

# Sacred Heart Cathedral School

*Te Kura Ahurewa o te Ngākau Tapu*

---

My name is Bernadette Murfitt and I have been Principal at Sacred Heart Cathedral School since the beginning of May 2016.

I am extremely fortunate to be in this very privileged position working alongside a dedicated staff, motivated students, a highly functioning Board of Trustees, and a parent community who are committed to supporting all that we do here at Sacred Heart Cathedral School.

If you are interested in sending your child to our school, please feel free to contact me at any time to talk further about the opportunities that are available at our school or to arrange a visit.

Our Mission statement captures our approach to learning *“To educate our children within a Catholic environment to achieve their full spiritual, academic and personal potential.”* We hold high expectations for student achievement and work to ensure that our students are knowledgeable and skilful. We also want our students to be excited about what they are learning and for the learning to be relevant and meaningful.

We approach student learning believing that *“one size does not fit all”* and we aim to meet individual learning needs. This approach can be seen in everything we do – how we teach in the classrooms, learning opportunities that students have, celebrations of learning, extension and remedial programmes for those needing targeted support.

As a learning and faith community we value partnership. At Sacred Heart Cathedral School you can expect to be warmly welcomed. You can also expect to see the latest innovative ways of delivering the curriculum. As a staff we constantly challenge ourselves to be the best that we can be.

Our students are warm, caring, friendly, smart and talented. We are committed to ensuring that our students that leave Sacred Heart Cathedral School are confident, connected, actively involved lifetime learners.

Bernadette Murfitt  
Principal  
Sacred Heart Cathedral School



# PUPIL ENROLMENT FORM

Please write firmly using a ballpoint pen.

Copy 1: Office

Copy 2: Dental Therapist

Copy 3: Teacher

|                                 |                                |                       |                           |                              |
|---------------------------------|--------------------------------|-----------------------|---------------------------|------------------------------|
| PUPIL                           | Legal surname:                 | Legal first name/s:   |                           |                              |
|                                 | Preferred surname:             | Preferred first name: |                           |                              |
|                                 | Place in family: of Boy / Girl | DoB: / /              | Current class/year level: | Eldest child at this school: |
|                                 | Home Address:                  | Zone: In / Out / NA   |                           |                              |
|                                 | Previous school/centre:        | Address:              |                           |                              |
|                                 | Phone:                         | Mobile:               | Email:                    |                              |
|                                 | Rural Emergency No:            | Home language:        |                           |                              |
| Ethnicity 1: 2: 3:              | Iwi/Hapu 1: 2:                 |                       |                           |                              |
| Residency/Citizenship? Yes / No | If No, Date of NZ entry:       |                       | Country of birth:         |                              |

|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| PARENTS/CAREGIVER/S | Title: Legal surname: First name/s: Relationship to pupil:   |
|                     | Home address: (if different to pupil) Country of birth:      |
|                     | Workplace/Hrs: Occ: Ph Hm: Ph Wk: Mob:                       |
|                     | Title: Legal surname: First name/s: Relationship to pupil:   |
|                     | Home address (if different to pupil) Country of birth:       |
|                     | Workplace/Hrs: Occ: Ph Hm: Ph Wk: Mob:                       |
|                     | Emergency contact name 1: Relationship to pupil: Ph Hm: Mob: |
|                     | Emergency contact name 2: Relationship to pupil: Ph Hm: Mob: |
|                     | Doctor: Ph: Dental clinic:                                   |
|                     | Name of legal guardian/s:                                    |

|                                                    |                                                                                                                                                                                                                                          |                          |                          |                          |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| EARLY CHILDHOOD EDUCATION                          | Was ECE regularly attended? <input type="checkbox"/> Yes, for the last year/s <b>OR</b> <input type="checkbox"/> Not regularly, only occasionally or with no on-going schedule <b>OR</b> <input type="checkbox"/> No, did not attend ECE |                          |                          |                          |
|                                                    | Did your child attend an ECE service in the six months prior to starting school?                                                                                                                                                         |                          |                          |                          |
|                                                    | Please enter the number of <b>hours per week</b> for up to three services (a-f) <b>or tick the appropriate box</b> (g-j).                                                                                                                |                          |                          |                          |
|                                                    |                                                                                                                                                                                                                                          | ECE 1<br>(hrs/wk)        | ECE 2<br>(hrs/wk)        | ECE 3<br>(hrs/wk)        |
|                                                    | a) Kōhanga Reo                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                    | b) Playcentre                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                    | c) Kindergarten <i>or</i> Education and Care Centre                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Home based Service                              | <input type="checkbox"/>                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| e) Playgroup                                       | <input type="checkbox"/>                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| f) Correspondence School - Te Aho o Te Kura Ponamu | <input type="checkbox"/>                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          |

