

Queen's High School

Te Kura Tuarua O Kuini

Enrolment Application



Any girl may apply to Queen's High School for enrolment regardless of where she lives. Please complete this form or apply online via the Queen's High School website and return to:

The Principal
Queen's High School
195 Surrey Street, St. Clair
Dunedin 9012

Interviews for all newly enrolled students will take place with the Principal and Senior Staff in Terms 3 and 4. Additional application forms are available from the Queen's High School Office or on our website: www.queens.school.nz

Applications should be returned to the school by **22 August**. However, applications after this date may still be considered. Please enclose a copy of the APPLICANT'S birth certificate or passport.

STUDENT DETAILS

SURNAME

FIRST NAMES

PREFERRED NAME

RESIDENTIAL ADDRESS

STUDENT LIVES WITH (PLEASE CIRCLE)

Both parents

Mother

Father

Caregiver

Other:

CUSTODY ARRANGEMENTS

HOME PHONE

CELL PHONE *(students)*

DATE OF BIRTH

Day

Month

Year

PRESENT/PREVIOUS SCHOOL

CURRENT YEAR LEVEL

ACHIEVEMENTS AND INTERESTS

ETHNICITY

NZ European

Māori (Iwi) *(please state)*

Pasifika *(please state)*

Asian *(please state)*

Other *(please state)*

LANGUAGE SPOKEN AT HOME

(Please attach to this application form, a copy of your latest school report and copies of relevant certificates. We cannot accept samples of work).

Birth Certificate or Passport sighted

(tick)

WHĀNAU DETAILS

CAREGIVER 1 TITLE (Mrs. Mr, Ms. Dr. etc)

FULL NAME

ADDRESS

NUMBER & STREET

SUBURB

TOWN

POSTCODE

EMAIL

PHONE PRIVATE

CELL PHONE

WORK PHONE

OCCUPATION

RELATIONSHIP TO STUDENT

EMERGENCY CONTACT

FULL NAME

ADDRESS

NUMBER & STREET

SUBURB

TOWN

POSTCODE

EMAIL

PHONE PRIVATE

CELL PHONE

WORK PHONE

OCCUPATION

RELATIONSHIP TO STUDENT

PRIVACY STATEMENT

The information on this form is collected to form part of the essential information the school holds on your child.

The information collected will be used by the school for the following purposes: enrolling your child at school, assessing the education needs of your child and ensuring that education services and resources in respect of your child are provided to the school.

The records made from this information may be viewed on request at the school.

The information collected may be disclosed to education and health sector agencies in accordance with the principles of the Privacy Act. Except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

CAREGIVER 1:

STUDENT:

CAREGIVER 2 TITLE (Mrs. Mr, Ms, Dr. etc)

FULL NAME

ADDRESS

NUMBER & STREET

SUBURB

TOWN

POSTCODE

EMAIL

PHONE PRIVATE

CELL PHONE

WORK PHONE

OCCUPATION

RELATIONSHIP TO STUDENT

If a sister, mother or grandmother has been a pupil at the school, please give their name, years of attendance and house group.

HEALTH CONCERNS

IMMUNISATION COMPLETE

YES ☐ NO ☐

AGREEMENT

I request that (name) _____ be admitted to Queen's High School. I have read the general information sheet and acknowledge that if admitted, she, as a pupil, and I, as a guardian, are bound by these rules and requirements, and any changes made during her time at Queen's High School.

RELEASE OF CURRENT SCHOOL INFORMATION

I give consent for the information provided on this form to be used by the school for school related purposes.

I give permission for my daughter's current school to release information about my daughter to Queen's High School for class placement and transition purposes.

RELEASE OF PERSONAL INFORMATION

Any photographs of my daughter involved in school related activities may be published, displayed or used for school related purposes. My daughter's achievements may be reported to the school and outside community.

PAYMENT OF COSTS

Queen's High School will continue to be part of the Government Donation Scheme. This means that all curriculum course costs will be covered by the school. Any school camps, overnight trips and optional activities like sport, competitions and performances do have a cost associated with them.

I agree to pay all costs associated with my daughter's optional and extracurricular activities.

CAREGIVER 2:

DATE:

Queen's High School

Te Kura Tuarua O Kuini

General Information



School Hours and Attendance

Students are required to be at school by 8:40am, for an 8.45am start and school finishes at 2.55pm. Except Friday, school starts at 8.55am.

