



## PROCESS FOR ENROLMENT INTO PIGEON MOUNTAIN SCHOOL

An enrolment form is received from the office or is available online, and completed by the parent/caregiver.

The school requires the following information to be returned with the completed enrolment form:

1. **Child's birth certificate and/or current passport.** A copy will be taken of the relevant documents.
2. **Visa Documents** – if relevant. These include Residency Permits and Student Visas, Parents' work permits etc.
3. **Parents' Passports** if have work permits.
4. **Proof of Address** - copy of an electricity Account in parent's name.
5. **Immunisation form** – or certificate from your local Doctor for **all** children enrolling. If you do not wish to immunise, this must be advised in a letter, together with the reason, and given to the office.
6. **For Out of Zone applications** - a copy of the student's latest school report is required.

Your application will be processed and a letter sent approving or declining your application, within a week.

**For New Entrants:** two months before the child is due to commence school, a letter will be sent to parents advising of the School Visits dates. The child is entitled to 3 visits (currently on a Thursday), before commencing school. There is also a programme called "Off to a Good Start" which is on a Monday afternoon 1.30pm to 2.45pm. You are welcome to attend each Monday **with your child** for a term before he/she commences school.

**First Day of School at Pigeon Mountain Primary** - You will need to come to the office by 08:30am to be processed. You will be given a Welcome Pack and a blue folder (for the teacher).

**Stationery** – this is available for purchase from Office Max on line. Ask for your child's year level stationery pack.

- Online – [www.myschool.co.nz](http://www.myschool.co.nz) – with credit card payment
- In store – 5 Ronwood Drive, Manukau (opposite Manukau Shopping Centre)
- Freephone – 0800 724 440 – pay with your credit card
- Freefax – 0800 367 724 – with credit card details
- Freepost – Send your cheque asking for your child's year level pack.

**FREE DELIVERY for all orders over \$57.50**

**Uniform** - the uniform is available at **NZ Uniforms, Unit B, 16 Bishop Dunn Place (by Mitre 10).**

Second hand uniforms will be available at the School's Uniform shop which is open on a Monday morning, 08:15am until 08:50am. Hats are worn in the first and fourth terms. House T-Shirts are required for Years 3-6. Years 1 & 2 may purchase a House T-shirt, although not compulsory. Shoes are to be black school shoes either Velcro or lace up. Navy or black sandals are to be worn in the summer. **NO boots or sports shoes are to be worn.**

**Dental Clinic** - The Dental Clinic is situated at Wakaaranga School. Children are usually seen once a year by the mobile dental clinic, or if a problem arises with their teeth. The phone number for the dental clinic at Wakaaranga School is 572 0080 or 0800 825 583.

**Permission Form** – A Permission Form is required to be completed when you enrol on the first day of school. This gives your permission for internet use, school trips, sports events, the publishing of children's work and images for school use only.

**Cybersafety Agreement** – this is required to be signed by your child, and yourself. It explains our Cybersafety Policy and underlines the provisions of the use of the school's internet. *(This is currently under review by management).*