**Only tick following boxes if ECE hours section to the left is not completed.**

g) Attended, but only outside New Zealand ☐

h) Attended, but don't know what type of service ☐

i) Did not attend ☐

j) Unable to establish if attended or not ☐

|                                 |                                          |
|---------------------------------|------------------------------------------|
| CUSTODY ACCESS                  | Court order issued? Yes / No / NA        |
|                                 | (attach further information as required) |
| Extra copy of school report to: | Address:                                 |

|                              |                                                                      |                                |
|------------------------------|----------------------------------------------------------------------|--------------------------------|
| HEALTH, LEARNING & BEHAVIOUR | Has your child had a B4 School Check? Yes / No                       | B4SC health?                   |
|                              | B4SC developmental?                                                  | B4SC behavioural?              |
|                              | Immunisation Cert Sighted? Yes / No                                  | Requested? Completed: Yes / No |
|                              | Vision:                                                              | Hearing:                       |
|                              | I consent to my child's vision and hearing being tested. Yes / No    |                                |
|                              | Allergies:                                                           | Medication:                    |
|                              | Speech:                                                              | Serious problems:              |
|                              | Learning/Behaviour Needs:                                            |                                |
|                              | Special Needs/Resourcing/Agencies:                                   |                                |
|                              | Other information/requests (attach further information as required): |                                |

## DECLARATION

I have read and accept the privacy statement and parent declaration on the reverse of this form. Parent/Caregiver signature: \_\_\_\_\_ Date: / /

|       |                                                                    |                    |
|-------|--------------------------------------------------------------------|--------------------|
| OTHER | Members of your family likely to attend this school in the future. | 1. Birth date: / / |
|       | 2. Birth date: / /                                                 | 3. Birth date: / / |
|       | Additional information:                                            |                    |

|            |                                                                                                                                                                                                                                |                                         |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| OFFICE USE | Birth date verification: <input type="checkbox"/> Birth certificate/number <i>or</i> <input type="checkbox"/> Passport/number                                                                                                  | School admission to:                    |
|            | Records/information requested: / /                                                                                                                                                                                             | Records/information received: / /       |
|            | <input type="checkbox"/> Academic<br><input type="checkbox"/> Attendance<br><input type="checkbox"/> Behavioural<br><input type="checkbox"/> Custodial<br><input type="checkbox"/> Health<br><input type="checkbox"/> Personal | NSN: / /<br>Data entered: / /<br>Other: |
|            | No previous schools/enrolments: Year level:<br>Teacher: Room:<br>Issued... Health card <input type="checkbox"/> School info/pack <input type="checkbox"/>                                                                      |                                         |
|            | Additional information:                                                                                                                                                                                                        |                                         |

Not to be photocopied. Order from NZPF: office@nzpf.ac.nz.



### **Privacy Statement**

The information collected will be used by the school for enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school. The information collected may be disclosed to appropriate education, health and welfare authorities and for data-gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

### **Parent Declaration**

I agree that the school will take action on my behalf in case of sudden illness or injury, to abide by the school's policies, that my child's work and image may be used in accord with the school's online publishing policy/procedures and that the school may forward my child's name and address to a potential intermediate or secondary school. All information that I have provided is true and correct.

# Sacred Heart School Management Procedures:

## *Overview:*

The school has a maximum roll of 240 of which up to 5% can be non-preference. All pupils are expected to maintain a level of behaviour appropriate to a Catholic school where the values of Jesus Christ prevail. The school has a disciplinary procedure for use as required. Pupils are assisted when required to enable them to progress through the school with a peer group while maximising their potential for learning. Parents are encouraged to take an interest in their children's educational progress. Teachers and the Principal can be contacted to discuss any pupil related issues.

## *Objectives:*

- that the school operates a fair system of enrolling pupils.
- that pupils not conforming to acceptable behavioural standards, be disciplined.
- that pupils will normally be promoted with their peers.
- that parents have access to all information that concerns their children.
- that there be agreed hours of opening, and an agreed number of teaching days per year.
- that the school operates an open-door policy for parents and caregivers.

