

Albany Junior High School Enrolment Information Booklet

PLEASE READ CAREFULLY.
THIS BOOKLET CONTAINS IMPORTANT
INFORMATION FOR YOU TO KEEP.

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STUDENT ENROLMENT INTERVIEW REQUIREMENTS

Student and Parent/Caregiver must attend the enrolment interview

Please bring the following documentation with you:

- Proof of living in zone - power bill or bank statement
- Latest school report
- Eligibility (see grid below)

Previous School	Status	Documentation Required (Original plus copy)
NZ School	NZ citizen, NZ resident or Australian citizen	NZ Passport, NZ Birth Certificate or Passport (photograph page and Resident Permit page)
NZ School	<u>NOT</u> NZ citizen, NZ resident or Australian citizen	or Passport with relevant visa, plus parent passport with relevant visa
Overseas School	NZ citizen	NZ Passport, NZ Birth Certificate or Citizenship Certificate
Overseas School	NZ resident	Passport (photograph page and Resident Permit page)
Overseas School	Australian citizen	Australian Passport
Overseas School	<u>NOT</u> NZ citizen, NZ resident or Australian citizen	Passport with relevant visa, plus parent passport with relevant visa

If you have recently moved into zone a House Purchase/Rental Agreement is acceptable for the enrolment interview, although the power bill will be required within 6 weeks. If this documentation is not produced within 6 weeks, your child's placement at AJHS may be at risk.

Your child's enrolment cannot be finalised until we have received all the required documentation.

If the student has an Educational Psychologist, Occupational Therapist or other report that would assist our Learning Support Department a copy should be enclosed with the Enrolment Application.

WEBSITE – COMMUNICATION AND SCHOOL INFORMATION

Here at Albany Junior High School, we send all communications to parents via email, rather than in paper form (these include newsletters, fees statements, notification of school events, permission slips etc). School Notices, Frequently Asked

Questions and other school information can be viewed at www.ajhs.school.nz. Updating of student details including health/medical information can also be carried out via our website.

It is extremely important that we have accurate records of email, phone numbers, addresses etc on the school database. If your details change throughout the year please advise the school office as soon as possible.

YEAR 7 ENTRANCE TESTING FOR 2019 INTAKE

We liaise with our contributing schools in order to gather information about students who are enrolling at Albany Junior High School for 2019. All students enrolling will be required to sit an entrance test that involves numeracy, literacy and reasoning skills. This data will help us with planning and class placements.

Students from Upper Harbour, Coatesville, Albany, Ridgeview and Greenhithe Primary will be tested at their respective schools on the following dates from 9.00am.

Coatesville Primary – Tuesday 23rd October

Albany Primary – Wednesday 24th October

Ridgeview Primary – Thursday 25th October

Greenhithe Primary – Friday 26th October

Upper Harbour Primary – Tuesday 30th October

Students not attending the above schools or those who miss their testing day will be required to meet at Albany Junior High School on Wednesday 31st October at 9.00am.

Students will assemble outside of the Administration Building. There is parking available behind the gym.

The testing timetable will be as follows:

9.00am	Assemble, Roll Check, Testing Instructions
9.30am	English Skills
10.05am	Break
10.20am	Mathematics
11.00am	Break
11.15am	Reasoning Skills
12.00pm	Finish

Students will need to bring morning tea, a drink, a pen and a pencil.

Parents will be required to collect their children from outside of the Administration Building at the end of the testing (12.00pm).

This testing is used only for class placement and is not a measure of your child's achievement. There is no preparation he/she is expected to do for the tests.

STUDENTS WHO ENROL AFTER THE TESTING DATES WILL BE TESTED AT THE START OF TERM 1 2019.

CYBERSAFETY USE AGREEMENT FOR SECONDARY STUDENTS



This document is comprised of this cover page and four sections:

- Section A: Introduction
- Section B: Cybersafety Rules for Secondary Students
- Section C: Cybersafety Use Agreement Form
- Section D: Summary

Students and parents* please read and discuss all sections carefully.

1. Please keep sections A, B, C and D for future reference.
 2. If you have any questions about this agreement please contact the school.
- * The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Important terms used in this document:

(a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication

Technologies' (b) 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones

(c) 'School ICT' refers to the school's computer network, Internet access facilities, computers and other school ICT equipment/devices as outlined in (d) below – Chromebooks Information

(d) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use

(e) 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information can be found on NetSafe's website www.netsafe.org.nz/ua

SECTION A – Introduction

The measures to ensure the cybersafety of Albany Junior High School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Albany Junior High School and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include Cybersafety Use Agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on or off the school site.