Each student is required to attend school every day to ensure the continuity of their education, to establish patterns of reliability and punctuality and to ensure the safety of students during the day. The school recognises the importance of identifying absenteeism at the earliest opportunity and will take appropriate action to prevent recurrence.

Whānau are to notify the school office of any absence from school. Appointments should be made out of school time wherever possible.

Location and Transport

Queen's High School is located in St Clair, Dunedin. There are an abundance of community resources at our doorstep, such as, playing fields, St Clair beach and Salt Water Pools.

We also have excellent transport options to the city centre, and local tertiary institutions. Bus transport gives access to Queen's High School from every suburb in the city.

BYOD

It is compulsory for students at Queen's High School to bring and use their own electronic device for learning where appropriate. For information on approved devices, please enquire at Harvey Norman or alternatively contact the school office.

All students are required to sign a contract agreeing to abide by the rules and regulations around the use of electronic devices and network access. Our Cybersafety Student Use Agreement is available on the school website or in hardcopy from the school office. This must be completed before a student is allowed to use their personal device in the classroom.

Cell phones

For students in Years 9 to 11, cell phones must be kept at home. If students require their cell phone for use either before or after school it must be handed in to the school office for safe keeping prior to the start of the day bell, where it can be collected at the end of the school day. Smart watches are considered an extension of a smart phone, thus the same rule applies.

For students in Year 12 and 13, they may use their cell phones during interval and lunch breaks, but during class time and between periods, cell phones must be turned off and stored in school bags.

Uniform

At Queen's High School students are expected to take pride in their appearance. They are to wear their uniform correctly at all times and in a manner which brings credit to themselves and the school.

Blazer: Compulsory for all students. Mid blue with school crest.

Skirt: Anderson tartan pleated kilt (below knee).

Trousers: Queen's High School regulation trousers.

Shirt: Long or short sleeve plain white shirt with top button.

Tie: Navy blue tie.

Jersey: Woollen mid blue v-neck jersey with school crest.

Socks: Plain white ankle school socks (must cover ankles) or black knee high socks or tights.

Shoes: Black hard leather lace-up shoes (conventional school shoe style).

Jacket: Plain black waterproof jacket over blazer to be worn outdoors only (optional).

Scarf: Plain black (fine weave only) or Anderson tartan.

Sports Uniform: PE tops and shorts are available for purchase from NZ Uniforms. Girls representing the school in any sporting code will be informed which uniform they need.

Students are expected to be well groomed and neatly presented and to have clean, well pressed uniforms. No cosmetics or jewellery of any kind are permitted, other than a named watch, one ring and two small earrings in each lower ear lobe or outer ear. Items of jewellery are not to be obtrusive or obvious. Taonga are permitted. Only traditional tattoos are permitted. Facial piercings are not permitted and hair must be a natural colour and tied back, with a plain band, behind the shoulders at all times.

Conduct

At Queen's High School we believe an ordered and well managed environment is required for quality teaching and learning to occur. The classroom is a place of learning and all students are expected to behave in accordance with the Queen's Way of Respect for People, Place and Learning - *Te Ara Māreikura, Whakamanahia te tangata, te whenua me te mātauraka* - at all times. Our values of Courage *Te Ihi*, Integrity *Te Wehi* and Excellence *Te Wana* are reflected in the Queen's Way.

Punctuality, tidiness of dress and good behaviour while in school uniform are expected at all times, as is a regard for the school's and other peoples property. Students can be recognised for outstanding behaviour with Ka Pai cards and can also earn 'Queen's Way' signatures, as part of our badge reward system.

Homework

It is expected that each student will undertake homework as part of her learning. Whānau are asked to support their daughter's learning by providing a suitable place for homework to be done, encouraging a regular homework routine and by taking an interest in what they are studying. Homework support and tutorials are also available at school on a regular basis for all students.

Lunches

We currently use Lunchonline, you can set up an account and place orders here: <https://www.lunchonline.co.nz>

Parent Student Teacher Association (P.S.T.A)

The Parent Student Teacher Association is an active group which supports the school in many ways. It assists at school functions, initiates fundraising for special equipment and facilities, provides a link between the school and whānau, and works to improve communication between all those involved with the school - the Board, staff, students, whānau and the local community. All whānau are invited to become members of the P.S.T.A which meets on a monthly basis. Please contact the school office if you wish to join.