## *Guidelines:*

### 1. *Admissions Procedures*

- 1.1 Applications for placement close on the 31<sup>st</sup> July of the previous year, with parents being notified in early-mid August.
- 1.2 Applications received after those dates shall be placed on a waiting list if places are unavailable.
- 1.3 In allocating places, the order of priority is:
  - (a) Preference students whose usual place of residence is within the Cathedral Parish of the Sacred Heart.
  - (b) Preference siblings of current pupils not already covered by (a).
  - (c) Preference students whose usual place of residence is Central Wellington (CBD).
  - (d) Preference students whose usual place of residence is within the Mt Victoria parish.
  - (e) Preference students whose usual place of residence is within the Newlands parish.
  - (f) Preference students who reside in any area other than those mentioned above.
  - (g) Non-preference students coming from a Catholic School.
  - (h) Non-preference students.



# PREFERENCE CERTIFICATE — valid from 2025



## New Zealand Catholic Bishops Conference Preference of Enrolment Certificate for the Archdiocese of Wellington

### This is to certify that

In accordance with the Education and Training Act 2020 Schedule 6, Cl 26 and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers: 5.1, 5.2, 5.3, 5.4, 5.5.

*(Please refer to Criteria details on back of form)*

MR/MRS/MS .....

Address .....

Is/are eligible to have preference of enrolment for their child at

.....School/College

in ..... Town/City

Name of child .....

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/Caregivers Signature ..... Date .....

Under which Criterion (see reverse) is the child eligible for preference? .....

If Criterion 5.1 applies please complete:

Baptised in ..... at ..... on .....

If Criterion 5.4 applies please complete the section on the back of this form.

Certified by (Name): ..... as authorised agent of the  
Roman Catholic Bishop of the Diocese of .....

Position: .....  
(see: *Administration of the Criteria*, 6.1.1-6.1.6, *Agents who may sign*, listed over page)

Address: .....

Signature ..... Date .....

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities *prior* to the enrolment of a student in a Catholic Integrated School.

# NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

## Criteria for Preference of Enrolment in Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

## Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

## Process of Appeal

If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Archdiocese of Wellington, the appointed appeal authority is the Vicar for Education, contact phone: (04) 496 1735.

If Criterion 5.4 (above) applies the parents/caregivers and significant familial adult completes the following:

### Significant familial adult:

I agree to support ..... (child's name)  
formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Mr/Mrs/Ms:.....

Address: .....

Relationship to child:..... Email address:..... Phone No:.....

Parish .....

Signature ..... Date: .....

### Parent(s)/Caregiver(s):

I agree that my child will be supported by: ..... in the formation of the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature:..... Date: .....





# Archdiocese of Wellington

0800 462 725 | [dues.adw@cathconnect.nz](mailto:dues.adw@cathconnect.nz)

## Attendance Dues 2026

### Attendance Dues for 2026 (inclusive of GST)

**Primary Students: \$595.00 per child**

**Secondary Students: \$1,193.00 per child**

Invoices will be sent in March with payment in full due by **31st May in the year of enrolment.**

Alternatively, you can set up an automatic payment to pay in regular and consistent instalments - either weekly, fortnightly, or monthly over the course of the year, to pay the balance in full by 30<sup>th</sup> November 2026.

### How do I pay my Attendance Dues?

All payments are to be made directly to the Archdiocese of Wellington, as outlined in the table below. \*

|                              |                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>By credit/debit card:</b> | <a href="http://www.wn.catholic.org.nz/about/schools-in-the-archdiocese/attendance-dues">www.wn.catholic.org.nz/about/schools-in-the-archdiocese/attendance-dues</a>       |
| <b>Automatic Payments:</b>   | Through your internet banking or directly at your bank                                                                                                                     |
| <b>Bank details:</b>         | Account name: Attendance Dues Collection<br>Fund Westpac Account number: 03 0518 0000400 00<br>Particulars: <b>Student surname</b> Reference: <b>Family account number</b> |

### What are Attendance Dues?

- Paying Attendance Dues is a condition of enrolment for all students attending New Zealand Catholic Schools.
- Attendance Dues are **compulsory** - there is a legal requirement for parents and caregivers to pay Attendance Dues under the Education and Training Act 2020.
- Attendance Dues are used to pay for building related costs at Catholic Schools in the Wellington Archdiocese, including the costs of new school classrooms, and other buildings, pay off existing mortgages and pay for the insurance on all school properties.

