the information.