Parent Portal

The Parent Portal link can be accessed on the school website. The portal allows whānau and students to view a range of information such as, student personal details, timetable, attendance, academic progress, reports, achievement comments, career pathway information and fees information.

Pastoral Care

Queen's High School prides itself on its pastoral care system, and staff work closely with one another to support students academically and pastorally. Subject teachers work closely with form teachers, year level deans, guidance and pathways advisors, learning support and gifted and talented co-ordinators, and the senior leadership team to meet the needs of every individual student. Whānau are welcome to contact the school at any time, should they have concerns about their child's wellbeing.

Reporting to Whānau

Queen's has a regular reporting cycle so whānau can stay up-to-date with their child's progress. All students receive fortnightly progress reports and more detailed achievement comments regularly through the Parent Portal. Meetings for whānau to discuss their child's progress with subject teachers are held twice during the year and students are encouraged to accompany their whānau to these meetings. Whānau are also welcome to contact the school to discuss their daughter's needs with the Principal and staff at any time.

Sports and Activities

Queen's High School offers a wide range of extracurricular sporting, cultural and service activities. All students are encouraged to become involved in these activities, and regular updates of new opportunities are made available in the school notices, on the website and in the Queen's News, the school newsletter which is emailed to parents each fortnight. A full list of all sports and activities that students can get involved in is available in the Year 9 subject guide, at the enrolment interview, from the school office and on our website.

Stationery

Stationery can be purchased either online or from any supplier whānau choose. Stationery lists for all year levels are available at the school office and on the Queen's High School website.

Website

The school website, www.queens.school.nz is an excellent resource to find any information whānau require, including school and staff contact details. It is updated regularly with school events information, daily notices and the school newsletter, and also celebrates many of the achievements of our students.

Facebook and Instagram, is another excellent resource to view recent school activities and up-to-date news.

Facebook: www.facebook.com/QueensHighSchoolNZ

Instagram: @queenshighschoolnz



Queen's High School

Te Kura Tuarua O Kuini

Entrance Scholarships



Queen's High School offers entrance scholarships each year. These are available to any student entering the school at Year 9.

Scholarships have a tenure of one year. They are held in the student's account to be used to pay for any school related fees and activities.

Scholarships are awarded by Queen's High School based on information supplied by applicants. Applications close at **4pm on 22 August**.

A full Scholarship is worth \$500 and may be awarded in one or all of the following categories below. Part Scholarships may also be awarded.

This application is for a Queen's High School Scholarship in the area (s) of: (please circle)

Academic All-Round Excellence Cultural/Performing Arts Service Sports

Please detail on the back of this form information which might assist the Scholarship panel in making a decision. Also **attach copies of certificates, awards and references** from Year 7 and 8 to support this application.

CRITERIA FOR SCHOLARSHIP

A scholarship may be made to any girl who, in the opinion of the scholarship panel meets one or more of the following criteria:

- ❖ Can demonstrate an outstanding level of academic performance
- ❖ Has represented the region, competed nationally or represented Aotearoa/New Zealand in her chosen sport
- ❖ Has attained outstanding levels of performance in any cultural area (this could be Music, Drama, Dance, Art or Cultural performance)
- ❖ Has contributed in a significant way through voluntary service to the school and/or community
- ❖ Can demonstrate all round excellence across a range of academic, sporting, cultural and service pursuits

STUDENT DETAILS

SURNAME

FIRST NAMES (*please underline name used*)

RESIDENTIAL ADDRESS

CURRENT SCHOOL

Please note: Your child may be required to attend an interview as part of the scholarship process.

INFORMATION IN SUPPORT OF APPLICATION

Relevant evidence could include:

Academic - Latest school report. External competition results if available.

Sport - Representative teams made and achievements.

Cultural/Performing Arts - Grades achieved, competitions entered and placings.

Service - Evidence of involvement in school and community service.

All-Round Excellence - All evidence of achievement as outlined above.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WHĀNAU DECLARATION

I am happy to support this application for a Queen's High School Scholarship.

SIGNATURE:

DATE:

WHĀNAU CONTACT NUMBER:

Please attach copies of any certificates, awards and references

Queen's High School, 195 Surrey Street, St Clair, Dunedin. Ph (03) 455 7212