For further information on Attendance Dues, please see our website:

[www.wn.catholic.org.nz/about/schools-in-the-archdiocese/attendance-dues](http://www.wn.catholic.org.nz/about/schools-in-the-archdiocese/attendance-dues)

If you would like to talk to us, please use the contact details at the top of the page.



"Please help us make Catholic education viable by paying your dues and even sharing the load for other parents who cannot manage by donating a little extra."  
Archbishop Paul Martin SM.

***We look forward to supporting you on your Catholic education journey.***



# ATTENDANCE DUES AGREEMENT

BETWEEN: The Roman Catholic Archbishop of the Archdiocese of Wellington as Proprietor of:

\_\_\_\_\_ (the school)

AND: The following Parents/Caregivers

*Complete all sections of this form – print clearly in capital letters*

|                              |  |  |  |  |  |  |  |  |
|------------------------------|--|--|--|--|--|--|--|--|
| Existing Attendance Dues A/C |  |  |  |  |  |  |  |  |
|------------------------------|--|--|--|--|--|--|--|--|

**No:** (Leave this number blank if this is your first student to be enrolled in a Catholic school in the Wellington Archdiocese)

| Details                 | Parent/Caregiver 1 | Parent/Caregiver 2 |
|-------------------------|--------------------|--------------------|
| Title                   |                    |                    |
| Surname                 |                    |                    |
| First Names             |                    |                    |
| Relationship to student |                    |                    |
| Residential Address     |                    |                    |
| Post code               |                    |                    |
| Phone (day)             |                    |                    |
| Phone (mobile)          |                    |                    |
| Email address           |                    |                    |

**WHO** enrol the following student(s) at the school:

| First and middle names of student(s) | Surname of student(s) | Gender<br>M/F | Pref<br>Y/N | Year<br>level | Start Date |
|--------------------------------------|-----------------------|---------------|-------------|---------------|------------|
|                                      |                       |               |             |               |            |
|                                      |                       |               |             |               |            |
|                                      |                       |               |             |               |            |

**Acknowledgement:** I acknowledge that I have read and understand this **Attendance Dues Agreement** and agree to comply with its terms and conditions.

1. I also agree to advise the Archdiocese of Wellington Dues team in writing if my/our circumstances change.
2. I accept responsibility for the payment of the Attendance Dues charged by the proprietor.
3. I agree to payment in one lump sum by the due date 31 May (the "due date") or through regular weekly/ fortnightly/monthly (circle) instalments of \$ \_\_\_\_\_ so that payment is completed by 30<sup>th</sup> November.

-----/-----/20-----  
Signature of parent/caregiver 1      Name (please print)      Date

-----/-----/20-----  
Signature of parent/caregiver 2      Name (please print)      Date



## 1.0 Introduction

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues in accordance with this agreement.
- 1.2 Attendance dues are used by the Proprietor to service school debt, ensure school buildings and other costs as specified in the Education and Training Act 2020.

## 2.0 Attendance Dues Payment

- 2.1 I/we agree to pay Attendance Dues to the Proprietor as approved by the Minister of Education in terms of the Education and Training Act 2020 and as a condition of enrolment of the students at the school.
- 2.2 I/we understand that each year, the Proprietor will issue me/us with an invoice for all attendance dues payable in respect of the student(s) and I/we agree to pay the invoice in full by the date stipulated in it.
- 2.3 I/we understand that if I/we default in paying my/our attendance dues by the due date, then any recovery costs incurred by the Proprietor will be an additional expense to be paid by me/us (and will be added to the total attendance dues owing and payable by me/us).
- 2.4 I/we acknowledge that the Proprietor: (a) may increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) is likely to review and, if necessary, increase the level of attendance dues payable at least annually.

## 3.0 STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 2020

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Archdiocese of Wellington (ADW), which administers attendance dues on behalf of the Proprietor.
- 3.2 Information entered into the ADW database is protected using industry standard technology such as encryption and password protection. Information is only accessible to personnel and their agents who need access to do their work and will be used primarily for collection and administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by ADW with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact ADW.