SECTION B – Rules to Help Keep Albany Junior High School Students Cybersafe

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent and I have read and signed my Use Agreement form in Enrolment Booklet.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
I will not allow anyone that has not completed this agreement to use school ICT equipment.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material, activity or social media which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones.
7. I understand that I can only use the Internet or a mobile device at school when a teacher gives permission and there is staff supervision.
8. While at school, I will not:
 - Access or attempt to access, inappropriate, age restricted or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
9. If I accidentally access inappropriate material, I will:

1. Not show others
 2. Turn off the screen or minimise the window and
 3. Report the incident to a teacher immediately
10. I understand that I must not download or store any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment. Any privately owned ICT equipment that is found to contain objectionable material may be confiscated until the issue has been dealt with by the school, parents or any other relevant authority. Privately owned equipment that is suspected to contain objectionable material may be requested for inspection and/or audit by school staff. If the ICT device is not handed over or is found to contain objectionable material, parents/caregivers and/or other relevant authorities will be contacted as appropriate.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.
14. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member
15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email/social media sites.
16. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use, including email.
17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Albany Junior High School reserves the right to prohibit certain individuals from bringing electronic equipment to school and/or using electronic equipment at school. This also applies to equipment not owned by the individual concerned.

SECTION C – Albany Junior High School Cybersafety Use Agreement Form

To the student and parent/legal guardian/caregiver, please:

Read this page carefully to check that you understand your responsibilities under this agreement

We understand that Albany Junior High School will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file (Section D)
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues

SECTION D – Responsibilities

Section for student

My responsibilities include:

- I will read this cybersafety use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the school's ICT
- I will also follow the cybersafety rules whenever I use privately owned ICT on the school site or at any school related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask my teachers if I am not sure about anything to do with this agreement

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this Cybersafety Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this Use Agreement is signed by my child and by me and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this Use Agreement I would like to discuss

INTRODUCING THE AJHS PARENT CHAT

The Parent Chat is a group which meets once a month. Dates and times are updated on the school website as and when they are confirmed by the Parent Chat body.

The meetings are an opportunity to:

- Discuss topics and issues relating to the school
- Hear from Stephen Kendall-Jones - Principal
- Hear from the Board of Trustees
- Have presentations from school departments and students from time to time

From its formation, we have always been keen to provide support and encouragement to the school and students in whatever way possible. In the past we have done this by being involved with a number of school activities. All parents/caregivers are welcome to attend the meetings. It is a light-hearted opportunity to meet with staff and other parents, getting information about the school and to be part of the AJHS community.

If you would like a topic, question or query addressed at a Parent Chat Meeting please email parentchat@ajhs.school.nz.

UNIFORM INFORMATION

New and Pre-loved uniforms are purchased from AJHS. The Uniform Shop is situated in the School Administration block.

TERM TIME ONLY Shop Hours:

Monday 8am – 3:30pm
 Tuesday Closed
 Wednesday 8am – 3:30pm
 Thursday and Friday Closed

Please check the school website regularly for Uniform Shop Holiday Hours and updates.

Any queries please contact Margaret at m.postlewaight@ajhs.school.nz

Boys Uniform	Girls Uniform	Additional Items
Compulsory AJHS Shirt Navy AJHS Shorts AJHS PE Shirt AJHS PE Shorts Plain black shoes (No boots – shoes must be below the ankle) Approved Black Roman Sandals Approved AJHS Socks Optional AJHS Jersey AJHS Jacket AJHS Letterman Jacket (Year 9 & 10) Trousers	Compulsory AJHS Blouse Navy AJHS Skirt (Knee length or longer) AJHS PE Shirt AJHS PE Shorts Plain black shoes or T-Bar with a buckle. (No boots – shoes must be below the ankle) or approved Black Roman Sandals Approved AJHS Socks <u>or</u> Black Tights Optional AJHS Jersey AJHS Jacket AJHS Letterman Jacket (Year 9 & 10 only) Skort or Trousers	Navy AJHS Cap & Bucket Hat AJHS Trackpants (for sport only) School Raincoat

Students may wear non-AJHS raincoats/coats when travelling to and from school.

