

PROCESS FOR ENROLMENT INTO PIGEON MOUNTAIN SCHOOL

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 they have work permits.
4. **Proof of Address** - copy of power account in parent's name.
Confirmation from an electricity supplier must show both your name and address
5. **Immunisation form** – or certificate from your local Doctor, is required 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 students transferring from another school** - 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 Wednesday afternoon 1.45pm to 2.45pm. You are welcome to attend each Wednesday **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 online. Ask for your child's year level stationery pack. Itemised lists will not be supplied.

- Online – www.myschool.co.nz – with credit card payment
- Freephone – 0800 724 440 – pay with your credit card
- Freefax – 0800 367 724 – with credit card details

FREE DELIVERY for all orders over \$46.00

Uniform - the uniform is available at **John Russell Schoolwear, 9 Moore Street, Howick.**

Second hand uniforms will be available at the School office every morning from 8.30am until 9.00am. 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.**

Any items of clothing that are not the official school uniform CANNOT 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).*