**Once completed, this form, and all other enrolment information required by the Proprietor for the purposes set out in clause 3.0 of this Attendance Dues Agreement must be returned to the school.**

### ADW Contact Information:

1. The ADW office: Catholic Centre, Level 2, 204 Thorndon Quay, Wellington
2. Postal address: Attendance Dues, **P.O. Box 1937, Thorndon, Wellington 6140**
3. Telephone: 0800 462 725 4. Email: [dues@wn.catholic.org.nz](mailto:dues@wn.catholic.org.nz)

**Please complete this section:**

**School Number:**

**Enrolment**  /

**NSN Number:**

**ACCOUNT**

**number:**

| Sacred Heart Cathedral School, Thorndon – Emergency Details Form                                                                                                          |                                          |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------|
| Child/Children's Full Name:                                                                                                                                               |                                          |               |
| Room No.:                                                                                                                                                                 |                                          |               |
| Address:                                                                                                                                                                  |                                          |               |
| Mother's Name:                                                                                                                                                            | Work Phone:                              | Mobile Phone: |
| Mother's Occupation:                                                                                                                                                      | Mother's Email:                          | Home Phone:   |
| Father's Name:                                                                                                                                                            | Work Phone:                              | Mobile Phone: |
| Father's Occupation:                                                                                                                                                      | Father's Email:                          | Home Phone:   |
| Name of Family Doctor:                                                                                                                                                    | Medical Centre Name:                     |               |
| Doctor's Phone No.:                                                                                                                                                       | Medical Centre Address:                  |               |
| <ul style="list-style-type: none"> <li>Do any of your children have an allergy or a medical condition that we should be aware of? Please indicate below.</li> </ul>       |                                          |               |
| <ul style="list-style-type: none"> <li>Child's Name:</li> </ul>                                                                                                           |                                          |               |
| Details:                                                                                                                                                                  |                                          |               |
| <ul style="list-style-type: none"> <li>Child's Name:</li> </ul>                                                                                                           |                                          |               |
| Details:                                                                                                                                                                  |                                          |               |
| I/we wish for my child/children to be treated by the Community Dental Service:<br><input type="checkbox"/> YES <input type="checkbox"/> NO                                |                                          |               |
| <b>Emergency Contact (other than the parents/caregivers):</b><br>Name:<br><br>Relationship to the child:                                                                  | Address:<br><br>Phone No.:<br><br>Email: |               |
| <b>In the event of a Civil Emergency my child/children will be collected by:</b><br>Name:<br><br>Relationship to the child:                                               | Address:<br><br>Phone No.:<br><br>Email: |               |
| <b>After School Care (ASC) Details:</b><br><br>I would like my child to attend ASC. Please circle which days.<br><br>Monday    Tuesday    Wednesday    Thursday    Friday |                                          |               |



***Participation in General School Programme***

I/We accept that as a condition of enrolment that \_\_\_\_\_  
(child's name) will participate in the general school programme that gives the school its special character.

\_\_\_\_\_  
(Parent/caregiver signature) Date: \_\_\_\_\_

Parents' Country of birth if not NZ: \_\_\_\_\_ / \_\_\_\_\_  
(Parent 1 - Mum) (Parent 2 - Dad)

Length of time in NZ: \_\_\_\_\_ Child's Nationality if not NZ: \_\_\_\_\_  
(Parents)

Length of time in NZ: \_\_\_\_\_ Home language: \_\_\_\_\_  
(Child)

Circle one: Catholic or Non-Catholic

Date of baptism: \_\_\_\_\_ Date of First Holy Communion: \_\_\_\_\_

***School Newsletter:***

I would like the school newsletter emailed to me: ☐ YES  
☐ NO

Email address: \_\_\_\_\_

***We require permission for the following:***

I/we give permission for the following:

- Sacred Heart Cathedral School to take my child/children on educational trips and visits. Transport to and from these activities will be either by bus, private car or if close enough by walking. I understand that the school will provide the necessary care and supervision of students. I will be notified via the newsletter of any trip.
- In the event of physical injury, my child/children to be transported to the appropriate hospital or Thorndon Medical Centre to be treated by a doctor. I will be responsible for the costs incurred.
- I am happy for my child to be photographed/videoed for use in newsletters and displays and on the school website. They may be identified by Christian name only:  
Please tick one. ☐ YES ☐ NO
- I agree for contact details to be given to Sacred Heart Cathedral School's Parents & Friends Fundraising Committee and the Parish Office at Sacred Heart Cathedral.  
Please tick one. ☐ YES ☐ NO

We also note the following:

- I/We agree that our children will wear the correct school uniform everyday at Sacred Heart Cathedral School.