Pre-loved Uniform – Clean and tidy Pre-loved uniform items can be dropped off at the Uniform Shop during shop hours. Please ensure you have completed a "Pre-loved Uniform Contract". This can be collected from the Uniform Shop or downloaded from the school website.

STUDENT PICK UP/DROP OFF INFORMATION

In light of the fact the Albany Highway has become a significant risk to our students; we have a pick up and drop off system at AJHS that will also help with traffic flow.

Students leaving the school at the end of the day have been at considerable risk of being hit by cars driving through the school picking up students. Therefore, we have some rules we need to let you know:

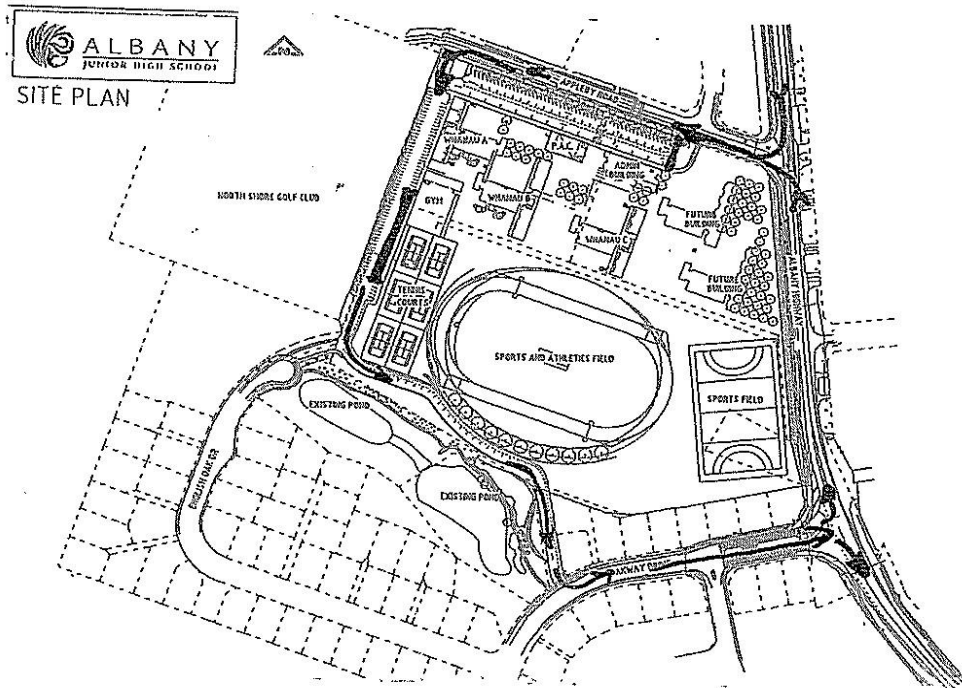
1. Cars are not allowed to use the driveways nearest the school to pick up or drop off students. The carpark lane and bus lane will be closed by cones.
2. Cars are not to park and wait for students on Appleby Road. The reason for this is student safety. A significant proportion of Appleby Road is marked by a dotted orange line indicating 'no parking'. Police and traffic wardens watch this closely.
3. There is to be no parking at the two childcare centres directly opposite the school at any time of the day.
4. Parents and caregivers are to drive to the end of Appleby Road and turn left into the school (behind the gym and just before the golf course). An area will be set aside behind the gym for the drop off and pick up of students.
5. Cars then carry on through the school via the loop road to Oakway Drive and turn onto Oakway Drive, where there is an intersection with traffic lights at the highway. Cars are not to do U-turns in the school driveway, nor at the end of Appleby Road. We would like to encourage this system as your preferred option.

The 'one-way flow' through the school will speed up traffic and keep our students safe, while giving cars good access to the Albany Highway via the lights on Oakway Drive.

A reminder also, that for you to stop on Albany Highway to drop off or pick up students is extremely dangerous. Thank you for your help and consideration as we work to manage traffic safely.

Kind regards,

Stephen Kendall-Jones
Principal, Albany Junior High School



AJHS PRIDE

P = PARTICIPATION

R = RESPECT

I = INTEGRITY

D = DILIGENCE

E = EMPATHY



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Email: office@ajhs.school.nz
Website: www.ajhs.school.nz

App: Albany Junior High School
(Available in Apple & Android)