I/We understand that the information collected forms an essential part of the information held by the school on your child. The records made from this information may be reviewed on request at the school. The information collected may be disclosed to appropriate education, health and welfare authorities and for data-gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorized or required by law.

Signed: ..... Date: .....

*Under the terms of the Privacy Act 2020 the information given will only be used for the purposes of the children's welfare and education.*

**Sacred Heart Cathedral School**  
**After School Care**  
**Student Information Form**

While every care will be taken of your child/children during the time they are at After School Care, accidents do happen and the After School Care Programme will not be liable in the event of such an occurrence.

Child/ren's Name/s: \_\_\_\_\_

Parents/Caregivers Names: \_\_\_\_\_ ☎: \_\_\_\_\_ (Mum's mobile)

\_\_\_\_\_ ☎: \_\_\_\_\_ (Dad's mobile)

Home Address: \_\_\_\_\_

Days of week my child will attend: Regular attendance (circle days attending or casual attendance):

Monday      Tuesday      Wednesday      Thursday      Friday      Casual attendance

Departure time from After School Care: \_\_\_\_\_

Emergency Contact (**NOT** Parents):

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

☎: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

☎: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Medical Centre: \_\_\_\_\_

☎: \_\_\_\_\_

Any specific medical problems:

\_\_\_\_\_

Medication (Underline one: Self-medicate or Needs staff supervision):

\_\_\_\_\_

Any custody/protection orders relating to the child: ☐ Yes ☐ No

If Yes, please provide documentation.

By signing this form:

1. I am agreeing to pick my child up by 5.30pm. If I do not pick up my child by 5.30pm, I will be charged a late fee of \$1.00 per minute which will need to be paid to the supervisors who stay to look after my child.
2. I am giving written consent for my child to attend the After School Care programme.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Details:

Account Name: Sacred Heart School Board of Trustees (Thorndon)

Account number: 12-3140-0325505-00

Please use for school reference your child's name and 'ASC'.



# Sacred Heart Cathedral School

*Te Kura Ahurewa o te Ngākau Tapu*

---

## Student User of Digital Technologies Agreement for Sacred Heart Cathedral School

### SACRED HEART CATHEDRAL SCHOOL STUDENT USER AGREEMENT OVERVIEW:

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Sacred Heart Cathedral School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Sacred Heart Cathedral School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and some things can go wrong. This is why we must commit to making it as safe as possible to use digital tools and online spaces for learning.

### SACRED HEART CATHEDRAL SCHOOL ROLE:

Sacred Heart Cathedral School supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline.

We will do this by:

- making everybody aware of their responsibilities
- planning times in terms to learn about positive online behaviours and ways to keep safe
- overseeing students' use of the school's digital devices and online spaces during school time
- offering access to the internet and online platforms
- using filtering software to protect everybody
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies in the learning at school
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

# Sacred Heart Cathedral School

*Te Kura Ahurewa o te Ngākau Tapu*

---

## YOUR RESPONSIBILITIES:

As a student of Sacred Heart Cathedral School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something, talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Recognise others' work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of school time, unless you have been given permission to do otherwise.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens, talk to a trusted adult about what can be done.

# Sacred Heart Cathedral School

*Te Kura Ahurewa o te Ngākau Tapu*

---

- **Treat the school's devices with respect.** Always remember that we do not deliberately damage or break the school's devices.

## **ONLINE INCIDENTS:**

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. Sacred Heart Cathedral School will do its best to support you if something goes wrong online.

**Online bullying.** Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to your teacher or Mrs. Murfitt for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

At school, we recognise the opportunities and benefits of being online, but we are not able to control students' online access and use outside of school hours. We will, however, do our best to support and educate our students in the safe, informed and responsible use of devices and online spaces.

**Report a problem.** We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to your teacher or Mrs. Murfitt. This is really helpful and important so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

**Online safety support.** Netsafe is our New Zealand online safety organisation that can help when things go wrong online when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family, seven days a week, for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](http://netsafe.org.nz).



# Sacred Heart Cathedral School

*Te Kura Ahurewa o te Ngākau Tapu*

---

## STUDENT STATEMENT:

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that the school owns, or if it is my device that I bring to school.

I understand that I am expected to care for the school's devices. I will not deliberately damage these. If I do, there may be some actions that my school might have to take, such as recovering the costs from me to repair or replace the device. In cases of accidental damage to school property, the extent of any charge will depend on my share of the blame for the damage.

I know that if I behave in ways that are not safe online, or kind or responsible, this is not okay at Sacred Heart Cathedral School. There may be some actions that my school might have to take, such as not being able to use the school device.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

I am aware that social-media-related incidents that take place outside of school cannot become a concern of the school, although the school will do its best to support me where necessary.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_



# Sacred Heart Cathedral School

*Te Kura Ahurewa o te Ngākau Tapu*

---

## PARENT / WHĀNAU / GUARDIAN DECLARATION:

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

I am aware that the school is not responsible for mediating in cases where social media-related incidents take place outside of school, although the school will do its best to support students where necessary.

I agree that in the case that my child willfully damages the property of the school or that of other students, they will be expected to meet the full cost of repair or replacement. In cases of accidental damage to School property, the extent of any charge will depend on the student's share of the blame for the damage.

As part of Google's push for greater protection for students, Google requires **Sacred Heart Cathedral School** to get parental permission to use the following Google apps. All apps are ones that we use (or might use) for educational purposes in the classroom.

- Blogger
- Chrome Web Store
- Google Arts and Culture
- Google Earth
- Google Maps
- Google Photos
- Google Play (students can only access a list of allowed apps)
- Google Translate
- Managed Google Play
- YouTube

I give my permission for my child to use these Google apps as part of their learning.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Sacred Heart Cathedral School Community Conduct Expectations CODE OF CONDUCT for Parents, Caregivers, Visitors to Sacred Heart Cathedral School.**

Sacred Heart Cathedral School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- To all conduct, speech, action and includes emails, texts, phone calls, social media or other communication.
- While on school grounds or at another venue where students and/or staff are assembled for school purposes (such as camp or sports match).

### **Standards of Conduct:**

Sacred Heart Cathedral School Expects Parents, Caregivers and Visitors to:

- Treat everyone with respect.
- Work together in partnership with staff for the benefit of students.
- Respect and adhere to our school values.
- Set a good example for students at all times.
- Follow school procedures to handle any complaints.
- Adhere to school policies and procedures (such as those listed below), and any legal requirements.

### **Examples of Unsuitable Conduct Include:**

- Threats, bullying, harassment.
- Profanity/offensive language.
- Insulting, abusing, or intimidating behaviour.
- Discrimination (e.g. based on ethnicity, religion).
- Physical aggression.
- Deception/fraud.
- Damaging school property.
- Smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Sacred Heart Cathedral School policy).
- Placing unreasonable and excessive expectations on staff time or resources.
- Pursuing a complaint or campaign, or making defamatory, offensive, or
- Derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.
- Wearing gang insignia on the school grounds (this is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave).

### **Dealing with Breaches of the Code of Conduct:**

How Sacred Heart Cathedral School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- Documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded.
- Holding a meeting with the relevant person, the principal, and/or presiding member (or their delegate) or appropriate staff member to discuss the problem and possible resolution.
- Issuing a warning letter that outlines the problem and required resolution and reminds them of the possible outcomes of repeated conduct.
- Arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

### **Outcomes of Breaching the Code of Conduct:**

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 30 of the Education and Training Act 2020, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

**I have read and agree to abide by this code of conduct. This code of conduct may be updated from time to time with the latest version available on our SchoolDocs site. See [sacred-heart.schooldocs.co.nz](https://sacred-heart.schooldocs.co.nz).**



Name: \_\_\_\_\_  
(Parent/Caregiver/Visitor)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Parent/Caregiver/Visitor)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Further information - Supporting Policies and Procedures:**

These policies and procedures are available on our SchoolDocs site.  
See [sacred-heart.schooldocs.co.nz](http://sacred-heart.schooldocs.co.nz).

- Employer Responsibility Policy
- Complaints
- Health, Safety, and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances
- Harassment
- Smokefree Schools
- Visitors
- Legislation and Administration Policy
- Communication
- Privacy

**Relevant Legislation:**

- Education Act 1989, section 139C.
- Trespass Act 1980, section 3.